

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

Our Mission: teach all/reach all

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

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

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

AGENDA

Urbandale City Hall – 3600 86th Street

- I. **Call to Order and Roll Call**
- II. **Approval of Agenda**
- III. **Public Hearing - High School Track Resurfacing Project**
- IV. **Approval and Awarding of the Contract for the High School Track Resurfacing Project**
 - A. Approve the plans, specifications, form of contract and estimated costs for the HS track resurfacing project.
 - B. Award the Contract for Resurfacing the High School Track
- V. **Communication from the Public – School Community Relations (1001)**
- VI. **Report of the Superintendent of Schools**
 - A. Celebrations and Recognition
 - B. Wellness Proposal Plan
 - C. Learning Together Activity - March 2016 *Board & Administrator*
 - D. Board Communication
 - E. Discussion and Approval of the Durham Student Services Addendum for 2016-2017
 - F. Technology Purchase Proposal for Summer 2016
- VII. **Report of the President**
 - A. Discussion of Board Member Appointment
- VIII. **Consent Agenda Items – Business Procedures (801)**

- A. Approval of April 11, 2016 Board Meeting Minutes
- B. Approval of Open Enrollment
- C. Approval of Personnel Report
- D. Approval of DHS Court Liaison Contract Amendment
- E. Approval of High School's Summer 2017 Japan Trip Itinerary
- F. Approval of High School's ImPACT Program for the 2016-2017 School Year
- G. Approval of High School's Overnight Activities for the 2016-2017 School Year
- H. Approval of the High School's Activities Charges for the 2016-2017 School Year
- I. Approval of the AEA Food Services Purchasing Agreement for the 2016-2017 School Year
- J. Approval of Additional Funds for Proxy Card Time Card System Purchase
- K. Approval of Engagement Letter with Piper Jaffray & Co. for Financial Services
- L. Acceptance of Financials
- M. Authorization to Pay Bills

IX. Discussion of Other Matters

X. Meeting Evaluation Form

XI. Adjourn



Project Schedule

Project **Urbandale High School Track Resurfacing**
 Project No. 11-16102-00
 Date March 8, 2016
DESIGN PHASE

1.0 PRE-DESIGN

1.2	DLR Group Contract Approval	February 15 2016	Reg Bd Mtg @ 7:00 pm
1.1	Program/Scope Discussion	February 16 2016	
1.3	Meeting with Fisher Track on Site	February 29 2016	

2.0 CONSTRUCTION DOCUMENTS

2.1	Design Team CD Kick-Off Mtg	March 1 2016	
2.2	Print QA Set for DLR / Owner Review	March 22 2016	
2.4	Owner Review Meeting	March 24 or 25 2016	
2.6	Establish Bid Date and Public Hearing	March 28 2016	Reg Bd Mtg @ 7:00 pm

3.0 BIDDING

3.1	Contract Documents Issued for Bidding	March 29 2016	
3.2	Public Advertisement of Bid Opening	TBD	<i>more than 4 days, not more than 45 days prior</i>
3.3	Public Advertisement of Public Hearing	TBD	<i>not less than 4 days nor more than 20 days prior</i>
3.4	Addendum CC-1	April 7 2016	
3.5	Addendum CC-2	April 14 2016	
3.6	Bid Opening	April 19 2016	@ 2pm
3.7	Public Hearing	April 25 2016	Reg Bd Mtg @ 7:00 pm

4.0 CONSTRUCTION

4.1	Anticipated Approval of Constr Contracts	April 25 2016	Reg Bd Mtg @ 7:00 pm
4.2	Anticipated Construction Start	June 13 2016	Preferred start June 27
4.3	Anticipated Construction Complete	July 17 2016	Preferred completion July 8

PROJECT EXPENSE SUMMARY



Project | Urbandale High School Track Resurfacing
 Project No. | 11-16102-00
 Date | March 22 2016
 Phase | Construction Documents

Expense Item	Budget Amount Lump Sum Bid A	Budget Amount Lump Sum Bid B	Budget Amount Lump Sum Bid C	Comments
SITE ACQUISITION	\$ -	\$ -	\$ -	
OFF SITE DEVELOPMENT	\$ -	\$ -	\$ -	
CONSTRUCTION EXPENSES				
Lump Sum Base Bid A	\$ 70,000			<i>Patch and repair of existing resilient surface and install Structural Spray and restipe</i>
Lump Sum Base Bid B		\$ 125,000		<i>Remove existing resilient surfacing and install new Resilient Surfacing and restipe</i>
Lump Sum Base Bid C			\$ 165,000	<i>Remove existing resilient surfacing and install new Resilient Surfacing, Structural Spray and restipe</i>
SUB TOTAL	\$ 70,000	\$ 125,000	\$ 165,000	
PROFESSIONAL FEES				
Arch / Eng - Basic Services	\$ 5,500	\$ 5,500	\$ 5,500	
PROFESSIONAL FEES (OTHER)				
Verification Survey of Patch and Repair	\$ 1,000			
MISCELLANEOUS FEES				
Construction Document Printing	\$ 150	\$ 150	\$ 150	
Misc. Reimbursables	\$ 350	\$ 350	\$ 350	
SUB TOTAL	\$ 77,000	\$ 131,000	\$ 171,000	
BUDGET CONTINGENCIES				
Construction Phase	\$ 7,000	\$ 12,500	\$ 16,500	<i>(10% of Construction Cost)</i>
TOTAL CONSTRUCTION EXPENSE	\$ 84,000	\$ 143,500	\$ 187,500	
TOTAL PROJECT EXPENSE	\$ 84,000	\$ 143,500	\$ 187,500	



DLR Group

Architecture
Engineering
Planning
Interiors

Urbandale High School Track Resurfacing
Urbandale Community School District
Urbandale, Iowa

Project Manual
DLR Group Project No. 11-16102-00

March 29, 2015

NOTICE: These documents are instruments of professional service, and information contained therein is incomplete unless used in conjunction with DLR Group's interpretations, decisions, observations and administrations. Use or reproduction of these documents in whole or in part without DLR Group's consent is in violation of common law, copyrights, statutory and other reserved rights, which preempts state and local public records act.



Project Manual

Urbandale High School Track Resurfacing
Urbandale Community School District
Urbandale, Iowa

DLR Project No. 11-16102-00
Combined Contract

March 29, 2016

DLR Group inc., an Iowa corporation
Architecture Engineering Planning Interiors
1430 Locust Street, Suite 200, Des Moines, IA 50309
tel 515/276-8097

SECTION 000101 - PROJECT CONTACTS PAGE

ARCHITECT

DLR Group, inc.
1430 Locust Street, Suite 200
Des Moines, IA 50309
515 276-8097

Contact: Jim Huse, AIA

CIVIL ENGINEER

DLR Group, inc
6457 Frances
Omaha, NE 68106
402 393-4100

Contact: Dan Vlock, PE

END OF SECTION 000101

REVIEW - NOT FOR CONSTRUCTION

SECTION 000110 - TABLE OF CONTENTS

INTRODUCTORY INFORMATION

Section 000101	Project Contacts Page
Section 000105	Certifications Page (Signature Sets Only)
Section 000110	Table of Contents

DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS

PROCUREMENT REQUIREMENTS

Section 001111	Notice of Public Hearing
Section 001113	Advertisement for Bids
Section 002113	Instructions to Bidders Bidder Status Form, 2 pages
Section 002600	Procurement Substitution Procedures Procurement Substitution Request Form, 1 page
Section 004113	Bid Form - Stipulated Sum (Single-Prime Contract)

CONTRACTING REQUIREMENTS

Section 007300	General and Supplementary Conditions of the Contract for Construction
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DIVISION 01 – GENERAL REQUIREMENTS

Section 011000	Summary
Section 012200	Unit Prices
Section 012500	Substitution Procedures Substitution Request Form (During Construction), 2 pages
Section 012600	Contract Modification Procedures
Section 012900	Payment Procedures Approval of Surety to Schedule of Values, 1 page
Section 013100	Project Management and Coordination Request for Information Form, 1 page
Section 013200	Construction Progress Documentation
Section 013300	Submittal Procedures Shop Drawing Transmittal Form, 1 page
Section 014000	Quality Requirements
Section 015000	Temporary Facilities and Controls
Section 016000	Product Requirements
Section 017300	Execution
Section 017700	Closeout Procedures
Section 017823	Operation and Maintenance Data
Section 017839	Project Record Documents
Section 017900	Demonstration and Training

DIVISION 02 THROUGH DIVISION 31 (NOT USED)

DIVISION 32 – EXTERIOR IMPROVEMENTS

Section 321700 Resilient Surfacing

DIVISION 33 – UTILITIES (NOT USED)

DRAWINGS

C1.1 Site Plan

END OF SECTION 000110

REVIEW - NOT FOR CONSTRUCTION

NOTICE OF PUBLIC HEARING
ON PLANS, SPECIFICATIONS,
FORM OF CONTRACT AND ESTIMATED COST FOR
URBANDALE HIGH SCHOOL TRACK RESURFACING
URBANDALE, IOWA

Public notice is hereby given that the Board of Directors of the Urbandale Community School District, Urbandale, Iowa, will conduct a public hearing on the plans, specifications, form of contract and estimated total cost of construction for the Urbandale High School Track Resurfacing project, at 7:00 p.m. local Iowa time on April 25, 2016 at the City of Urbandale Administrative Office Building Board Room, 3600 86th Street, Urbandale, Iowa. All interested individuals are invited to attend.

Plans, specifications, form of contract and the estimated total cost of construction are now on file in the Office of the Superintendent, Urbandale Community School District, 11152 Aurora Avenue, Urbandale, Iowa, and may be inspected by any interested persons.

This notice is given by order of the Board of Directors, Urbandale Community School District, Urbandale, Iowa.

Board Secretary
Urbandale Community School District
in the County of Polk, State of Iowa

END OF SECTION 001111

DLR Group, inc.
Architects - Engineers
1430 Locust Street, Suite 200
Des Moines, Iowa 50309
Phone: 515/276-8097

ADVERTISEMENT TO BID

NOTICE IS HEREBY GIVEN: Sealed bids will be received by the Board of Directors of the Urbandale Community School District at the District Administrative Offices, 11152 Aurora Avenue, Urbandale, Iowa 50322, before 2:00 P.M. local Iowa time, according to the designated clock in the Reception area at the District Offices on Tuesday, April 19, 2016 for the Urbandale High School Track Resurfacing project ("Project"). Bids will be publicly opened and read aloud after 2:00 P.M. in the District Board Room. All in accordance with the plans and specifications now on file and available at the District Offices.

Consideration of the bids received and the award of contracts or other action may be made by the Board of Directors of the Urbandale Community School District upon the proposals received in accordance with the law and the plans and specifications at its meeting to be held at 7:00 P.M. on April 25, 2016, in the City of Urbandale Administrative Office Building Board Room, 3600 86th Street, Urbandale, Iowa 50322.

The Project consists of three separate lump sum base bids, 1) Spot Removal and Patching of existing Resilient Surfacing and adding a Structural Spray, 2) Complete removal of existing Resilient Surfacing and Replacement with new Polyurethane Bound Rubberized Surfacing, and 3) Complete removal of existing Resilient Surfacing and Replacement with new Polyurethane Bound Rubberized Surfacing and adding a Structural Spray. All three lump sum bid numbers include restriping of track to include all current required track markings. Only one of the Lump Sum Bids will be accepted.

Work on the Project shall after June 13, 2016 and is scheduled for substantial completion on or before July 17, 2016. The preferred time frame for construction is June 27, 2016 through July 8, 2016 if the Work can be completed in that time frame

Bids must be a lump sum basis for a single Combined Construction Contract as described in the specifications.

Bidding Documents may be examined after March 29, 2016 at the office of DLR Group inc., the Architect-Engineer, 1430 Locust Street, Suite 200, Des Moines, Iowa 50309, and on the Web at the Printer's On-line Plan Room, and at the following exchanges:

Bid Clerk, 28 N. Clark Street, Suite 450, Chicago, IL 60602 (Electronic Set)
CMD Group, 30 Technology Pkwy S., Suite 500, Norcross, GA 30092 (Electronic Set)
Master Builders of Iowa, 221 Park St., Des Moines, IA 50303 (Electronic Set)
McGraw Hill Construction Dodge, 4300 Beltway Place, Suite 180, Arlington, TX 76018 (Electronic Set)

Bidders may obtain Bidding Documents at the office of the Printer, Action Reprographics, 5037 NE 14th Street, Des Moines, Iowa 50313, by calling 515-288-2146 or through their On-line Plan Room from 8:00 AM until 5:00 PM, Monday through Friday, in accord with the Instructions to Bidders. If shipping is required, there will be a non-refundable fee required for each set shipped. The cost shall be determined by Action Reprographics based on the size of the project. Checks for shipping shall be made out to Action Reprographics.

Members of Associated Builders and Contractors of Iowa may obtain Bidding Documents by use of the non-cash security method adopted by the ABC of Iowa.

Members of Master Builders of Iowa may obtain Bidding Documents by use of the non-cash security method adopted by the Master Builders of Iowa, Inc.

Bids must be submitted on the approved bid form available in the Bidding Documents. No oral, facsimile, electronic or telephonic bids or modifications will be considered.

Bidders will be required to provide a security deposit, in the form of an approved Bid Bond, cashiers or certified check, or certified share draft in the amount of five percent (5%) of the amount of the bid, in a separate attached envelope as outlined in the Instruction to Bidders. Bid security shall be made payable to the Urbandale Community School District.

The successful Bidder will be required to furnish a Performance Bond and Labor and Material Payment Bond both in an amount equal to 100% of the Contract Price and in accordance with other requirements outlined in the Bid Documents.

Should the successful bidder fail or neglect to furnish satisfactory performance/payment bonds, refuse to enter into a Contract on the basis of the bid, or fail to meet the requirements of this Notice and the specifications regulating the award, the bidder's security may be retained as liquidated damages. No bidder may withdraw its bid for a period of sixty (60) calendar days after the date and hour set for opening of bids.

The Board of Directors may make the contract award to the lowest responsive, responsible bidder meeting specifications. The right is reserved to reject any or all bids, or any part thereof, and to waive informalities as allowed by law, and to enter into such contract or contracts as shall be deemed in the best interests of the Urbandale Community School District.

Minority and Targeted Small Business participation is encouraged. Bidders shall make a good faith documented effort to encourage the participation of Certified Iowa Targeted Small Business in accordance with the Code of Iowa.

By virtue of statutory authority, a preference will be given to products and provisions grown and/or produced within the State of Iowa.

All bids will be governed by applicable provisions in the Iowa Code and Urbandale Community School Board Policies.

Secretary
Board of Directors
Urbandale Community School District
Urbandale, Iowa

END OF SECTION 001113

RESILIENT SURFACING CONTRACTOR QUALIFICATION FORM

Company Name _____

Address _____

Contact Person and Phone Number _____

Iowa Contractor Registration Number _____

Do you have any current litigation pending against you? _____

IOWA TRACK INSTALLATION REFERENCES

Project Name _____ Location _____

Contact Person and Phone Number _____ Installation Date _____

Project Name _____ Location _____

Contact Person and Phone Number _____ Installation Date _____

Project Name _____ Location _____

Contact Person and Phone Number _____ Installation Date _____

Project Name _____ Location _____

Contact Person and Phone Number _____ Installation Date _____

INSTRUCTIONS TO BIDDERS

To be considered, Bids must be made in accord with these Instructions to Bidders.

IB.01 DEFINITION: Bidding Documents include the Advertisement to Bid, Instructions to Bidders, Bid Form, other sample bidding and contract forms, and proposed Contract Documents including any Addenda issued prior to receipt of Bids.

IB.02 BIDDING DOCUMENTS

IB.02.1 COPIES: Copies of Bidding Documents may be obtained from the Printer, Action Reprographics, 5037 NE 14th Street, Des Moines, Iowa 50313, by calling 515-288-2146 or through their On-line Plan Room between the hours of 8:00 AM to 5:00 PM, Monday through Friday. If shipping is required, there will be a non-refundable fee required for each set shipped. The cost shall be determined by Action Reprographics based on the size of the project. Checks for shipping shall be made out to Action Reprographics.

- .1 Members of Associated Builders and Contractors of Iowa may obtain Bidding Documents by use of the non-cash security method adopted by the ABC of Iowa.
- .2 Members of Master Builders of Iowa may obtain Bidding Documents by use of the non-cash security method adopted by the Master Builders of Iowa, Inc.
- .3 Members of the Omaha Builders Exchange may obtain Bidding Documents by use of the OBE Non-Cash Security Method for Return of Plans and Specs endorsed by the Omaha Builders Exchange.

IB.02.2 QUESTIONS AND INTERPRETATIONS: Submit questions about Bidding Documents to the Architect-Engineer. Replies will be issued to Prime Bidders of record as Addenda to the Bidding Documents. The Architect-Engineer and the Owner will not be responsible for oral clarification. Questions received less than seventy-two (72) hours before the Bid opening cannot be answered.

IB.02.3 SUBSTITUTIONS: The materials, products, and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.

- .1 No substitution will be considered prior to receipt of Bids unless written request for approval has been received by the Architect by the end of the business day ten (10) days prior to the Bid Opening. Such requests shall include the name of the project, the specification section and the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance and test data, and other information necessary for an evaluation. A statement setting forth changes in other materials, equipment, or other portions of the Work, including changes in the work of other contracts that incorporation of the proposed substitution would require, shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final. Use the Pre-Bid Substitution Request Form included in the Procurement Requirements of the specifications.
- .2 If the Architect approves a proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.
- .3 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

IB.03 CONDITIONS OF WORK

IB.03.1 EXAMINATION: Bidders shall carefully examine the Bidding Documents and construction site to obtain firsthand knowledge of existing conditions. The Contractors will not be given extra payments for conditions which can be determined by examining the site and Bidding Documents. The site may be examined after checking in with John Lees, Buildings and Maintenance Supervisor, at (515) 306-4191.

IB.03.2 SALES AND USE TAX: Bidders shall not include State of Iowa and Local Option Sales and Use Tax in the Bid. The General Contractor shall provide a list of subcontractors, sub-sub contractors and suppliers with their Federal Identification Number to the Owner. The Owner will issue exemption certificates to contractors, subcontractors, sub-sub contractors and suppliers in order to eliminate tax from the construction materials following award of contract. If material is purchased outside the state of Iowa and the other State requires that the contractors, subcontractors, sub-sub contractors and suppliers pay sales tax they are recommended to include this price in their Bid unless they are able to obtain a sales tax refund from said State.

IB.03.3 MINORITY PARTICIPATION AND TARGETED SMALL BUSINESS is encouraged. Bidders shall make a good faith documented effort to encourage the participation of Certified Iowa Targeted Small Business in accordance with Code of Iowa. Bidders may contact the Iowa Department of Economic Development, 200 East Grand Avenue, Des Moines, Iowa 50309, (515) 242-4813 for further information. Additional information and a list certified vendors can be found on the web at www.state.ia.us/government/dia/page5.HTML. Successful Bidders shall submit evidence of Targeted Small Business Contact and Participation prior to execution of a Contract.

IB.04 BIDDING PROCEDURE

IB.04.1 PREPARATION OF BIDS

- .1 Bids shall be submitted on unaltered Bid Forms furnished by the Architect-Engineer.
- .2 Each Bid shall include the legal name of the Bidder, and shall show whether the Bidder is a corporation, a partnership, or a sole proprietor, or any other legal entity. A Bid of a corporation shall give the State of incorporation, and shall have the seal affixed, and, if a foreign corporation, it shall state whether or not the corporation is licensed to do business in the State of Iowa as a foreign corporation. A Bid of a partnership shall give the names of all the partners. A Bid of a sole proprietor doing business under a trade name shall give the name of the sole proprietor and the trade name under which the individual is doing business.
- .3 Fill in all blank spaces for bid prices in ink or typewritten words, and submit one (1) copy. The Bidder must include all unit cost items and all Alternates if shown on the Bid Form. No segregated or qualified bids will be accepted.
- .4 Bids shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid submitted by an agent shall have a current Power of Attorney attached certifying the agent's authority to bind the Bidder.

IB.04.2 BID SECURITY

- .1 Certified check, cashier's check, or certified share draft payable to Urbandale Community School District, in the amount of five percent (5%) of the amount of the Bid, or a Bid Bond executed by the Bidder in the amount of five percent (5%) of the amount of the Bid, shall be submitted with each Bid.
- .2 If, within ten (10) days after notice of acceptance of the Bid, the Bidder refuses to enter into a contract, fails to furnish bonds or provide a certificate of insurance, as described in these Instructions to Bidders, for the faithful performance of the Contract and payment of obligations arising there-under, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.

- .3 If a Bid Bond is submitted, it shall be issued by a surety company authorized by the State of Iowa to issue such bonds, shall be acceptable to the Owner, and shall be submitted on AIA Document A310, 2010 edition; and the Attorney-In-Fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of his Power of Attorney.
- .4 Bid Security of the three (3) lowest responsive, responsible Bidders will be retained until a contract is signed and required bonds and insurance are filed, until the specified time has elapsed so that Bids may be withdrawn, or until all Bids have been rejected.
- .5 Bidders shall provide a bid for all three Lump Sum Base Bids indicated and shall submit only one bid security, in the amount five percent (5%) of the higher Lump Sum Base Bid submitted.

IB.04.3 SUBMISSION OF BIDS

- .1 Bids, together with required enclosures, shall be submitted in opaque, sealed envelopes bearing on the outside the Bidder's name and address, the Project name, and the portion of the project or category of work for which the Bid is submitted.
- .2 Bid Security shall be enclosed in a separate, opaque envelope bearing on the outside the same information as required for the envelope containing the Bid and also bearing the notation "BID SECURITY."
- .3 Bids sent by mail shall be enclosed in a separate mailing envelope with the notation "BID ENCLOSED" on the face, and shall be addressed to the Owner as shown on the Bid Form. No faxed, emailed, telephonic or oral bids will be accepted.
- .4 Bids shall be deposited at the designated location prior to the time and date of receipt of Bids indicated in the Advertisement to Bid. Bids received after the time and date for receipt of Bids will be returned unopened.
- .5 The Bidder assumes all risk associated with compliance of the specified bid time and any discrepancies in the bid time or the time when any bid was received shall be decided exclusively by the Owner.

IB.04.4 MODIFICATION OR WITHDRAWAL OF BID

- .1 Bids, once opened, shall be valid for sixty (60) days from the date set for receipt of Bids. No Bid may be withdrawn during the Bid holding period..
- .2 Prior to the time and date for receipt of Bids, Bids submitted early may be modified or withdrawn only by notice to the party receiving Bids at the place and prior to the time designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder.. If by mail, written confirmation by the Bidder must have been mailed and postmarked on or before the date and time set for receipt of Bids. Modifications shall be so worded as not to reveal the amount of the original Bid.
- .3 Withdrawn Bids may be resubmitted up to the time designated for the receipt of Bids.

IB.04.5 BIDDER STATUS FORM

- .1 In accordance with Department of Labor Rules located at 875 IAC 156.2, the Owner requests a statement from each bidder regarding the bidder's resident status. This statement shall be on the Bidder Status Form designated by the labor commissioner and available online at: <http://www.iowaworkforce.org/labor/bidderstatusform.pdf>. This statement shall require each bidder to certify whether the bidder is a resident bidder or non-resident bidder. In the case of a resident bidder, the statement shall require the resident bidder to identify each office at which the resident bidder has conducted business in the state during the previous three years and the dates on which the resident bidder conducted business at each office. In the case of a non-resident bidder, the statement shall require the non-resident bidder to identify the non-resident bidder's home state or foreign country as reported to the Iowa Secretary of State, to identify each preference offered by the nonresident bidder's home state or foreign country, and to certify that, except as set forth on the form, there are no other preferences offered by the non-resident bidder's home state or foreign country. The statement shall include such other additional information as requested by the labor commissioner form. The statement must be signed by an authorized representative of the bidder. A fully completed statement shall be deemed to be incorporated by reference into all project bid specifications and contract documents with any bidder on the project. Failure by any bidder to provide a completed statement with its bid may result in the Owner rejecting the bid as non-responsive.
- .2 Bidder Status Form: "Bidders Status Form" as included at the end of this Document, per the requirements of the Advertisement to Bid. Bidder Status Form to be submitted with Bids, in same envelope including the filled out Bid Form."

IB.05 CONSIDERATION OF BIDS

IB.05.1 OPENING OF BIDS. Bids will be publicly opened and read aloud at time and location designated in the Advertisement for Bids.

IB.05.2 REJECTION OF BIDS, INFORMALITIES AND IRREGULARITIES. The Owner shall have the right to reject any or all Bids and to reject Bids not accompanied by required bid security or data required by the Bidding Documents or in any way incomplete or irregular. The Owner shall have the right to waive any informality or irregularity, as allowed by law, in any Bid received.

IB.05.3 ACCEPTANCE OF BID

- .1 The Owner shall have the right to accept Alternates in any order or combination and to determine the low Bidder on the basis of the sum of the Base Bid and any Alternates accepted.
- .2 It is the intent of the Owner to award a contract to the lowest responsive, responsible Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents, is judged reasonable, and does not exceed the funds available.

IB.06 QUALIFICATION OF CONTRACTORS

IB.06.1 QUALIFICATION STATEMENT. Following receipt of the Bids, the Owner may request a Contractor's Qualification Statement from the Bidder. If requested, the lowest responsive, responsible Bidder shall submit a properly executed Contractor's Qualification Statement on AIA Document A305.

IB.06.2 DISQUALIFICATION. The Owner reserves the right to disqualify Bids, before or after opening, upon evidence of collusion with the intent to defraud or other illegal practices upon the part of the Bidder.

IB.07 POST-BID INFORMATION AND SUBMITTALS

IB.07.1 PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND covering the faithful performance of the Contract and the payment of all obligations arising thereunder, each in the amount of one hundred percent (100%) of the Contract Sum, shall be submitted in duplicate to the Architect-Engineer, together with the executed Owner-Contractor Agreements, within ten (10) days after notification of award of the Contract. Such bonds shall be issued by a surety company acceptable to the Owner and properly licensed in the State of Iowa, and shall be on AIA Document A312, 2010 edition.

IB.07.2 FORM OF AGREEMENT FOR THE WORK will be written on the Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, AIA Document A101 – 2007, as amended.

END OF SECTION 002113

REVIEW - NOT FOR CONSTRUCTION

SECTION 004113 - BID FORM-STIPULATED SUM (SINGLE-PRIME CONTRACT)

Urbandale High School Track Resurfacing
Urbandale Community School District
Urbandale, Iowa
Project No. 11-16102-00
Issue Date: March 29, 2015

Bid of _____,

- a corporation organized and existing under the laws of the State of Iowa;
- a corporation organized and existing under the laws of the State of _____ and is/is not licensed to do business in the State of Iowa as a foreign corporation;
- a partnership consisting of _____, partners; or
- a sole proprietor;

hereinafter called the Bidder.

To: Board of Directors
Urbandale Community School District
11152 Aurora Avenue
Urbandale, Iowa 503022

The undersigned acknowledges that he has received and familiarized himself with the following:

Project Manual: Divisions and Sections, as listed by Table of Contents

Drawings: As listed by the sheet index.

Addenda: No. _____ Dated _____

No. _____ Dated _____

No. _____ Dated _____

No. _____ Dated _____

No. _____ Dated _____

The undersigned further acknowledges that he has visited the site and familiarized himself with local conditions affecting the cost of the Work at the place where the Work is to be done.

In submitting this Bid, the undersigned agrees:

1. To furnish all material, labor, tools, expendable equipment, and all utility and transportation services necessary to provide and complete, in a workmanlike manner, all of the Work required for the Combined Construction Contract for the Urbandale High School Track Resurfacing project, in accord with the Bidding Documents prepared by DLR Group inc., for the consideration hereinafter set forth.
2. To hold his Bid open for sixty (60) days after the receipt of Bids and to accept the provisions of the Instructions to Bidders regarding disposition of Bid Security.
3. To enter into and execute a Contract if awarded on the basis of this Bid, to furnish a Performance Bond and a Labor and Material Payment Bond in accord with the General Conditions and General Requirements of this Contract, and to deliver executed Owner-Contractor Agreements and Bonds to the Architect-Engineer within ten (10) days after notification of award, for submittal to the Owner for his approval and acceptance.
4. To substantially complete as specified in Division 01 Section 011000 "Summary".

LUMP SUM BASE BID A – Spot Removal and Patching of existing Resilient Surface and installation of a Structural Spray: The undersigned hereby proposes and agrees to provide the foregoing for the Lump Sum of

_____ dollars (\$ _____).
(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

LUMP SUM BASE BID B – Complete removal of existing Resilient Surfacing and Replacement with new Polyurethane Bound Rubberized Surfacing: The undersigned hereby proposes and agrees to provide the foregoing for the Lump Sum of

_____ dollars (\$ _____).
(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

LUMP SUM BASE BID C – Complete removal of existing Resilient Surfacing and Replacement with new Polyurethane Bound Rubberized Surfacing and adding a Structural Spray: The undersigned hereby proposes and agrees to provide the foregoing for the Lump Sum of

_____ dollars (\$ _____).
(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

UNIT PRICES: The Unit Prices listed below shall determine the value of extra work or changes, as applicable. They shall be considered complete, including all materials and equipment, labor, installation costs, overhead and profit, and shall be used uniformly for additions or deductions respectively.

1. Provide spot removal and patching of existing Resilient Surfacing for Lump Sum Base Bid A as required.

Add or Deduct (\$ _____) for each square yard of removal and patching added or deducted from quantity indicated.

In submitting this Bid, it is understood that the right to reject any and all Bids and to waive irregularities in the bidding has been reserved by the Owner.

Dated this _____ day of _____, 2016

Name of Bidder

Address of Bidder

Authorized Officer

Area Code/Telephone Number

Email Address

END OF SECTION 004113

GENERAL AND SUPPLEMENTARY CONDITIONS
OF THE CONTRACT FOR CONSTRUCTION

GENERAL CONDITIONS
ARTICLES 1 through 15

The General Conditions of this Contract is the American Institute of Architects' Document A201, THE GENERAL CONDITIONS OF THE CONTRACT FOR THE CONSTRUCTION, 2007, 15 Articles, hereinafter referred to as the General Conditions, a copy of which may be referred to at the office of the Architect-Engineer or obtained from AIA Iowa, 400 Locust Street, Suite 100, Des Moines, Iowa 50309 (515/244-7502).

SUPPLEMENTARY CONDITIONS

The following supplements modify, change, delete from, or add to the "General Conditions of the Contract for Construction," AIA Document A201, 2007. Where any Article of the General Conditions is modified or any Paragraph, Subparagraph, or Clause thereof is modified or deleted by these supplements, the unaltered provisions of that Article, Paragraph, Subparagraph, or Clause shall remain in effect.

ARTICLE 1
CONTRACT DOCUMENTS

1.1 BASIC DEFINITIONS

Delete the last sentence of Subparagraph 1.1.1 and substitute the following:

The Contract Documents also include the bidding requirements (Advertisement or Invitation to Bid and Instruction to Bidders). Unless specifically enumerated in the agreements the Contract Documents do not include sample forms and the Contractor's Bid.

Add to Subparagraph 1.1.2 the following Clause 1.1.2.1:

1.1.2.1 The Contract Documents shall be signed by the Owner and Contractor. If either the Owner or Contractor or both do not sign all the Contract Documents, the Architect shall identify such unsigned Documents. No Contract shall be formed between the parties until all Contract Documents are executed by both parties.

Add to Paragraph 1.1 the following Subparagraph 1.1.9:

1.1.9 PROJECT MANUAL

The Project Manual is the volume(s) which include the Bidding Requirements, Procurement and Contracting Requirements, sample forms, Conditions of the Contract, Specifications and addenda.

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

Add the following sentence to the end of Subparagraph 1.2.1:

In the case of an inconsistency between Drawings and Specifications, or within either Document itself, not clarified by Addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation.

1.4 INTERPRETATION

Add Subparagraph 1.4.2 to Paragraph 1.4:

1.4.2 In the event of conflict among the various provisions of the Contract Documents, the terms shall be interpreted in the following order of propriety:

- .1 Modifications to the Contract
- .2 The Contract
- .3 Special Conditions
- .4 General Conditions

1.5 OWNERSHIP OF DRAWINGS, SPECIFICATIONS AND OTHER

Delete Subparagraph 1.5.1 and substitute the following:

1.5.1 Provided all payments have been made to Architect in accordance with its agreement with Owner, the Design Documents are the Owner's exclusive property. The Owner owns all copyrights in and to the Design Documents. The Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers shall not own or claim a copyright in the Design Documents. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with this Project is not to be construed as publication in derogation of the Owner's reserved rights.

ARTICLE 2 OWNER

2.1 GENERAL

Delete Subparagraph 2.1.2 in its entirety

2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER

Add the following sentences to the end of Subparagraph 2.2.3:

The Contractor shall compare information furnished by the Owner (including surveys and soil tests with observable physical conditions) and the Contract Documents and on the basis of such review, shall report to the Owner and Architect any conflicts, errors or omissions. Contractor shall be responsible for any additional costs, delays and damages resulting from the Contractor's failure to immediately report any such errors, inconsistencies or omissions.

2.4 OWNER'S RIGHT TO CARRY OUT WORK

Delete Subparagraph 2.4.1 in its entirety and substitute the following:

2.4.1 If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents, and fails within a seven (7) day period, or such shorter time period as may be reasonable under the circumstances, after receipt of written notice from the Owner to the Contractor and Surety, to commence and continue correction of such default or neglect with diligence and promptness, the Owner may require the Surety to assume the obligations of the Contractor within seven (7) days following receipt by Contractor and Surety of written notice.

Add Subparagraph 2.4.2 to Paragraph 2.4:

2.4.2 If Contractor or Surety, within such seven day period (or shorter time period deemed reasonable) after receipt of such notice fails to commence and continue to correct such default or neglect, the Owner may without prejudice to any other remedies the Owner may have, correct such deficiencies. In such case an appropriate Change Order or Construction Change Directive shall be issued deducting from the payments then or thereafter due the Contractor, or Surety, the cost of correction of such deficiencies, including reasonable attorneys' fees and compensation for the Architect/Engineer's additional services incurred as a result of such default, neglect or failure. Such action by Owner, and amounts charged to the Contractor are both subject to prior concurrence with Architect/Engineer. If payments then or thereafter due Contractor are not sufficient to cover such amounts, Contractor, or Surety, shall pay difference to Owner.

ARTICLE 3
CONTRACTOR

3.1 GENERAL

Delete Subparagraph 3.1.2 in its entirety and substitute the following:

3.1.2 The Contractor shall perform the Work in accordance with the Contract Documents. In the case of inconsistency between Drawings and Specifications or within either document not clarified by Addendum, the better quality or greater quantity shall be provided at no additional cost to the Owner.

Add Clause 3.1.2.1 to Subparagraph 3.1.2:

3.1.2.1 The Contractor shall supervise and direct Work in excellent and workmanlike manner, complete the work and everything properly incidental thereto as stated in the Project Manual and Drawings or reasonably implied therefrom and otherwise in accordance with Contract Documents.

3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

Add the following sentences to the end of Subparagraph 3.2.1:

In no case shall the Contractor proceed with any portion of the Work in any uncertainty. The Contractor also represents that all Contract Documents for the Project have been examined; including those intended for work of trades not normally performed by the Contractor's own forces, and that it has become thoroughly familiar with all conditions which may pertain to or affect the Work under the Contract.

Delete Subparagraph 3.2.3 in its entirety and substitute the following:

3.2.3 The Contractor must take field measurements and verify Site conditions, and must carefully compare such field measurements and Site conditions and other information known to the Contractor with the Contract Documents, before ordering any material or doing any Work at the Site.

Add Subparagraphs 3.2.4 through 3.2.8 to Paragraph 3.2:

3.2.4 The Contractor must make frequent inspections during the progress of the Work to confirm that Work previously performed by the Contractor is in compliance with the Contract Documents and applicable laws and regulations bearing on the performance of the Work and Referenced Standards and that portion of Work previously performed by the Contractor or by others are in proper condition to receive subsequent Work.

3.2.5 If the Contractor believes that any portions of the Contract Documents do not comply with applicable laws, statutes, ordinances, building codes, and rules and regulations, or any orders by code enforcement officials or the Owner or its designees acting in the capacity of building code inspectors or Referenced Standards, the Contractor must promptly notify the Owner and the Architect of the non-compliance as provided in Section 3.2.6 and request direction before proceeding with the affected Work.

3.2.6 The Contractor must promptly notify the Owner and the Architect in writing of any apparent errors, inconsistencies, omissions, ambiguities, construction impracticalities or code violations discovered as a result of the Contractor's review of the Contract Documents including any differences between actual and indicated dimensions, locations and descriptions, and must give the Owner and the Architect timely notice in writing of same and of any corrections, clarifications, additional Drawings or Specifications, or other information required to define the Work in greater detail or to permit the proper progress of the Work. The Contractor must provide similar notice with respect to any variance between its review of the Site and physical data and Site conditions observed.

3.2.7 If the Contractor performs any Work involving an apparent error, inconsistency, ambiguity, construction impracticality, omission or code violation in the Contract Documents of which the Contractor is aware, or which could reasonably have been discovered by the review required by Section 3.2, without prompt written notice to the Owner and the Architect and request for correction, clarification or additional information, as appropriate, the Contractor does so at its own risk and expense and all claims relating thereafter are specifically waived.

3.2.8 The Owner is entitled to reimbursement from the Contractor for amounts paid to the Architect/Engineer for evaluating and responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where the requested information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, or other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation.

3.3 SUPERVISION AND CONSTRUCTION PROCEDURES

Add to Paragraph 3.3 the following Subparagraph 3.3.4:

3.3.4 Contractor shall perform the Work so as to cause a minimum of inconvenience to and interruption of the Owner's operations. Any and all interruptions of the operations of the Owner necessary for the performance of the Work shall be noted in the progress schedule and the Contractor shall additionally give the Owner sufficient advance notice of such interruption as to allow the Owner to adjust operations accordingly. Contractor's failure to give the Owner timely notice of such intentions shall place the responsibility of any resulting delays or additional costs solely with the Contractor.

3.4 LABOR AND MATERIALS

Add the following sentence to the end of Subparagraph 3.4.1:

Should the Contract specifically require the Contractor to performed work after regular working hours or should the Contractor elect to perform work after regular working hours, the additional costs of such work shall be the responsibility of the Contractor.

Add Subparagraphs 3.4.4 and 3.4.5 to Paragraph 3.4:

3.4.4 After the Contract has been executed, the Owner and the Architect will consider a formal request for the substitution of products in place of those specified only under the conditions set forth in the Specifications, Division 1, General Requirements, Section 016000, Product Requirements.

3.4.5 By making requests for substitutions based on Subparagraph 3.4.4 above, the Contractor:

- .1 Represents that the Contractor has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified;
- .2 Represents that the Contractor will provide the same warranty for the substitution that the Contractor would for that specified;
- .3 Certifies that the cost data presented is complete and includes all related costs under this Contract except the Architect-Engineer's redesign costs, and waives all claims for additional costs related to the substitution which subsequently become apparent; and
- .4 Will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.

3.5 WARRANTY

Add Subparagraphs 3.5.1 through 3.5.4 to Paragraph 3.5:

3.5.1 The Contractor warrants to the Owner that materials and equipment furnished under the Contract will be of good quality and new unless otherwise required or permitted by the Contract Documents, that the workmanship will be free from defects not inherent in the quality required or permitted, that the workmanship will comply with all applicable laws, building codes, rules and regulations, and that the workmanship will conform to the requirements of the Contract Documents.

3.5.2 The Contractor's general warranty and any additional or special warranties are not limited by the Contractor's obligations to specifically correct defective or nonconforming Work as provided in Article 12, or are they limited by any other remedies provided in the Contract Documents. The Contractor shall also be liable for any damage to property or persons (including death) including consequential and direct damages relating to any breach of the Contractor's general warranty or any additional or special warranties required by the Contract Documents.

3.5.3 The Contractor must furnish all special warranties required by the Contract Documents to the Owner no later than Substantial Completion. The Owner may require additional special warranties in connection with the approval of "Or-Equals" or Substitutions, Allowance items, Work that is defective or nonconforming, or the acceptance of nonconforming Work pursuant to Article 12.

3.5.4 In case of work performed by Subcontractors and where warranties are required, secure warranties from said Subcontractors addressed to and in favor of the Owner. Deliver copies of same to Architect upon completion of work. Delivery of said warranties shall not relieve the Contractor from any obligations assumed under any other provision of contract.

3.6 TAXES

Add Subparagraphs 3.6.1 through 3.6.3 to Paragraph 3.6:

3.6.1 Bidders shall be responsible for informing themselves of tax laws, requirements, regulations, and interpretations as they apply to this project.

3.6.2 Bidders shall not include State of Iowa and Local Option Sales and Use Tax in the bid. The General Contractor shall provide a list of subcontractors, sub-subcontractors and suppliers with their Federal Identification Number to the Owner. The Owner will issue exemption certificates to contractors, subcontractors, sub-subcontractors and suppliers in order to eliminate tax from the construction materials following award of contract. If material is purchased outside the state of Iowa and the other State requires that the contractors, subcontractors, sub-subcontractors and suppliers pay sales tax they are recommended to include this price in their Bid unless they are able to obtain a sales tax refund from said State.

3.6.3 The Contractor will maintain all records, invoices, receipts, or other accounting data regarding material purchases and will allow, upon written request of the Owner and within a reasonable time frame after receipt of such request, the Owner to audit such records to verify tax savings. If an audit reveals taxes paid or savings not transferred to the Owner, the Contractor will be liable to the Owner for those amounts and the Owner may back charge the Contractor for those amounts if a balance of funds due and payable remains at the time of such discovery.

- .1 The Contractor will require all Subcontractors of any tier maintain all records, invoices, receipts, or other account data regarding material purchases. The Contractor will collect such records with each application for payment it receives from its Subcontractors and shall maintain such records in the same manner and location as the Contractor's records.
- .2 The Contractor will ensure its Subcontractors and any lower-tier Subcontractors including these obligations in their contracts and bind themselves in the same manner as Contractor is bound to the Owner.

3.7 PERMITS, FEES, NOTICES, AND COMPLIANCE WITH LAWS

Modify Subparagraph 3.7.5 as follows:

Add the words "knowingly" and "and recognizes" on each side of the word "encounters" in the first sentence and add the words "or good faith belief of such existence" between the words "existence" and "of" in the last sentence.

Add Subparagraphs 3.7.6 through 3.7.8 to Paragraph 3.7:

3.7.6 The Contractor is responsible for scheduling inspections required by the Contract Documents or related to the performance of its Work and ensuring work is complete for inspections. Any costs associated with reinspection caused by irregularities, deficiencies or non-conforming work will be borne by the responsible Contractor including all Architectural and Engineering Services related to evaluation of the problem and development of an acceptable solution.

3.7.7 The Contractor shall take note and comply with all governing laws, rules, and regulations affecting the Work. This may include, but is not limited to, such laws, rules, and regulations as:

- Licensing of Contractors for special requirements, e. g. hazardous waste removal.
- Requirements for special construction permits.
- Exemption from sales tax, if applicable.
- Wage rates and employment requirements when required by law or by Owner.
- Local labor requirements.
- Non-discriminatory hiring practices.

3.7.8 The State of Iowa, its agencies, and its political subdivisions, including cities, school districts and public utilities are required by Iowa Code 73A.21 to require a reciprocal resident bidder and resident labor force preference.

3.7.8.1 A "Resident Bidder" means a person or entity authorized to transact business in the State of Iowa and having a place of business for transacting business with the state at which it is conducting and has conducted business for at least three (3) years prior to the date of the first advertisement for the public improvement. If another state or foreign country has a more stringent definition of a Resident Bidder, the more stringent definition is applicable as to bidders from that state or foreign country.

3.7.8.2 A Resident Bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country other than Iowa if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including, but not limited to, any preference to bidders, the imposition of any type of force preference, or any other form of preferential treatment to bidders or laborers from the state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident.

3.7.8.3 If the Contractor is a nonresident bidder the Contractor is required to specify in the Agreement between the Owner and Contractor whether any preference is in effect in the nonresident bidder's state or country at the time of this bid and identify the source of the regulations.

3.9 SUPERINTENDENT

Add the following to the end of the first sentence of Subparagraph 3.9.1:

, including work of the Contractor's subcontractors. Any change in superintendent personnel must be approved by the Owner.

Delete Subparagraph 3.9.2 in its entirety and substitute the following:

3.9.2 The Contractor shall, within two days of the Owner's notification of an intent to award the Contract, submit to the Owner, through the Architect, the name and qualifications of the proposed superintendents for review and approval. When the superintendents are approved, they shall not be removed without the Owner's written approval which will not be unreasonably withheld. The responsibility of the superintendent is to supervise, schedule, coordinate, and manage field operations.

3.10 CONTRACTOR'S CONSTRUCTION SCHEDULES

Delete first sentence of Subparagraph 3.10.1 and substitute the following:

The Contractor, 10 (ten) days after being awarded the contract, shall submit for the Owner's and Architect's information, a Contractor's Construction schedule for the work.

Modify second sentence of Subparagraph 3.10.1 as follows:

After the words "of the Work and Project," add the words "or as required by the Owner or Architect,".

Add Clause 3.10.1.1 to Subparagraph to 3.10.1:

3.10.1.1 Thereafter, the Contractor shall prepare and update the construction schedule on a monthly basis ("Current Construction Schedule"), if not more frequently at the Contractor's discretion, to be submitted to the Owner in graphic and native electronic format with each Application for Payment. Each update shall include a narrative including:

- .1 A description of the status of the schedule.
- .2 A discussion of current and anticipated delays.
- .3 A discussion of progress of critical path activities.
- .4 A discussion of the critical path for the remainder of the project.
- .5 A listing and discussion of logic changes and duration changes.

Delete Subparagraph 3.10.2 in its entirety and substitute the following:

3.10.2 The Contractor shall prepare a submittal schedule within fourteen (14) days after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, and shall submit the schedule(s) for the Architect's approval. The Architect's approval shall not unreasonably be delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) all the Architect reasonable time to review submittals.

Add Subparagraph 3.10.4 to Paragraph 3.10 :

3.10.4 Additional provisions for submittal of the Construction Schedule are included in the Specifications, Section 013200, Construction Progress Documentation.

3.12 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

Delete Subparagraph 3.12.7 in its entirety and substitute the following:

3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples or similar submittals until the respective submittal has been reviewed by the Architect. The Contractor must correct at its cost, and without any adjustment in Contract time, any Work the correction of which is required due to the Contractor's failure to obtain approval of a submittal required to have been obtained prior to proceeding with the Work, including, but not limited to, correction of any conflicts in the Work resulting from such failure

Delete Subparagraph 3.12.8 in its entirety and substitute the following:

3.12.8 The Work shall be in accordance with reviewed submittals except that the Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's review of Shop Drawings, Product Data, Samples or similar submittals unless the Contractor has specifically informed the Architect in writing of such deviation at the time of submittal and (1) the Architect has taken appropriate action relative to the specific deviation as a minor change in the work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omission in Shop Drawings, Product Data, Samples or similar submittals by the Architect's review thereof.

Modify Subparagraph 3.12.10 as follows:

In the last sentence, delete the word ", approve".

Add Subparagraph 3.12.11 to Paragraph 3.12:

3.12.11 Additional provisions for Shop Drawings, Product Data, and Samples are included in the Specifications, Section 013300, Submittal Procedures.

3.13 USE OF SITE

Add Subparagraphs 3.13.1 through 3.13.4 to Paragraph 3.13:

3.13.1 The Contractor shall not bring or permit any subcontractor, supplier or anyone else for whom the Contractor is responsible, to bring on the site any asbestos, PCB's petroleum, hazardous waste or radioactive materials (except for proper use in performing the Work).

3.13.2 Except as may be specifically provided in the Contract Documents, the Contractor shall provide all necessary temporary facilities, including power, water, sanitation, scaffolding, storage, and security. If Owner makes any such facilities available to Contractor, it is without representation or warranty as to their adequacy for Contractor's use, and Contractor shall indemnify, defend, and hold Owner harmless from and against any claims arising out of Contractor's use of such facilities.

3.13.3 The Contractor shall perform the Work so as to cause a minimum of inconvenience to and interruption of the Owner's operations. Any and all interruptions of the operations of the Owner necessary for the performance of the Work shall be noted in the progress schedule and the Contractor shall additionally give the Owner sufficient advance notice of such interruption as to allow the Owner to adjust operations accordingly. The Contractor's failure to give the Owner timely notice of such intentions shall place the responsibility of any resulting delays or additional costs solely the Contractor.

3.13.4 Additional provisions for use of site are included in the Specifications, Section 015000, Temporary Facilities and Controls.

3.14 CUTTING AND PATCHING

Add to Paragraph 3.14 the following Subparagraph 3.14.3:

3.14.3 Additional provisions for cutting and patching of work are included in the Specifications, Section 017300, Execution.

3.15 CLEANING UP

Add the words ", WORKING HOURS AND NOISE ORDINANCE" to title of Paragraph 3.15.

Delete Subparagraphs 3.15.1 and 3.15.2 in their entirety and substitute the following:

3.15.1 Work will be performed in accordance with the Contract Documents, the Applicable Building Code, and other applicable law governing the Contractor's performance of the Work. No delays resulting from compliance with applicable laws or regulations may form the basis for any claim by the Contractor for delay damages or additional compensation or for any extensions of the Contract Time. The Contractor must not permit work outside of hours established in the Contract Documents on a Saturday, Sunday or State or federal holiday without the written consent of the Owner, given after prior written notice to the Architect and any other applicable consultants; such consent, if given, may be conditioned upon payment by the Contractor of the Owner's, Architect's and any other applicable consultants' additional costs and fees, testing or regulatory agency costs incurred in monitoring such off-hours Work. The Contractor must notify the Owner as soon as possible if Work must be performed outside such times in the interest of the safety and protection of persons or property at the Site or adjacent thereto, or in the event of an emergency. In no event shall the Contractor permit Work to be performed at the Site without the presence of the Contractor's superintendent and person responsible for the protection of persons and property at the Site and compliance with all applicable laws and regulations, if different from the superintendent.

3.15.2 The Contractor must comply with any applicable Noise Ordinances and any successor or substitute provisions covering the regulation of noise levels. It is the duty of the Contractor to familiarize itself with those provisions and perform the Work in compliance with those provisions.

Add Subparagraphs 3.15.3 and 3.15.4 to Paragraph 3.15:

3.15.3 The Contractor must keep the Site and adjacent areas free from accumulation of waste materials or rubbish caused by operations under the Contract, and must keep tools, construction equipment, machinery and surplus materials suitably stored when not in use. If the Contractor fails to do so in a manner reasonably satisfactory to the Owner or the Architect within forty-eight (48) hours after notice or as otherwise required by the Contract Documents, the Owner may clean the Site and back charge the Contractor for all costs associated with the cleaning. The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials from and about the Project.

3.15.4 Additional provisions for cleanup are included in the Specifications, Section 017700, Closeout Procedures.

3.18 INDEMNIFICATION

Delete Subparagraph 3.18.1 in its entirety and substitute the following:

3.18.1 To the fullest extent permitted by law the Contractor shall defend, indemnify, and hold harmless the Owner, its agents, representatives, and employees ("Indemnitees") from and against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from or in connection with the performance of the Work, provided that any such claim, damage, loss or expense is caused in whole or in part by any act or omission of the Contractor, anyone directly or indirectly employed by it or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity or contribution which would otherwise exist as to any party or person described in the Contract Documents.

Add Subparagraph 3.18.3 to Paragraph 3.18:

3.18.3 In the event the Owner should prevail in any legal action arising out of the performance or non-performance of this Agreement, the Contractor shall pay, in addition to any damages, all expenses of such action including reasonable attorney's fees, all expert witness fees, costs, and litigation expenses incurred by the Owner, including those incurred on appeal. The term "legal action" shall be deemed to include any arbitration, administrative proceedings, and all actions at law or in equity, including appeals.

ARTICLE 4
ADMINISTRATION OF THE CONTRACT

4.1 ARCHITECT

Delete Subparagraph 4.1.1 in its entirety and substitute the following:

4.1.1 The "Architect" is defined in this Contract as the Engineer or Architect lawfully licensed by the State to practice architecture or engineering or an entity, licensed by the State to lawfully practice architecture or engineering identified as such in this Contract and as is referred to throughout the Contract documents as if singular in number. The term "Engineer", "Architect/Engineer", "Engineer/Architect", "Architect's authorized representative", "Engineer's authorized representative", or Architect/Engineer's authorized representative" shall mean "Architect" as defined in this paragraph .

- .1 The Architect/Engineer is:
Name: DLR Group, Inc.
Address: 1430 Locust Street, Suite 200, Des Moines, Iowa 50309
Business Telephone No.: (515) 276-8097
Fax No.: (515) 252-0514

4.2 ARCHITECT'S ADMINISTRATION OF THE CONTRACT

Delete the first two sentences of Subparagraph 4.2.2 and substitute the following:

The Architect, as a representative of the Owner, will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, (1) to become generally familiar with and to keep the Owner informed about, the progress and quality of the portion of the Work completed, (2) endeavor to guard the Owner against defects and deficiencies in the Work and (3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents.

Modify Subparagraph 4.2.3 as follows:

Delete the word "reasonably" in the first sentence. Add the word "observable" in front of the word "progress" in the first sentence.

Modify Subparagraph 4.2.7 as follows:

Delete the words "approve or" and "other" at the beginning of the first sentence. Delete the word "approval," after the words "The Architect's ..." at the last sentence and in lieu thereof insert the word "...review ...".

Add Clause 4.2.7.1 to Subparagraph 4.2.7 :

4.2.7.1 Architect shall provide up to two (2) reviews, of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor. The Contractor shall reimburse the Owner for the Architect's additional services made necessary by additional reviews above the limits indicated above.

ARTICLE 5
SUBCONTRACTORS

5.2 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK

Modify Subparagraph 5.2.1 as follows

In the first sentence, after the word "Contractor," delete the phrase "as soon as practicable after award of the Contract," and insert the phrase "within ten days after the date of the notice of award of the Contract;" and add the following sentence:

A list of Subcontractors shall be submitted in duplicate on AIA Document G805, 2001 Edition.

Add Subparagraph 5.2.5 to Paragraph 5.2:

5.2.5 MANUFACTURERS AND FABRICATORS

Not later than thirty (30) days after the date of commencement of the Work, the Contractor shall furnish in writing to the Owner through the Architect/ Engineer the names of persons or entities proposed as manufacturers or fabricators for certain products, equipment and systems identified in the General Requirements (Division 1 of the Specifications) and, where applicable the name of the installing Subcontractor. The Architect/Engineer may reply within fourteen (14) days to the Contractor in writing stating 1) whether the Owner or the Architect/ Engineer has reasonable objection to any such proposed person or entity or 2) that the Architect/Engineer requires additional time to review. Failure of the Owner or Architect/Engineer to reply within the fourteen (14) day period shall constitute notice of no reasonable objection.

- .1 The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect/Engineer has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.
- .2 If the Owner or Architect/Engineer has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect/Engineer has no reasonable objection. If the proposed but rejected manufacturer or fabricator was reasonable capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute manufacturer's or fabricator's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.
- .3 The Contractor shall not substitute a person or entity previously selected if the Owner or Architect/Engineer makes reasonable objection to such substitution.

5.4 CONTINGENT ASSIGNMENT OF SUBCONTRACTS

Delete Subparagraph 5.4.2 in its entirety.

ARTICLE 6
CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

6.1 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

Add the following sentence to the end of Subparagraph 6.1.1:

The Contractor shall give notification of the potential of a claim in writing to Owner and/or Separate Contractor within forty-eight (48) hours of the occurrence or discovery of the potential of an occurrence of the delay or action that will result in making a claim.

Add Subparagraph 6.1.5 to Paragraph 6.1:

6.1.5 Additional provisions for separate contracts are included in the Specifications, Section 011000, Summary.

ARTICLE 7
CHANGES IN THE WORK

7.1 GENERAL

Add the following sentence to the end of Subparagraph 7.1.1:

No claim for an addition to the maximum Contract sum shall be considered a valid claim unless a written change order procedure is followed as outlined in this Section. Verbal authorization for changes must be supported by written approval before being considered valid.

7.2 CHANGE ORDERS

Add Subparagraph 7.2.2 to Paragraph 7.2:

7.2.2 The forms used to process a Change Order will include AIA Document G701, Change Order. The Contractor must submit change proposals covering contemplated Change Order within ten (10) days after request of the Owner, or the Architect or within ten (10) days of the event giving rise to the Contractor's claim for a change in the Contract Sum or Contract Time. No increase in the Contract Sum or extension of the Contract Time will be allowed the Contractor for the cost or time involved in making change proposals. Change proposals will define or confirm in detail the Work which is proposed to be added, deleted, or changed and must include any adjustment which the Contractor believes to be necessary in (i) the Contract sum, (ii) the Contract time. Any proposed adjustment must include detailed documentation including, but not limited to: cost, properly itemized and supported by sufficient substantiating data to permit evaluation including cost of labor, materials, supplies and equipment, rental cost of machinery and equipment, additional bond cost, plus a fixed fee for profit and overhead (which includes office overhead and site-specific overhead and general conditions) of ten percent (10%) if the Work is performed by the Contractor, or five percent (5%) if the Work is performed by a Subcontractor or Sub-subcontractor. The Subcontractors or Sub-subcontractors overhead and profit in turn must not exceed a total aggregate of ten percent (10%). Change proposals will be binding upon the Contractor and may be accepted or rejected by the Owner in its discretion. The Owner may, at its option, instruct the Contractor to proceed with the Work involved in the change proposal in accordance with this Section 7.2.2 without accepting the change proposal in its entirety.

7.3 CONSTRUCTION CHANGE DIRECTIVES

Modify Subparagraph 7.3.2 as follows:

Delete the period at the end of the Subparagraph and insert the phrase ", and upon prior written approval of the Owner."

Modify Clause 7.3.7.5 as follows:

Delete the period at the end of the Clause and insert the phrase ", if any."

ARTICLE 8
TIME

8.1 DEFINITIONS

Modify Subparagraph 8.1.2 as follows:

At the end of the first sentence, insert the phrase "or the date of the Notice to Proceed, whichever occurs later."

8.2 PROGRESS AND COMPLETION

Modify Subparagraph 8.2.2 as follows:

Capitalize the "s" in the word site. Add " , or prior to approval of Certificates of Insurance, and Additional Insured Endorsement and Notice of Cancellation Endorsement required to be submitted to Owner under the Contract" to the end of the first sentence.

Add the following sentence to the end of Paragraph 8.2.3:

If Contractor's Work shall fall behind schedule for reasons that are not excused under the terms of the Contract, Contractor shall add additional workers or shifts, and/or work overtime as necessary to maintain the Construction Schedule.

Add Subparagraphs 8.2.4 through 8.2.8 to Paragraph 8.2:

8.2.4 The Contractor must conform to the most recently approved Construction Schedule. The Contractor must complete the indicated Work or achieve the required percentage of completion, as applicable, within any interim completion dates established in the most recently approved Construction Schedule.

8.2.5 The Contractor must maintain at the Site, available to the Owner and the Architect for their reference during the progress of the Work, a copy of the approved Construction Schedule and any approved revisions thereto. The Contractor must keep current records of and mark on a copy of the approved Construction Schedule the actual commencement date, progress, and completion date of each scheduled activity indicated on the Construction Schedule.

8.2.6 The Contractor represents that its bid includes all costs, overhead and profit which may be incurred throughout the Contract Time and the period between Substantial and final Completion. Accordingly, the Contractor may not make any claim for delay damages based in whole or in part of the premise that the Contractor would have completed the Work prior to the expiration of the Contract time but for any claimed delay.

8.2.7 If the Contractor's progress is not maintained in accordance with the approved Construction Schedule, or the Owner determines that the Contractor is not diligently proceeding with the Work or has evidence reasonably indicating that the Contractor will not be able to conform to the most recently approved Construction Schedule, the Contractor must, promptly and at no additional cost to the Owner, take all measures necessary to accelerate its progress to overcome the delay and ensure that there will be no further delay in the progress of the Work and notify the Owner.

8.2.8 The Owner reserves the right to issue a written directive to accelerate the Work that may be subject to an appropriate adjustment, if any, in the Contract Sum. If the Owner requires an acceleration of the Construction Schedule and no adjustment is made in the Contract Sum, or if the Contractor disagrees with any adjustment made, the Contractor must file a claim as provided in Article 15 or the same will be deemed to be conclusively waived.

8.3 DELAYS AND EXTENSION OF TIME

Modify Subparagraph 8.3.1 as follows:

Delete the words "and arbitration" from fifth line. Add the following sentences to the end of the Subparagraph:

A time extension shall be Contractor's sole remedy and compensation for all such delays other than those resulting from the acts or negligence of the Owner, the Architect, or the Owner's separate contractors (collectively "Owner Caused Delays"). For proven Owner Caused Delays, the Contractor may recoup the actual costs resulting from such delays, but not for any additional profit or fee.

ARTICLE 9 PAYMENTS AND COMPLETION

9.2 SCHEDULE OF VALUES

Modify Paragraph 9.1 as follows:

In the first sentence, add the words "thirty (30) days" between the words "Architect," and "before."

9.3 APPLICATIONS FOR PAYMENT

Delete Subparagraph 9.3.1 in its entirety and substitute the following:

9.3.1 At least ten (10) days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment for operations completed in accordance with the schedule of values. Such application shall be notarized, if required, and supported by such data substantiating the Contractor's right to payment as the Owner or Architect may require, such as copies of requisitions from Subcontractors and material suppliers. If the Contract Documents required the Owner to retain a portion of the payments until some future time, the Applications for Payment shall clearly state the percentage and the amount to be retained. Once the Application is approved by the Architect, the Application for Payment must be submitted for approval to the Urbandale Community School District. The application must be received at the District office at least one week prior to the scheduled meeting for it to be included in that meeting's scheduled business.

Add Clause 9.3.3.1 to Subparagraph 9.3:

9.3.3.1 With each Application for Payment submit waivers of Chapter 573 claims (the equivalent of mechanics liens under Iowa law for public improvement projects) from subcontractors or sub-subcontractors and suppliers for the construction period covered by the previous application.

9.5 DECISIONS TO WITHHOLD CERTIFICATION

Add Clauses 9.5.1.8 through 9.5.1.11 to Subparagraph 9.5.1:

- .8 Service work not attended to.
- .9 Evidence of lack of careful workmanship.
- .10 Unworkmanlike or over expeditious construction.
- .11 Lack of attention to the special field duties specified.

Delete Subparagraph 9.5.3 in its entirety.

9.6 PROGRESS PAYMENTS

Add Clauses 9.6.1.1 and 9.6.1.2 to Subparagraph 9.6.1:

9.6.1.1 After the Architect has issued a Certificate for Payment and released it to the Owner, the Owner shall approve payment with Contractor to receive payment by the last day of the following month.

- .1 Until Substantial Completion, the Owner will pay ninety-five percent (95%) of the amount due the Contractor on account of Progress Payments, (5%) retainage.

9.6.1.2 The Owner will, within thirty (30) days of presentation to them of a Notarized Certificate for Payment, pay the Contractor a progress payment on the basis of the approved Application for Payment. The laws of the State of Iowa shall be followed regarding Contractor Payment. Final payment shall be made no sooner than thirty-one (31) days following final approval and acceptance of the completed project.

Add Subparagraph 9.6.8 to Paragraph 9.6:

9.6.8 Payment to the Contractor will be made by the Owner from cash on hand from such sources as may be legally available.

9.8 SUBSTANTIAL COMPLETION

Modify Subparagraph 9.8.1 as follows:

Delete the period at the end of the subparagraph and add the following ", subject only to completion of minor punch list items, the absence of completion of which does not interfere with the Owner's intended use of the Project."

Add Subparagraphs 9.8.6 and 9.8.7 to Paragraph 9.8:

9.8.6 The Contractor shall reimburse Owner for any Architect/Engineer's Additional Services and/or attorneys' fees incurred as a result of Contractor's failure to finally complete the Work within sixty (60) days after date specified in the Contract Documents for Project Substantial Completion, or subsequently modified by Change Orders or dates established in the Certificate of Substantial Completion. Reimbursement for these additional services will be deducted by the Owner from the amounts due the Contractor and paid directly to the Architect/Engineer. For purposes of this paragraph "incurred as a result of" includes any architectural fees charged to Owner as Additional Fees under the contract due to the fact that the services were performed sixty (60) days (or some other amount of time specified in the Owner/Architect Agreement) after Substantial Completion. The nature of the services performed (and whether they would have otherwise been performed as normal closeout services at some point under Basic Services) is not relevant to the Contractor's obligations for reimbursement under this section if the contract between the Owner and Architect states that any and all services and related fees are defined as Additional Services solely because they were performed more than sixty (60) days (or some other amount of time specified in the Owner/Architect Agreement) after Substantial Completion.

9.8.7 Request For Early Release of Retainage Funds: Upon achieving Substantial Completion, as defined by Iowa Code Chapter 26, the Contractor may formally request the release of all or part of the retainage funds being held on the Project. The Contractors' request for Release of the Retainage Funds shall be accompanied by a sworn statement that ten (10) calendar days prior to filing the Request for Release of the Funds a notice was given to all known subcontractors, subsubcontractors and suppliers that the Contractor is requesting the early release of retainage funds. If proper documentation is received from the Contractor, the Owner will release all retainage funds at the next monthly Board meeting or within thirty

(30) days', whichever is less, except it may retain the following:

- .1 An amount equal to 200% of the value of labor or materials yet to be provided on the Project as determined by the Owner and its authorized contract representative. For purposes of section, "authorized contract representative" means the Architect of record on the Project, unless otherwise specified.
- .2 An amount equal to 200% of the value of any Chapter 573 claims currently on file at the time the Request for Release of Retainage is approved.
- .3 If the Owner withholds an amount from the retainage payment to the Contractor, the Owner will provide a reason the request is being denied to the Contractor within thirty (30) calendar days of the receipt of the request.

9.10 FINAL COMPLETION AND FINAL PAYMENT

Delete Subparagraphs 9.10.1 through 9.10.3 and substitute the following:

9.10.1 When the Contractor has completed or corrected all items on the final Punch List and considers that the Work is complete and ready for final acceptance, the Contractor must give written notice to the Owner and the Architect and request a final inspection of the Work as provided in Section 9.10.2. The Contractor's notice and request for a final inspection must be accompanied by a final Application for Payment and the Submittals required by Section 9.10.3.

9.10.2 Upon receipt of the Contractor's notice and request for final inspection, the Owner and the Architect will promptly make such inspection and, when the Owner and the Architect concur that the Work has been fully completed and is acceptable under the Contract Documents, the Architect will issue a Certificate of Final Completion to the Owner. The Contractor's notice and request for final inspection constitutes a representation by the Contractor to the Owner and the Work has been completed in full and strict accordance with terms and conditions of the Contract Documents. The Architect will promptly notify the Contractor if the Owner or the Architect do not concur that the Work is finally complete. In such case, the Contractor must bear the cost of any additional services of the Owner or the Architect until the Work is determined to be finally complete services of the Owner or the Architect until the Work is determined to be finally complete.

9.10.3 Final Payment will be made no earlier than thirty-one (31) days following approval by the School Board at a regularly scheduled meeting, receipt of all Lien Waiver(s) and/or Chapter 573 Claim Releases, Sales Tax information, and all other required closeout documents, and subject to the conditions of and in accordance with the provisions of Iowa Code Chapter 573 and Iowa Code Chapter 26. Owner may withhold from final payment any and all amounts required to reimburse the Owner for all costs, fees (including reasonable attorney's fees) it incurred as a result of any Chapter 573 Claims filed on the project. Neither final payment nor any remaining retained percentage will become due until the Contractor submits the following documents to the Architect.

- .1 An Affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner), have been paid or otherwise satisfied, submitted on AIA Document G706, Affidavit of Payment of Debts and Claims (latest edition) or such other form as may be prescribed by the Owner.
- .2 A release or waiver of liens on behalf of the Contractor and a similar release or waiver on behalf of each Subcontractor and supplier, accompanied by AIA Document G706A, Affidavit of Release of Liens (latest edition) or such other form as may be prescribed by the Owner;
- .3 A certificate evidencing that the Contractor's liability insurance and Performance Bond remain in effect during the one-year correction period following Substantial Completion as set forth in Section 12.2.2.1 and 12.2.2.2;
- .4 A written statement that the Contractor knows of no substantial reason that the insurance will not be renewable to cover the period required by the Contract Documents;
- .5 Consent of surety to final payment, submitted on AIA Document G707 (latest edition) or other form prescribed by the Owner;
- .6 Other data required by the Owner establishing payment or satisfaction of obligations, such as receipts, releases and waivers of liens, claims, security interests or encumbrances arising out of the Contract, to the extent and in such form as may be prescribed by the Owner;
- .7 A certified building location survey and as-built site plan in the form and number required by the Contract Documents.
- .8 All warranties and bonds required by the contract Documents; and
- .9 Record Documents as provided in Section 3.22 and return of Contract Documents as provided therein.

ARTICLE 10

PROTECTION OF PERSONS AND PROPERTY

10.2 SAFETY OF PERSONS AND PROPERTY

Add Clause 10.2.4.1 to Subparagraph 10.2.4:

10.2.4.1 When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary, the Contractor shall give the Owner reasonable advance notice.

Add Subparagraph 10.2.9 to Paragraph 10.2:

10.2.9 At the end of the day's work, all new work likely to be damaged shall be covered. During cold weather protect all work from damage. If low temperatures make it impossible to continue operations safely in spite of cold weather precautions, work shall cease after notifying Architect/Engineer. All other protective measures not mentioned above which may be required shall be furnished by the particular contractor responsible for such protection.

10.3 HAZARDOUS MATERIALS

Add Clause 10.3.1.1 to Subparagraph 10.3.1:

10.3.1.1 On construction projects involving additions or modifications to existing building, the Owner shall provide the Contractor with a copy of the Asbestos Management Plan for the individual building.

Add Clause 10.3.4.1 to Subparagraph 10.3.4:

10.3.4.1 No product containing asbestos or Polychlorinated Biphenyl (PCB) shall be incorporated into the Work.

ARTICLE 11
INSURANCE AND BONDS

11.1 CONTRACTOR'S LIABILITY INSURANCE

Add Clauses 11.1.1.9 and 11.1.1.10 to Subparagraph 11.1.1:

11.1.1.9 Liability insurance shall include all major divisions of coverage and be on a comprehensive basis including:

- .1 Premises Operations (including X, C, and U coverages as applicable)
- .2 Independent Contractors' Protective
- .3 Products and Completed Operations
- .4 Personal and Advertising Injury Liability
- .5 Contractual, including specified provision for Contractor's obligation under Paragraph 3.18
- .6 Owned, non-owned, and hired motor vehicles
- .7 Broad Form Property Damage including Completed Operations
- .8 General Aggregate Limit shall apply per project.

11.1.1.10 If the General Liability coverages are provided by a Commercial General Liability Policy on a claims-made basis, the policy date or Retroactive Date shall predate the Contract; the termination date of the policy or applicable extended reporting period shall be no earlier than the termination date of coverages required to be maintained after final payment, certified in accordance with Subparagraph 9.10.2.

Add Clause 11.1.2.1 to Subparagraph 11.1.2:

11.1.2.1 The insurance required by Subparagraph 11.1.1 shall be written for not less than the following limits, or greater, if required by law:

- .1 Worker's Compensation:
 - (a) State: Statutory
 - (b) Applicable Federal: Statutory
 - (c) Employer's Liability: \$500,000 per Accident
\$500,000 Disease, Policy Limit
\$500,000 Disease, Each Employee
 - (d) The Workers Compensation policy shall include a waiver of subrogation clause in favor of the Owner.
- .2 Comprehensive or Commercial General Liability (including Premises-Operation; Independent Contractor's Protective; Products and Completed Operations; Broad Form Property Damage):
 - (a) Bodily Injury and Property Damage:

\$1,000,000	Each Occurrence
\$2,000,000	Aggregate
 - (b) Products and Completed Operations to be maintained for two (2) years after final payment.

\$2,000,000	Aggregate
-------------	-----------
 - (c) Property Damage Liability shall provide X, C and U coverage.
 - (d) Broad Form Property Damage Coverage shall include Completed Operations.
 - (e) General Liability coverage shall contain a per project aggregate clause.
 - (f) Contractual Liability shall be included.

- | | |
|---|-----------------------|
| .3 Personal and Advertising Injury
\$1,000,000 | Aggregate |
| .4 Business Auto Liability (including owned, non-owned, hired vehicles):
(a) Bodily Injury and Property Damage:
\$1,000,000 | Combined Single Limit |
| .5 Umbrella Excess Liability:
\$2,000,000 over primary insurance
\$10,000 self-insured retention | |

Add Clause 11.1.2.2 to Subparagraph 11.1.2:

11.1.2.2 The Contractor's Insurance shall contain a Non Waiver of Government Immunity Endorsement pursuant to Chapter 670.4 of the Iowa Code.

Add the following sentence to the end of Subparagraph 11.1.3:

If this insurance is written on the Comprehensive General Liability policy form, the Certificates shall be AJA Document G705, Certificate of Insurance. If this insurance is written on a Commercial General Liability policy form, ACORD form 25S will be acceptable. Insurance shall name Urbandale Community School District and DLR Group, Inc. as additional insured with the exception of Worker's Compensation.

11.3 PROPERTY INSURANCE

Add the following sentences to the end of Subparagraph 11.3.1:

The form of policy for this coverage shall be Completed Value.

11.4 PERFORMANCE BOND AND PAYMENT BOND

Delete Subparagraph 11.4.1 and substitute the following:

11.4.1 The Contractor shall furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder. Bonds may be obtained through the Contractor's usual source and the cost thereof shall be included in the Contract Sum. The amount of each bond shall be equal to one hundred percent (100%) of the Contract Sum.

- .1 The Contractor shall deliver the required bonds to the Owner not later than ten days following the date the Agreement is entered into, or, if the Work is to be commenced prior thereto in response to a letter of intent, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished.
- .2 The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

ARTICLE 12 AFTER SUBSTANTIAL COMPLETION

12.1 UNCOVERING OF WORK

Modify Subparagraph 12.1.1 as follows:

Insert the words, "upon written authorization from the Owner," between "Architect" and "be uncovered" in the second line.

Modify Subparagraph 12.1.2 as follows:

Insert the words, "upon written authorization from the Owner," between "any request" and "to see" in the second line.

12.2 CORRECTION OF WORK

Delete Clause 12.2.2.1 in its entirety and substitute the following:

12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within two (2) years after the date of Final Completion of the Work or designated portion thereof or after the date for commencement of warranties established under any other provision of the Contract Documents, or by terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the Owner to do so unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. Before commencing correction of the Work, Contractor shall submit to the Owner a written description of its proposed repair. This proposal must be approved by the Design Professional before the Contractor commences the repair. Once the Contractor has completed the repair work, it shall notify the Owner and Design Professional who shall promptly review the corrected work. If the Design Professional or the Owner rejects the correct work, the Contractor shall continue with the repairs until such time as the Design Professional and the Owner accept the corrected work. Where the Contractor corrects defective work during the initial two (2) year period after Final Completion, if the Owner discovers defects in the corrected work within one (1) year after the repairs are made, then the Contractor shall be obligated, upon written notice from the Owner, to correct such defects within one (1) year from the date that the repairs were made."

Add Subparagraph 12.2.6 to Paragraph 12.2:

12.2.6 Add the following as new subparagraph 12.2.6: "If the Contractor fails or refuses to correct the Work in accordance with its obligations under the Contract Documents after written notice from the Owner, then the Owner may correct the Work and the Contractor shall be liable for the costs to correct the Work, any related architectural, engineering or other consulting costs, attorney's fees and expenses, and fines or penalties, if any. Any amounts due to the Owner from the Contractor under this Section may be withheld from the balance of the Contract Sum not yet paid."

ARTICLE 13
MISCELLANEOUS PROVISIONS

13.1 GOVERNING LAW

Delete Paragraph 13.1 and substitute the following:

13.1 The Contract shall be governed by the laws of the State of Iowa.

13.2 SUCCESSORS AND ASSIGNS

Delete Subparagraph 13.2.2 in its entirety.

13.6 INTEREST

Delete Paragraph 13.6 and substitute the following:

13.6 Payments due and unpaid under the Contract Documents shall bear interest from the date the payment is due and shall bear interest at the rate established by Section 573.14 or Section 4A.2, Code of Iowa, whichever is less.

13.7 TIME LIMITS ON CLAIMS

Modify Paragraph 13.7 as follows:

In the first sentence, delete the words "Substantial Completion" and in lieu thereof insert the words "Final Acceptance".

Add Paragraphs 13.8 through 13.10 to Article 13:

13.8 CONFORMANCE WITH LAWS

13.8.1 The Contractor shall conform in all respects with the provisions of the Federal Civil Rights Act, the Code of Iowa, Chapter 216 Civil Rights Commission and the rules and regulations adopted thereto by the Iowa Civil Rights Commission. The Contractor shall not discriminate against any employee or applicant because of race, creed, color, sex, national origin, religion, marital status, parental status, sexual orientation, gender identity, genetic information, ethnic background, or the age of the applicant. The Contractor will select qualified applicants with disabilities who can perform the essential functions of the job or position with or without reasonable accommodations. The Contractor shall comply with all applicable federal, state and local, laws, rules, regulations, ordinances, policies and procedures, including the Urbandale Community School District policies and procedures and the Iowa Smoke Free Air Act.

13.8.2 The Contractor shall require similar clauses in all of its subcontracts for service or materials.

13.8.3 The Contractor shall comply with Iowa Code 692A.113, and shall certify that it is not managed, operated or owned by a person who is a registered sex offender convicted of a sex offense against a minor. Contractor shall also prohibit any employee who is such a sex offender from being on Owner's school property. The Contractor shall not permit any Subcontractor, Vendor or Supplier which is owned, managed or operated by a sex offender convicted of a sex offense against a minor, or any such sex offender employee of any of them, to be present on Owner's school property. The Contractor shall further acknowledge and certify services provided under this contract comply with Iowa Code 692A.113, and shall execute and deliver a copy of "Certificate of Compliance" within ten (10) days of the execution of the Agreement or before and any Company workers are on the Project site.

13.9 OWNER'S RIGHT TO OCCUPY

Owner shall have the right to occupy, without prejudice to rights of either party, any completed or largely completed portion of structure or Work, notwithstanding the fact that time for completing entire Work, or such portion thereof, may not have expired. Such occupancy and use shall not be an acceptance of Work taken or used.

13.10 REBATES

Owner shall have the right to apply for, and secure all rebates which are available when Bids are received. Contractor shall provide invoices, itemizations, and cooperation to the Owner in this regard.

ARTICLE 14
TERMINATION OR SUSPENSION OF THE CONTRACT

14.1 TERMINATION OR SUSPENSION OF THE CONTRACT

Delete Subparagraph 14.1.1 in its entirety and substitute the following:

14.1.1 The Contractor has no right to stop Work as a consequence of non-payment. In the event of any disagreement between the Contractor and Owner involving the Contractor's entitlement to payment, the Contractor's only remedy is to file a Claim in accordance with Article 15. The Contractor must diligently proceed with the Work pending resolution of the Claim. If, however, an Application for Payment has been approved for payment by the Owner, and the Owner fails to make payment within sixty (60) days of the approval for payment by the Owner, the Contractor may upon ten (10) days written notice to the Owner, stop work if payment is not made by the Owner within ten (10) days following the notice.

Delete subparagraphs 14.1.2 through 14.1.4 in their entirety.

14.2 TERMINATION BY THE OWNER FOR CAUSE

Delete subparagraphs 14.2.1 through 14.2.4 in their entirety and substitute the following:

14.2.1 The Owner may terminate the Contract for cause if the Contractor:

- .1 Fails to supply adequate properly skilled workers or proper materials;
- .2 Fails to make payment to Subcontractors or Suppliers for materials or labor in accordance with the respective agreements between the Contractor and the Subcontractors or Suppliers;
- .3 Fails to comply with any laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction;
- .4 Fails to perform the Work in accordance with the Contract Documents or otherwise breaches any provision of the Contract Documents;
- .5 Anticipatorily breaches or repudiates the Contract;
- .6 Fails to make satisfactory progress in the prosecution of the Work required by the Contract; or
- .7 Endangers the performance of this Contract.

14.2.2 The Owner may terminate the Contract, in whole or in part, whenever the Owner determines that sufficient grounds for termination exist as provided in Subsection 14.2.1. The Owner will provide the Contractor with a written notice to cure the default. If the default is not cured, the termination for default is effective on the date specified in the Owner's written notice. However, if the Owner determines that default contributes to the curtailment of an essential service or poses an immediate threat to life, health, or property, the Owner may terminate the Contract immediately upon issuing oral or written notice to the Contractor without any prior notice or opportunity to cure. In addition to any other remedies provided by law or the Contract, the Contractor must compensate the Owner for additional costs that foreseeably would be incurred by the Owner, whether the costs are actually incurred or not, to obtain substitute performance. A termination for default in a termination for convenience if the termination for default is later found to be without justification.

14.2.3 Upon receipt of written notice from the Owner of termination, the Contractor must:

- .1 Cease operations as directed by the Owner in the notice and, if required by the Owner and County, participate in an inspection of the Work with the Owner, County and the Architect to record the extent of completion thereof to identify the Work remaining to be completed or corrected, and to determine what temporary facilities, tools, equipment and construction machinery are to remain at the Site pending completion of the Work;
- .2 Complete or correct the items directed by the Owner, and take actions necessary, or that the Owner may direct, for the protection and preservation of any stored materials and equipment and completed Work;
- .3 Unless otherwise directed by the Owner, remove its tools, equipment and construction machinery from the Site; and
- .4 Except as directed by the Owner, terminate all existing subcontracts and purchase orders and enter into further subcontracts or purchase orders.

14.2.4 Following written notice from the Owner of termination, the Owner may:

- .1 Take possession of the Site and of all materials and equipment thereon, and at the Owner's option, such temporary facilities, tools, construction equipment and machinery thereon owned or rented by the Contractor that the Owner elects to utilize in completing the Work;
- .2 Accept assignment of subcontracts and purchase orders, and
- .3 Complete the Work by whatever reasonable method the Owner may deem expedient.

Add Subparagraphs 14.2.5 through 14.2.9 to Paragraph 14.2:

14.2.5 Upon termination for cause, the Contractor must take those actions described in Section 14.2.3, and the Owner may take those actions described in Section 14.2.4, subject to the prior rights of the Contractor's Surety.

14.2.6 When the Owner terminates the Contract for cause, the Contractor is not entitled to receive further payment until the Work is completed and the costs of completion have been established.

14.2.7 If the unpaid balance of the Contract Sum less amounts which the Owner is entitled to offset from the unpaid Contract balance, including actual or Liquidated Damages, compensation for the Architect's services and expenses made necessary thereby, and other damages and expenses incurred by the Owner, including reasonable attorney's fees, exceeds the costs of completing the Work, including compensation for the Owner's and the Architect's services made necessary thereby, such excess will be paid to the Contractor or Surety, as directed by the Surety. If such costs exceed the unpaid Contract balance, the Contractor must pay the difference to the Owner upon written demand. This obligation for payment survives termination of the Contract.

14.2.8 In completing the Work following termination for cause, the Owner is not required to solicit competitive bids or to award completion work to the lowest bidder, but may obtain such completion work and related services on the basis of sole source procurement and negotiated compensation.

14.2.9 If the Contractor files for protection, or a petition is filed against it, under the Bankruptcy laws, and Contractor wishes to affirm the Contract, Contractor shall immediately file with the Bankruptcy Court a motion to affirm the Contract and shall provide satisfactory evidence to Owner and to the Court of its ability to cure all present defaults and its ability to timely and successfully complete the Work. If Contractor does not make such an immediate filing, Contractor accepts that Owner shall petition the Bankruptcy Court to lift the Automatic Stay and permit Owner to terminate the Contract.

14.4 TERMINATION BY THE OWNER FOR CONVENIENCE

Delete Subparagraphs 14.4.1 through 14.4.3 in their entirety and substitute the following:

14.4.1 The Owner may, at any time, terminate the Contract or any portion thereof or the Work for the Owner's convenience and without cause.

14.4.2 Upon receipt of the written notice from the Owner of termination, the Owner must:

- .1 Cease operations as directed by the Owner in the notice and, if required by the Owner, participate in an inspection of the Work with the Owner and the Architect/Engineer to record the extent of completion thereof, to identify the Work remaining to be completed or corrected, and to determine what temporary facilities, tools, equipment and construction machinery are to remain at the Site pending completion of the Work;
- .2 Complete or correct the items directed by the Owner, and take actions necessary, or that the Owner may direct, for the protection and preservation of any stored materials and equipment and completed Work;
- .3 Unless otherwise directed by the Owner, remove its tools, equipment and construction machinery from the Site, and
- .4 Except as directed by the Owner, terminate all existing subcontracts and purchase orders related to the Work and enter into no further subcontracts or purchase orders therefor.

14.4.3 Following written notice from the Owner of termination, the Owner may:

- .1 Take possession of the Site and of all materials and equipment thereon, and at the Owner's option, such temporary facilities, tools, construction equipment and machinery thereon owned or rented by the Contractor that the Owner elects to utilize in completing the Work;
- .2 Accept assignment of subcontracts and purchase orders; and
- .3 Complete the Work by whatever reasonable method the Owner may deem expedient.

14.4.4 In case of termination for the Owner's convenience, the Contractor will be entitled to compensation only for the following items:

- .1 Payment for acceptable Work performed up to the date of termination;
- .2 The costs of preservation and protection of the Work if requested to do so by the Owner;
- .3 The cost of terminating the following contracts including:
 - a. Purchased materials but only if not returnable and provided to the Owner, or the restocking or return charge, if any, if returnable at the Owner's written election;
 - b. Equipment rental contracts if not terminable at no cost but not to exceed an amount equal to thirty (30) days rental;

- c. Documented transportation costs associated with removing Contractor-owned equipment.
 - d. Documents demobilization and close-out costs; and
 - e. Overhead and profit on the foregoing not to exceed ten percent (10%).
- .4 The Contractor will not be compensated for the cost of terminating subcontracts, which must be terminable at no cost to the Owner if the Contract is terminated.
- .5 The Contractor will not be compensated for the cost of any idled employees unless the employee is under a written employment contract entitling the employee to continued employment after termination of the Contract and the employee cannot be assigned to other work provided that in all events the Contractor's costs must be limited to thirty (30) days of employment costs from the date of the notice of termination. The Contractor is not entitled to any other costs or compensation (including lost or expected profit, uncompensated overhead or related expenses, or the cost of preparing and documenting its compensable expenses under this Subsection 14.4.4 as a consequence of the Owner's termination of the Contract for convenience). The Contractor conclusively and irrevocably waives its right to any other compensation or damages (compensatory or punitive) arising from termination of the Contract. If the Owner and the Contractor are unable to agree upon the amounts specified in this subsection, the Contractor may submit a Claim as provided in Article 15. The Claim must be limited to resolution of the amounts specified in Subsections 14.4.4.1, 14.4.4.2, 14.4.4.3 and 14.4.4.4 of this Subsection 14.4.4. No other cost, damages or expenses may be claimed or paid to the Contractor or considered as part of the Claim, the same being hereby conclusively and irrevocably waived by the Contractor. Any such Claim must be delivered to the Owner within thirty (30) days of the termination of the Contract and must contain a written statement setting forth the specific reasons and supporting calculations and documentation as to the amounts the Contractor claims to be entitled to under this Subsection as a result of the termination of the Contract.

14.4.5 The Contractor's obligations surviving final payment under the Contract, including without limitation those with respect to insurance, indemnification, and correction of Work that has been completed at the time of termination, remains effective notwithstanding termination for convenience of the Owner.

ARTICLE 15 CLAIMS AND DISPUTES

15.1 CLAIMS

Delete Subparagraphs 15.1.1 through 15.1.3 in their entirety and substitute the following:

15.1.1 A Claim is a written demand or assertion by the Contractor seeking, as a matter of right, payment of money, or other relief with respect to the terms of the Contract. The responsibility to substantiate Claims shall rest with the Contractor. Nothing contained in this subsection 15.1.1 is intended to apply to or in any way limit the Owner's right to make claims related to or arising out of the Contract."

15.1.2 Claims by the Contractor must be initiated by written notice to the Owner and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by the Contractor must be initiated within ten (10) days after occurrence of the event giving rise to such Claim or within ten (10) days after the Contractor first recognizes the condition giving rise to the Claim, whichever is later. As a condition to making a claim for additional costs, the Contractor shall maintain and produce accurate records to substantiate all additional costs actually incurred. If a Claim for actual cost is approved, the Owner shall pay the Contractor actual costs incurred plus either (a) ten percent (10%) for overhead and profit for work performed by the Contractor, or (b) five percent (5%) overhead and profit for work performed by a subcontractor, as applicable."

15.1.3 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract in accordance with the Contract Documents."

Add Clauses 15.1.5.3 and 15.1.5.4 to Subparagraph 15.1.5:

15.1.5.3 Claims for increase in the Contract Time shall set forth in detail the circumstances that form the basis for the Claim, the date upon which each cause of delay began to affect the progress of the Work, the date upon which each cause of delay ceased to affect the progress of the Work and the number of days' increase in the Contract Time claimed as a consequence of each such cause of delay. The Contractor shall provide such supporting documentation as the Owner may require including, where appropriate, a revised construction schedule indicating all the activities affected by the circumstances forming the basis of the Claim.

15.1.5.4 The Contractor shall not be entitled to a separate increase in the Contract Time for each one of the number of causes of delay which may have concurrent or interrelated effects on the progress of the Work, or for concurrent delays due to the fault of the Contractor.

15.2 INITIAL DECISION

Modify Subparagraph 15.2.5 as follows:

Delete that last sentence of the subparagraph.

Delete Subparagraph 15.2.6 and Clause 15.2.6.1 in their entirety.

15.3 MEDIATION

Delete Subparagraph 15.3.1 and substitute the following:

15.3.1 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered in accordance with Iowa Code Chapter 679C, as amended. A request for mediation shall be made in writing, and delivered to the other party to the Contract. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of sixty (60) days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

Delete Section 15.3.2 and substitute the following:

15.3.2 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

Delete Section 15.3.3 in its entirety.

15.4 ARBITRATION

Delete Subparagraphs 15.4.1, 15.4.1.1, 15.4.2, 15.4.3 in their entirety and substitute the following:

15.4.1 Notwithstanding other provisions in these General Conditions, such as those contained in 4.1.2 and 4.1.3, no claim, dispute, or other matter coming into question shall be subject to arbitration.

END OF SECTION 007300

SECTION 011000 SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:

- 1. Project information.
- 2. Work covered by the Contract Documents.
- 3. Access to site.
- 4. Coordination with occupants.
- 5. Work restrictions.
- 6. Specification formats and conventions.

- B. Related Sections include the following:

- 1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

- A. Project Identification: Storm Lake High School Baseball/Softball Fields Lighting Replacement.

- 1. Project Location: Urbandale High School, 7111 Aurora Avenue, Urbandale, Iowa 50322.

- B. Owner: Storm Lake Community School District, 419 Lake Avenue, Storm Lake, Iowa 50588.

- 1. Owner's Representative: John Lees, Building and Grounds Director, at 712-299-0400.

- C. Owner: Urbandale Community School District, 11155 Aurora Avenue, Urbandale, Iowa 50322.

- 1. Owner's Representative: John Lees, Buildings and Maintenance Supervisor, at (515) 306-4191.

- D. Architect: DLR Group, 1430 Locust Street, Suite 200, Des Moines, Iowa 50309.

- 1. Architect's Representatives: Jim Huse, AIA at (515) 276-8097.
- 2. Civil Engineer: David Weimer, PE, 402-393-4100.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:

1. Project consists of three separate lump sum base bids, 1) Spot Removal and Patching of existing Resilient Surfacing and adding a Structural Spray, 2) Complete removal of existing Resilient Surfacing and Replacement with new Polyurethane Bound Rubberized Surfacing, and 3) Complete removal of existing Resilient Surfacing and Replacement with new Polyurethane Bound Rubberized Surfacing and adding a Structural Spray. All three lump sum bid numbers include restriping of track to include all current required track markings. Only one of the Lump Sum Bids will be accepted.

B. Type Of Contract:

1. Project will be constructed under a single prime contract:
 - a. AIA Document A101 - 2007 Standard Form of Agreement Between Owner and Contractor, as amended.

C. Construction Completion Schedule:

1. Lump Sum Base Bids A through C A-1 through A-3:
 - a. Commencement of Work: Work shall be allowed commence after June 12, 2016, with a preferred start date June 27, 2016, if possible.
 - b. Substantial Completion: Project shall be substantially complete on or before July 17, 2016, with a preferred date of July 8, 2016, if possible.
2. Final Completion: Upon reaching substantial completion, the outstanding items that need to be completed and or corrected shall be completed with-in sixty (60) days after the date established for substantial completion.

1.5 ACCESS TO SITE

A. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.

B. Use of Site: Limit use of Project site to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Driveways and Entrances: Keep driveways, parking garage, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

1.6 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and adjacent building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations.
 - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
 - 2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.
 - 3. Notify Owner not less than 72 hours in advance of request to work during evenings/weekends and/or holidays and any associated costs shall be paid by contractor.

1.7 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. Smoking and Tobacco Products: Smoking and use of tobacco products is strictly prohibited on School District Property.
- C. Harassment: Construction workers shall not harass students, teachers, or other people associated with the School District. Workers involved in any harassment situations shall be immediately removed from working on the project.

1.8 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 50-division format and CSI/CSC's "MasterFormat" numbering system.
 - 1. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.
 - 2. Division 01: Sections in Division 01 govern the execution of the Work of all Sections in the Specifications.

- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
 2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
 - a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012200 - UNIT PRICES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for unit prices.
- B. Related Requirements:
 - 1. Section 012600 "Contract Modification Procedures" for procedures for submitting and handling Change Orders.

1.3 DEFINITIONS

- A. Unit price is an amount incorporated in the Agreement, applicable during the duration of the Work as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, added to or deducted from the Contract Sum by appropriate modification, if the scope of Work or estimated quantities of Work required by the Contract Documents are increased or decreased.

1.4 PROCEDURES

- A. Unit prices include all necessary material, plus cost for delivery, installation, insurance, applicable taxes, overhead, and profit.
- B. Measurement and Payment: See individual Specification Sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.
- C. The Owner will hire a surveyor to measure work-in-place of Resilient Surfacing Removal and Patching. Contractor shall coordinate with owners surveyor to survey all areas marked out on the track prior to Resilient Surfacing Removal and Patching
- D. List of Unit Prices: A schedule of unit prices is included in Part 3. Specification Sections referenced in the schedule contain requirements for materials described under each unit price.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF UNIT PRICES

A. Unit Price No. 1: Resilient Surfacing Removal and Patching

1. Description: Bidder shall base their bids, for Lump Sum Base Bid A, on 5% of the Total Track Area (390 square yards) requiring Resilient Surfacing Removal and Patching. The Actual amount of Resilient Surfacing Removal and Patching shall be determined with the Contractor and Owner together reviewing the track surfacing.
2. Unit of Measurement: Square Yard of Resilient Surfacing Removal and Patching added or deducted from quantity indicated.

END OF SECTION 012200

SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Sections:
 - 1. Section 016000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.3 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.4 SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use the "Post-Bid Request For Substitution Form" attached to the end of this Section.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
 - b. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.

- c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable specification section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
 - h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.5 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage qualified testing agency to perform compatibility tests recommended by manufacturers.

1.6 PROCEDURES

- A. Coordination: Modify or adjust affected work as necessary to integrate work of the approved substitutions.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately upon discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect Contractor's construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.
 - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- B. Substitutions for Convenience: Architect will consider requests for substitution if received within 60 days after the Notice to Proceed. Requests received after that time may be considered or rejected at discretion of Architect.
1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 - b. Requested substitution does not require extensive revisions to the Contract Documents.
 - c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - d. Substitution request is fully documented and properly submitted.
 - e. Requested substitution will not adversely affect Contractor's construction schedule.
 - f. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - g. Requested substitution is compatible with other portions of the Work.
 - h. Requested substitution has been coordinated with other portions of the Work.

- i. Requested substitution provides specified warranty.
- j. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

PART 3 - EXECUTION (NOT USED)

END OF SECTION 012500

REVIEW - NOT FOR CONSTRUCTION

SECTION 012500A SUBSTITUTION REQUEST FORM (DURING CONSTRUCTION)

To: DLR Group, inc.
1430 Locust Street, Suite 200
Des Moines, Iowa 50309
(515) 276-8097

CONTRACTOR'S REQUEST, WITH SUPPORTING DATA

1. Reason for submitting request: _____

2. Specifications to which this request applies: _____
Section Page Paragraph

Product Data for proposed substitution is attached (description of product, reference standards, performance and test data).

- Sample is attached.
- Sample will be sent if requested by Architect/Engineer.

3. Itemized comparison of proposed substitution with product specified.

ORIGINAL PRODUCT PROPOSED SUBSTITUTION

Name, brand: _____
Catalog No. _____
Manufacturer: _____
Significant Variations: _____

4 Unit costs of original product and proposed substitution. State whether cost is for:

- Material only
- Material installed
- Life cycle cost of installed product
- Original products: \$ _____ per _____.
- Substitution: \$ _____ per _____.

5. Proposed change in contract sum:

- Credit to Owner: \$ _____.
- Additional cost to Owner: _____.

6. Proposed change in contract time:

- Reduce.
- Increase by _____ days.

7. Effect of proposed substitution on other parts of the Work, or on other Contracts:

CONTRACTORS STATEMENT OF CONFORMANCE
OF PROPOSED SUBSTITUTION TO CONTRACT DOCUMENTS

I/We have investigated the proposed substitution. I/We:

1. believe that it is equal or superior in all respects to the original specified product, except as stated in 3 above;
2. will provide the same warranty as required in AIA A201 General Conditions 3.5;
3. will provide the same special warranty or guaranty as specified;
4. have included all cost data and cost implications of the proposed substitution;
5. will pay redesign and special inspection costs caused by the use of this substitution;
6. will pay additional costs to other contractors caused by this substitution;
7. will coordinate the incorporation of the proposed substitution in the Work;
8. will modify other parts of the Work as may be needed, to make all the parts of the Work complete and functioning;
9. waive future claims for added cost to Contractor caused by the proposed substitution.

Contractor: _____ Date: _____

Firm: _____

ARCHITECT/ENGINEER'S REVIEW AND ACTION

- Provide more information in the following categories. Resubmit.

Sign Contractor's Statement of Conformance. Resubmit.

- The proposed substitution is approved, with the following conditions:

The following changes will be made by Change Order: \$ _____

Addition to / deduction from the Contract Sum: _____.

Addition to / deduction from the Contract Time: _____ days.

DLR Group

By: _____ Date: _____

END OF SECTION 012500A

SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
 - 1. Section 012500 "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests (PR): Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Work Change Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. Within 10 days after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Where major cost items are Subcontractors, items shall be itemized.

- e. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 - f. Owner-Initiated Proposal Request Form: Use AIA Document G709 for Proposal Requests.
- B. Contractor-Initiated Proposals (CIP): If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to Architect.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision directly attributable to the change.
 5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 6. Comply with requirements in Section 016000 "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.
 7. Contractor-Initiated Proposal Request Form: Submit on Contractor's letterhead. A CIP number will be assigned by the Architect.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive (CCD): Architect may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
 1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
 1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

1.7 CONTRACTOR'S DOCUMENTATION

- A. For changes in the Work (PR, CIP, or CCD) on the lump sum or time and material methods, the Contractor shall submit an itemized list of quantities with the applicable unit costs and extended price for each, in such form and detail as required by the Architect.
1. As a minimum the detailed break down shall include and indicate the items enumerated below:
 - a. Labor costs, itemized by each trade involved, showing the hourly rates for each and the hours required for the change. Labor rates shall be the same for extra and credit computations and shall be the actual rate paid workmen in accordance with the established management labor agreement.
 - b. Burden on labor, which shall be only the actual costs of mandatory fringe benefits required by established agreements, taxes on labor, worker's or workmen's compensation, insurance on labor as affected by payroll, unemployment taxes and insurance, including FICA and FUTA.
 - c. Quantities of materials, equipment and supplies, at their actual cost, with unit costs indicated.
 - d. Refer to "General Conditions to the Contract for Construction", Article 7 – Charges in the Work, for schedule of allowances for overhead and profit for changes in the Work.
 - e. The percentages allowed for overhead, and profit shall be deemed to include, and no further addition for:
 - 1) Field and office supervision and administration, including the field superintendent, foreman, field design/drafting, and project coordination.
 - 2) General insurance, except that listed as labor burden.
 - 3) Labor Inefficiency.
 - 4) Lost Time.
 - 5) Use or replacement of tools.
 - 6) Consumables.
 - 7) Shop burden.
 - 8) Equipment rental (other than specifically required additional hoisting equipment, required excavating equipment or similar equipment necessary solely as a result of the change).
 - 9) Engineering and estimating costs.
 - 10) Field Design/Drafting.
 - 11) As-Built or Record Drawings.
 - 12) Updating site drawings and specifications.
 - 13) Cost of safety measures (including those imposed by OSHA).
 - 14) Shipping, drayage and demurrage.
 - 15) Parking charges.
 - 16) Clean up and debris removal.
 - 17) Testing.
 - 18) Warranties.
 - 19) Permits, unless a new permit type is required.
 2. Prior to submittal of any contract modification proposal, Contractor shall provide labor rate itemization, including labor costs, burden costs, and fringe benefits, for every all tradesman that will be performing work on site.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012600

REVIEW - NOT FOR CONSTRUCTION

SECTION 012900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
 - 1. Section 012600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 - 2. Section 013200 "Construction Progress Documentation" for administrative requirements governing preparation and submittal of Contractor's Construction Schedule and Submittals Schedule.

1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with Continuation Sheets.
 - b. Submittals Schedule.
 - c. Contractor's Construction Schedule.
 - 2. Submit the Schedule of Values to Architect at earliest possible date but no later than 10 days before the date scheduled for submittal of initial Applications for Payment.

- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.
1. Identification: Include the following Project identification on the Schedule of Values:
 - a. Project name and location.
 - b. Name of Architect.
 - c. Architect's project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
 2. Submit draft of AIA Document G703 Continuation Sheets.
 3. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or Division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value.
 - 1) Percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
 4. Provide a breakdown of the Contract Sum in enough detail, for each project site separately, to facilitate continued evaluation of Applications for Payment and progress reports. Break principal subcontract amounts down into several line items.
 5. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
 6. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site. If specified, include evidence of insurance or bonded warehousing.
 7. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
 8. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor's option.
 9. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: Progress payments shall be submitted to Architect by the end of month for operations completed in accordance with the schedule of values. The period covered by each Application for Payment is one month, ending on the twenty-fifth day of each month.
- C. Payments shall be made for materials and equipment suitably stored off the site at a location agreed upon if an off-site storage agreement is approved in advance by the Owner and accompanied by Consent of Surety. The agreement shall be conditioned upon compliance by the Contractor with procedures to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include applicable insurance, storage, and transportation to the site for such materials and equipment stored off the site.
- D. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.
- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
 2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
 3. Provide supporting data substantiating the Contractor's right to payment as the Owner or Architect may require, such as copies of requisitions from Subcontractors and material suppliers.
- F. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's liens from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 2. When an application shows completion of an item, submit final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.

4. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 5. Waiver Forms: Submit waivers of lien on forms, executed in a manner acceptable to Owner.
- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of Values.
 3. Contractor's Construction Schedule (preliminary if not final).
 4. Products list.
 5. List of Contractor's staff assignments.
 6. List of Contractor's principal consultants.
 7. Copies of building permits.
 8. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 9. Initial progress report.
 10. Certificates of insurance and insurance policies.
 11. Performance and payment bonds.
- I. Progress Payments: Upon certification by the Architect, the Owner shall make payment by the end of the following Month, pay to the Contractor, on account of the Contract, ninety-five percent (95%) of the value of labor and materials incorporated in the Work and ninety-five (95%) of materials suitably stored in accord with Subparagraph 9.3.2 of the General Conditions, up to the twenty-fifth day of the preceding month.
- J. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- K. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Evidence that claims have been settled.

8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
9. Final, damages settlement statement.
10. Certification stating that no asbestos was used in the manufacture or fabrication of products and materials used in the construction of this project.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900

REVIEW - NOT FOR CONSTRUCTION

APPROVAL OF SURETY TO SCHEDULE OF VALUES

- OWNER
- ARCHITECT
- CONTRACTOR
- SURETY
- OTHER

PROJECT:
(Name, Address)

TO (Owner)

ARCHITECT'S PROJECT NO.
CONTRACT FOR:

CONTRACTOR:

CONTRACT DATE:

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety Company)

, SURETY COMPANY,

on bond of (here insert name and address of Contractor)

, CONTRACTOR,

Hereby approves the attached Schedule of Values for use as a basis for the Contractor=s Applications for Payment.
Such use of the approved Schedule of Values shall not relieve the surety of any of its obligations to

OWNER ,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,
the Surety Company has hereunto set its hand this

day of 20__

Surety Company

Signature of Authorized Representative

Attest:
(Seal):

Title

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General project coordination procedures.
 - 2. Administrative and supervisory personnel.
 - 3. Requests for Information (RFIs).
 - 4. Project meetings.
- B. Related Sections include the following:
 - 1. Section 013200 "Construction Progress Documentation" for preparing and submitting Contractor's Construction Schedule.
 - 2. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 3. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS

- A. RFI: Request from Owner, Architect, or Contractor seeking information from each other during construction.

1.4 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.

- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
 - 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of Contractor's Construction Schedule.
 - 2. Preparation of the Schedule of Values.
 - 3. Installation and removal of temporary facilities and controls.
 - 4. Delivery and processing of submittals.
 - 5. Progress meetings.
 - 6. Project closeout activities.
 - 7. Startup and adjustment of systems.
 - 8. Project closeout activities.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

1.5 KEY PERSONNEL

- A. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and email addresses. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.

1.6 REQUESTS FOR INFORMATION (RFIs)

- A. Procedure: Immediately on discovery of the need for information of the Contract Documents, and if not possible to request information at Project meeting, prepare and submit an RFI in the form specified.
 - 1. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned with no response.
 - 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.

- B. Content of the RFI: Include a detailed, legible description of item needing information and the following:
1. Project name.
 2. Date.
 3. Name of Contractor.
 4. Name of Architect.
 5. RFI number, numbered sequentially.
 6. Specification Section number and title and related paragraphs, as appropriate.
 7. Drawing number and detail references, as appropriate.
 8. Field dimensions and conditions, as appropriate.
 9. Contractor's suggested solution(s). If Contractor's solution(s) impact the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 10. Contractor's signature.
 11. Attachments: Include drawings, descriptions, measurements, photos, Product Data, Shop Drawings, and other information necessary to fully describe items needing information.
 - a. Supplementary drawings prepared by Contractor shall include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments.
- C. Hard-Copy RFIs: Form at end of this Section.
1. Identify each page of attachments with the RFI number and sequential page number.
- D. Software-Generated RFIs: Software-generated form with substantially the same content as indicated above.
1. Attachments shall be electronic files in Adobe Acrobat PDF format.
- E. Architect's Action: Architect will review each RFI, determine action required, and return it. Allow seven working days for Architect's response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day.
1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for coordination information already indicated in the Contract Documents.
 - d. Requests for adjustments in the Contract Time or the Contract Sum.
 - e. Requests for information of Architect's actions on submittals.
 - f. Incomplete RFIs or RFIs with numerous errors.
 2. Architect's action may include a request for additional information, in which case Architect's time for response will start again.

3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 7 days of receipt of the RFI response.
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.

1.7 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.
- B. Preconstruction Conference: Architect will schedule a preconstruction conference before starting construction, at a time convenient to Owner, Architect and Contractor, but no later than 15 days after execution of the Agreement. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.
 1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Procedures for processing field decisions and Change Orders.
 - f. Procedures for RFIs.
 - g. Procedures for testing and inspecting.
 - h. Procedures for processing Applications for Payment.
 - i. Distribution of the Contract Documents.
 - j. Submittal procedures.
 - k. Preparation of Record Documents.
 - l. Use of the premises.
 - m. Work restrictions.

- n. Owner's occupancy requirements.
 - o. Responsibility for temporary facilities and controls.
 - p. Construction waste management and recycling.
 - q. Parking availability.
 - r. Office, work, and storage areas.
 - s. Equipment deliveries and priorities.
 - t. First aid.
 - u. Security.
 - v. Progress cleaning.
 - w. Working hours.
3. Minutes: Architect will record and distribute meeting minutes.
- C. Progress Meetings: Architect will conduct progress meetings at regularly scheduled intervals. Coordinate dates of meetings with preparation of payment requests.
1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Hazards and risks.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.
 - 15) RFIs.

- 16) Status of proposal requests.
 - 17) Pending changes.
 - 18) Status of Change Orders.
 - 19) Pending claims and disputes.
 - 20) Documentation of information for payment requests.
3. Minutes: Architect will record and distribute to Contractor the meeting minutes.
 4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
 - a. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

REVIEW - NOT FOR CONSTRUCTION

Request For Information

By submission of this form, the contractor attests to the fact that having carefully reviewed the Contract Documents and coordinated the Work with the appropriate trades and reviewed field conditions, the information requested cannot be determined from such efforts as called for in the General Conditions of the Contract



Architecture Engineering Planning Interiors

1430 Locust Street
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Des Moines, IA 50309
tel 515/276-8097
desmoines@dlrgroup.com
www.dlrgroup.com

Date

To

From

Project

Project No.

RFI No.

Description of RFI

Specification Ref.

Drawing Ref.

Sketch/Attachment

No

Yes

Please Respond By
Architect/Engineer
Response

Signature

Name

cc

REVIEW - NOT FOR CONSTRUCTION

SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Contractor's construction schedule.
 - 2. Field condition reports.
 - 3. Special reports.
- B. Related Sections:
 - 1. Section 013300 "Submittal Procedures" for submitting schedules and reports.
 - 2. Section 014000 "Quality Requirements" for submitting a schedule of tests and inspections.

1.2 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
 - 1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
 - 2. Predecessor Activity: An activity that precedes another activity in the network.
 - 3. Successor Activity: An activity that follows another activity in the network.
- B. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of the Project.
- C. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.

1.3 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:
 - 1. PDF electronic file.
- B. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
- C. Field Condition Reports: Submit at time of discovery of differing conditions.

- D. Special Reports: Submit at time of unusual event.

1.4 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.
- B. Coordinate Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.
 - 1. Secure time commitments for performing critical elements of the Work from entities involved.
 - 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 - PRODUCTS

2.1 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Time Frame: Extend schedule from date established for commencement of the Work to date of Substantial Completion.
 - 1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- B. Activities: Treat each story or separate area as a separate numbered activity for each principal element of the Work. Comply with the following:
 - 1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Architect.
- C. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and final completion.
- D. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, and equipment required to achieve compliance, and date by which recovery will be accomplished.

2.2 START-UP CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Submit start-up horizontal bar-chart-type construction schedule within seven days of date established for commencement of the Work.

- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities for first 90 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.

2.3 CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type, Contractor's construction schedule within 30 days of date established for commencement of the Work. Base schedule on the start-up construction schedule and additional information received since the start of Project.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.

2.4 REPORTS

- A. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

2.5 SPECIAL REPORTS

- A. General: Submit special reports directly to Owner within one day of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: Update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
 - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.

2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 3. As the Work progresses, indicate final completion percentage for each activity.
- B. Distribution: Distribute copies of approved schedule to Architect, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
1. Post copies in Project meeting rooms and temporary field offices.
 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION 013200

REVIEW - NOT FOR CONSTRUCTION

SECTION 013300 SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Sections include the following:
 - 1. Section 012900 "Payment Procedures" for submitting Applications for Payment and the Schedule of Values.
 - 2. Section 013100 "Project Management and Coordination" for submitting and distributing meeting and conference minutes and for submitting Coordination Drawings.
 - 3. Section 013200 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's Construction Schedule and the Submittals Schedule.
 - 4. Section 017700 "Closeout Procedures" for submitting warranties.
 - 5. Section 017823 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
 - 6. Section 017839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Architect's responsive action.

1.4 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

- B. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 15 days for review of each resubmittal.
- C. Identification: Place a permanent label or title block on each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Provide a space approximately 6 by 8 inches (150 by 200 mm) on label or beside title block to record Contractor's review and approval markings and action taken by Architect .
 3. Include the following information on label for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name and address of Architect .
 - d. Name and address of Contractor.
 - e. Name and address of subcontractor.
 - f. Name and address of supplier.
 - g. Name of manufacturer.
 - h. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 06100.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 06100.01.A).
 - i. Number and title of appropriate Specification Section.
 - j. Drawing number and detail references, as appropriate.
 - k. Location(s) where product is to be installed, as appropriate.
 - l. Other necessary identification.
- D. Deviations: Highlight, encircle, or otherwise specifically identify deviations from the Contract Documents on submittals.
- E. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will discard submittals received from sources other than Contractor.
1. Transmittal Form: Use facsimile of sample form at end of Section. Fill out form completely. Submittals without the transmittal form completed will be returned without review.

2. Transmittal Number: Number each transmittal using the specification section number followed by a number designating the submittal order; i.e. Transmittal No. 033000-01 would designate the first submittal for Section 033000; 03300-02 would designate the second transmittal for Section 033000. Continue numbering sequence for as long as necessary.
 - a. Resubmittal Numbering: Number resubmittals with the original Transmittal No. followed by an "R" and the resubmittal sequence number; i.e. 033000-01R1 for 1st resubmittal of transmittal 033000-01; 03300-01R2 for the second resubmittal and continuing in this manner until the submittal is approved.
- F. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked "Reviewed" or "Furnish As Corrected."
- G. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- H. Use for Construction: Use only final submittals with mark indicating "Reviewed", "Reviewed - Additional Information Required", or "Furnish As Corrected" taken by Architect .

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's written recommendations.
 - b. Manufacturer's product specifications.
 - c. Manufacturer's installation instructions.
 - d. Standard color charts.
 - e. Manufacturer's catalog cuts.
 - f. Wiring diagrams showing factory-installed wiring.
 - g. Printed performance curves.
 - h. Operational range diagrams.
 - i. Mill reports.
 - j. Standard product operation and maintenance manuals.

- k. Compliance with specified referenced standards.
 - l. Testing by recognized testing agency.
 - m. Application of testing agency labels and seals.
 - n. Notation of coordination requirements.
4. Submit Product Data before or concurrent with Samples.
 5. Number of Copies: Submit upto six copies of Product Data, unless otherwise indicated. Architect will return minimum of four copies. Mark up and retain one returned copy as a Project Record Document.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Fabrication and installation drawings.
 - d. Roughing-in and setting diagrams.
 - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
 - f. Shopwork manufacturing instructions.
 - g. Templates and patterns.
 - h. Schedules.
 - i. Design calculations.
 - j. Compliance with specified standards.
 - k. Notation of coordination requirements.
 - l. Notation of dimensions established by field measurement.
 - m. Relationship to adjoining construction clearly indicated.
 - n. Seal and signature of professional engineer if specified.
 - o. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches (215 by 280 mm) but no larger than 30 by 40 inches (750 by 1000 mm).
 3. Number of Copies: Submit three opaque copies of each submittal, unless copies are required for operation and maintenance manuals. Submit five copies where copies are required for operation and maintenance manuals. Architect will retain upto two copies; remainder will be returned. Mark up and retain one returned copy as a Project Record Drawing.
- D. Product Schedule or List: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
1. Type of product. Include unique identifier for each product.
 2. Number and name of room or space.
 3. Location within room or space.

4. Number of Copies: Submit three copies of product schedule or list, unless otherwise indicated. Architect will return two copies.
 - a. Mark up and retain one returned copy as a Project Record Document.
- E. Contractor's Construction Schedule: Comply with requirements specified in Section 013200 "Construction Progress Documentation" for Construction Manager's action.
- F. Application for Payment: Comply with requirements specified in Section 012900 "Payment Procedures."
- G. Schedule of Values: Comply with requirements specified in Section 012900 "Payment Procedures."

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect .
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S / ACTION

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Compliance with specified characteristics per Contract Documents is the Contractor's responsibility. Refer to AIA A201 - 1997 Edition.
- C. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken.
- D. Submittal Stamp: The Architect-Engineer will stamp each submittal with a uniform, self-explanatory submittal stamp. The stamp will be appropriately marked, as follows, to indicate the action taken:
 1. Reviewed: Where submittals are marked "Reviewed," that part of the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend upon that compliance.

2. Reviewed - Additional Information Required: Where submittals are marked "Reviewed - Additional Information Required," the information submitted has been reviewed and approved as noted. However, additional information as noted and/or required by Contract Documents needs to be submitted.
 3. Furnish As Corrected: When submittals are marked "Furnish As Corrected," that part of the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents; final acceptance will depend on that compliance.
 4. Revise and Resubmit: When submittal is marked "Revise and Resubmit," do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the notations; resubmit without delay. Repeat if necessary to obtain a different action mark.
 - a. Do not permit submittals marked "Revise and Resubmit" to be used at the Project site, or elsewhere where Work is in progress.
 5. Rejected: When submittal is marked "Rejected," information submitted is not in compliance with Contract Documents. Resubmit submittal as required by Contract Documents.
- E. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.
- F. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION 013300

Shop Drawing Comments



Architecture Engineering Planning Interiors

1430 Locust Street
Suite 200
Des Moines, IA 50309
tel 515/276-8097
desmoines@dlrgroup.com
www.dlrgroup.com

Date

Project

Project No.

Description

(Specification # & Title go here)

Transmittal No.

Action

A REVIEWED

B REVIEWED – ADDITIONAL INFORMATION REQUIRED

C FURNISH AS CORRECTED

Reviewer does not authorize changes to Contract Sum unless stated in separate letter or Change Order.

D REVISE AND RESUBMIT

E REJECTED

By:

Date

Comments

1.

This review is only for general conformance with the design concept and the information given in the Construction Documents. Corrections or comments made on the shop drawings during this review do not relieve the contractor from compliance with the requirements of the plans and specifications. Review of a specific item shall not include review of an assembly of which the item is a component. The Contractor is responsible for: dimensions to be confirmed and correlated at the job site; information that pertains solely to the fabrication processes or to the means, methods, techniques, sequences and procedures of construction; coordination of the work with that of all other trades and performing all Work in a safe and satisfactory manner.

CC

SECTION 014000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
 - 4. Specific test and inspection requirements are not specified in this Section.

1.3 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect.
- C. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.
- D. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.

- E. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
 - 1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade or trades.
- F. Experienced: When used with an entity, "experienced" means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

1.4 CONFLICTING REQUIREMENTS

- A. General: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Architect for a decision before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

1.5 INFORMATIONAL SUBMITTALS

- A. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.
- B. Qualification Data : For Contractor's quality-control personnel.
- C. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- D. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
 - 1. Specification Section number and title.
 - 2. Entity responsible for performing tests and inspections.
 - 3. Description of test and inspection.
 - 4. Identification of applicable standards.
 - 5. Identification of test and inspection methods.
 - 6. Number of tests and inspections required.
 - 7. Time schedule or time span for tests and inspections.
 - 8. Requirements for obtaining samples.
 - 9. Unique characteristics of each quality-control service.

1.6 CONTRACTOR'S QUALITY-CONTROL PLAN

- A. Quality-Control Plan, General: Submit quality-control plan within 10 days of Notice of Award, and not less than five days prior to preconstruction conference. Submit in format acceptable to Architect. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities. Coordinate with Contractor's construction schedule.
- B. Quality-Control Personnel Qualifications: Engage qualified full-time personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
 - 1. Project quality-control manager may also serve as Project superintendent.
- C. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- D. Testing and Inspection: In quality-control plan, include a comprehensive schedule of Work requiring testing or inspection, including the following:
 - 1. Contractor-performed tests and inspections including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections.
- E. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring work into compliance with standards of workmanship established by Contract requirements and approved mockups.
- F. Monitoring and Documentation: Maintain testing and inspection reports including log of approved and rejected results. Include work Architect has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

1.7 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, and telephone number of testing agency.
 - 4. Dates and locations of samples and tests or inspections.
 - 5. Names of individuals making tests and inspections.
 - 6. Description of the Work and test and inspection method.
 - 7. Identification of product and Specification Section.
 - 8. Complete test or inspection data.
 - 9. Test and inspection results and an interpretation of test results.

10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 12. Name and signature of laboratory inspector.
 13. Recommendations on retesting and reinspecting.
- B. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

1.8 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar to those indicated for this Project in material, design, and extent.
- F. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections; and where required by authorities having jurisdiction, that is acceptable to authorities.
1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
 2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.

1.9 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
 2. Payment for these services will be made by the Owner.
 3. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
 2. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
 - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
 4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 5. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- D. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
 3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.

6. Do not perform any duties of Contractor.
- E. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
 4. Facilities for storage and field curing of test samples.
 5. Delivery of samples to testing agencies.
 6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 7. Security and protection for samples and for testing and inspecting equipment at Project site.
- F. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- G. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Submit schedule within 30 days of date established for the Notice to Proceed.
1. Distribution: Distribute schedule to Owner, Architect, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.
- 1.10 SPECIAL TESTS AND INSPECTIONS
- A. Special Tests and Inspections: Engage and pay for a qualified special inspector to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Contractor, and as follows:
1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviewing the completeness and adequacy of those procedures to perform the Work.
 2. Notifying Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
 3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect, with copy to Contractor and to authorities having jurisdiction.
 4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
 5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
 6. Retesting and reinspecting corrected work.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Prepare a record of tests and inspections. Include the following:
 - 1. Date test or inspection was conducted.
 - 2. Description of the Work tested or inspected.
 - 3. Date test or inspection results were transmitted to Architect.
 - 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and modifications as they occur. Provide access to test and inspection log for Architect's reference during normal working hours.

3.2 REPAIR AND PROTECTION

- A. General: On completion of inspecting, repair damaged construction and restore substrates and finishes.
 - 1. Provide materials and comply with installation requirements specified in other Specification Sections. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible.
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 014000

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes requirements for temporary facilities and controls, including temporary services, support facilities, and security and protection facilities.
- B. Support facilities include, but are not limited to, the following:
 - 1. Temporary enclosures.
 - 2. Temporary Waste disposal facilities.
 - 3. Construction aids and miscellaneous services and facilities.
- C. Security and protection facilities include, but are not limited to, the following:
 - 1. Environmental protection.
 - 2. Security enclosure and lockup.
 - 3. Barricades, warning signs, and lights.
- D. Related Sections include the following:
 - 1. Section 011000 "Summary" for limitations on utility interruptions and other work restrictions.
 - 2. Section 013300 "Submittal Procedures" for procedures for submitting copies of implementation and termination schedule and utility reports.
 - 3. Section 017300 "Execution" for progress cleaning requirements.

1.3 USE CHARGES

- A. **General:** Cost or use charges for temporary facilities shall be included in the Contract Sum. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, occupants of Project, testing agencies, and authorities having jurisdiction.
- B. **Water Service:** Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

- C. Electric Power Service: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

1.4 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.5 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Installer of each permanent service shall assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Provide new materials. Undamaged, previously used materials in serviceable condition may be used if approved by Architect. Provide materials suitable for use intended.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
- B. Provide each facility ready for use when needed to avoid delay maintain and modify as required. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Engage appropriate local utility company to install temporary service or connect to existing service. Where utility company provides only part of the service, provide the remainder with matching, compatible materials and equipment. Comply with utility company recommendations. Install temporary service or connect to existing service.
 - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
 - 2. Provide adequate capacity at each stage of construction.

3.3 SUPPORT FACILITIES INSTALLATION

- A. Temporary Signs: Provide signs as indicated on Drawing at end of Section. Install signs where indicated to inform public and individuals seeking entrance to Project. Unauthorized signs are not permitted.
 - 1. Provide temporary, directional signs for construction personnel and visitors.
 - 2. Maintain and touchup signs so they are legible at all times.
 - 3. Prepare temporary signs to provide directional information to construction personnel and visitors.
 - 4. Construct signs of exterior-type Grade B-B high-density concrete form overlay plywood. Support on posts or framing of preservative-treated wood or steel.
 - 5. Paint sign panel and applied graphics with exterior-grade alkyd gloss enamel over exterior primer.
 - 6. Provide "No Trespassing," "Warning Construction Area," "No Tobacco Use," "Hard Hat Must Be Worn," or similar wording, and other warning signs as may be determined to be required for the safety of the Workers, the Public, and the Owner.
- B. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with Section 017300 "Execution" for progress cleaning requirements.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 - 1. Comply with work restrictions specified in Section 011000 "Summary."
- B. Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.

3.5 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
 - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 - 1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
 - 2. Remove temporary paving not intended for or acceptable for integration into permanent paving. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
 - 3. At Substantial Completion, clean and renovate permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 017700 "Closeout Procedures."

END OF SECTION 015000

SECTION 016000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Sections:
 - 1. Section 012500 "Substitution Procedures" for requests for substitutions.

1.3 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.4 ACTION SUBMITTALS

- A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.
 2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
 - a. Form of Approval: As specified in Section 013300 "Submittal Procedures."
 - b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.
- B. Basis-of-Design Product Specification Submittal: Comply with requirements in Section 013300 "Submittal Procedures." Show compliance with requirements.

1.5 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.
1. Each contractor is responsible for providing products and construction methods compatible with products and construction methods of other contractors.
 2. If a dispute arises between contractors over concurrently selectable but incompatible products, Architect will determine which products shall be used.

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.

4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.

C. Storage:

1. Store products to allow for inspection and measurement of quantity or counting of units.
2. Store materials in a manner that will not endanger Project structure.
3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
4. Store foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
6. Protect stored products from damage and liquids from freezing.

1.7 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

1. **Manufacturer's Warranty:** Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
2. **Special Warranty:** Written warranty required by the Contract Documents to provide specific rights for Owner.

- B. **Special Warranties:** Prepare a written document that contains appropriate terms and identification, ready for execution.

1. **Manufacturer's Standard Form:** Modified to include Project-specific information and properly executed.
2. **Specified Form:** When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.

- C. **Submittal Time:** Comply with requirements in Section 017700 "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. **General Product Requirements:** Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.

1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.

2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Architect will make selection.
5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
6. Or Equal: For products specified by name and accompanied by the term "or equal," or "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.

B. Product Selection Procedures:

1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
3. Products:
 - a. Restricted List: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
4. Manufacturers:
 - a. Restricted List: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
5. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

C. Visual Matching Specification: Where Specifications require "match Architect's sample", provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.

1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 012500 "Substitution Procedures" for proposal of product.

- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with these requirements:
1. Evidence that the proposed product does not require revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
 2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 3. Evidence that proposed product provides specified warranty.
 4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
 5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000

SECTION 017300 - EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Construction layout.
 - 2. Installation of the Work.
 - 3. Progress cleaning.
 - 4. Protection of installed construction.
 - 5. Correction of the Work.
- B. Related Sections include the following:
 - 1. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

PART 2 - PRODUCTS (NOT APPLICABLE)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities and other construction affecting the Work.
 - 1. Before construction, verify the location and points of connection of utility services.
 - 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
1. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - a. Description of the Work.
 - b. List of detrimental conditions, including substrates.
 - c. List of unacceptable installation tolerances.
 - d. Recommended corrections.
 2. Examine roughing-in for electrical systems to verify actual locations of connections before equipment and fixture installation.
 3. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Existing Utility Information: Furnish information to local utility and Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of the Contractor, submit a request for information to Architect according to requirements in Section 013100 "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.
- B. General: Engage a land surveyor to lay out the Work using accepted surveying practices.
1. Establish benchmarks and control points to set lines as needed to locate each element of Project.

2. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
 3. Inform installers of lines and levels to which they must comply.
 4. Check the location, level and plumb, of every major element as the Work progresses.
 5. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
 6. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.
- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.4 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
1. Make vertical work plumb and make horizontal work level.
 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- F. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- G. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.

2. Allow for building movement, including thermal expansion and contraction.
 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- H. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- I. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.5 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- D. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- E. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- F. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- G. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

3.6 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

3.7 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes.
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 017300

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
- B. Related Sections include the following:
 - 1. Section 017300 "Execution" for progress cleaning of Project site.
 - 2. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.
 - 3. Section 017839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 4. Section 017900 "Demonstration and Training" for requirements for instructing Owner's personnel.

1.3 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - 2. Advise Owner of pending insurance changeover requirements.
 - 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 5. Prepare and submit Project Record Documents, operation and maintenance manuals, and similar final record information.
 - 6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.

7. Complete startup testing of systems.
8. Complete final cleaning requirements, including touchup painting.
9. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for Final Completion.

1.4 FINAL COMPLETION

A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:

1. Submit a final Application for Payment according to Section 012900 "Payment Procedures."
2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.

B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.

2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Page number.
4. Submit list of incomplete items in the following format:
 - a. PDF electronic file.

1.6 WARRANTIES

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.
- B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
 1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch (215-by-280-mm) paper.
 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
 4. Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide table of contents at beginning of document.
- C. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

- B. Cleaning: Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - c. Clean exposed hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - d. Remove labels that are not permanent.
 - e. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - 1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
 - f. Leave Project clean and ready for occupancy.
- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION 017700

SECTION 017823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Product maintenance manuals.
- B. Related Sections include the following:
 - 1. Section 013300 "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.

1.3 CLOSEOUT SUBMITTALS

- A. Manual Content: Operations and maintenance manual content is specified in individual specification sections to be reviewed at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Where applicable, clarify and update reviewed manual content to correspond to modifications and field conditions.
- B. Format: Submit operations and maintenance manuals in the following format:
 - 1. PDF electronic file. Assemble each manual into a composite electronically-indexed file. Submit on digital media acceptable to Architect.
 - a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically-linked operation and maintenance directory.
 - b. Enable inserted reviewer comments on draft submittals.
 - 2. Three paper copies. Include a complete operation and maintenance directory. Enclose title pages and directories in clear plastic sleeves. Architect will return 2 copies.
- C. Initial Manual Submittal: Submit draft copy of each manual at least 30 days before commencing demonstration and training. Architect and Commissioning Agent will comment on whether general scope and content of manual are acceptable.

- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect and Commissioning Agent will return copy with comments.
 - 1. Correct or modify each manual to comply with Architect's and Commissioning Agent's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's and Commissioning Agent's comments and prior to commencing demonstration and training.

1.4 COORDINATION

- A. Where operation and maintenance documentation includes information on installations by more than one factory-authorized service representative, assemble and coordinate information furnished by representatives and prepare manuals.

PART 2 - PRODUCTS

2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

- A. Organization: Include a section in the directory for each of the following:
 - 1. List of documents.
 - 2. Table of contents.
- B. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.
- C. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

2.2 REQUIREMENTS FOR MAINTENANCE MANUALS

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
 - 1. Title page.
 - 2. Table of contents.
 - 3. Manual contents.
- B. Title Page: Include the following information:
 - 1. Subject matter included in manual.
 - 2. Name and address of Project.

3. Name and address of Owner.
 4. Date of submittal.
 5. Name and contact information for Contractor.
 6. Name and contact information for Architect.
 7. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
 2. File Names and Bookmarks: Enable bookmarking of individual documents based upon file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel upon opening file.
- F. Manuals, Paper Copy: Submit manuals in the form of hard copy, bound and labeled volumes.
1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch (215-by-280-mm) paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
 - b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name and subject matter of contents, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.

2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment.
4. Supplementary Text: Prepared on 8-1/2-by-11-inch (215-by-280-mm) white bond paper.
5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
 - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.3 PRODUCT MAINTENANCE MANUALS

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- C. Product Information: Include the following, as applicable:
 1. Product name and model number.
 2. Manufacturer's name.
 3. Color, pattern, and texture.
 4. Material and chemical composition.
 5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
 1. Inspection procedures.
 2. Types of cleaning agents to be used and methods of cleaning.
 3. List of cleaning agents and methods of cleaning detrimental to product.
 4. Schedule for routine cleaning and maintenance.
 5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.

- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 - 1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- C. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.
 - 1. Do not use original project record documents as part of operation and maintenance manuals.
 - 2. Comply with requirements of newly prepared record Drawings in Section 017839 "Project Record Documents."
- D. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 017823

SECTION 017839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for Project Record Documents, including the following:
 - 1. Record Drawings.
 - 2. Record Specifications.
 - 3. Record Product Data.
 - 4. Miscellaneous record submittals.
- B. Related Sections include the following:
 - 1. Section 017700 "Closeout Procedures" for general closeout procedures.
 - 2. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.3 SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit one set(s) of marked-up Record Prints.
- B. Record Specifications: Submit one copy of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit one copy of each Product Data submittal.
 - 1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- D. Miscellaneous Record Submittals: Refer to other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit one paper copy of each submittal.
- E. Reports: Submit written report indicating items incorporated in Project record documents concurrent with progress of the Work, including modifications, concealed conditions, field changes, product selections, and other notations incorporated.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of blue- or black-line white prints of the Contract Drawings and Shop Drawings.
1. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an understandable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Locations and depths of underground utilities.
 - d. Revisions to routing of piping and conduits.
 - e. Revisions to electrical circuitry.
 - f. Actual equipment locations.
 - g. Locations of concealed internal utilities.
 - h. Changes made by Change Order or Construction Change Directive.
 - i. Changes made following Architect's written orders.
 - j. Details not on the original Contract Drawings.
 - k. Field records for variable and concealed conditions.
 - l. Record information on the Work that is shown only schematically.
 3. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.
 4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize Record Prints and newly prepared Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.

2. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
3. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect.
 - e. Name of Contractor.

2.2 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 4. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
 5. Note related Change Orders, Record Product Data, and Record Drawings where applicable.
- B. Format: Submit record Specifications as paper copy.

2.3 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 3. Note related Change Orders, Record Specifications, and Record Drawings where applicable.
- B. Format: Submit record Product Data as paper copy.
 1. Include record Product Data directory organized by specification section number and title, electronically linked to each item of record Product Data.

2.4 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- B. Format: Submit miscellaneous record submittals as paper copy.
 - 1. Include miscellaneous record submittals directory organized by specification section number and title, electronically linked to each item of miscellaneous record submittals.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of Project.
- B. Maintenance of Record Documents and Samples: Store Record Documents and Samples in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.

END OF SECTION 017839

SECTION 017900 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:
 - 1. Demonstration of operation of systems, subsystems, and equipment.
 - 2. Training in operation and maintenance of systems, subsystems, and equipment.

1.3 INFORMATIONAL SUBMITTALS

- A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.
 - 1. Indicate proposed training modules utilizing manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.

1.4 QUALITY ASSURANCE

- A. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 014000 "Quality Requirements," experienced in operation and maintenance procedures and training.

1.5 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Architect.

PART 2 - PRODUCTS

2.1 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.
 2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Operations manuals.
 - c. Maintenance manuals.
 - d. Project record documents.
 - e. Identification systems.
 - f. Warranties and bonds.
 - g. Maintenance service agreements and similar continuing commitments.
 3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
 4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.

- f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
- a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
- a. Diagnostic instructions.
 - b. Test and inspection procedures.
7. Maintenance: Include the following:
- a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning
 - e. Procedures for preventive maintenance.
 - f. Procedures for routine maintenance.
 - g. Instruction on use of special tools.
8. Repairs: Include the following:
- a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.
 - e. Review of spare parts needed for operation and maintenance.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 017823 "Operations and Maintenance Data."
- B. Set up instructional equipment at instruction location.

3.2 INSTRUCTION

- A. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1. Owner will furnish Contractor with names and positions of participants.
- B. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
 - 1. Schedule training with Owner, through Architect, with at least seven days' advance notice.

END OF SECTION 017900

REVIEW - NOT FOR CONSTRUCTION

SECTION 321700 - RESILIENT SURFACING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 ENVIRONMENTAL REQUIREMENTS

- A. Weather: Construct resilient surfacing only when the surface area is dry, the weather is not rainy, and the temperature of the material and ambient air is at least 45F.

1.3 SUBMITTALS

- A. Certification: Submit documents to the Architect certifying that the Resilient Surfacing Subcontractor has installed this type of surfacing, and is qualified to do this type of work. The installer shall be approved by the material supplier to install the track system. The manufacturer shall have installed a minimum of three tracks using the material specified. The installer shall have installed a minimum of one track. If the installer has installed less than three tracks, the manufacturer shall have a representative on the site who has had experience in the installation of the type of surface specified.
- B. Track Striping Layout Plan: Submit a colored scalable drawing showing the layout, dimensions, and notation for all required track striping events.
- C. Layout certification: Submit documents to the Architect certifying that the paint striping as installed meets the dimensions shown on the Drawings and The Course Measurement Requirements of Rule 5, Section 2, of the latest edition of the National Federation of State High School Associations Track and Field Rule Book

1.4 GUARANTEE

- A. Resilient surfaces shall be warranted for a period of five years from the date of Substantial Completion against defects in materials and workmanship including defects such as delamination, bubbling, cracking, loss of integrity or excessive wear. The manufacturer shall review the asphalt pavement mix design and installation and accept the base before installation of the surfacing. The manufacturer shall immediately notify the Contractor and the Architect of any deficiencies in the asphalt pavement mix design upon award of the Contract. The guarantee does not cover vandalism, neglect, improper care, improper footwear, or acts of God. The manufacturer's recommendations for maintenance shall be followed. The manufacturer shall submit full and complete maintenance instructions to the Owner.

PART 2 - PRODUCTS

2.1 POLYURETHANE-BOUND RUBBERIZED SURFACING

A. Polyurethane-bound rubberized surfacing shall be one of the following types and manufacturers, or approved equal:

1. Spurtan B Polyurethane Base Mat Surfacing by Advanced Polymer Technology
 - a. Midwest Tennis & Track Co.
 - b. Telephone: 712/263-3554.
2. BSS-50 Polyurethane Base Mat Surfacing:
 - a. Benyon Sports Surfaces.
 - b. Telephone: 402/250-1826.
3. FT Poly-Mat 5k Polyurethane Base Mat System:
 - a. Fisher Tracks.
 - b. Telephone: 515/432-3191.

2.2 STRUCTURAL SPRAY SURFACING

A. Provide a black colored structural spray on top of polyurethane track surface. Finished system with structural spray shall be of the following types and manufacturers, or approved equal:

1. Spurtan Respray Base Mat with Structural Spray System:
 - a. Midwest Tennis & Track Co.
 - b. Telephone: 712/263-3554.
2. BSS-100 Polyurethane Base Mat with Structural Spray System:
 - a. Benyon Sports Surfaces.
 - b. Telephone: 402/250-1826.
3. FT Poly Mat SS 10k Polyurethane Base Mat with Structural Spray.
 - a. Fisher Tracks.
 - b. Telephone: 515/432-3191.

2.3 POLYURETHANE-BOUND RUBBERIZED SURFACING PRODUCT INFORMATION

- A. Resilient materials shall be a mixture of uniformly graded EPDM granules bound with 100 percent polyurethane binders containing no clay or mineral fillers. The rubber granules shall be graded between 1 mm and 4 mm and contains a maximum of four percent dust retained on a No. 200 sieve. Color shall be black.
- B. Minimum physical properties shall be as follows:
1. Thickness: 1/2 inch minimum.
 2. Color: Black.
 3. Hardness (ASTM D-2240):
 - a. Shore A at 70°F - 50 to 60.
 - b. Shore A at 140°F - 45 to 55.
 - c. Shore A at 35°F - 55 to 65.
 4. Elongation (ASTM D-412): 95%.
 5. Tensile Strength (ASTM D-412): 200 PCI at 70°F.
 6. Compression Set (ASTM D-395): 90% to 95% at 70°F over 25 hour period.
 7. Abrasion Resistance (ASTM D-50): 0.25 to 0.425 grams loss after 1000 cycles.
 8. Chalking (ASTM D-822): No change after 1000 hours in weatherometer.
 9. Coefficient of Friction (ASTM D-1894):
 - a. Dry - 0.070 to 0.75.
 - b. Wet - 0.080 to 0.95.
 10. Resilience (ASTM D-2632): 37% to 44%.
 11. Tear Resistance (ASTM D-624): 50 to 75 psi.
- C. Polyurethane binding agent shall be Methylene Diphenyle Isocyanate (MD) based binder with not more than two percent Teluylene Diphenyle Isocyanate (TDI) added.
- D. Base mat shall consist of 20 percent polyurethane binding agent and 80 percent granulated rubber measured by weight.
- E. Primer shall be polyurethane based and be compatible with the asphalt and synthetic track material.
- F. Structural spray shall be MDI based mono-component moisture cured, black pigmented polyurethane specifically formulated for compatibility with EPDM granules.
- G. EPDM rubber granules for the structural spray shall be EPDM peroxide cured, manmade rubber containing a minimum of 20% EPDM. Granules shall be 0.5 mm to 1.5 mm, black in color.

2.4 LINE PAINT

- A. Line paint shall be a reflective, nonglaring, weather-resistant, pure polyurethane suitable for use with the surfacing material used. Colors shall be as shown on the Drawings. Paint shall be as recommended by the track surfacing manufacturer.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Inspect the existing asphalt paving product and notify Asphalt Paving Contractor of any repairs required.
- B. Clean the surfaces to receive resilient surfacing of oils, dirt, and material deleterious to the resilient surfacing. Clean the surface using pressure washers. The Contractor shall coordinate which Subcontractor cleans the asphalt surface.
- C. Lay resilient surfaces during daylight hours. Begin installation on the runway high jump. Apply the synthetic surfacing materials only during favorable weather conditions. Work is to progress only when adequate curing can be guaranteed by the installer. No application of the surfacing shall be conducted during rainfall, when rain is imminent, when freezing temperatures are forecasted or exist, or when gusting winds are occurring.
- D. A representative of the track surfacing manufacturer shall be present during layout operations.
- E. During surface installation and striping, all sprinkler systems must be shut off, or controlled so that no water falls on the track or event surfaces. Work on surrounding construction that creates dust shall be halted during laydown operations and shall not resume until dust will not harm the surface.

3.2 INSTALLATION OF POLYURETHANE-BOUND RUBBERIZED SURFACING

- A. Spray on a polyurethane primer compatible with the asphalt base. Apply at rates recommended by the manufacturer. Mask areas which are not to be coated.
- B. Mix rubber granules and urethane binder thoroughly then spread the mixture using a mechanical spreader or spray dependent upon material selected. Mechanically operated screed machine which shall have an electrically heated screed. All joint work shall be flush with the adjacent mat. Joints which have cured shall have their edges primed with base mat binding agent prior to the laying of the adjacent base mat.
- C. Spray apply structural spray coating at the rate prescribed by manufacturer.
- D. The above installation techniques are general in nature. The manufacturer's instructions shall be followed during installation.

3.3 LINE PAINTING

- A. Line painting shall be done by a workman experienced with the painting of track lines and the type of material being used. Clean the surface of dirt, grease, or other objectionable material. Actual painting of the lines shall be according to the manufacturer's requirements. Lines shall be sharp and free of overspray.

- B. Provide lane lines, starting lines, and markings required, and conform to the standards for track construction as prescribed by the NFHS, NCAA, or IAAF.
- C. The Contractor shall verify with the Owner's representative through the Architect for exact locations, size, shape, and color of the lines and markings before proceeding with markings and striping.
- D. Calculations shall be made to the nearest 1/100th of a foot.
- E. Angles shall be set by using a transit or theodolite capable of reading direct to 20 seconds.
- F. Measurement shall be made with a steel tape in engineering scale.

3.4 TRACK STRIPING

- A. All lane lines shall be 2" wide. All start and finish lines shall be 2" wide. Isosceles triangles with a base width of 36" and 18" high with the base as the limits of the zone shall be used to mark the exchange lines. Hurdle marks shall be 2" x 4" marks on both sides of the lane inside and contiguous to the lanes. Lane numbers shall be 36" to 42" high in three locations. Event identifications shall be 4" high letters located above and to the right of all start lines in lane two. Acceleration marks shall be 6" circles.

- B. List of Events

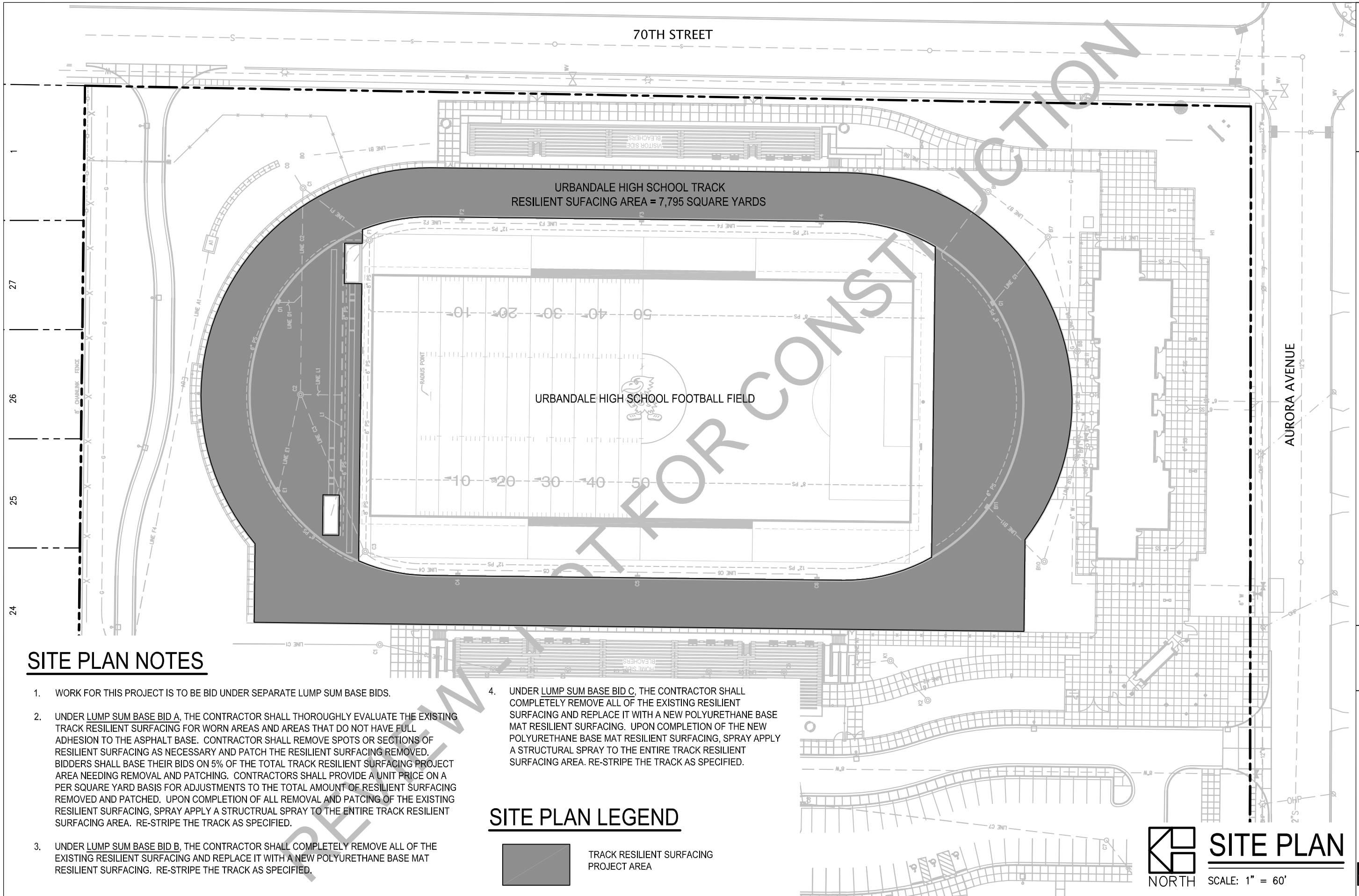
- 1. 100 meter
- 2. 200 meter
- 3. 400 meter
- 4. 800 meter
- 5. 1500 meter, Waterfall Start (with one meter marks behind waterfall)
- 6. 1600 meter, Waterfall Start (with one meter marks behind waterfall)
- 7. 3000 meter, Waterfall Start (with one meter marks behind waterfall)
- 8. 3200 meter, Waterfall Start (with one meter marks behind waterfall)
- 9. Half waterfalls starting in lane #5 and proceeding to lane #8 for one turn stager at common finish line area (with one meter marks behind waterfall)
- 10. 100 Meter Hurdles
- 11. 10-Flight Shuttle Hurdle Event (girls)
- 12. 110 Meter Hurdles
- 13. 10-Flight Shuttle Hurdle Event (boys)
- 14. 400 Meter Hurdles
- 15. 400 Meter Relay
- 16. 800 Meter Relay
- 17. 1600 Meter Relay
- 18. 3200 Meter Relay
- 19. 1600 Meter Relay (200-200-400-800)
- 20. Sprint Medley Relay (100-100-200-400)
- 21. Distance Medley Relay (200-200-400-800)

3.5 FIELD QUALITY CONTROL

- A. Test profile, grade, and tolerances of finished surface. Correct variations to meet the manufacturer's recommendations.
- B. Densities shall be according to the manufacturer's recommendations.

END OF SECTION 321700

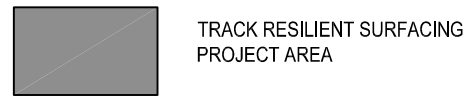
REVIEW - NOT FOR CONSTRUCTION



SITE PLAN NOTES

1. WORK FOR THIS PROJECT IS TO BE BID UNDER SEPARATE LUMP SUM BASE BIDS.
2. UNDER LUMP SUM BASE BID A, THE CONTRACTOR SHALL THOROUGHLY EVALUATE THE EXISTING TRACK RESILIENT SURFACING FOR WORN AREAS AND AREAS THAT DO NOT HAVE FULL ADHESION TO THE ASPHALT BASE. CONTRACTOR SHALL REMOVE SPOTS OR SECTIONS OF RESILIENT SURFACING AS NECESSARY AND PATCH THE RESILIENT SURFACING REMOVED. BIDDERS SHALL BASE THEIR BIDS ON 5% OF THE TOTAL TRACK RESILIENT SURFACING PROJECT AREA NEEDING REMOVAL AND PATCHING. CONTRACTORS SHALL PROVIDE A UNIT PRICE ON A PER SQUARE YARD BASIS FOR ADJUSTMENTS TO THE TOTAL AMOUNT OF RESILIENT SURFACING REMOVED AND PATCHED. UPON COMPLETION OF ALL REMOVAL AND PATCHING OF THE EXISTING RESILIENT SURFACING, SPRAY APPLY A STRUCTURAL SPRAY TO THE ENTIRE TRACK RESILIENT SURFACING AREA. RE-STRIP THE TRACK AS SPECIFIED.
3. UNDER LUMP SUM BASE BID B, THE CONTRACTOR SHALL COMPLETELY REMOVE ALL OF THE EXISTING RESILIENT SURFACING AND REPLACE IT WITH A NEW POLYURETHANE BASE MAT RESILIENT SURFACING. RE-STRIP THE TRACK AS SPECIFIED.
4. UNDER LUMP SUM BASE BID C, THE CONTRACTOR SHALL COMPLETELY REMOVE ALL OF THE EXISTING RESILIENT SURFACING AND REPLACE IT WITH A NEW POLYURETHANE BASE MAT RESILIENT SURFACING. UPON COMPLETION OF THE NEW POLYURETHANE BASE MAT RESILIENT SURFACING, SPRAY APPLY A STRUCTURAL SPRAY TO THE ENTIRE TRACK RESILIENT SURFACING AREA. RE-STRIP THE TRACK AS SPECIFIED.

SITE PLAN LEGEND



SITE PLAN
 NORTH SCALE: 1" = 60'

SITE PLAN
 URBANDALE HIGH SCHOOL
 TRACK RESURFACING PROJECT

C1.1
 11-16102-00
 3-18-16

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 Architecture Engineering Planning Interiors
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URBANDALE HIGH SCHOOL TRACK RESURFACING URBANDALE, IOWA	Fisher Tracks Boone, IA	April 25th Board Meeting SpRpt#2 Midwest Tennis & Track Denison, IA
BID BOND	X	X
BIDDERS STATUS FORM	X	X
ADDENDUM CC-1	X	X
LUMP SUM BASE BID A	\$94,269.00	No Bid
LUMP SUM BASE BID B	\$149,832.00	\$139,992.00
LUMP SUM BASE BID C	\$212,893.00	No Bid
UNIT PRICE NO. 1: Provide spot removal and patching of existing Resilient Surfacing for Lump Sum Base Bid A as required.	\$11.00	No Bid



Architecture Engineering Planning Interiors
 1430 Locust Street, Suite 200
 Des Moines, IA 50309
 Phone: 515-276-8097

Recorded by: Jim Huse
 Date: Tuesday, April 19, 2016

Urbandale High School Track Resurfacing
 DLR Group Project No. 11-16102-00



URBANDALE

COMMUNITY SCHOOL DISTRICT

Urbandale CSD Wellness Program Proposal

Proposal- In an effort to support the well-being and engagement of employees UCSD should implement a Wellness Program.

Goals-

- Reduce the total number of days of work missed due to sick leave absences as measured by the AESOP System.
 - Fiscal 15- 3,566 Total days of work missed due to sick leave
- Increase the percentage of engaged employees as measured by the Gallup Employee Engagement Poll.
 - UCSD Spring 2015- 33% Engaged, 57% Not Engaged, 10% Actively Disengaged
 - UCSD Spring 2016- 38% Engaged, 48% Not Engaged, 14% Actively Disengaged
 - US Workforce March 2016- 34.1% Engaged, 49.5% Not Engaged, 16.5% Actively Disengaged
- Reduce the number of plan members per 1,000 experiencing the chronic conditions of Anxiety Disorder, Depression, Diabetes, and Hypertension as measured by the annual Wellmark Plan Report.
 - Anxiety Disorder 32.9 per 1000
 - Depression 65.9 per 1000
 - Diabetes 68.9 per 1000
 - Hypertension 100.3 per 1000

Recommended Wellness Program Components

1. Provide access to the Wellmark Wellness Portal
 - a. Cost- \$0.31 per month per member
 - b. The attached Wellness Program Staff Survey indicates a Wellness Program dedicated website and e-mails at work are the preferred methods for learning about a wellness offering.
2. Utilize the Physician Fax Form as a screening tool for gathering health related data in order to populate individual wellness portals.
 - a. Participants take the form with them to an annual physical, the form is then faxed in by the doctor's office, and the data is automatically uploaded to their personal portal. It is then used to determine areas of need and personal goals.
 - b. Cost- \$15.30 per form processed
 - c. Wellmark consultants indicate that with an incentive we should expect about 75% participation in the screening.
3. Provide an incentive for participation in the Physician Fax Form Screening.
 - a. Qualifying wellness program participants receive \$100 toward a FitBit. The FitBit can then be linked to their personal wellness portal for the tracking of personal wellness information, and participation in personal, building, and district wellness challenges.
 - b. Cost- \$100 per wellness program participant completing the screening.
 - c. Suggested alternative for staff that already have a FitBit, \$25 toward Urbandale apparel.

4. Provide an annual stipend for a Wellness Champion at each district work site.
 - a. The Wellness Champions would meet as a committee at least quarterly. They would lead and manage wellness initiatives and communication at both the district and building level.
 - b. Cost- \$500 annual stipend per champion.

5. Consulting and Challenges through Wellmark
 - a. Consulting with Wellmark Wellness Program experts costs \$103.97 per hour. Consultants would provide guidance for Wellness Champions, rolling out the wellness portal and screening tool in order to maximize participation, and any program administration needs.
 - b. Wellmark provides optional pre-built challenges that can be loaded into the wellness portals. We can also work with Wellmark to design our own unique challenge. Two pre-built challenges and one custom challenge would cost \$1,230.00.

Total Year One Wellness Program Cost

	Employee Health Plan Participants and Participating Spouse	All Full-time Employees and Health Plan Participating Spouses	All Employees and Health Plan Participating Spouses
Wellness Portal	\$2,176.20	\$2,436.60	\$2,976.00
Screening Form	\$6,712.88	\$7,542.90	\$9,180.00
Participation Incentive	\$30,000.00	\$35,000.00	\$60,000.00
Wellness Champion Stipend	\$5,000.00	\$5,000.00	\$5,000.00
Consulting	\$2,079.40	\$2,079.40	\$2,079.40
Challenges	\$1,230.00	\$1,230.00	\$1,230.00
Total	\$47,198.48	\$50,788.90	\$80,465.40
Self-Funded Reserve	\$47,198.48	\$47,198.48	\$47,198.48
General Fund	\$0.00	\$3,590.42	\$33,266.92

- Annual cost estimates are based on participation rate projections provided by Wellmark.
- In order to fund 100% of the proposed wellness plan with our self-funded reserve, only plan participants and their spouses who are also plan participants can be included.
- If we include all full-time employees and plan participant spouses in the wellness program, an estimated \$3,600.00 from the FY17 budget would be needed to supplement the amount used from the self-funded reserve.
- If we include all employees and plan participant spouses in the wellness program, an estimated \$33,300.00 from the FY17 budget would be needed to supplement the amount used from the self-funded reserve.

This link can be used to access a summary of results from the staff survey administered in November of 2015.

[Wellness Program Staff Survey](#)

Board & Administrator

FOR SCHOOL BOARD MEMBERS

March 2016 Vol. 29, No. 11

Editor: Jeff Stratton

Developing board-superintendent operating principles

Operating principles for the board and superintendent define the beliefs, values, and methods of working together. Once implemented, the manner in which the board and superintendent conduct their relationship and the district's business becomes a model throughout the district and serves for staff and the district's "customers" as an example of how problems are solved.

In order to develop a positive, proactive, unified team approach, both the school board and superintendent must know, understand and respect their respective roles. This role clarification can become clear through board work sessions, individual one-on-one sessions with each board member, and the development of board-superintendent operating principles. The time spent together developing such principles and the ensuing discussion create an open, honest dialogue that builds trust and confidence between the superintendent and the school board, and lays the foundation for working together.

The following role definition and example of a "communications" operating principle convey the philosophy of the type of cooperative behavior that has been developed and mutually agreed upon by the board and the superintendent in Freeman, Wash., School District.

As members of the leadership team, we are committed to upholding these principles.

Leadership Team Roles

Freeman School District Board	Freeman School District Superintendent
GOVERNS	LEADS
Reviews and Suggests	Decides How
Requests Information	Seeks and Provides information, recommendations
Considers Issues	Recommends and Carries Out Policy
Creates, Reviews, and Adopts Policy	Reports Progress
Monitors Progress	Evaluates Personnel
Contracts with Personnel	Formulates and Implements Budget
Approves Evaluation Criteria, procedures, budget	Acts in Public Interest
Represents Public Interest	

Principle: Communication, Cooperation and Support

Open communication requires trust, respect, and a fundamental belief in goodwill among board members and the superintendent. We will work to minimize misunderstandings and reduce conflict by: supporting each other constructively and courteously; maintaining confidentiality; focusing our discussions on issues, not personalities; constructively dealing with disagreement; upholding the integrity of every individual; pursuing knowledge thorough understanding; and avoiding promotion of individual agendas.

Michael Dunn, Ed.D., is the NorthEast Washington Educational Service District 101 Superintendent in Eastern Washington and has served as an educator for 37 years. Randy Russell, Ph.D., is the Superintendent of the Freeman School District in Rockford, Wash. Reprinted with permission. ■

Effective school board members have commitment

To accomplish great things as a school board, trustees must have a strong commitment to the mission. Most districts convey their mission through mission statements. If you distill it into its simplest form, a board member's mission is to ensure that all children receive a high-quality public education.

To accomplish this, board members must always:

1. Demonstrate engagement. Prepare for meetings, stay informed on the issues, and always attend board meetings.

Participate in meetings by stating your views and actively listening to those who sit at the meeting table.

2. Represent the community. You will work with school staff and spend more time with them as a board member than you will with the general public. Always remember, however, that you represent the community when you make decisions for the school.

3. Understand the collective nature of board work. As a board member, you not only represent yourself and your views, but work as a member of a

team. If the team fails to do its job, you bear responsibility as much as any other member of the team.

It is also important to remember that the board's power comes from its collective action — a vote — during the board meeting. As an individual board member, a trustee has no power to take action.

4. Remember the “two hats” principle. Let's say you have special skills in the area of accounting. Use these skills to help the board make better decisions (your board member hat).

On the other hand, you should never tell the business operations staff how to do their job. If you want to offer your skills in this area, you should state clearly that you are doing so as a volunteer, wearing your volunteer hat, and not as a board member. Also, remember that it is the superintendent's prerogative as to whether your offer of volunteer assistance is accepted.

5. Behave responsibly. Always consider how district patrons will view board behaviors that are dishonest or self-serving, and then act accordingly. ■

Strategy for contentious public meeting

If the board is facing an issue that generates high emotions in the community, the board needs to be prepared for a different kind of public meeting.

The board might expect to hear from several groups on both sides of the issue looking to make their case with the board. Here are some issues for the board to consider when emotions run high in the district leading up to a meeting:

1. Plan for a venue change to accommodate a larger-than-normal attendance. Consider whether a local or district auditorium may be a more appropriate location.

2. Limit groups' speaking time. Work this

out with your superintendent. Is five minutes enough? Do you need to stretch presentation time to 10 minutes on hot-button issues?

3. Understand that board members should not debate or make motions based on a group's presentation. Board members should ask questions for clarification, as needed. They do not need to respond to individual presenters.

4. Limit a group's number of presentations in a school year. A group will return regularly if the limitation is not stated in board policy. One presentation on a given topic per year is a good rule of thumb. ■

Communication is best when board members know their colleagues

Good communication occurs when teammates on the board work together effectively. One key to this is respect and understanding, as well as practicing skills such as:

- Listening to each other.
- Taking time to consider viewpoints with which you are not in agreement.
- Allowing the minority voice to have its say.

There is another ingredient that goes into the recipe for effective intra-board communication, however, and that's solid understanding of who the people are that are sitting on the board with you. Having board members share information such as their educational backgrounds, hobbies, and “pet peeves” can help board members familiarize themselves with one another.

MEMO

DATE: April 21, 2016
TO: Urbandale Community School District Board of Directors
FROM: Shelly Clifford, Chief Financial Officer
SUBJECT: Student Transportation Services – Contract Addendum #1

Background Information:

The Urbandale Community School District conducted a bidding process for contracted Student Transportation Services for the three-year period beginning July 1, 2013 – June 30, 2016. Previously, our District was served by First Student (formerly aka Mayflower, and then Laidlaw.) The previous contract had been awarded in 1998 and several multi-year contract extensions were negotiated afterward. First Student also served the Waukee District, and in August of 2011, Urbandale negotiated a contract extension for only two years, so that both Districts had contracts ending in June 2013. Working in cooperation with the Waukee District, a comprehensive document for requesting proposals from student transportation vendors was prepared.

The bids were evaluated on several components such as: safety program and history, experience, management capability, equipment/fleet, pricing, maintenance program, financial condition, and responses to proposal questionnaire. Of the three vendors who submitted proposals, Durham Student Transportation Services scored highest overall and was chosen to serve the two Districts. Both the Waukee CSD and Urbandale CSD then entered into individual agreements with Durham Student Transportation Services for the three-year period July 1, 2013 through June 30, 2016.

Durham provided a fleet of new buses for the start of their services in 2013, therefore, all bus equipment in our fleet are now about three years old.

Contract Addendum for next Three Years:

The District has worked with Durham officials over the last several months to negotiate a contract addendum for a new 3-year term of service, effective July 1, 2016 through June 30, 2019. A summary page showing previous rates, new proposed rates, and significant language changes are shown on the following page. The original contract document is also provided for your review. The actual Addendum Document recommended for approval will be finalized and available to the Board of Directors before Monday evening.

sc

URBANDALE COMMUNITY SCHOOL DISTRICT
History of all rates and increases by FY
Durham School Services L.P.

Annual percent of increase	Original Contract with Durham as result of RFP and Bid Process with Waukeee CSD			Amendment #1 - proposed rate increases by Fiscal Year		
	Original Contract Exhibit A	2.5%	2.5%	3.0%	2.75%	2.75%
Pricing by FY for each route, charge, or trip specified below	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Regular Route - Daily	\$ 243.28	\$ 249.36	\$ 255.60	\$ 263.26	\$ 270.50	\$ 277.94
Special Ed, Wheelchair - Daily	\$ 280.83	\$ 287.85	\$ 295.05	\$ 303.90	\$ 312.26	\$ 320.84
3/4 Route - Daily	\$ 225.51	\$ 231.15	\$ 236.93	\$ 244.03	\$ 250.75	\$ 257.64
1/2 Route - Hourly	\$ 178.70	\$ 183.17	\$ 187.75	\$ 193.38	\$ 198.70	\$ 204.16
Excess Hour Charge - 1/4 hour	\$ 6.70	\$ 6.87	\$ 7.04	\$ 7.25	\$ 7.45	\$ 7.65
Monitor Staff - Hourly	\$ 19.16	\$ 19.64	\$ 20.13	\$ 20.73	\$ 21.30	\$ 21.89
District Shuttle - Daily 1/2 hour	\$ 25.50	\$ 26.14	\$ 26.79	\$ 27.59	\$ 28.35	\$ 29.13
Summer School - Daily	\$ 265.87	\$ 272.52	\$ 279.33	\$ 287.71	\$ 295.62	\$ 303.75
Field Trips & Ext Curr - Hourly	\$ 28.53	\$ 29.24	\$ 29.97	\$ 30.87	\$ 31.72	\$ 32.59
Field Trips & Ext Curr - Min. Chg.	\$ 42.80	\$ 43.87	\$ 44.97	\$ 46.32	\$ 47.59	\$ 48.90

Significant changes to Contract Language:

Amendment #1, effective July 1, 2016

Paragraph 1, Scope of Contract - minimum of 176 operating days. If actual days falls below 174, parties agree to renegotiate in good faith for rate adjustment if requested by either party.

Paragraph 19, Vehicles & Equipment - 15 buses will be allowed a maximum age of fifteen years, 3 buses will be allowed a maximum age of twelve years.

CONTRACT FOR THE TRANSPORTATION OF PUPILS

THIS CONTRACT FOR THE TRANSPORTATION OF PUPILS, hereinafter referred to as the "Contract", is made and entered into this 26th day of March, 2013, by and between URBANDALE COMMUNITY SCHOOL DISTRICT with a principal office located at 11152 Aurora Avenue, Urbandale, Iowa 50322, hereinafter referred to as "DISTRICT", and DURHAM SCHOOL SERVICES, L.P., a Delaware limited partnership, with its principal office located at 4355 Weaver Parkway, Warrenville, Illinois, 60555, hereinafter referred to as "CONTRACTOR".

1. Scope of Contract. CONTRACTOR shall operate and maintain a fleet of buses equal to the number of buses necessary to run all District routes, plus additional buses equal to 10% of the route fleet as spares, for the transportation of pupils using vehicles provided by CONTRACTOR.

CONTRACTOR shall provide (a) the daily service for the DISTRICT, and (b) such other transportation as may be specified by the DISTRICT.

1.1 The term "daily service", as used herein, is defined as all home-to-school and school-to-home transportation of any students of the DISTRICT that takes place at the beginning or end of the school day for such students during the regular school year, any summer sessions or other special school sessions.

1.2 The term "other transportation", as used herein, is defined as any transportation of students and DISTRICT personnel other than daily service, including but not limited to transportation to and from extracurricular events.

2. Term. The term of this Contract shall be for a period of three (3) years beginning July 1, 2013 and ending June 30, 2016. The Contract shall be renewable for one additional (3) year term, at the option and mutual written Contract of both parties with a notice of intent to extend the contract given in writing to the other party on or before December 1, 2015, taking into consideration CONTRACTOR'S performance under the Contract and cost negotiations, and subject to applicable statutes and regulations.

3. Document Contract. The complete Contract consists of this Contract and the Response to the Request for Proposal of CONTRACTOR, which is hereby incorporated herein by reference. In the event of any conflict between the terms of this Contract, the Proposal or the Response to the Proposal, the terms of this Contract shall govern. If this Contract is silent as to a provision, the terms of the Proposal shall govern.

4. Permits and Licenses. CONTRACTOR, its employees, and its agents shall secure, provide and maintain in effect all valid permits, licenses and certifications which are or may be required by law or properly constituted authorities for the performance of CONTRACTOR'S duties and responsibilities under this Contract, and shall pay taxes assessed on vehicles. The CONTRACTOR shall procure and maintain all licenses,

permits or certificates required on other property owned by it and used in connection with the furnishes of services to the DISTRICT.

5. Insurance. The Contractor shall be required to maintain insurance coverage which is satisfactory to the respective Boards of Education. Minimum limits for said coverage shall be:

- 5.1 Automobile Liability combined single limit for bodily injury and/or property damage shall equal ten million dollars (\$10,000,000.00) per occurrence.
- 5.2 Commercial General Liability combined limit for bodily injury and/or property damage shall equal ten million dollars (\$10,000,000.00) per occurrence/ \$10,000,000 per aggregate.
- 5.3 Workers Compensation coverage to be statutory and include all employees of the contractor.
- 5.4 Contractual liability coverage, subject to the policy terms and conditions.
- 5.5 The limits specified may be satisfied with a combination of primary and Excess/Umbrella policies.

Conditions of coverage are to include the following:

- 5.6 The certificates for the commercial general liability and auto policies must contain thirty (30) day notice of cancellation to the Board of Education.
- 5.7 All insurance policies and/or bonds will be written with insurance companies licensed to do business in the state of Iowa and subject to the approval of the Boards of Education.
- 5.8 Auto, General Liability and Umbrella policies should include endorsement naming the Board of Education, District, and employees (same language as item 1.13) as additional insured. The additional insured provision should be primary and non-contributory, and should contain non-waiver of governmental immunity wording. See Attached Exhibit for non-waiver of governmental immunity endorsement. Workers Compensation should include a waiver of subrogation naming the same. The additional insured and waiver of subrogation endorsements should be attached to the policy and a copy of the endorsements provided to the District with the certificate of insurance.
- 5.9 Insurance shall be provided by a company with a current Best's rating of "A or better.

5.10 The Contractor shall hold the Board of Education harmless and indemnify the Districts, the Superintendent, and Districts employees from every claim or demand by reason of injury to the Contractor, or to its employees and to third parties and injury to the extent caused by the Contractor or by direct employees of the Contractor.

6. Performance Bond. If requested by the DISTRICT prior to the commencement of each school year, the CONTRACTOR shall obtain a Performance Bond in an amount equal to one hundred percent (100%) of its estimated annual revenue. Should the DISTRICT require that a Performance Bond be provided, the cost of the bond shall be paid by the DISTRICT.

7. Indemnity/Hold Harmless Contract. CONTRACTOR shall hold harmless and indemnify DISTRICT, its Governing Board, Officers, Agents and Employees from every claim or demand, regardless of the nature, arising from any violation of state or federal law by the CONTRACTOR or any person, firm or corporation, (including the disclosure of confidential information), or any negligent act or omission, willful misconduct or default of the CONTRACTOR or any person, firm or corporation, directly or indirectly employed by CONTRACTOR upon or in connection with its performance under the Contract.

7.1 CONTRACT shall also indemnify and hold the DISTRICT harmless against all claims as a result of injury to the CONTRACTOR's employees while in the course and scope of their employment under this Contract, and to purchase compensation insurance in order to insure the risk assumed pursuant to this Section.

7.2 CONTRACTOR at its own expense and risk shall defend any legal proceeding that may be brought against the DISTRICT, its Governing Board, Officers, Agents, and Employees on any such claim or demand, and satisfy any judgment that may be rendered against the DISTRICT or its Governing Board therein. In the event that any such proceeding is brought against the DISTRICT, its Governing Board, Officers, Agents, and Employees on any such claim or demand, CONTRACTOR shall have the right to select and employ counsel to defend such persons and entities and shall have the right to settle any claims when CONTRACTOR, in its sole discretion, deems such a settlement advisable. DISTRICT, its Governing Board, Officers, Agents, and Employees shall cooperate in all reasonable manners in the defense of such claims.

8. Safety Program. CONTRACTOR shall be responsible for implementing, maintaining, and reviewing a comprehensive pupil transportation safety program. The pupil transportation safety program conducted by CONTRACTOR shall be subject to DISTRICT approval.

8.1 CONTRACTOR shall provide formal safety inspection on a regular basis for all operating Personnel assigned to this Contract. Attendance is required for safety meetings. CONTRACTOR shall meet with DISTRICT at least as frequently as quarterly to review and discuss the program.

8.2 The CONTRACTOR shall be responsible for establishing and maintaining an ongoing comprehensive safety program that addresses all pre-service and in-service training requirements established by federal and state regulations for pupil transportation, including in-service instruction for school bus drivers as required by Iowa Code Section 321.376 and rules established by the Iowa Department of Education.

8.3 CONTRACTOR will also provide First Aid and CPR training, as well as monthly safety meetings.

8.4 The safety program must include, but is not limited to the following:

A. Bus Drivers

- 1) All driver applicants must meet acceptability requirements as indicated in State of Iowa laws.
- 2) All drivers must participate in both classroom and on the road training programs devoted to safety, proper bus operation, rules and regulations, and first aid.
- 3) All drivers must participate in a defensive driving course as certified by the National Safety Council.
- 4) All drivers must be reviewed after thirty (30) days of employment and at least annually thereafter and must annually be given a review course on rules, regulations, safety, and first aid.
- 5) The CONTRACTOR shall investigate the driver's criminal record and Motor Vehicle Record with the State of Iowa prior to hiring. Motor Vehicle Record (MVR) checks shall be conducted at least every six (6) months thereafter.
- 6) Driver's shall pass a physical examination (including drug screening) prior to hiring and thereafter as required by law.

B. A safety program for personnel will be conducted each month.

C. Students

- 1) The CONTRACTOR must assist and participate with the DISTRICT in providing safety and/or positive behavioral programs as needed for their students.
- 2) All bus routes, bus stops, operation of vehicles, and driver activities must be conducted with the safety of the students as the prime concern.
- 3) CONTRACTOR must provide training to the students of the DISTRICT on the proper boarding, disembarking, bus riding procedures, and evacuation procedures at least twice per year, or as otherwise required by law.
- 4) The bus driver must continually monitor the behavior of all students to insure that safe bus riding procedures are being followed. If not, the DISTRICT must be notified immediately.

The CONTRACTOR agrees the school administrators may, from time to time, ride a bus or otherwise observe the general operation of the bus service.

8.5 After being hired and prior to placement on DISTRICT routes, drivers will receive an additional one hour block of classroom instruction and orientation in the organization, policies and procedures of the DISTRICT. The curriculum for this training will be developed in conjunction with DISTRICT'S staff.

8.6 The CONTRACTOR shall require all of its employees assigned to transport special education students to undergo at least two hours of classroom instruction by the DISTRICT'S special education department on the needs and care of children with disabilities.

8.7 From time to time the DISTRICT may specify that individual drivers, for individual reasons, may require additional training prior to resuming transporting DISTRICT students. The CONTRACTOR will assume responsibility for fulfilling this additional training requirement.

9. Independent Contractor. While engaged in carrying out and complying with the terms and conditions of this Contract, CONTRACTOR is an independent contractor, and not an Officer, Agent, or Employee of the DISTRICT and CONTRACTOR agrees not to imply to any third party that it is associated with the DISTRICT in any way not previously agreed to by the DISTRICT. All goods and services necessary for the performance of CONTRACTOR'S services under this Contract shall be purchased with its credit and in its name.

10. Assignments. CONTRACTOR may assign or transfer any of its rights, burdens, duties, or obligations under this Contract to its parent company, affiliates, subsidiaries, or related legal entities, upon prior written consent of the DISTRICT.

11. Subcontracting. CONTRACTOR will not subcontract any of its rights, burdens, duties, or obligations under this Contract without the prior written consent of the DISTRICT (consent shall not be unreasonably withheld), except on a short term, interim basis in the event of an emergency, upon notification to the DISTRICT.

12. Force Majeure. CONTRACTOR shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of equipment, materials, products, plants, or facilities by the Government, or any other occurrence which is beyond the control of the CONTRACTOR, when satisfactory evidence thereof is presented to the DISTRICT. Contractor will use its best efforts to obtain a no-strike clause in any collective bargaining agreement that may be entered in relation to services provided under this Contract.

12.1 If the CONTRACTOR is unwilling or unable to provide the necessary services under this Contract, the DISTRICT shall have emergency authority to take possession of and use the buses and other physical assets, and directly employ the drivers and bus aids of the CONTRACTOR until such time as alternate transportation arrangements can be made by the DISTRICT.

13. Routing and Scheduling. The CONTRACTOR shall be responsible for providing bus routes and bus stops for the school years during the term of the Contract. It is the responsibility of the CONTRACTOR to communicate bus route information to each student rider's family. Bus routes will be maintained in the most efficient way possible. New routes will not be added without approval of the Chief Financial Officer and/or Chief Operations Officer. The CONTRACTOR shall review routes for improved efficiency and route reduction strategies.

13.1 The DISTRICT may request alterations, modifications, or amendments to the bus routes, timing and/or stops in order to meet changing conditions upon reasonable prior notice to CONTRACTOR. Rules and regulations for details incidental to the operation of bus routes, bus stops and other attendant matters which may arise shall be mutually agreed upon, if the parties cannot agree on the foregoing, the DISTRICT'S decision will be final.

13.2 The CONTRACTOR shall require the drivers to adhere to routes and time schedules as established. Drivers who discover cause for route or time adjustment will report same to the CONTRACTOR, which will take the matter up with the DISTRICT. The CONTRACTOR will be responsible for all routing and changes to routes following the initial start-up, subject to specific approval of each such change by the DISTRICT.

13.3 In addition to regular bus routes scheduled hereunder, CONTRACTOR shall also provide all other student transportation services which are specifically requested by the DISTRICT. The CONTRACTOR acknowledges that such other requested student transportation services must be requested in writing and signed by the DISTRICT'S Superintendent or his/her designee. Nothing in this paragraph shall preclude DISTRICT from contracting with any other transportation company or provider for out-of-DISTRICT transportation needs as they deem fit.

13.4 The DISTRICT shall have the sole responsibility of setting policy pertaining to the transportation for private or parochial schools and shall communicate said policy to CONTRACTOR.

13.5 The DISTRICT shall have the sole responsibility of altering, delaying or canceling bus service during inclement weather. The CONTRACTOR shall assist the DISTRICT in any determination of whether runs should be canceled due to inclement weather. To this end, a specific person shall be designated by the CONTRACTOR, who shall remain available to the DISTRICT for consultation on a daily basis. CONTRACTOR agrees to abide by the decision of the DISTRICT to operate on the assigned schedules and routes.

13.6 At dismissal time, buses shall arrive at the DISTRICT'S schools prior to dismissal, and shall depart no less than the time set by the DISTRICT.

13.7 Routes developed by the CONTRACTOR are to be completed by August 1st of each year by the Contract and forwarded to the DISTRICT for approval. Routes will indicate a route number; all stop locations, estimated number of passengers and start time for the route. The DISTRICT will cooperate with the CONTRACTOR by approving the routes or suggesting needed changes in a reasonable and timely manner.

13.8 The CONTRACTOR shall, upon request by DISTRICT, provide a Route Performance Study during the first year. To include, but not limited to:

- Providing Daily Ridership Report
- To Study Number of Routes needed
- Providing route documentation to Substitute Drivers?
- Changing routes based on heavy/light ridership due to seasons
- To adjust Bus Inventory to Maximum bus size and fullness of time allowance

13.9 The CONTRACTOR shall ensure that drivers are familiar with their assigned routes. To facilitate this process, the CONTRACTOR shall, prior to the opening of school each year, have each regularly assigned route driver accomplish two complete dry runs (practice runs without students) of the driver's assigned route. The CONTRACTOR'S price proposal should provide for this requirement.

14. Contractor's Personnel. All personnel assigned to perform under this Contract shall be subject to approval by the DISTRICT and the CONTRACTOR.

14.1 CONTRACTOR shall furnish qualified licensed operators as are necessary for the safe and efficient operation of the buses used in providing service, and shall furnish all other personnel necessary for the continued operation, supervision of service of the routes, including but not limited to supervising, scheduling, purchasing, dispatching, checking, cleaning, accounting, legal, clerical, administrative and management personnel. The CONTRACTOR further agrees to cooperate with the DISTRICT in providing training for operators and other personnel to ensure safe and efficient operating standards.

14.2 It is specifically agreed and understood that all personnel furnished by the CONTRACTOR in connection with the performance of the service under this Contract shall be and remain during the term of this Contract the employee of the CONTRACTOR and not the employee of the DISTRICT. CONTRACTOR shall pay all wages, salaries, fringe benefits, social security taxes, unemployment compensation contributions, and all other remuneration of said employees. It is specifically agreed and understood that the CONTRACTOR operating the service shall be an independent contractor as that term is construed under the applicable laws, rules, regulations and decisions of the courts of the State of Iowa. CONTRACTOR further agrees to abide by all federal, state and local laws and DISTRICT'S policies, regulations and procedures.

14.3 CONTRACTOR agrees to furnish evidence to the DISTRICT that all personnel employed in the operation of the service meet the requirements of all

authorities charged with regulation of transportation facilities and equipment including but not limited to, physical and mental capacity to discharge the duties assigned. In addition, CONTRACTOR agrees to perform criminal and traffic background checks as required by law on each employee in the operation of service prior to hire and every five years thereafter, as well as provide evidence that no employee in the operation of Service is listed in the Child Abuse Registry, Dependent Abuse Registry or Sex Offender Registry. Upon employment and during annual review or upon request by DISTRICT the CONTRACTOR shall provide records of operator experience and performance.

DRIVERS

14.4 CONTRACTOR shall employ, train and assign to the Contract a sufficient number of licensed school bus drivers and driver substitutes to meet all of the service needs of this Contract. "Doubling-up" routes or using management staff in driving positions is prohibited other than in the event of unusual circumstances or emergency. CONTRACTOR will supply a list of drivers and a copy of their completed background check one week prior to the start of school to the DISTRICT. Changes to personnel must be communicated to the DISTRICT within one (1) week of hire date. Copy of completed background check will be forwarded to DISTRICT before new hire begins driving.

14.5 Each driver shall be at least eighteen (18) years old and must obtain and maintain, at a minimum, a Class B Commercial Driver's License (CDL) with a passenger endorsement and an air-brake endorsement. In addition, each driver shall continue to meet all Iowa Department of Education regulations including a valid current Iowa School Bus Driver's Permit.

14.6 All drivers and other persons employed by the CONTRACTOR who may come into contact with the student population must be of pleasant and stable personality, and the highest moral character.

14.7 The Superintendent or his/her designee, with written cause, may call for the removal from service under this Contract any local employee who in the Superintendent's opinion is no longer fit to provide service under the terms of the Contract. CONTRACTOR, upon written notification by the Superintendent or Board, shall immediately cease to assign said local employee to any work, direct or indirect, that relates to this Contract.

14.8 The use of tobacco products and possession of alcohol, controlled substances, illegal drugs, firearms, weapons of any kind by employees of the CONTRACTOR are prohibited on school buses and school grounds at all times.

14.9 Each driver must meet or exceed all physical requirements as determined by physical examination, pass a drug-screen test (and submit to subsequent random drug screening), and have an acceptable Motor Vehicle Record (MVR) and *no* criminal history record. MVR checks will be conducted at least every six (6) months thereafter.

14.10 Bus associates or assistants must meet the requirements above with the exception of the Motor Vehicle Record.

14.11 CONTRACTOR shall provide sufficient standby drivers to meet day-to-day vacancies due to illness, vacation, personal days and unplanned absences. All standby drivers shall be thoroughly familiar with the routes of the DISTRICT and competent to meet the assigned schedule on any assigned routes. All standby drivers must meet the same requirements as regular drivers.

14.12 Each driver must obtain, when possible, the registration numbers of all vehicles violating the school bus stop law, Iowa Code Section 321.372, and file information for prosecution with appropriate law enforcement agencies.

MECHANICS

14.13 Mechanics must be trained and certified for the work they are to perform. Mechanic staff will receive regular in-service training in school bus maintenance to remain current with the vehicle manufacturer's standards for maintaining buses.

14.14 Each mechanic shall obtain and maintain, at a minimum, a Class B Commercial Driver's License (CDL) with a passenger endorsement and an air-brake endorsement. In addition, each mechanic shall continue to meet all Iowa Department of Education regulations including a valid current Iowa School Bus Driver's Permit.

14.15 Mechanic staff must pass standard drug and background screening as required for school bus operations.

SUPERVISORY AND MANAGERIAL PERSONNEL

14.16 CONTRACTOR shall employ at a minimum a general contract manager assigned to both the Urbandale and Waukee Community School Districts and a dispatcher, in addition to a local management group qualified to perform assigned duties. Maintenance program requirements shall be directed by a person experienced in the school bus mechanics repair field.

14.17 The contract manager assigned to the Contract must be available to meet with the Chief Financial Officer and/or Chief Operations Officer, the Superintendent, and/or the Board of Education of the DISTRICT as needed to discuss the transportation operations and services.

14.18 Management staff must pass standard drug and back ground screening as required for school bus operators. Management staff shall also participate in an ongoing, in-service training program to remain current with Federal and State pupil transportation codes as well as to improve management skills in personnel management, fleet management, school bus operations or other relevant areas.

14.19 CONTRACTOR shall implement an employee drug and alcohol screening program which complies with all Federal and State laws and that meets or exceeds DISTRICT policy for such tests. Drug and alcohol screening shall include pre-employment, reasonable suspicion; post accident as well as random sample testing for all employees assigned to the DISTRICT, and shall comply with Federal and State Laws. All costs associated with this ongoing screening process shall be paid by the CONTRACTOR.

14.20 CONTRACTOR will use its best efforts to obtain a no-strike clause in any collective bargaining Contract that may be entered in relation to services provided under this Contract.

14.21 At least once per year, the contract manager will meet with the Chief Financial Officer and/or Chief Operations Officer to present proposed changes for the next school year talking into account new homes, roads, sidewalks and all elements that will impact school bus services.

15. General Reporting and Record Keeping. CONTRACTOR will be required to provide DISTRICT access to any and all operational records deemed necessary by the DISTRICT. Such records shall remain confidential, to the extent permitted by the law. All operational records, including, but not limited to audio, digital and video recordings are, and shall be, the exclusive property of CONTRACTOR. Authorized DISTRICT personnel may view the video recording upon request. Digital recordings shall not be viewed or distributed to NON-DISTRICT personnel without prior written approval by the Superintendent of Schools or his designee.

15.1 The CONTRACTOR shall provide student and mileage information in order to assist the DISTRICT in complying with Department of Education regulations. In addition, the CONTRACTOR will provide reasonable assistance to the DISTRICT to assist it in completing and filing necessary reports to governmental regulators.

15.2 The CONTRACTOR shall obtain, when possible, the registration numbers of all vehicles violating the school bus stop law, Iowa Code Section 321.372, and file information for prosecution with appropriate law enforcement agencies.

15.3 The following additional reports will be submitted based on the periodicity identified.

15.4 *Monthly Student Load Count* – This report lists the number of students at each bus stop who rode the bus on a given day. The report shall be taken every second Tuesday of the month that schools are in session. Results will be tabulated and detailed in a written form acceptable to the DISTRICT. Forms are to be returned to the Chief Financial Officer and/or Chief Operations Officer within five (5) business days of the count.

15.5 *Customer's Incident/Complaint Form* – The purpose of this report is to inform the CONTRACTOR in writing of an incident or complaint about services or a driver by the DISTRICT. Customers shall include students, parents, school employees and members of the public. The CONTRACTOR shall investigate these reports and provide a written reply within ten (10) school days. All written replies shall state corrective action take to prevent recurrence of the condition that caused the problem.

15.6 *Driver's Incident/Complaint Form* – The purpose of this form is to inform the DISTRICT in writing of an incident or complaint about students, to report difficulties at a school site or with a parent or to record any unusual incident. This form will be forwarded to the DISTRICT for review and corrective action as necessary. The DISTRICT will review the complaint and respond in writing to the CONTRACTOR within ten (10) business days.

15.7 *Late Bus Report* – DISTRICT staff may also be present to review the arrival and departure of bus runs to ensure that route times maintained in the VersaTrans system are consistent with actual route times. In the event that a bus arrival or departure is ten (10) or more minutes different from the established time, DISTRICT staff will provide the CONTRACTOR with notification of the issue. The CONTRACTOR will have (2) business days to provide a written response detailing the reasons for the time discrepancy and the corrective action that will be taken.

16. Accidents and Accident Reporting. For purposes of this Section, accident shall be defined as an unplanned event or incident that results in bodily injury, vehicle damage, property damage, or vehicle under Contract coming in contact with any other object.

16.1 All accidents are to be verbally reported to the Chief Financial Officer and/or Chief Operating Officer by the authorized company representative as soon as he/she has knowledge of the accident. All accidents will be documented in writing on state reporting forms and forwarded to the Chief Financial Officer and/or Chief Operating Officer within twenty-four (24) hours of their occurrence. Contractor will also make reasonable efforts to notify and/or work with the Districts to notify the parents or guardians of any student aboard a bus at the time of an accident.

16.2 The Contractor will maintain a log of all accidents involving the school bus fleet. This log will contain the names of individuals involved in the accident, date, location, accident description, damage amount, police report, injury reports and whether the accident was preventable or not. The Superintendent/or designee will be allowed to review this log, with notice, as necessary.

16.3 Contractor agrees to provide instruction in safe riding practices for all school bus passengers and require them to participate in emergency evacuation drills at least twice each school year or as otherwise provided by law. The pupil transportation safety program conducted by Contractor shall be subject to District approval.

17. Payments for Services. The Contractor shall submit an invoice to the Districts no later than the fifth day of the month following the month in which services have been provided. The invoice shall be based upon the actual number of days of service within that calendar month. Districts shall submit the invoice to their Board of Directors for approval at its next regularly scheduled meeting. Payment shall be made to the Contractor within thirty (30) days following the regular meeting of the Board of Directors. Invoices for payment should be sent to:

Urbandale Community School District
c/o Chief Financial Officer
11152 Aurora Avenue
Urbandale, IA 50322

17.1 The DISTRICT expects CONTRACTOR to provide services to the DISTRICT using accepted industry practices and standards of service which meet or exceed those defined in this Contract. When deficiencies occur, the DISTRICT and CONTRACTOR agree that the following schedule of liquidated damages may, at the DISTRICT'S discretion, be imposed upon the CONTRACTOR as a remedy for inconveniences. CONTRACTOR will be notified in writing within ten (10) school days of such deficiencies and a claim for liquidated damages by the Chief Financial Officer. Notification shall identify the type of infraction along with information that clearly details the date, time, location, route number, school, driver (if known) and vehicle number. Failure to notify or bill CONTRACTOR within ten (10) days shall relieve CONTRACTOR of its obligation to pay liquidated damages for the event. Payment for damages will be deducted from CONTRACTOR'S next invoices. In the event that there are unknown or extenuating circumstances, the CONTRACTOR shall have the right of appeal. Appeals are to be made in writing within ten (10) school days and addressed to the Chief Financial Officer. In the event that the CONTRACTOR and Chief Financial Officer cannot reach Contract on an appeal, a final determination will be made by the Superintendent.

Liquidated Damages Schedules:

1. The District may assess liquidated damages in the amount of 100 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Missed route – Route not run or combined (“doubled-up”) with another route.
 - Illegal use of equipment (un-inspected equipment, unlicensed driver, uninsured equipment and seriously faulty equipment)
 - Unattended child left on bus.
 - Unauthorized and inappropriate discipline of student or students by driver.

2. The District may assess liquidated damages in the amount of 75 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Late bus - Arriving at or departing from school 30 minutes to one hour or more late. (Circumstances must be within Contractor's control)
 - Operating without an aide on the bus.

- Failure to meet assigned equipment size requirement for route.
 - Running out of fuel while on route.
3. The District may assess liquidated damages in the amount of 50 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Driver operating without the use of a seat belt.
 - Failure to fasten a student's seat belt as required by IEP.
 - Unreported accident with students on bus.
 - Intentional operation an overloaded bus. (Overload equals greater number than manufacturers capacity)
 4. The District may assess liquidated damages in the amount of 25 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Unauthorized deviations from route.
 - Unauthorized stop.
 - Late bus - Arriving at or departing from school 10 minutes to twenty-nine minutes late. (Circumstances must be within Contractor's control)
 5. The District may assess liquidated damages in the amount of 10 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Equipment age infraction.
 - Inoperable radio on bus. (Damaged prior to dispatch or turned off by driver)
 - Inoperable air conditioning unit on SE bus. (Damaged prior to dispatch)
 - Inoperable lift on Special Education bus. (Damaged prior to dispatch)
 - Operating equipment without proper route number identification.

18. Adjustment of Rates. The rates established in all pricing schedules for this Contract shall be subject to adjustment the first day of each school year as provided herein. If, at any time during the term of this Contract, it is determined that a significant reduction/increase in service is to be instituted due to changes in school start/end times (bell schedules), mandated reduction/increase in routes, or any other changes which significantly reduce or increase the existing service level(s) or CONTRACTOR'S cost of operations, the CONTRACTOR and the DISTRICT agree to negotiate an adjustment to the rate schedules. The term "significant reduction/increase" as used herein is defined as any change of ten percent (10%) or more in the number of routes being operated.

19. Vehicles and Equipment Requirements. All buses supplied under this Contract shall be approved school buses, as defined by applicable statutory or administrative codes, and must meet with the approval of the DISTRICT.

19.1 Each bus shall be given a safety inspection by a team composed of representatives of the Department of Education and the Iowa State Highway Patrol in July and January of each year. The CONTRACTOR will provide the Chief Financial Officer with copies of all school bus inspections performed by the Department of Education. A copy of all state vehicle inspections shall be forwarded on to the DISTRICT. A written explanation will be given to the Chief Financial Officer by the

CONTRACTOR for any vehicle that fails this inspection. In addition, the CONTRACTOR will outline corrective steps to be taken to avoid or reduce the likelihood of such vehicle inspection failures in the future.

19.2 Vehicles provided by the CONTRACTOR shall meet all federal and state school bus requirements for the term of the Contract. Vehicle upgrades mandated by law, for the life of the Contract, will remain the responsibility of the CONTRACTOR. Any cost for such upgrades will be the responsibility of the CONTRACTOR.

19.3 CONTRACTOR shall maintain its buses and other vehicles in good operating condition and in condition to meet or exceed the State of Iowa inspection standards, and the CONTRACTOR will be responsible for the costs of bringing those buses and other vehicles into such condition. Regular preventive maintenance shall be practiced on all vehicles. CONTRACTOR will be responsible for all repairs and maintenance on all vehicles during the life of this Contract at its sole cost.

19.4 All pupil transportation vehicles shall be kept in a safe, clean and sanitary condition. In addition, buses shall be cleaned inside and out as necessary, and repairs to visible body damage, inside or out, shall be made within thirty (30) days from the date such damage occurs. All pupil transportation vehicles shall be open for examination at all times by the DISTRICT, the Superintendent or designee.

19.5 Maximum age of the fleet shall not exceed 10 years with an overall average of 8 years for route and spare buses. The average age of the fleet shall be calculated on August 1st of each year. Substitute or spare vehicles will be kept in reserve to accommodate planned vehicle maintenance and vehicle breakdowns. Spares will be supplied by the CONTRACTOR, at a minimum of ten percent (10%) of the active fleet and one handicap bus and meet the same standards as the route buses. In addition, spare buses must be dedicated to the DISTRICT and be garaged with the active bus fleet.

19.6 All vehicles shall be equipped with CONTRACTOR owned two-way radios and Contractors owned base station at the CONTRACTOR'S terminal.

19.7 An automated GPS operation/maintenance recording system for each vehicle category shall be in place in order to provide a basis for optimum fleet management. The CONTRACTOR will be responsible for maintaining these records. All buses must be equipped with live GPS technology in order to identify immediate location during the routes.

19.8 The CONTRACTOR shall supply two video cameras per bus located at the front and rear to record student behavior to be used based upon needs and DISTRICT's policy. All costs for the purchase, maintenance and replacement of the video camera equipment along with film and viewing equipment shall be paid by the CONTRACTOR upon mutual Contract by DISTRICT and shall not be included in daily

bus rate. Any equipment that comes up missing or is damaged will be the responsibility of the CONTRACTOR to replace or repair.

19.9 The CONTRACTOR shall label and store digital records for a period of the school year plus 30 school days after school ends, unless a longer storage time is requested by the DISTRICT. The DISTRICT will have full access to these recordings including the right to retain a copy. Digital records which records student behavior on the bus shall be treated as confidential and may only be viewed by the CONTRACTOR'S site manager or his/her designee or the DISTRICT Superintendent of schools or his/her designee.

19.10 The CONTRACTOR shall implement a comprehensive maintenance program for the school bus fleet to provide safe and efficient service to the DISTRICT and the DISTRICT community.

19.11 CONTRACTOR shall operate the buses and related equipment and service in compliance with all lawful orders, rules, regulations and laws of properly constituted authorities governing the operations, and in a manner reasonably suitable for furnishing service, including but not limited to, enforcement of all state statutes, municipal ordinances, and DISTRICT policies prohibiting smoking on buses.

19.12 The CONTRACTOR shall provide all oil, lubricants, supplies and accessories necessary for the operation of the vehicles and shall undertake the repair and maintenance to keep them in good and sound operating condition. Maintenance shall be in compliance with all lawful orders, rules, regulations, and laws of properly constituted authorities governing the operations, and in a manner suitable for the furnishing of service, including but not limited to, maintenance as stipulated in the manufacturer's guide for warranty period and beyond for the term of the Contract. The CONTRACTOR shall further provide inspection and cleaning of all vehicles necessary and suitable for the maintenance, comfort, convenience, and safety of passenger, including repair or replacement of damage to seats, handrails, steps and all other portions of the interior and exterior of said equipment. CONTRACTOR shall further supply storage of all vehicles used in the operations of said system, parts, and supplies required in furnishing service for the DISTRICT. All costs associated with this maintenance function will be paid by the CONTRACTOR.

19.13 All vehicles shall be maintained in good repair and working order, and in a clean and sanitary condition. A thorough preventative maintenance program on all vehicles shall be ongoing at all times and documentation of this program shall be provided to the DISTRICT or Superintendent upon written request. A copy of all state vehicle inspections shall be forwarded on to the DISTRICT.

20. Fuel. DISTRICT will pay for all diesel fuel and gasoline needed in the performance of the Contract (inclusive of delivery and taxes). However, Calling for and coordination of fuel delivery is responsibility of the CONTRACTOR. Fuel provided by the DISTRICT will be used only for the transportation and operations and activities of the DISTRICT. Using existing equipment, CONTRACTOR will provide monitoring

information as to fuel use by the transportation fleet of DISTRICT separate from any other school district client. CONTRACTOR will maintain an active miles-per-gallon program per vehicle suitable to the DISTRICT. The CONTRACTOR will provide the Chief Financial Officer with a monthly report showing total number of gallons of gasoline and diesel fuel consumed along with the total number of miles driven. This will be calculated separately for routes and activities along with their corresponding number of gallons consumed. The report shall include copies of all fuel receipts.

21. Termination of Contract. If the CONTRACTOR at any time fails to comply with and fully perform any terms and conditions or covenants contained herein to be performed by the CONTRACTOR, the DISTRICT shall give prompt notice in writing to the CONTRACTOR of such failure and in the event the CONTRACTOR does not remedy such failure within thirty (30) days from the receipt of such notice, then at the option of the DISTRICT, the CONTRACTOR may be terminated immediately by delivery to the CONTRACTOR of written notice of such election to terminate. The CONTRACTOR shall remain liable for any costs to the District directly resulting from CONTRACTOR'S failure. If the CONTRACTOR'S failure to perform as required by the Contract and the failure jeopardize the safety or welfare of the students or the DISTRICT, immediate action will be taken by the CONTRACTOR to remedy the misconduct following notice from the DISTRICT. If the CONTRACTOR fails to remedy the said situation immediately, the DISTRICT may at its option terminate the Contract immediately upon notice to the CONTRACTOR.

21.1 The Contract may be terminated by the DISTRICT or CONTRACTOR at any time, for convenience and without cause, upon ninety (90) days written notice in conformity with Iowa Code Section 285.5. If the CONTRACTOR terminates the Contract for convenience upon 90 days' notice, the DISTRICT may recover from the performance bond, or from the CONTRACTOR, the sum of \$5,000.00 per day as liquidated damages for a period of 90 days or until the DISTRICT obtains other transportation services on terms as favorable to the DISTRICT as the terms of this Contract, whichever first occurs.

21.2 During any termination notice period in Section 20 and 20.1, the DISTRICT reserve the right, without waiver of other rights against the CONTRACTOR and its surety, to arrange for the transportation of students itself, or to enter into a contract with another person, firm or corporation, or to do any other act or thing necessary to assure continuity of transportation operations. If the CONTRACTOR is unwilling or unable to provide the necessary services, the DISTRICT shall have the emergency authority to take possession of and use the buses and other physical assets, and directly employ the drivers and bus aides of the CONTRACTOR until such time as alternate transportation arrangements can be made by the DISTRICT.

22. Bus Purchase Option. Should CONTRACTOR terminate the Contract, and should the DISTRICT board of directors desire to purchase the equipment used hereunder, CONTRACTOR shall sell to DISTRICT the equipment at a price to be determined by an appraisal board composed of one person appointed by DISTRICT'S

Board of Directors, one person appointed by CONTRACTOR, and a third person selected by DISTRICT and CONTRACTOR, all as required by Iowa Code Section 285.5.

23. Notices. Notices to either party to this Contract shall be in writing and shall be considered duly served and delivered if such notice is delivered by hand; mailed via the United States mail, certified, return receipt requested; or sent via overnight service. All such notices shall be addressed to:

DISTRICT: Urbandale Community School District
 Attn: Chief Financial Officer
 11152 Aurora Avenue
 Urbandale, Iowa 50322
 Telephone: (515) 457-5000

CONTRACTOR: Durham School Services, L.P.
 Attn: Contract Administrator
 4300 Weaver Parkway
 Warrenville, Illinois 60555
 Telephone: (630) 435-8008

24. Student/Passenger Behavior and Discipline. The CONTRACTOR will follow the discipline procedure outlined in the DISTRICT'S policies and procedures.

24.1 Student behavior issues shall be documented in writing by the bus driver and/or bus assistant which are forwarded to the appropriate DISTRICT'S administrator via the contract manager.

24.2 The DISTRICT shall take appropriate steps to correct the situation and advise the contract manager of the final outcome of their actions.

24.3 Under no conditions shall the CONTRACTOR or its staff deny transportation to an eligible rider without a written statement to do so by the DISTRICT.

24.4 CONTRACTOR shall insure good discipline aboard school bus and enforce the DISTRICT'S disciplinary procedures fairly for all bus riders. Should the bus require an attendant for purposes of maintaining proper discipline, the CONTRACTOR and DISTRICT must jointly agree to make such provision. Additional costs will be the responsibility of the DISTRICT.

24.5 Student with Special Needs: Driver assigned to transport disabled, special education, students with medical needs (i.e. EpiPen) and early intervention program students shall be given special training concerning the techniques of handling such children. Drivers will administer medication during transport when there is an emergency situation. The DISTRICT reserves the right to place its own personnel on these vehicles to assist these students for physical, emotional, or disciplinary reasons.

25. Dispute Resolution. The parties shall negotiate in good faith in an attempt to resolve any dispute that may arise under this Contract. Disputes that cannot be resolved by negotiation shall be submitted to mediation, pursuant to Iowa Code Chapter 679C, using a mutually agreed upon mediator. In the absence of an Contract on a mediator, each party shall select a temporary mediator and those mediators shall jointly select the permanent mediator. If mediation is not successful, the parties may pursue their remedies as they choose. Nothing in this Contract shall be deemed to prevent the parties from agreeing in the future to submit a dispute to arbitration. Any litigation arising between the parties related in any way to this Contract shall be initiated and maintained only in the appropriate state or federal court for Polk County, Iowa. All costs and expenses associated with any dispute resolution proceeding, except for attorney fees and expert witness fees, shall be borne entirely by the non-prevailing party. In addition to any other remedy provided under this Contract or by law, DISTRICT reserves the right to withhold, as liquidated damages, one month's transportation payment from CONTRACTOR pending complete compliance with the terms of this Contract.

26. Fares. Any and all revenue resulting from any fares which may be collected from persons who ride a vehicle while it is operating under the provisions of this Contract and all receipts by the CONTRACTOR for items sold as substitutes for cash for such fares on the vehicles shall be remitted to the DISTRICT on a regular basis.

27. Physical Plant. DISTRICT does not have a facility to house bus fleet nor a bus garage. The CONTRACTOR will be responsible for establishing a location from which it will operate.

28. Amendment. This Contract, and incorporated documents, between the DISTRICT and the CONTRACTOR contains the entire understanding between the parties and cannot be changed or terminated orally but only by an Contract in writing signed by both parties.

29. Equal Opportunity Policy. The CONTRACTOR shall take all necessary steps to ensure that every applicant and employee of CONTRACTOR is treated during hiring and employment without regard to their age, sex, race, creed, marital or parental status, political affiliation, color, handicap condition, national origin, genetic information, ethnic background, sexual orientation, gender identity or any other protected class under state or federal law. The CONTRACTOR shall not discriminate against and may provide a preference for veterans of the United States armed forces. The CONTRACTOR shall include in all advertisements for employees a statement that summarizes its nondiscrimination policy.

30. Compliance/Conduct. The CONTRACTOR shall at all times observe and comply with all laws, ordinances, regulations and code of the Federal, State, County or other local agency and DISTRICT'S policies, regulations and procedures which pertain to the delivery of pupil transportation services. Additionally, while on DISTRICT property or while providing services under this Contract where contact with DISTRICT staff and/or students is expected, CONTRACTOR will abide by DISTRICT rules and policies

regarding appropriate conduct, including but not limited to policies and rules related to bullying and harassment.

31. Student Records/Confidentiality. Pursuant to Family Educational Rights and Privacy (FERPA) regulations at 34 CFR 99.31, the DISTRICT, as an educational institution, is permitted to disclose, without the prior consent of a student's parent (or an eligible student over 18 years of age), personally identifiable information from education records to 1) a party to whom the DISTRICT has outsourced institutional services or functions it would normally be required to perform with DISTRICT employees and 2) a party whose employees, acting in the course of their employment and performance of services pursuant to a contracted Contract with the DISTRICT are deemed to have a legitimate educational interest or need to access student educational records.

31.1 The DISTRICT has outsourced its school transportation obligations to CONTRACTOR and has determined that CONTRACTOR is an entity with a legitimate educational interest or need to access certain educational records related to student transportation needs, specifically special education students subject to the requirements of the IDEA and served by Individualized Educational Plans (IEPs). Accordingly, the parties agree that it is in the best interests of all parties for the DISTRICT to disclose to CONTRACTOR such information from student education records, including IEPs, as may be necessary for CONTRACTOR to provide accurate and complete transportation services to all eligible students under the Contract. Any eligible student's IEP will be used by CONTRACTOR for routing purposes only and for no other reason. DISTRICT information acquired as a result of these services is confidential and shall not be disclosed unless required by law. The only person at CONTRACTOR to have direct access to this confidential information will be the router.

31.2 In the event that any disclosure of any documentation/information acquired by CONTRACTOR under this Contract is required by law, CONTRACTOR will notify the DISTRICT of such obligation prior to such disclosure. Notwithstanding the above, CONTRACTOR shall be in full compliance with all non-disclosure and other requirements of FERPA and the IDEA, as required by the DISTRICT and with HIPAA and its respective rules and regulations as well as laws of the State of Iowa regarding student records. Further, any documentation or information obtained pursuant to this Contract will only be used for the limited purpose in which it was disclosed and will be destroyed or returned to the DISTRICT, at the sole discretion of the DISTRICT, upon termination of this Contract.

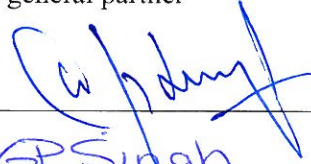
IN CONSIDERATION of the performance on the part of the CONTRACTOR of the terms of this Contract, the DISTRICT agrees to pay the CONTRACTOR the following sums for pupil transportation services rendered.

See Exhibit A attached and made part of this Contract.


IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the 26th day of March, 2012.

DURHAM SCHOOL SERVICES, L.P.

By: Durham Holding II, L.L.C.,
its general partner

By: 
Name: G.P. Singh
Title: SVP Commercial Dev
Date: 5/15/13

URBANDALE COMMUNITY
SCHOOL DISTRICT

By: 
Name: Adam Obrecht
Title: Board President
Date: 5.13.13

**Exhibit A - Pricing Schedules
Durham School Services**

Home to Schools Routes – Regular Education	Routes	Number of Days per Year	Cost per Bus per Day assumes 4hr minimum	Total cost for 2013-14	Total cost for 2014-15	Total cost for 2015-16
Durham pricing	12	180	\$ 243.28	\$ 525,484.80	\$ 538,617.60	\$ 552,074.40
Durham estimated annual overage charges		180		\$ 3,879.94	\$ 3,976.91	\$ 4,076.76

Home to Schools Routes – Special Education	Routes	Number of Days per Year	Cost per Bus per Day assumes 4hr minimum	Total cost for 2013-14	Total cost for 2014-15	Total cost for 2015-16
Durham wheelchair lift pricing	2	180	\$ 280.83	\$ 101,098.80	\$ 103,626.00	\$ 106,218.00
Durham estimated annual overage charges		180		\$ 646.66	\$ 662.82	\$ 679.46

3/4 Route	Routes	Number of Days per Year	Cost per Bus per Day 2.5hr minimum	Total cost for 2013-14	Total cost for 2014-15	Total cost for 2015-16
Durham pricing	1	180	\$ 225.51	\$ 40,591.80	\$ 41,607.00	\$ 42,647.40

1/2 Route	Routes	Number of Days per Year	Cost per Bus per Day 2hr minimum	Total cost for 2013-14	Total cost for 2014-15	Total cost for 2015-16
Durham pricing	1	180	\$ 178.70	\$ 32,166.00	\$ 32,970.60	\$ 33,795.00

Pricing will increase 2.5% annually for all rates.

Hourly Charge for Monitors	per hour	(not included in the cost per bus per day)				
Durham pricing	\$ 19.16					

Excess Charge per Day: overages will be billed in 15min increments Metro PM Shuttle: 1 hour/day	Excess Charge	Metro PM	Summer School	Summer School Small Bus		
Durham pricing	\$ 6.70	\$ 25.50	\$ 265.87			

Field Trip & Extra-Curricular Trips	per hour	Minimum Charge				
Durham pricing	\$ 28.53	\$ 42.80				

To: Steve Bass, Superintendent; Shelly Clifford, CFO; and Board of Directors
From: Josh Whitver, Manager of Information Systems
Date: April 25, 2016
Subject: Technology Purchase Proposal for Summer 2016

Computer Refresh

For this summer's computer purchase we intend to replace staff laptops which were purchased in fiscal year 2012 and the very beginning of fiscal year 2013 (i.e., July/August 2012). This amounts to 92 laptops: 85 13" teacher laptops and 7 15" administrator laptops. We also intend to replace the media center computer labs at the high school and middle school, amounting to 70 iMac desktops. Lastly, we intend to replace approximately half of the remaining older white laptops on the carts at the high and middle schools with new MacBook Airs (110 laptops). Last year, our computer purchase was \$357,582. This year's proposed purchase will be \$281,148. We'll be waiting until mid-June to make the purchase due to an anticipated hardware refresh, so it's possible that costs may shift a little at that time, but should be very close to the amount presented here.

WEB/OLM Chromebase Installation

Most elementary buildings have decommissioned their computer labs (or soon will). Exceptions are Olmsted and Webster, which have dedicated spaces for their labs that would be difficult to repurpose for anything else. The computers currently in those labs are due for an upgrade, but after evaluating application usage, it does not appear that iMacs are necessary. A Chromebase, which is essentially a desktop all-in-one Chromebook, will meet the needs of the labs. We intend to replace the iMacs in the labs at Webster and Olmsted with Chromebase desktops, at a cost of \$21,280.

Audio/Visual Installation

We intend to continue with the installation of the Board-approved Audio/Visual platform which began last summer. Last summer, we installed at Rolling Green and Karen Acres, and the board approved a \$140,500 budgetary amount for 33 rooms. This summer, we intend to install into 45 classrooms at Olmsted and Valerius elementaries (17 at Valerius, 28 at Olmsted). There are a few different costs involved - the cost of the wiring, screens, mounting equipment, labor, and classroom audio components comes to \$119,860. The remaining costs will come from building budgets, and include any new projectors that may be needed (\$555 each, anticipating 12 new projectors at Olmsted and two at Valerius), new/updated document cameras (\$561 each), optical disc players, and carts to hold the components. Our actual cost for the 33 rooms last summer came in under the \$140,500 that was approved (this number included both the District's and building budget obligations). This summer we request approval of \$125,000 to cover the District's obligations and any contingencies that may arise as the project moves forward, and we anticipate building obligations not to exceed \$22,500.

Content Filter

The new firewall we purchased last summer has a content filter function built into it; however, content filtering is not their core business function and it doesn't give us quite the control and intelligence that we need (it lacks some modern content-aware functions, which would block out inappropriate content on an otherwise-allowed webpage, for example). We request funding of \$33,660 to install a dedicated content filter appliance to give us the degree of granular control and content-aware filtering that we need. This price includes the first 3 years of maintenance and licenses, so no further costs would be incurred until 2019.

Network Upgrade

The network switches in our wiring closets are end-of-sale and will not receive any further software updates beyond what is currently installed. Our current WiFi network is also due for an upgrade to the newest 802.11ac standard in order to provide the end-user device density we need, which requires more power to be delivered over the cable than our current network switches can provide. We have an opportunity to leverage E-Rate Priority 2 funding to receive a 50% discount on both wired and wireless network equipment, so it makes a great deal of sense to upgrade both at this time. Per E-Rate requirements, we put out separate RFPs for both wired and wireless network equipment, and after considering all the responses, have selected Extreme Networks as the vendor for both.

The new wireless network will be \$171,634.40 before the E-Rate discount, with a final cost to the District of approximately \$85,817.20.

The new wired network will be \$430,258.44 before the E-Rate discount, with a final cost to the District of approximately \$215,129.22. This includes all new wiring closet switches, as well as new uninterruptible power supplies allowing 30-45 minutes of runtime in the event of a power failure.

Total cost for the new network equipment, after E-Rate discount, will be approximately \$300,946.42 (depending on the exact E-Rate reimbursement percentage).

GoGuardian + WeVideo

As we start making more use of Chromebooks, there is a tool called GoGuardian which allows teachers to see their students' Chromebook screens, lock them to a single web page, and other tools which will enhance student learning and minimize distractions. There is also an admin console which allows the IT department and building principals to see student web browsing histories, Chromebook locations, and other relevant information. These pieces are missing from the basic Chromebook management tools offered by Google. Cost is \$25,324, and is a yearly subscription.

One of the things that students lose when moving from a Mac to a Chromebook is the ability to easily create amazing videos. YouTube has a basic video editor, but it lacks most of the tools available in iMovie, which is Mac-only. An alternative which works on Chromebooks is WeVideo. We would like to license 2,500 users, which should be enough to allow any students and staff who would like to create videos on Chromebooks (or Macs/PCs, or from home on their own devices). Cost is \$4,295, and is a yearly subscription.

Comparison to Summer 2015

2015 Computer Refresh: \$357,582 2015 AV Installation: \$140,500 2015 Firewall Purchase: \$25,477.50 2015 Total: \$523,559.50	2016 Computer Refresh: \$281,148 2016 AV Installation: \$125,000 2016 Network Upgrade: \$300,946.42 2016 Other Items: \$84,559 2016 Total: \$791,653.42 Difference: +\$268,093.92
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**URBANDALE COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS' MEETING
MONDAY, APRIL 11, 2016 – 6:00 P.M.
URBANDALE MIDDLE SCHOOL – 7701 AURORA AVENUE
CHRIS GUNNARE, PRESIDENT**

Call to Order and Roll Call

Vice President Cate Newberg 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, and Vice President Newberg. President Chris Gunnare was absent.

Approval of Agenda

Director Giles moved, and Director Applegate seconded the motion to approve the agenda as posted. Motion passed with all ayes 6-0.

Urbandale Middle School Tour and the Middle School PTO.

Loren DeKruyf, Principal of the Urbandale Middle School led Directors and other attendees on a tour of the Middle School facility. Afterwards, he and other Administrators participated in discussion of Middle School topics with Directors.

Public Hearing for 2016-17 Certified Budget

Just after 7:00 P.M., Vice President Newberg announced that now was the time and place scheduled for the public hearing regarding the 2016-17 Certified Budget. Shelly Clifford, Chief Financial Officer, presented information about the District's Certified Budget for 2016-2017. She reported that the District is financially healthy, with key financial indicators within IASB-established ranges and District targets. Ms. Clifford reported that while low budget growth in fiscal year 2015-16 will cause the solvency and unspent authorized budget (UAB) to decline, projections show increases for both solvency and UAB during fiscal year 2016-17. The proposed tax rate for fiscal year 2016-17 is \$17.70, a five cent decrease from prior year. No persons from the public came forward to comment and the hearing was closed.

Adoption of 2016-2017 Certified Budget

Director Howsare moved, and Director Giles seconded the motion to adopt the 2016-17 Certified Budget as published and as presented. Upon roll call vote, the motion passed with all ayes 6-0.

Public Hearing for 2016-17 Metro West Learning Academy Calendar

Vice President Newberg announced the opportunity for public comments to be heard about the Metro West Learning Academy Calendar for 2016-17. No persons from the public came forward to comment and the hearing was closed.

Consent Agenda Items

- A. Approval of November 23, 2015 Board Meeting Minutes
- B. Approval of December 21, 2015 Board Meeting Minutes
- C. Approval of March 28, 2016 Board Meeting Minutes
- D. Approval of the Personnel Report
- E. Approval of the Renewal of the Wellmark Health and Dental Benefits
- F. Approval in the 2016-2017 Metro West Learning Academy Calendar
- G. Approval of the Change Order regarding Karen Acres Renovations
- H. Approval of the MidAmerican Underground Electric Line Easement
- I. Approval of Agreements with Lifetouch Co. for Elementary Yearbooks Publication

Director Cabildo moved, and Director Giles seconded the motion to approve the consent agenda items A through I as submitted. Motion passed with all ayes 6-0.

Class Size Discussion

Steve Bass, Superintendent, lead discussions regarding class sizes for the upcoming 2016-2017 school year. Mark Lane, Director of Human Resources discussed the ratio of Elementary students per teacher and the District minimum and maximum targets for class size. Dr. Keri Schlueter, Director of Student Services, discussed how Kindergarten students, new students, and open-enrolled students are assigned to the six Elementary attendance centers.

As several parents had attended the meeting with intention to speak about this topic, time for Communication from the Public occurred during this agenda item. John Hollabrands, 4217 86th Street, suggested that the timeline of the Elementary Master Plan may need to be revised to address facility limitations that may contribute to class size constraints. Megan Daughenbaugh, 7322 Maple Drive, Sarah Cabildo, 3400 Elm Drive, and Michelle Rasmussen, Karen Acres 1st grade Teacher, voiced concerns about larger class sizes for Kindergarten and 1st grade students. Ghinwa Alameen, 3610 Elm Drive, urged District leaders to focus on teacher to student ratios in K-2 grades, and the possibility of adding part-time teachers to help in larger classes.

Goal Setting with the Board of Directors

Denise Wood, Director of Quality and Continual Improvement, facilitated a work session with Directors to develop action plans for the two board goals they had written.

Discussion of Other Matters

Shelly Clifford reported that Josh Whitver, Information Technology Manager, suggested that the District consider wireless Timeclock installations, instead of hard wiring them in specific locations throughout the buildings. Therefore, a revised proposal will be submitted for Board of Directors' approval at the next meeting.

Adjourn

Director Cabildo moved, and Director Giles seconded the motion to adjourn the meeting at 10:30 P.M. Motion passed with all ayes 6-0.

Board President Date

ATTEST:

Board Secretary Date

These minutes are unofficial until approved by the Board of Directors at their meeting on April 25, 2016.

April 25th Board Meeting
SpRpt# 8

Open Enrollment In
April 25th, 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>
Noah Akers, 10 th	Johnston	Transfer of Resident District
Brenden Cronin, 10 th	Johnston	Continuation
Addison Levang, 5 th	Waukee	Continuation
Payton Levang, 8 th	Waukee	Continuation
Hayden Lister, 2 nd	Waukee	Continuation
Vittoria Noah, 4 th	Johnston	Continuation
Kian Padilla, 1 st	West Des Moines	Transfer of Resident District
Abigail Schipper, 10 th	Waukee	Continuation
Alayna Schipper, 4 th	Waukee	Continuation
Peyton Schwenneker, K	West Des Moines	Continuation
Kaleb Williams, 2 nd	West 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>
Sarah Bilashitsi, 9 th	Des Moines	Applied on Time
Tyshir Collins, 9 th	Des Moines	Applied on Time
Elin Fales, K	West Des Moines	Applied on Time
Quinton Hector, K	Des Moines	Applied on Time
Andy Huynh, 3 rd	Des Moines	Applied on Time
Ethan Huynh, 6 th	Des Moines	Applied on Time
Samuel Kendrick, K	Des Moines	Applied on Time
Elmega Kyne, 8 th	Des Moines	Applied on Time
Hiba Machmach, K	Des Moines	Applied on Time
Matthew Mettler, 8 th	Des Moines	Applied on Time
William Moreno-Mata, 6 th	Des Moines	Applied on Time
Jose Moreno Moreno, 9 th	Des Moines	Applied on Time
Emma Ann Parker, 9 th	Des Moines	Applied on Time
Estevan Perez, K	West Des Moines	Applied on Time
Ashley Pike, 4 th	Des Moines	Applied on Time
Benjamin Pike, 3 rd	Des Moines	Applied on Time
Allen Ramirez, 2 nd	Des Moines	Applied on Time
Yamileth Ramirez, 6 th	Des Moines	Applied on Time
Elizabeth Smith, 7 th	Des Moines	Applied on Time
Morgan Strawhacker, 6 th	Des Moines	Applied on Time

Jeremiah Wiley, 4th

Des Moines

Applied on Time

Open Enrollment Out
April 25th, 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>
Katie James, 3 rd	Dallas Center-Grimes	Continuation
Violet Schaum, K	Des Moines	Continuation

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

<u>Student/Grade</u>	<u>District Requesting</u>	<u>Reason For Request</u>
Carter Gibson, K	West Des Moines	Applied on Time

URBANDALE COMMUNITY SCHOOL DISTRICT
PERSONNEL REPORT FOR BOARD APPROVAL

Board Meeting – April 25, 2016

1. CERTIFIED RETIREMENT

LINDA ENNEN, Rolling Green Elementary School, Reading Teacher, retirement. Effective June 16, 2016.

2. CERTIFIED RESIGNATIONS

RACHELLE HYDE, Jensen Elementary School, Special Education Teacher, personal. Effective end of 2015-16 school year.

JULIE KOCH, Urbandale High School, At Risk Teacher, personal. Effective end of 2015-16 school year.

3. CLASSIFIED RESIGNATIONS

GARY CRAIG, Webster Elementary School, Nutrition Services, personal. Effective April 7, 2016.

LAUREN MCCOY, Olmsted Elementary School, Special Education Associate, personal. Effective April 15, 2016.

JENNIFER MILLER, Rolling Green Elementary School, Special Education Associate, personal. Effective April 15, 2016.

HAYDEN ROBINSON, Urbandale High School, Special Education Associate, personal. Effective May 6, 2016

4. CLASSIFIED APPOINTMENTS

SAMI FAUSCH, Webster Elementary School, Preschool Associate, Class II, Step I, \$13.74/hr, 5.75 hr/day. Effective April 19, 2016.

5. EXTRA STIPENDS

MODEL TEACHERS: The following teachers have been chosen to be model teachers for the 2016-2017 school year. The position of model teacher is part of the Teacher Leadership and Compensation Plan implemented for the first time this year. District teachers with three or more years experience were encouraged to apply for model teacher positions. Building principals screened applications, and all candidates received classroom walk-through observations. Model teachers will serve on their building leadership teams and the district leadership team (UCILT). In addition, their classrooms will serve as model Urbandale learning environments for on-going professional development, new hires, and initial license teachers.

KELLEY GRIFFIN, Jensen Elementary School
JENNIFER FROEHLICH, Jensen Elementary School
KRISTI FROSCHUISER, Jensen Elementary School
MALORIE SEEMAN, Jensen Elementary School
ANNIE JORDAN, Jensen Elementary School
LEAH COLE, Karen Acres Elementary School
CARRIE BAGLEY, Olmsted Elementary School
JACKIE MEUNIER, Olmsted Elementary School
LORA TRENARY, Olmsted Elementary School
JANELLE KERR, Olmsted Elementary School
MEREDITH AGAN, Olmsted Elementary School
KELLEY MCKNIGHT, Olmsted Elementary School
LISA HEWITT, Rolling Green Elementary School
JANE WILSON, Rolling Green Elementary School
CHRISTINA PISCITELLO, Rolling Green Elementary School
DANIELLE KENWORTHY, Rolling Green Elementary School
LAURA BETH CHISTON, Rolling Green Elementary School
JADE FOX, Webster Elementary School
ASHLEY MUILENBERG, Webster Elementary School
LORI MELZ, Webster Elementary School
LAURIE OHLAND, Webster Elementary School
LISA SCHAUB, Webster Elementary School
CARRIE MERTENS, Valerius Elementary School
AMANDA SPRINGER, Valerius Elementary School
JESSICA JOLLY, Valerius Elementary School
LYNN HOLMES, Valerius Elementary School
ALISSA MORRISON, Urbandale Middle School
PATTY COPPESS, Urbandale Middle School
KARLI KEITHAHN, Urbandale Middle School
BRENDA GOODWIN-WEARN, Urbandale Middle School
CHRIS CHRISTENSEN, Urbandale Middle School
ANN ABBOTT-LEWIS, Urbandale Middle School

KANDI BRITTAIN, Urbandale Middle School
JANEAN HAUSER, Urbandale Middle School
CAMY HAVLICEK, Urbandale Middle School
DEANN PAIR, Urbandale Middle School
STEPHANIE HART, Urbandale Middle School
GINNY STRONG, Urbandale High School
MARK KLAUS, Urbandale High School
NIKKI SMITH, Urbandale High School
ANNE LA PIETRA, Urbandale High School
ABBY VEENSTRA, Urbandale High School
JON PARROTT, Urbandale High School
KAYLEE GUNSOLLY, Urbandale High School
HAJDI ZULIC, Urbandale High School
LEORA BORELL, Urbandale High School
CHRISTINE WATSON, Urbandale High School

INTERGOVERNMENTAL AGREEMENT FOR SCHOOL-BASED SUPERVISION PROGRAM

This contract for school-based supervision program is effective July 1, 2014, and is between the Juvenile Court Services for the 5th Judicial District, the Iowa Department of Human Services, and the Urbandale Community School District. The parties agree as follows:

1. Parties.

- 1.1 The 5th Judicial District (JCS) is authorized to enter into this contract. JCS's address is 2309 Euclid Avenue, Des Moines, Iowa 50310-5703.
- 1.2 The Iowa Department of Human Services (DHS) is responsible for partial funding of school-based programs. The DHS's address is 1305 E. Walnut, Des Moines, Iowa 50319-0114.
- 1.3 Urbandale Community School District (School District) is a school district and is responsible for partial funding of the school-based program under this contract. The School District's address is 11152 Aurora Avenue, Urbandale, Iowa 50322-7903.
- 1.4 None of the parties are business associates under the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

2. **Purpose.** The parties have entered into this contract to provide and fund a school-based supervision program in compliance with 441 Iowa Administrative Code Chapter 151. The program will provide and fund a Juvenile Court School Liaison Officer to assist youth in achieving positive self-improvement, accountability, and judgment that will enhance community safety. Services provided individual clients will reflect the needs of the child, the community, and parties to this agreement.

3. **Intergovernmental agreement and filing.** This is an intergovernmental agreement and JCS and the DHS are not required to use competitive selection before entering into this contract with the School District.

4. Scope of Services, Deliverables, and Performance Measures.

- 4.1 School District will provide School Based Services as set forth in Exhibit A, Scope of Work. The parties may amend Exhibit A to better reflect the nature of the services being provided.
- 4.2 The Scope of Work includes services and performance criteria that JCS will use to evaluate School District's performance of the contract. If School District fails to meet performance measures or performance criteria, JCS or the DHS or both JCS and the DHS may withhold payments as provided in Section 5.4.
- 4.3 **Review and monitoring of performance.** In order for JCS to monitor performance, School District must submit detailed invoices and supporting documentation, in a form acceptable to JCS, demonstrating School District's compliance with this contract as well as any other performance information required by the Scope of Work. JCS or the DHS may also monitor the School District's performance by reviews. JCS and the DHS may use this information to withhold payments to School District, too.
- 4.4 **Notice to School District about outcomes.**
 - 4.4.1 JCS will track the outcome of the School District's services following each child's discharge from the service received through a JCS contract.

4.4.2 The School District shall collect data and report at least monthly to the referring JCO for each child served with the following:

- 1) Attendance
- 2) Truancy
- 3) Academic status
- 4) Suspensions
- 5) Behavior incidents

4.4.3 The School District will collect the required data through the use of the Juvenile Court School Liaison Client Statistical Summary form. The JCSL will enter the data gathered in this form to the CJJP website at the end of each school year. This data will be used by all parties to modify the baseline and to make long-term decisions regarding service provisions and contracting.

5. Compensation.

5.1 Rate and maximum amounts.

5.1.1 The DHS and the School District will pay in accordance with the payment terms outlined in this section and for completion of the scope of services as set forth in Section 4. Compensation will occur in equal amounts by DHS and the School District not to exceed \$85,477.50 for the entire term of the Contract.

<u>Contract Year</u>	<u>Amount Not to Exceed</u>
07/01/14 - 06/30/15	\$28,492.50
07/01/15 - 06/30/16	\$28,492.50
07/01/16 – 06/30/17	\$28,492.50

5.1.2 Included in these amounts is \$100.00 to cover any mileage and expenses related to the annual School Based Conference.

5.2 **Billings.** The DHS will pay the School District, on an annual, bi-annual, quarterly or monthly basis, the School District’s actual expenditures, including employment costs and other benefits and compensation costs, to provide the services under this contract in an aggregate amount per Section 5.1. The School District must submit, on an annual, bi-annual, quarterly or monthly basis, a DHS approved payment voucher and a copy of the School District’s payroll report for the costs of providing the services required by this contract. The School District must submit the payment voucher and supporting documentation to the JCS’s Accountant/Auditor who will verify the billing for accuracy, approve the billing, and submit the billing to the DHS’s Division of Fiscal Management, Bureau of Purchasing, Payment and Receipts, and Payroll.

5.3 **Payment of invoices.** Upon approval of each payment voucher, the DHS will pay the approved amount in arrears, less any authorized withholdings under Section 5.4, all as required by Iowa Code Section 8A.514 (2005) and 11 Iowa Administrative Code Chapter 42. The DHS may pay in less than 60 days without waiving Iowa Code Section 8A.514 (2005).

5.4 **Withholding of payments.** Consistent with this contract and at JCS’s and the DHS’s sole discretion, the DHS may withhold all or a portion of the payment of each invoice due to School District’s failure to comply with performance requirements and performance criteria established by this contract. The DHS may withhold:

- 5.4.1 10% of the invoice for unacceptable work; or
- 5.4.2 Up to the full amount of the invoice for work the School District has failed to perform.
- 5.5 **Federal Funds.** There are no Federal funds in this Agreement.
- 6. **Term.**
 - 6.1 **Initial term.** The term of this contract is 3 years, from July 1, 2014, to June 30, 2017, unless the contract is terminated earlier in accordance with this contract.
 - 6.2 **Amendments.** Amendments shall be executed on a form approved by JCS and the DHS that expressly states the intent of the parties to amend this contract.
 - 6.3 **Third party beneficiaries.** There are no third party beneficiaries of this contract. This contract benefits only JCS, the DHS, and the School District.
- 7. **Data privacy.**
 - 7.1 While performing its obligations under this contract, School District's employees and agents may have access to private or confidential data maintained by JCS and the DHS. School District must designate one individual who will act as the responsible authority in charge of all data collected, used, or disseminated by School District in connection with the performance of this contract. Absent a contrary designation, School District's project manager, designated pursuant to Section 12, will also be the individual designated by School District to ensure compliance with the data privacy requirements imposed by this section. School District must supervise and train its agents and employees to ensure compliance with the confidentiality requirement of this contract. All private or confidential data will remain the property of JCS and the DHS. JCS and the DHS employees and agents may have access to private or confidential information created or maintained by the District outside the scope of this contract. Access to and dissemination of this information shall be consistent with the confidentiality provisions of the Family Educational Rights and Privacy Act (FERPA).
 - 7.2 School District, JCS and the DHS must not disseminate any private or confidential data collected, maintained, or used in the course of the performance of this contract, except as authorized by statute. Any data supplied to or created by School District specifically for this contract is the property of the JCS and the DHS. School District must return all data collected, maintained, created, or used in the course of the performance of the contract in whatever form it is maintained promptly at the request of JCS or the DHS. District may, however, maintain data in order to enforce the terms of this contract and may maintain data that is otherwise student record data under FERPA. School District, JCS and the DHS must indemnify the other parties in conformance with Section 10 for a violation of this section.
 - 7.3 **Subpoena.** If School District is served with a subpoena or other legal process for records containing confidential information, School District must notify JCS and the DHS and cooperate with JCS and the DHS in any lawful effort to protect the disclosure of confidential information.
 - 7.4 **Reporting unauthorized disclosure.** School District, JCS and the DHS must immediately report to the other parties any unauthorized disclosure of confidential information.
 - 7.5 **Survives termination.** The parties obligations under this section survive the termination of this contract.

8. Control of staff.

- 8.1 All staff provided by School District under this contract will at all times be under the direct control and supervision of School District even while its staff is performing work under this contract.
- 8.2 School District is solely responsible for selecting, hiring, disciplining, firing, and compensating its staff. If JCS or the DHS believes that any of School District's staff fails to perform duties in a manner that is consistent with this contract, JCS or the DHS will notify the School District. School District will then take such action as to investigate and if it deems appropriate, to discipline or reassign the staff. Neither JCS nor the DHS has any authority to discipline or reassign School District's staff, except that JCS and the DHS have the authority to demand that a particular staff member not be assigned to provide services under this contract.
- 8.3 **Insurance, benefits, and compensation.** School District will provide for and pay all employment costs of the staff including, but not limited to, workers' compensation, unemployment insurance, health insurance, and other benefits and compensation, and will make and remit all payroll withholdings with respect to the staff, all as required by law. JCS and the DHS will have no liability whatsoever for all such employment costs to or for the benefit of the staff. School District must provide JCS and the DHS with evidence of the payment of such benefits upon request.
- 8.4 **Independent contractor.** School District is an independent contractor. JCS and the DHS are not required by this contract to provide the School District any office space, support staff, equipment, tools, or supervision beyond the term of this contract. School District and its staff are ineligible for any State of Iowa employee benefits, including but not limited to, retirement benefits, insurance coverage, and the like. School District and its staff are not employees of the State of Iowa, JCS, or the DHS for federal or state tax purposes. JCS and the DHS will not withhold taxes on behalf of School District, unless required to do so by law. School District is solely responsible for payment of all taxes in connection with any income earned from performing this contract.

9. Termination.

- 9.1 **Immediate termination by JCS or the DHS.** JCS or the DHS may immediately terminate this contract when one or more of the following events occur:
- 9.1.1 JCS or the DHS determines that School District's acts or omissions have caused, or reasonably could cause, a client's life, health, or safety to be jeopardized.
- 9.1.2 School District fails to comply with any provision of this contract that provides for immediate termination.
- 9.1.3 JCS or the DHS determines that School District made a statement, representation, warranty, or certification that is materially false, deceptive, incorrect, or incomplete.
- 9.2 **Termination on notice by JCS or the DHS.** Following 30 days' written notice, JCS or the DHS may terminate this contract in whole or in part for convenience without the payment of any penalty or incurring any further obligation to the non-terminating party. Following termination upon notice, JCS and the DHS will pay School District, upon submission of invoices and proper proof of claim, for services provided under this contract up to and including the date of termination.

- 9.3 Termination for cause by JCS or the DHS.** JCS or the DHS may declare School District to be in default of its obligations under this contract when any of the following events occurs:
- 9.3.1 School District fails to observe and perform any covenant, condition or obligation created by the contract;
 - 9.3.2 School District fails to make substantial and timely progress toward performance of the contract;
 - 9.3.3 School District's work product and services fail to conform with the requirements of this contract; or
 - 9.3.4 School District's work product or services infringe on any patent, trademark, copyright, trade dress or any other intellectual property right.
- 9.4 Notice of default.** If there is a default event that School District can cure, JCS or the DHS must provide written notice to School District requesting that the breach or noncompliance be immediately remedied. If the breach or noncompliance continues 10 days beyond the date of the written notice, JCS or the DHS may:
- 9.4.1 Immediately terminate the contract without additional written notice; or
 - 9.4.2 Enforce the terms and conditions of the contract and seek any legal or equitable remedies.
- In either event, JCS or the DHS may seek damages and payment of reasonable attorney fees and costs due to the breach or failure to comply with the terms of the contract.
- 9.5 Termination for cause by School District.** School District may declare JCS or the DHS in default of their obligations under this contract when any of the following events occurs:
- 9.5.1 JCS or the DHS fails to observe and perform any covenant, condition or obligation created by the contract; or
 - 9.5.2 JCS or the DHS fails to make timely payment in conformance with Iowa Code Section 8A.514 (2005) for the work performed under this contract.
- 9.6 Notice of default.** If there is a default event that JCS or the DHS can cure, School District must provide written notice to JCS or the DHS requesting that the breach or noncompliance be immediately remedied. If the breach or noncompliance continues 10 days beyond the date of the written notice, School District may:
- 9.6.1 Immediately terminate the contract without additional written notice; or
 - 9.6.2 Enforce the terms and conditions of the contract and seek any legal or equitable remedies.
- In either event, School District may seek damages and payment of reasonable attorney fees and costs due to the breach or failure to comply with the terms of the contract.
- 9.7 Termination by JCS or the DHS due to lack of funds or change in law.** Notwithstanding anything in this contract to the contrary, and subject to the limitations, conditions set forth below, JCS or the DHS shall have the right to terminate this contract without penalty and without any advance notice as a result of the following:
- 9.7.1 The legislature or governor fail in the sole opinion of JCS or the DHS to appropriate funds sufficient to allow JCS or the DHS to operate as required and to fulfill its obligations under this contract; or

- 9.7.2 If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the JCS or the DHS to make any payment hereunder are insufficient or unavailable for any other reason as determined by JCS or the DHS in its sole discretion; or
- 9.7.3 If JCS's or the DHS's authorization to conduct its business or engage in activities or operations related to the subject matter of this contract is withdrawn or materially altered or modified; or
- 9.7.4 If JCS's or the DHS's duties, programs or responsibilities are modified or materially altered; or
- 9.7.5 If there is a decision of any court, administrative law judge or an arbitration panel or any law, rule, regulation, or order is enacted, promulgated, or issued that materially or adversely affects JCS's or the DHS's ability to fulfill any of its obligations under this contract.

JCS or the DHS shall provide the School District with written notice of termination pursuant to this section.

- 9.8 **School District's remedies if JCS or the DHS terminates the contract due to lack of funds or change in law.** If JCS or the DHS terminates this contract due to lack of funds or change in law as provided above, School District's exclusive, sole, and complete remedy is the payment for services completed prior to and including the date of termination.
- 9.9 **School District's duties on termination.** When the School District receives JCS's or the DHS's notice of termination for any reason allowed under this contract, the School District must:
 - 9.9.1 Cease all work under this contract except any work that JCS or the DHS directs School District to perform;
 - 9.9.2 Comply with JCS's or the DHS's instructions for the timely transfer of any active files and related work product; and
 - 9.9.3 Cooperate in good faith with JCS and the DHS during the transition period between the notification of termination and the substitution of any replacement contractor.
- 9.10 **Delay or impossibility of performance.** School District will not be in default under this contract if its performance is delayed or made impossible by an act of God, flood, fire, or similar events. In each such case, the delay or impossibility must be beyond the control and without the fault or negligence of School District. If the delay results from a subcontractor's conduct, negligence or failure to perform School District will not be excused from compliance with the terms and obligations of this contract.
- 9.11 **Set off.** Should JCS or the DHS obtain a money judgment against School District because of a default under this contract, School District consents to such judgment being set off from moneys owed School District by the State of Iowa or any other agency of the State of Iowa under any other contract.

10. Indemnification.

10.1 School District's indemnification of JCS and the DHS.

- 10.1.1 School District must indemnify and hold the State of Iowa, JCS, and the DHS harmless from any and all liabilities, damages, settlements, judgments, costs and expenses, including reasonable attorney's fees of the Attorney General's

Office, and the costs and expenses and attorney fees of other counsel required to defend the State of Iowa, JCS, or the DHS, related to or arising from:

- 1) Any violation of this contract;
- 2) Any negligent acts or omissions of School District;
- 3) School District's performance or attempted performance of this Contract;
- 4) School District's failure to comply with all local, state and federal laws and regulations;
- 5) School District's failure to make all reports, payments and withholdings required by Federal and State law with respect to social security, employee income and other taxes, fees or costs required by School District to conduct business in the State of Iowa; or
- 6) Any infringement of any copyright, trademark, patent, trade dress, or other intellectual property right.

10.2 JCS's and the DHS's indemnification of School District. To the extent allowed by Article VII, Section 1 of the Iowa Constitution and Iowa Code Chapter 669, JCS and the DHS must indemnify School District and hold School District harmless against any and all losses, costs, damages, expenses, claims, demands, causes of action, judgments and settlements arising out of JCS's or the DHS's negligence or wrongful acts or omissions in the performance of this contract. School District will remain responsible for all damages to persons or property that occurs due to School District's fault, negligence, gross negligence, bad faith, fraud or other wrongful acts in the performance of this contract.

10.3 Survives termination. All indemnification obligations imposed by this section survive the termination of this contract.

11. Record keeping—client records. School District must maintain client case files and those files must include any information required by JCS or the DHS.

12. Project management and reporting.

12.1 Project managers. At the time of execution of this contract, each party will designate, in writing, a project manager to serve until the expiration of this contract or the designation of a substitute project manager. During the term of this contract, each project manager must be available to meet, as otherwise mutually agreed, as required to plan the services being provided under this contract.

12.2 Review meetings. The JCS and School District project managers will meet quarterly to discuss School District's performance. Meetings may be held by phone conference. The School District will provide a status report, as desired by the JCS project manager, listing any problems or concerns encountered since the last meeting and remedies. Each party will maintain records of such reports and other communications issued in writing during the course of this contract.

12.3 Reports. At the next scheduled meeting after which any party has identified in writing a problem, the party responsible for resolving the problem must provide a report setting forth activities undertaken, or to be undertaken, to resolve the problem, together with the anticipated completion dates of such activities. Any party may recommend alternative courses of action or changes that will facilitate problem resolution. For as long as a problem remains outstanding, written reports must identify:

- 12.3.1** Any event not within the control of School District, JCS, or the DHS that accounts for the problem;
- 12.3.2** Any damages incurred as a result of any party's failure to perform its obligations under this contract; and
- 12.3.3** Any request or demand for services by one party that another party believes is not included within the terms of this contract.
- 12.4 Project problem reporting requirements.** A party's acceptance of a problem report does not relieve any party of any obligation imposed by this contract. A party's failure to identify a problem does not waive performance of any obligation imposed under this contract. Where other provisions of this contract require notification of an event in writing, the written report constitutes valid notice.
- 13. Fiscal procedures.**
- 13.1 School District's accounting system.** School District must have an accounting system adequate to effect compliance with the terms of this contract.
- 13.2 Audit exceptions.** If an authorized federal or state audit takes exception to the services provided under this contract for which federal or state reimbursement has been paid, School District must refund the reimbursement if the audit exception is due solely to the School District's error or if an overpayment is discovered. If the audit exception is due solely to the DHS's error, the DHS is responsible for the reimbursement. If the audit exception is a joint responsibility, the parties will work together to achieve an equitable resolution.
- 14. Contract administration.**
- 14.1 School District's compliance with laws and regulations.** School District must comply with all applicable federal, state and local laws, rules, ordinances, regulations and orders when performing the services under this contract, including without limitation, all laws applicable to the prevention of discrimination in employment and the use of targeted small businesses as subcontractors or suppliers. School District declares that it has complied with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work to be performed under this contract.
- 14.2 Review of JCS, or DHS action.** A School District, who is adversely affected by a JCS or DHS decision, may request a review of the decision. A review request may cause the action to be stopped pending the outcome of the review, except in cases where it can be documented that to do so would be detrimental to the health and welfare of clients. The procedure for review has specific steps and timetables that the parties will follow. These procedures are:
- 14.2.1** School District must send a written request for review to the JCS project manager responsible for the contract within 10 days of receipt of the decision in question. The request must document the specific area in question and the remedy desired. The JCS project manager will provide a written response within 10 days.
- 14.2.2** If the School District is dissatisfied with the JCS project manager's response, School District will submit to the Chief Juvenile Court Officer within 10 days:
- 1) The original request.
 - 2) The response received.
 - 3) Any additional information desired.

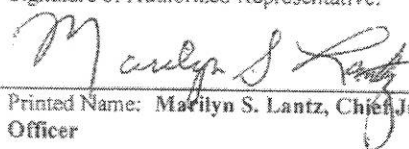
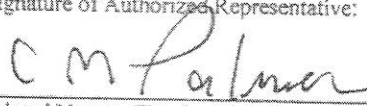
- 14.2.3** The Chief Juvenile Court Officer will study the concerns and the action taken and render a decision in writing within 14 days. There may be a meeting to clarify the situation.
- 14.3 Restrictions on use of funds.**
- 14.3.1 Lobbying efforts.** School District represents that no federal appropriated funds have been paid or will be paid on behalf of the DHS or School District to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. If any funds other than federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with this contract, School District must complete and submit a Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- 14.3.2 Unionization.** School District represents that no funds received or expended will be used in any way to promote or oppose unionization.
- 14.4 Tobacco smoke prohibited.**
- 14.4.1** Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education, or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantee. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service contractors whose sole source of applicable federal funds is Medicare or Medicaid; or facilities (other than clinics) where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation or the imposition of an administrative compliance order on the responsible party or both.
- 14.4.2** School District certifies that it and its subcontractors will comply with the requirements of the Pro-Children Act of 1994 and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.
- 14.5 Drug free workplace.** School District must provide a drug free workplace in accordance with the Drug Free Workplace Act of 1988 and all applicable regulations.

- 14.6 Choice of law and forum.** This contract is governed by and must be interpreted under Iowa law, without regard to its choice-of-law provisions. Any litigation arising out of or related to this contract must be brought in Des Moines, Iowa, Polk County District Court for the State of Iowa.
- 14.7 Assignment and delegation.** No party may assign, transfer, or convey in whole or in part this contract without the prior written consent of the other parties. For purposes of this clause, a transfer of a controlling interest in School District is an assignment.
- 14.8 Express warranties.** School District expressly warrants, within the standards of care used within the industry, all aspects of the services provided or used by it in the performance of this contract. School District further expressly warrants that School District and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (b) have not within a three year period preceding the effective date of this contract been convicted of, or had a civil judgment rendered against them for commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in (b); and (d) have not within a three year period preceding the effective date of this contract had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 14.9 Integration.** This contract represents the entire agreement between the parties and none of the parties are relying on any representation that may have been made that is not included in this contract.
- 14.10 Headings or captions.** The paragraph headings or captions are for identification purposes only and do not limit or construe the contents of the paragraphs.
- 14.11 Not a joint venture.** Nothing in this contract creates the relationship of a partnership, joint venture, or other association of any kind, or agent and principal relationship between the parties. Each party is an independent contractor to the other contracting for services and acting toward the mutual benefits derived from this contract. No party, unless otherwise specifically authorized in this contract, has the authority to enter into any contract or create an obligation or liability on behalf of, in the name of, or be binding upon another party to this contract.
- 14.12 Obligations beyond the term of this contract.** This contract will remain in full force and effect to the end of the specified term or until terminated or cancelled under this contract. All obligations of the parties incurred or existing under this contract as of the date of expiration, termination, or cancellation will survive the termination or conclusion of this contract.
- 14.13 Supersedes former agreements.** This contract supersedes all prior contracts between JCS, the DHS, and School District for the services provided in connection with this contract.
- 14.14 Waiver.** No waiver of any term of this contract constitutes a waiver of any other provision, whether similar or dissimilar. No waiver of any term constitutes a

contract constitutes a legal, valid and binding obligation upon itself in accordance with its terms.

- 14.20 Successors in interest.** This contract binds and inures to the benefit of all parties and their successors, assigns, and legal representatives.
- 14.21 Record retention and access.** School District must maintain books, records, and documents which sufficiently and properly document and calculate all charges billed to JCS and the DHS throughout the term of this contract for a period of at least 7 years following the date of final payment or completion of any required audit, whichever is later. School District must permit the Auditor of the State of Iowa or any authorized representative of the State and where federal funds are involved, the Comptroller General of the United States or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of School District relating to orders, invoices, or payments or any other documentation or materials pertaining to this contract. School District must not impose a charge for audit or examination of School District's books and records.
- 14.22 Additional provisions.** The parties agree that if an Addendum, Rider or Exhibit is attached hereto by the parties, and referred to herein, then the same shall be deemed incorporated herein by reference.
- 14.23 Further assurances and corrective instruments.** The parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of this contract.

15. **Contract Execution.** In consideration of the mutual covenants in this contract and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into this contract and have caused their duly authorized representatives to execute this contract.

5th Judicial District		Iowa Department of Human Services	
Signature of Authorized Representative:	Date:	Signature of Authorized Representative:	Date:
	5-19-14		JUN 27 201
Printed Name: Marilyn S. Lantz, Chief Juvenile Court Officer		Printed Name: Charles M. Palmer, Director	

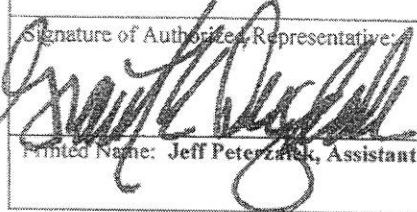

Approved as to legal form and content:		Urbandale Community School District	
Signature of Authorized Representative:	Date:	Signature of Authorized Representative:	Date:
	06/26/14		5/5/14
Printed Name: Jeff Peterzalek, Assistant Attorney General		Printed Name: Adam Obrecht, School Board President	

EXHIBIT A

To the School-Based Supervision Program Between
Juvenile Court Services and the Urbandale Community School District

SCOPE OF SERVICES

Provider agrees to retain Juvenile Court School Liaisons that will provide School-Based Supervision Services in the Urbandale Community School District.

QUALIFICATIONS

A Bachelor's Degree in Behavioral Sciences or Humanities preferred. The ability to tactfully and efficiently communicate with others in person and in writing; the basic understanding and appreciation of human and social development; ability to train and instruct others; personal maturity to maintain composure under unusual stress or social interaction pressures; ability to learn the operations of the Iowa Courts and Juvenile Justice System. Further qualifications include United States citizenship; a minimum age of 21; no criminal record or founded child or dependent adult abuse reports; a valid Iowa Driver's License; proof of insurance and no serious driving violations.

REPORTS TO

1. Local School District Authorities
2. Local Juvenile Court Services for client referrals and information exchange.
3. District Chief Juvenile Court Officer for monthly statistical reports and other information as necessary.
4. This School-Based Services Agreement is for a period of 12 months. Therefore, the Juvenile Court School Liaison is expected to be performing duties assigned by Juvenile Court Services and the Urbandale Community School District during the summer break and all school holidays.

POPULATION TO BE SERVED

Students enrolled in the Urbandale Community School District who are placed on formal or informal supervision/probation and any other at-risk youth as referred.

JUVENILE COURT SCHOOL LIAISON DUTIES AND OBJECTIVES

1. Address and reduce referred students inappropriate behavior in school.
2. Reduce the frequency of truancy by students.

3. Assist the student, his/her family and the school by arranging for school/community based services.
4. Assist in the identification of at-risk students.
5. Serve as a resource for students or families that request assistance in school and/or with family related problems.
6. Assist in the development of appropriate programming resources to address the needs of at-risk youth.
7. Complete the Juvenile Court School Liaison Client Statistical Summary and submit to the CJJP website for every youth that received services during the school year.
8. The Juvenile Court School Liaison will maintain a list by month, of the individual youth to whom service is provided.
9. The Juvenile Court School Liaison will establish a client file for maintaining records and documenting contacts for each youth receiving services.
10. The Juvenile Court School Liaison will submit monthly progress reports on all JCS youth receiving services to the referring JCO. The information to be included in the monthly progress reports are addressed in Section 4.4.2 of the Contract.
11. The Juvenile Court School Liaison will submit a quarterly progress report and yearend report to JCS that includes at a minimum:
 - a) Number of youth referred in time period
 - b) Total number of youth served
 - c) Race
 - d) Gender
 - e) Attendance
 - f) Truancy

The progress reports will be due by:

1 st Quarter	October 30 th
2 nd Quarter	January 31 st
3 rd Quarter	April 30 th
Year End	July 31 st

The Juvenile Court School Liaison shall be responsible to perform all of the daily tasks necessary to achieve these objectives.

TRAINING

The Juvenile Court School Liaison shall attend all assigned training sessions and the Annual Juvenile Court School Liaison Conference.

PERFORMANCE EVALUATION

A performance evaluation shall be conducted at least annually by an appropriate official of the hiring organization with input from Juvenile Court Services and other appropriate entities.

End of Exhibit A

Second Amendment to the School-Based Supervision Services Contract

This Amendment to Contract Number JUV-15-SB-5-003 is effective as of July 1, 2016, between the Juvenile Court Services for the 5th Judicial District of Iowa (JCS), the Iowa Department of Human Services (Agency), and Urbandale Community School District (Contractor).

Section 1: Amendment to Contract Language

The Contract is amended as follows:

Revision 1. Section 5.1, Pricing. The maximum amount the Contractor will be compensated is hereby amended to \$88,066.50 for the entire term of the Contract.

Revision 2. Section 5.1.1, Payment Table. Contract payments are amended as follows:

<u>Payment Table</u>	
<u>Contract Duration</u>	<u>Amount Not to Exceed</u>
07/01/16 - 06/30/17	\$30,227.00

Note: continued payment for any contract extension years is contingent upon extension of the Contract.

Section 2: Ratification & Authorization

Except as expressly amended and supplemented herein, the Contract shall remain in full force and effect, and the parties hereby ratify and confirm the terms and conditions thereof. Each party to this Amendment represents and warrants to the other that it has the right, power, and authority to enter into and perform its obligations under this Amendment, and it has taken all requisite actions (corporate, statutory, or otherwise) to approve execution, delivery and performance of this Amendment, and that this Amendment constitutes a legal, valid, and binding obligation.

Section 3: Execution

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

Juvenile Court Services, 5th Judicial District of Iowa		Iowa Department of Human Services	
Signature of Authorized Representative:	Date:	Signature of Authorized Representative:	Date:
Printed Name: Chad Jensen, Chief Juvenile Court Officer		Printed Name: Wendy Rickman, Division Administrator	

Urbandale Community School District	
Signature of Authorized Representative:	Date:
Printed Name: Christopher Gunnare, Board President	

Urbandale High School Japan Trip Schedule (June 4nd-12th, 2017)

Date		Students and teachers of Urbandale	UD生徒
4th(Tue)	15:00	Arriving at Kansai Airport(UA35W) Going to Minami H.S. by bus	関空到着(UA35W) 空港からバスで南高校へ
	16:40	Arriving at Minami and meeting host students at conference room and going home	会議室にてホスト生徒と対面、諸連絡、下校
5th(Wed)	8:00	Short meeting at the conference room →Photo taking at the gym→the conference room	会議室でミーティング →体育館へ移動し 写真撮影→会議室
	8:35	stand-by at the conference room →the gym	会議室で待機→体育館へ
	8:45-9:15	Welcome Ceremony	体育館で歓迎式典
	9:25-10:10	Multicultural study with 2C	異文化理解2C
	10:20-11:05	School Tour & Preparation for Cultural Presentation	校内ツアー & アメリカ文化プレゼン準備
	11:15-12:00	Current English with 3C (Cultural Presentation)	時事英語(アメリカ文化プレゼン)3C
	12:10-12:55	Current English with 3D (Cultural Presentation)	時事英語(アメリカ文化プレゼン)3D
	12:55-13:25	Lunch with host students	ホスト生徒と昼食
	13:30	Sightseeing in Osaka ↓ ↓	大阪観光(アクアライナー & 大阪城) ↓ ↓
	16:30	Meeting host students at conference room and going home	食堂でホスト生徒と会い、下校
6th(Thur)	8:40	Meeting in front of Osaka Municipal Central Gymnasium Joining the Sports Festival Lunch with host students Joining the Sports Festival	大阪市中央体育館前 集合 体育祭に参加 ホストと昼食 体育祭に参加
	16:30	Going home with host students	下校
	8:10	Meeting at conference room with host students	会議室でミーティング
	8:35	Short homeroom meeting with host students	SHR
7th(Fri)	8:45-9:35	Preparation for Cultural Presentation	アメリカ文化プレゼン準備
	9:45-10:35	E.com I with 1D (Cultural Presentation)	1年生E.Com(アメリカ文化プレゼン)1D
	10:45-11:35	E.com I with 1C (Cultural Presentation)	1年生E.Com(アメリカ文化プレゼン)1C
	11:45-12:30	Lunch	UD生徒のみでランチ
	12:30-13:15	Changing into Yukata	浴衣着付け
	13:20	Walking around neighborhood in Yukata ↓	高津宮散策 ↓
	15:20	Short homeroom meeting with host students (SHR)	SHR
	16:00-17:00	Traditional Japanese culture clubs (Koto and Tea ceremony)	日本伝統文化部活動参加(箏曲・茶道)
	8th(Sat)		With host family

9th(Sun)		With host family	終日ホストファミリーと
10th(Mon)	8:10	Meeting at conference room with host students	会議室でミーティング
	8:35	Short homeroom meeting with host students	SHR
	8:45-9:35	E.com III with 3C	3年生E.Com 3C
	9:45-10:35	Calligraphy	書道(会議室)
	10:45-11:35	↓	↓
	11:45-12:35	E.com I with 1D	1年生E.Com 1D
	12:35-13:15	Lunch with host students	ホスト生徒と昼食
	13:20	Sightseeing in Osaka	大阪観光(通天閣エリア)
	↓	↓	↓
	↓	↓	↓
	16:00	Meeting host students at conference room and going home	食堂でホスト生徒と会い、下校
11th(Tue)	8:15	Meeting at cafeteria	食堂に集合
	8:30-16:00	Nara Tour with host students by bus	バスでホスト生徒と奈良観光
	16:00-17:00	Farewell party at cafeteria by Students council	生徒会主催お別れパーティー
12th(Wed)	8:10	Meeting at conference room with host students	会議室でミーティング
	8:35	Short Homeroom meeting with host students	SHR
	8:45-12:35	Classes with host students	ホスト生徒と同じ授業
	12:35-13:00	Lunch with host students	ホスト生徒と昼食
	13:00	Meeting at conference room	会議室集合
	13:10	Leaving Minami for KIX by bus	関空に向けて南高校を出発
	16:40	Departure at KIX(UA34W)	関空を出発(UA34W便)

アーバンデール高校訪問団 南高校滞在中スケジュール

ホスト生徒		昼食準備(○=必要、×=不要)
	通常授業	
15:45	多目的室に机を取りに行く	
16:40	会議室にてUD生徒と対面、諸連絡、下校	南生徒(○)、U生徒(×)
8:00	会議室でミーティング →体育館へ移動し写真撮影	
8:35	体育館で点呼	
8:45-9:15	体育館で歓迎式典	
9:25-10:10	授業	
10:20-11:05		
11:15-12:00		
12:10-12:55		
12:55-13:40	UD生徒と昼食(13:25まで)	南生徒(○)、U生徒(○)
13:40-14:25	授業	
14:35-15:25		
15:25	SHR	
16:30	食堂にUD生徒を迎えに来て、下校	
8:40	大阪市中央体育館前 集合 体育祭に参加 ホストと昼食 体育祭に参加	南生徒(○)、U生徒(○)
16:30	下校	
8:10	会議室でミーティング	
8:35	SHR	
8:45-9:35	授業	
9:45-10:35		
10:45-11:35		
11:45-12:35		南生徒(○)、U生徒(○)
12:35-13:15	UD生徒なしで昼食	
13:20-14:10	授業	
14:20-15:10		
15:20	SHR	
17:00	UD生徒を会議室で迎え、下校	
	終日ホストファミリーと	

終日ホストファミリーと		
8:10	会議室でミーティング	南生徒(○)、U生徒(○)
8:35	SHR	
8:45-9:35	授業	
9:45-10:35		
10:45-11:35		
11:45-12:35		
12:35-13:15	UD生徒と昼食	
13:20-14:10	授業	
14:20-15:10		
15:10	SHR	
16:00	食堂にUD生徒を迎えに来て、下校	
8:15	食堂に集合	南生徒(×)、U生徒(×)
8:30-16:00	奈良観光(公欠)	奈良にて外食
16:00-17:00	生徒会主催お別れパーティー	
8:10	会議室でミーティング	南生徒(○)、U生徒(○)
8:35	SHR	
8:45-12:35	授業(UD生徒と)	
12:35-13:00	UD生徒と昼食	
13:00	会議室集合	
13:10	玄関で見送り	

URBANDALE HIGH SCHOOL ACTIVITIES

BOARD SUBMISSION COVERSHEET - ACTIVITIES

In this packet are the following requests:

2016-2017 Approval of ImPACT Testing to Continue

2016-2017 Out of State / Overnight Travel

- | | |
|---|--------------------------|
| • Boys Basketball – Cedar Falls, IA – Team Camp | June 11 – 12 |
| • Girls Basketball – Omaha, NE – Team Camp | June 25 – 26 |
| • Cheerleading – Ames, IA – Summer Camp | July 12 – 15 |
| • Jaywalkers – Cedar Rapids, IA – Summer Camp | July 17 – 20 |
| • Cross Country – Clinton, IA – CC Meet | September 30 – October 1 |
| • Instrumental Music – Ames, IA – All State | November 17 – 19 |
| • Vocal Music – Ames, IA – All State | November 18 – 19 |
| • Jaywalkers – Bloomington, MN – Regional Dance | January 6 – 7 |
| • Wrestling – Bettendorf, IA – Tournament | January 13 – 14 |
| • Jaywalkers – Orlando, FL – National Dance | February 3 – 7 |
| • Instrumental Music – Cedar Rapids, IA | February 23 – 24 |
| • Show Choir – Lafayette, IN – Competition | February 24 - 26 |
| • Vocal Music – Minneapolis, MN – Performance | March 8 – 11 |

2016-2017 Charges Overview – Activities

- Statement about Student Charges
- Letter from Sue Seitz, Previous District Legal Counsel
- Charges for Activities I
- Charges for Activities II

2016-2017 Choreography Approval

2016-2017 Extra Pay Schedule

2016-2017 Team Physician Approval

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

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

DATE: APRIL 25, 2016

Please accept this memorandum in recommendation that the Board of Directors approve the use of ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) for students in the Urbandale Community School District in grades 9-12 that participate in interscholastic athletics.

This program was used during the 2013-2014 school year for the first time. That initial recommendation is attached for further understanding.

As of April 7, 2016, five hundred, ninety-one (591) students were administered the Baseline ImPACT test; twenty-eight (28) students opted out of the testing this year for various reasons.

As of April 7, 2016, thirteen (13) high school athletes have sustained a concussion, either in a school athletic activity or outside of school and were administered a follow up test; two (2) of those individuals had a second follow up test administered.

ImPACT provides medical professionals with yet another tool to aid in the return to play steps necessary to ensure that students may safely return to participation following a concussion or brain injury.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

**TO: DR. DOUG STILWELL
SUPERINTENDENT OF SCHOOLS**

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

DATE: APRIL 1, 2013

Please accept this memorandum in recommendation that the Board of Directors formally approve the use of ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) for students in the Urbandale Community School District in grades 9-12 that participate in interscholastic athletics.

This program will be funded by the Dr. Nicholas Honkamp; testing is approximately \$750.00 annually for up to 500 students.

Dr. Nicholas Honkamp who has served in recent years as a medical professional on our sidelines and as a resource for our athletic trainer, coaches, students, and parents, has experience with this testing and will lend his expertise to this process.

About ImPACT (taken from <http://impacttest.com/about/background>)

ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is the first, most-widely used, and most scientifically validated computerized concussion evaluation system. ImPACT was developed to provide useful information to assist qualified practitioners in making sound return to play decisions following concussions.

Developed in the early 1990's by Drs. Mark Lovell and Joseph Maroon, ImPACT is a 20-minute test that has become a standard tool used in comprehensive clinical management of concussions for athletes from age 10 through adulthood. ImPACT Applications, Inc. was co-founded by Mark Lovell, PhD, Joseph Maroon, MD, and Michael (Micky) Collins, PhD.

Given the inherent complexities of concussion management, it is important to manage concussions on an individualized basis and to implement baseline testing and/or post-injury neurocognitive testing whenever possible. Neurocognitive assessment can help to objectively evaluate the concussed athlete's post-injury condition and track recovery for safe return to play, thus preventing the cumulative effects of concussion. In fact, neurocognitive testing has been called the "cornerstone" of proper concussion management by an international panel of sports medicine experts.

URBANDALE HIGH SCHOOL ACTIVITIES

ImPACT can be administered by an athletic trainer, school nurse, athletic director, team doctor or psychologist, provided that they have completed training in the administration of the test. Post-concussion care and the management of concussion should only be administered by professionals with specialized training in concussion management. ImPACT assists doctors in making return-to-play decisions and should never be used as a stand-alone tool or as a diagnostic instrument.

ImPACT is the most widely used computer-based testing program in the world and is implemented effectively across high school, collegiate, and professional levels of sport participation.

ImPACT in Urbandale

Once thought to be necessary for only football players, the need for an additional tool in concussion management is present in all interscholastic sports.

All high school students participating in athletics to include Cheerleading and Dance will be tested prior to the season in which they participate (one test annually for students in multiple sports) by the Athletic Trainer and/or Activities Department Staff. The data collected will then be used in the event a student suffers a concussion to assist in the determination of return to play status.

Any student wishing not to participate in this testing will be allowed to opt out of the testing with the approval of his/her parent in writing. Students and parents will be informed of this program via e-mail and websites this spring and early summer and then again prior to the start of their student's season next year. This program would only be administered for those in grades 9-12.

Additional Analysis Using Deming's Three Questions:

1. For what problem is this a solution, or...what is it that needs improvement?
Research and support are growing for additional mechanisms to ensure the safety of students involved in interscholastic activities with respect to brain injuries and concussions. ImPACT provides us with yet another tool to ensure the safety of our students.
2. By what method will we improve?
By testing Urbandale students involved in interscholastic sports, we will provide medical professionals with yet another tool to aid in the return to play steps necessary to ensure that students may safely return to participation following a concussion or brain injury.
3. By what method will we know improvements have occurred?
We will continue to provide the highest level of health safety for our students by encouraging the cooperation of our athletic training staff, our medical doctors that work with our athletes, with family medical providers, and with students, coaches, and parents. We will be able to analyze the number of post-tests administered through this program and determine a qualitative value following the school year through conversations with medical professionals.

URBANDALE HIGH SCHOOL ACTIVITIES

BOARD SUBMISSION COVERSHEET - ACTIVITIES

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- Statement about Student Charges
- Letter from Sue Seitz, Previous District Legal Counsel
- Charges for Activities I
- Charges for Activities II

2016-2017 Choreography Approval

2016-2017 Extra Pay Schedule

2016-2017 Team Physician Approval

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: BOYS BASKETBALL REQUEST FOR OVERNIGHT TRAVEL

The Urbandale Boys Basketball team requests permission to travel overnight to the University of Northern Iowa Team Camp.

Date(s): June 11-12, 2016 (depart Saturday, return Sunday)

Location: University of Northern Iowa – Cedar Falls, Iowa

Educational Purpose: This basketball tournament provides the Boys Basketball program to participate against some of the best Boys Basketball teams in the Midwest in a game setting.

Missed School Time: None.

Transportation Resources: Parents provide transportation. Transportation is coordinated by the parents and no students are permitted to drive.

Budget:

Total Cost: \$495.00 (entry paid by Boys Basketball Team Camp Funds)
Cost per Student: Lodging and food costs.
Lodging Costs: Individual student responsibility.
Other Costs: None
Funds Used: Registration paid for using Boys Basketball Camp funds.
Coach(es) hotel room paid for using Boys Basketball Camp funds.

Supervision Plan: There will be 12-20 students attending and no less than 1 contracted high school basketball coach and multiple parents.

Disciplinary Action: The risk is slim due to the departure time and return time and lack of free time, yet students will be held in line with the co-curricular policy. Should the need arise, parents may be contacted to pick up their student. Any violation of the co-curricular code will be reported to the administration upon return.

Listing of Activities: Basketball participation.
Swimming.
Leisure activities on their own.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: GIRLS BASKETBALL REQUEST FOR OVERNIGHT TRAVEL
GIRLS BASKETBALL REQUEST FOR OUT OF STATE TRAVEL

The Urbandale Girls Basketball team requests permission to travel Overnight and Out of State to the Creighton University Team Camp in Omaha, Nebraska.

Date(s): June 25-26, 2016 (depart Saturday, return Sunday)

Location: Omaha, Nebraska

Educational Purpose: This basketball tournament provides the Girls Basketball program to participate against some of the best Girls Basketball teams in the Midwest in a game setting.

Missed School Time: None.

Transportation Resources: Parents provide transportation. Transportation is coordinated by the parents and no students are permitted to drive.

Budget:

Total Cost:	\$650.00 / Team Total + Lodging and Food
Cost per Student:	Lodging and food costs.
Lodging Costs:	Individual student responsibility.
Other Costs:	None
Funds Used:	Student responsibility

Supervision Plan: There will be 8-18 students attending and no less than 1 contracted high school basketball coach and multiple parents.

Disciplinary Action: The risk is slim due to the departure time and return time and lack of free time, yet students will be held in line with the co-curricular policy. Should the need arise, parents may be contacted to pick up their student. Any violation of the co-curricular code will be reported to the administration upon return.

Listing of Activities: Basketball participation.
Swimming.
Leisure activities on their own.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: CHEERLEADING REQUEST FOR OVERNIGHT TRAVEL

The Urbandale Cheerleaders request permission for Overnight Travel to attend the NCA Regional Camp in Cedar Rapids, Iowa.

Date(s): July 12 – 15, 2016

Location: Iowa State University – Ames, Iowa

Educational Purpose: NCA Cheerleading Camp
Designed to teach the team cheers and safety requirements for the 2016-2017 school year

Missed School Time: None

Transportation Resources: Individual parents will be used to transport students

Budget:

Total Cost:	\$359 per participant
Cost per Student:	\$359 per participant
Lodging Costs:	None – included in camp fee
Other Costs:	None – included in camp fee
Funds Used:	Individual student payment for registration Coaches Payment from Activities Fund

Supervision Plan: Supervision will be provided by the NCA Camp Staff and our Head Coach / Assistant Coaches

Disciplinary Action: Parents will be informed immediately upon negative action to include dismissal from the camp and will be told to pick up their student. The Activities Office will be notified of any negative action.

Listing of Activities: Cheerleading and other recreational activities.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: JAYWALKER REQUEST FOR OVERNIGHT TRAVEL

The Urbandale Jaywalkers request permission for Overnight Travel to attend the UDA Regional Dance Camp in Cedar Rapids, Iowa.

Date(s): July 17 – 20, 2016

Location: Cedar Rapids, Iowa

Educational Purpose: UDA Dance Camp
Designed to teach the team dances for the 2016-2017 school year

Missed School Time: None

Transportation Resources: Individual parents will be used to transport students

Budget:

Total Cost:	\$369.00 - \$379.00 per participant
Cost per Student:	\$369.00 - \$379.00 per participant
Lodging Costs:	None – included in camp fee
Other Costs:	None – included in camp fee
Funds Used:	Individual student payment for registration Coaches Payment from Fundraising

Supervision Plan: Supervision will be provided by the UDA Camp Staff and our Head Coach / Assistant Coaches

Disciplinary Action: Parents will be informed immediately upon negative action to include dismissal from the camp and will be told to pick up their student. The Activities Office will be notified of any negative action.

Listing of Activities: Dancing and other recreational activities.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: CROSS COUNTRY REQUEST FOR OVERNIGHT TRAVEL

The Urbandale Girls and Boys Cross Country Teams are requesting permission to travel to Clinton, Iowa for Cross Country.

Date(s): September 30, 2016, to October 1, 2016
The team will depart Urbandale on Friday afternoon to compete in the Clinton Classic on Saturday.

Location: Clinton, Iowa

Educational Purpose: Competitive Cross Country Meet

Missed School Time: 2.25 hours – Friday departure at 1:00pm
Team will practice at 6:00pm at Clinton.

Transportation Resources: Parents provide transportation. Transportation is coordinated by the Head Coaches.

Budget:

Total Cost:	Approximately \$750.00
Lodging Costs:	Approximately \$650.00
Other Costs:	Entry Fee \$100
Funds Used:	Activities Funds

Supervision Plan: There will be 2-3 coaches including a certified Female staff member. The ratio with parents will be approximately 3:1.

Disciplinary Action: The risk is slim due to the departure time and return time and lack of free time, yet students will be held in line with the co-curricular policy. Should the need arise, parents may be contacted to pick up their student. Any violation of the co-curricular code will be reported to the administration upon return.

Listing of Activities: Limited if any.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: INSTRUMENTAL REQUEST FOR OVERNIGHT TRAVEL

The Urbandale High School Instrumental department request permission to attend the All State Music Festival in Ames, Iowa.

Date(s): November 17-19, 2016

Location: Ames, Iowa

Educational Purpose: All State Rehearsal and Performance

Missed School Time: 1.5 school days

Transportation Resources: TBD based upon number of participants selected

Budget:

Total Cost:	TBD based upon participants selected – 12 or fewer
Cost per Student:	\$0.00
Lodging Costs:	TBD based upon participants selected
Other Costs:	Miscellaneous expenses and meals
Funds Used:	Costs to be covered by the Budget of both departments

Supervision Plan: The appropriate number and gender of staff will be assigned upon selection.

Disciplinary Action: Parents will be informed immediately upon negative action and will be told to pick up their student. The Activities Office will be notified of any negative action.

Listing of Activities: Instrumental activities and swimming, recreation activities in hotel.

NOTE: Students who audition and are accepted into the Iowa High School Music Association's All State Performance are under the direction of nationally and internationally recognized conductors. Auditions take place in October. Vocal Music students do not spend the night in Ames.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: DOUG STILWELL
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: VOCAL REQUEST FOR OVERNIGHT TRAVEL

The Urbandale High School Vocal department request permission to attend the All State Music Festival in Ames, Iowa.

Date(s): November 18 – 19, 2016

Location: Ames, Iowa

Educational Purpose: All State Rehearsal and Performance

Missed School Time: 1 school day

Transportation Resources: TBD based upon number of participants selected

Budget:

Total Cost:	TBD based upon participants selected
Cost per Student:	\$0.00
Lodging Costs:	TBD based upon participants selected
Other Costs:	Miscellaneous expenses and meals
Funds Used:	Costs to be covered by the Budget of the department

Supervision Plan: The appropriate number and gender of staff will be assigned upon selection.

Disciplinary Action: Parents will be informed immediately upon negative action and will be told to pick up their student. The Activities Office will be notified of any negative action.

Listing of Activities: Instrumental activities and swimming, recreation activities in hotel.

NOTE: Students who audition and are accepted into the Iowa High School Music Association's All State Performance are under the direction of nationally and internationally recognized conductors. Auditions take place in October.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: JAYWALKER REQUEST FOR OVERNIGHT TRAVEL
JAYWALKER REQUEST FOR OUT OF STATE TRAVEL

The Urbandale Jaywalkers request permission for Overnight and Out of State Travel to the Regional Dance Competition at the Mall of America in Bloomington, MN.

Date(s): January 6-7, 2017

Location: Mall of America, Bloomington, MN

Educational Purpose: Compete in the Regional Dance Competition

Missed School Time: 2 hours – depart at 1:00pm on Friday for a 6:00pm check in

Transportation Resources: Charter bus

Budget:

Total Cost:	\$2500.00
Cost per Student:	Student fundraising will cover with the exception of meals
Lodging Costs:	\$680.00
Other Costs:	Individual meals
Funds Used:	Activities Funds

Supervision Plan: 15 students; Supervision will be provided by our Head Coach, Assistant Coach, and no less than one parent

Disciplinary Action: Parents will be informed immediately upon negative action to include dismissal from the trip and will be told to pick up their student. The Activities Office will be notified of any negative action.

Listing of Activities: Dancing and other recreational activities.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: WRESTLING REQUEST FOR OVERNIGHT TRAVEL

The Urbandale Wrestling Team requests permission to travel to Bettendorf for the 2017 Bettendorf Wrestling Invitational, a two-day event.

Date(s): January 13-14, 2017

Location: Bettendorf High School, Bettendorf, Iowa

Educational Purpose: Wrestling Event in Eastern Iowa featuring regional competition

Missed School Time: ½ Day – Wrestling Begins on Friday afternoon

Transportation Resources: TBD

Budget:

Total Cost: \$800.00 + travel expenses
Entry Fee: \$150.00 *estimated*
Lodging Costs: \$650.00
Other Costs: Individual meals covered by students
Funds Used: Activities Funds

Supervision Plan: 15-20 students; Supervision will be provided by our Head Coach, and two assistant coaches

Disciplinary Action: Parents will be informed immediately upon negative action to include dismissal from the trip and will be told to pick up their student. The Activities Office will be notified of any negative action.

Listing of Activities: Wrestling

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: JAYWALKER REQUEST FOR OVERNIGHT TRAVEL
JAYWALKER REQUEST FOR OUT OF STATE TRAVEL

The Urbandale Jaywalkers request permission for Overnight and Out of State Travel to the National Dance Competition in Orlando, Florida. This is subject to an invitation to the National Competition; said invitation would follow in the summer months.

Date(s): February 3 – 7, 2017

Location: Disney Properties – Orlando, Florida

Educational Purpose: Compete in the National Dance Competition

Missed School Time: Up to 3 days

Transportation Resources: Airline Travel

Budget:

Total Cost:	TBD based upon airline travel
Cost per Student:	Student fundraising will cover with the exception of meals
Lodging Costs:	All inclusive
Other Costs:	Individual meals
Funds Used:	Activities Funds

Supervision Plan: 15 students; Supervision will be provided by our Head Coach, Assistant Coach, and no less than one parents

Disciplinary Action: Parents will be informed immediately upon negative action to include dismissal from the trip and will be told to pick up their student. The Activities Office will be notified of any negative action.

Listing of Activities: Dancing and other recreational activities.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: INSTRUMENTAL REQUEST FOR OVERNIGHT TRAVEL

The Urbandale Band Department requests permission to attend the Coe College Jazz Festival in Cedar Rapids, Iowa.

Date(s): February 23-24, 2017

Location: Coe College, Cedar Rapids, Iowa

Educational Purpose: Clinic and Competition

Missed School Time: 1.5 school days

Transportation Resources: Bus per Activities Office

Total Cost: \$1750 + Transportation

Cost per Student: \$0.00

Lodging Costs: \$1,500 to be paid by Band Budget / PABC Funds

Other Costs: Some meals – around \$20.00

Funds Used: Band Budget / PABC Funds

Supervision Plan: The two high school music teachers and parents, at least one of which will be female. Given the nature of the staff, there are no female staff members who can attend so we will be forced to use a female parent.

Disciplinary Action: Parents will be informed immediately upon negative action and will be told to pick up their student. The Activities Office will be notified of any negative action.

Listing of Activities: Instrumental activities and swimming, recreation activities in hotel.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: SHOW CHOIR REQUEST FOR OUT OF STATE TRAVEL
SHOW CHOIR REQUEST FOR OVERNIGHT TRAVEL

The Urbandale Show Choir requests permission to travel out of state and overnight to participate in the Hastings Show Choir Competition at Hastings High School in Hastings, Minnesota.

Date(s): February 24 – 26, 2017

Location: Hastings High School, Hastings, MN

Educational Purpose: To participate and compete in Show Choir Competition and a shared learning opportunity with another high school in the area on Friday.

Missed School Time: ½ Day on Friday, February 24, 2017

Transportation Resources: Charter buses to be determined

Budget:

Total Cost:	\$550.00 + Transportation
Entry Fee:	\$550.00
Cost per Student:	\$0.00
Lodging Costs:	Estimated \$4,000.00
Other Costs:	Some meals
Funds Used:	Show Choir Budget / PABC Funds

Disciplinary Action: Parents will be informed immediately upon negative action and will be told to pick up their student. The Activities Office will be notified of any negative action.

Listing of Activities: Singing and dancing

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: VOCAL MUSIC REQUEST FOR OVERNIGHT TRAVEL
VOCAL MUSIC REQUEST FOR OUT OF STATE TRAVEL

The Urbandale Vocal Music Department requests permission to travel to Minneapolis, Minnesota, pending audition for the American Choral Directors Association National Conference in a featured concert performance. This event is pending audition and acceptance which should be known by August 1, 2016.

Date(s): March 8 – 11, 2017

Location: Minneapolis, Minnesota

Educational Purpose: To provide students with experiences which are an extension of their music education as a performer and as conference participant.

Missed School Time: Pending based upon performance date and time (2-3 days)

Transportation Resources: TBD

Budget:

Total Cost:	Dependent upon total participation
Cost per Student:	Minimal – subsidized by PABC and Vocal Budget
Lodging Costs:	Estimated \$4300 + taxes
Other Costs:	Individual meals – some will be provided, others not
Funds Used:	PABC, Vocal Budget, limited personal funds

Supervision Plan: Vocal Music Department Staff will attend along with parent chaperones throughout the trip

Disciplinary Action: Parents will be informed immediately upon negative action to include dismissal from the trip and will be told to pick up their student. The Activities Office will be notified of any negative action.

Listing of Activities: In addition to performance, attend conference performances, attend conference interest sessions, exchange performance with peer choir(s) en route traditional leisure activities association with hotel amenities.

URBANDALE HIGH SCHOOL ACTIVITIES

BOARD SUBMISSION COVERSHEET - ACTIVITIES

In this packet are the following requests:

2016-2017 Approval of ImPACT Testing to Continue

2016-2017 Out of State / Overnight Travel

- | | |
|---|--------------------------|
| • Boys Basketball – Cedar Falls, IA – Team Camp | June 11 – 12 |
| • Girls Basketball – Omaha, NE – Team Camp | June 25 – 26 |
| • Cheerleading – Ames, IA – Summer Camp | July 12 – 15 |
| • Jaywalkers – Cedar Rapids, IA – Summer Camp | July 17 – 20 |
| • Cross Country – Clinton, IA – CC Meet | September 30 – October 1 |
| • Instrumental Music – Ames, IA – All State | November 17 – 19 |
| • Vocal Music – Ames, IA – All State | November 18 – 19 |
| • Jaywalkers – Bloomington, MN – Regional Dance | January 6 – 7 |
| • Wrestling – Bettendorf, IA – Tournament | January 13 – 14 |
| • Jaywalkers – Orlando, FL – National Dance | February 3 – 7 |
| • Instrumental Music – Cedar Rapids, IA | February 23 – 24 |
| • Show Choir – Lafayette, IN – Competition | February 24 - 26 |
| • Vocal Music – Minneapolis, MN – Performance | March 8 – 11 |

2016-2017 Charges Overview – Activities

- Statement about Student Charges
- Letter from Sue Seitz, Previous District Legal Counsel
- Charges for Activities I
- Charges for Activities II

2016-2017 Choreography Approval

2016-2017 Extra Pay Schedule

2016-2017 Team Physician Approval

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

FROM: BILL WATSON
ACTIVITIES DIRECTOR

DATE: APRIL 25, 2016

SUBJECT: 2016-2017 STATEMENT ABOUT STUDENT CHARGES

In 2008, the Iowa Department of Education issued a Declaratory Order regarding student fees that was upheld by the Polk County District Court. The specific issue we discussed was whether the District could continue to require students to purchase items of clothing for performing in athletics and fine arts activities. This includes such things as gloves worn by the band, caps worn by the baseball and softball team, performance costumes by the vocal music competitive groups, shoes worn by many of the team members, etc. This ruling led to the immediate elimination of the Student Transportation Fee charged by the District prior to the 2008-2009 school year.

A thorough review was conducted relative to our existing fees / charges relative to program needs and desires for future events. Based upon this review, the following recommendations are being made at this time. This represents NO change from previous years.

1. Charges for items that are not “essential to instruction” are permitted with Board approval to include competition and performance uniforms. Such charges shall be based upon real costs associated with the uniform, be reasonable to permit participation by anyone, and will be waived for any student receiving Free or Reduced Lunch with the balance of that student’s portion of the total being assumed by the overall budget of the program, not that of the other students within the program.
2. Transportation and lodging charges for regularly scheduled activities shall be eliminated. This would include such trips as the Band’s trip to the Tall Corn Music Festival in Cedar Falls, the Jaywalkers Trip to Regionals, and the Show Choir’s trip(s) out of state. Because these trips are part of the regular schedule, students are required to participate to be a part of the group.
3. Transportation and lodging charges for “special” / “fun” / “non-routine” activities shall be permitted. This would include such trips as the Jaywalkers pasts trip to the National Dance Championships or Vocal Music’s trip to St. Louis in 2016. The students involved in these activities are not required to participate in order to otherwise participate in the activity.

Please note the attached letter from Sue Seitz, District Legal Counsel pertaining to this issue.

May 22, 2009

Mr. William Watson
Activities Director
Urbandale High School
7111 Aurora Avenue
Urbandale, IA 50322

Dear Bill:

This is a follow-up to our discussions regarding student fees and the Declaratory Order from the Iowa Department of Education that was upheld by the Polk County District Court. The specific issue we discussed was whether the District could continue to require students to purchase items of clothing for performing in athletics and fine arts activities. This includes such things as gloves worn by the band, caps worn by the baseball and softball team, performance costumes by the vocal music competitive groups, shoes worn by many of the team members, etc.

First, it must be noted that Iowa law states that "tuition" may not be charged to students, but that schools may charge fees for "school supplies." The Declaratory Order took the position that anything that was "essential" to a class or activity is "tuition" and no fee may be charged. On the other hand, items that are "necessary," as opposed to "essential" are not "tuition," and schools may charge fees for such items.

The Declaratory Order addressed the issue of rental, but not purchase of performance uniforms. However, there should not be any distinction in the analysis for at least two reasons: (1) the discussion utilized the "essential" vs. "necessary" distinction; and (2) the discussion centered on section 301.1 of the Iowa Code, which authorizes school districts to sell, loan or rent "necessary school supplies."

In section "g" of the Declaratory Order, the Department of Education ruled that "[p]erformance uniforms/robes are necessary supplies but not essential to instruction. A rental fee may be charged for these items." In section "d," the Department ruled that physical education uniforms are not essential to instruction, even though required for participation in physical education, and thus districts may charge a fee. However, the Department stated its "preference" that students be given reasonable parameters to provide their own t-shirts and shorts rather than prescribing a particular uniform. It could be argued that the Department, therefore, would prefer that districts give reasonable parameters for shoes to be worn for performances, rather than prescribing a particular shoe. This obviously becomes more difficult for show choirs, etc., but it is possible to prescribe performance costumes that are not overly expensive such that it precludes participation by students.

The district court, in reviewing the Declaratory Order, cited also to a 1986 Opinion of the Attorney General that upheld districts' authority to prescribe that students wear standard physical education uniforms and to purchase and resell the uniforms to students at cost. The court quoted with approval the statement "[g]iven the authority of school boards to make rules pursuant to §279.12, and to operate the educational program pursuant to ch. 280, we know of no reason in law or logic to prevent resale of uniforms to students." It is my opinion that if uniforms can be required and sold at cost to students for a mandated class for graduation, they can be required and sold at cost to students for a voluntary activity.

The district court also held that the Order “makes clear that school districts are prohibited from charging a fee for anything associated with extracurricular activities akin to being ‘essential to instruction; in the classroom. Conversely, [the Order] also provides that districts may charge a student fee for school supplies permitted under Iowa Code section 301.1 that are not ‘essential to instruction.’” Therefore, since the Order states that performance costumes are not “essential to instruction,” there is authority for the charges.

I am aware of the document posted on the SAI website that was reviewed by the DE legal counsel that indicates that an option should/must be given to students to rent the costumes and return them to the district. However, this was not addressed in either the Department’s Declaratory Order or in the District Court review of the Order.

I must emphasize two cautionary notes I would have: 1. Even if the District may charge a fee, there will have to be provisions for waivers of such fees for students who are economically eligible; and 2. No fee should be so high that it precludes participation for all but a select few, or it may be tantamount to discrimination in a program based on socio-economic factors which is prohibited by Iowa law. The District should provide financial assistance through contributions by the District or by booster groups and/or a fund-raising mechanism so that students have opportunities to participate.

We also discussed charging students for transportation and hotels. It is clear from the Order that you may not charge transportation for out of town trips, whether in state or out of state, if the activity is part of the regular activity schedule and the students are required to utilize the transportation to participate. While hotels were not discussed, the analysis would seem to be the same. The Declaratory Order did not go on to address when students are not required to utilize the District transportation [or hotel] in order to participate. Department legal counsel, however, has verbally stated that if an event is not a part of the regular activity schedule (an example given was a trip to participate in a bowl game half-time or inaugural event) and the students are not required to participate in order to otherwise participate in the activity (an example was a competition that only some members attend), then fees could be charged for transportation and hotels.

I hope this provides some guidance as you determine practices for the upcoming school year. I recognize that the analysis is rather tortured because it is so difficult to distinguish between items that are essential that must be provided free of charge vs. items are necessary for which there may be charges. The distinction is not based on whether or not the District requires the item but on some more esoteric distinction that is difficult to comprehend by lawyers as well as by lay people.

Very truly yours,

Sue L. Seitz
District Counsel

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

FROM: BILL WATSON
ACTIVITIES DIRECTOR

DATE: APRIL 25, 2016

SUBJECT: 2016-2017 CHARGES FOR ACTIVITIES I

Please find the listing of requested charges for the 2016-2017 School Year for Activities Programs. These items are not considered “essential to instruction.”

Marching Band

Costs for items used in the Marching Band.

Shoes: \$39.00 (*represents an increase of \$4.00 based upon manufacturer increase*)

Marching Gloves: \$2.00

Marching Band T-Shirt: \$8.00

Uniform Rental Fee: \$12.00 (covers cleaning)

Estimate – final price to be issued in August to students.

Students only pay for those items which they need.

High School Show Choir

Show Choir Charges for those involved in the group.

Singers outfit charges: \$150.00 – estimate – final price to be issued in August to students.

This fee includes the cost of any replacement items plus alterations and cleaning.

Jaywalkers

Cost for competition uniform and pom-poms.

Approximately \$300.00 per student

Possible choreography expense for kick @ \$100/dancer

Estimate – final price to be issued in August to students if necessary.

Cheerleading – Both Competition and Event Cheerleaders

Cheaters: \$25.00

No Show Socks: \$12.00

Cheer Appropriate Shoes: \$100.00

Warm-Up / Game Day Gear: \$80.00

Bows/Ribbons for events / competitions: \$20.00

Students only pay for those items which they need.

URBANDALE HIGH SCHOOL ACTIVITIES

Middle School Show Choir

Show Choir Charges for those involved in the group.

Singers outfit fees: \$20.00

This fee includes the cost of any replacement items plus alterations and cleaning.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

FROM: BILL WATSON
ACTIVITIES DIRECTOR

DATE: APRIL 25, 2016

SUBJECT: 2016-2017 CHARGES FOR ACTIVITIES II

Please find the listing of requested charges for the 2016-2017 School Year for Activities Programs for those events that are considered voluntary competitions or voluntary purchases related to each program.

High School Band

Solo/Ensemble Contest Entry Fees – (2) Festivals
Solo - \$15 (\$7.50 each festival)
Small Ensemble - \$10 per player (\$5 each festival)

Middle School Band

Solo Contest Entry Fees
\$12.00 per solo
This represents a \$2.00 increase and is necessary based upon an increase in the cost of medals for the event.

Middle School Band

7th / 8th Grade Band Students
Band Summit T-Shirt - \$15.00
Jazz Band T-Shirt - \$15.00
Both items are voluntary purchases and may be worn from year to year.

Baseball Practice Gear / Game Pants / Baseball Hat

Baseball players are given the option to purchase practice gear from the school.
Estimated price for 2017 is \$25.00 per set of shorts and shirt.
Baseball players are given the option to purchase a Baseball Hat from the school.
Estimated price for 2017 is \$23.00 per hat.
Baseball players are given the option purchase Baseball pants from the school.
Estimated price for 2017 is \$40.00 per pair of pants.
Individual student may maintain this throughout high school.

URBANDALE HIGH SCHOOL ACTIVITIES

Jaywalkers

Summer Camp Fee – UDA Summer Camp: \$369.00 (approximate based upon total number of participants)

Cheerleading

Summer Camp Fee – UCA Summer Camp: \$359.00 (estimate)

Camp fees will be finalized after tryouts based upon student input and schedules

Additional Items

There may be additional items offered to groups throughout the year to support team and group cohesion and activities. Such purchases will be voluntary and prices will be established at the lowest competitive rate based upon quality.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

FROM: BILL WATSON
ACTIVITES DIRECTOR

DATE: APRIL 25, 2016

SUBJECT: 2016-2017 CHOREOGRAPHY APPROVAL

Please accept this memorandum in support of accepting Director's Recommendations for the following positions for the 2016-2017 school year. The choreography fees and associated costs will be covered by each group's budget, held by the District in its Activities Accounts.

High School Show Choir Choreographer – Studio (Varsity)

Responsible for the choreography of two (2) songs and show cleaning on five dates on August 19-21 and December 16-17. Lodging is included in this total.

Individual Selection: Damon Brown
Total Amount: \$4,365.00 + travel expenses
No change compared to last year.

High School Show Choir Choreographer – Studio (Varsity)

Responsible for the choreography of two (2) songs on three dates on October 13, 15, 16
Lodging is included in this total.

Individual Selection: Stephen Todd
Total Amount: \$3,000.00 + travel expenses
Represents a \$500.00 increase from last year.

High School Show Choir Choreographer – Vitality (Junior Varsity)

Responsible for the choreography of five (5) songs and a closing bow on August 27, September 18, October 2, October 23, November 13, December 18. Lodging is included in this total.

Individual Selection: Anne Chapman
Total Amount: \$2,925.00
No change compared to last year.

URBANDALE HIGH SCHOOL ACTIVITIES

MS Show Choir Choreographer

Responsible for the choreography of four (4) songs and a closing bow on September 17, October 1, October 22, November 12, and December 17. Lodging is included in this total.

Individual Selection: Anne Chapman
Total Amount: \$2,925.00
No change compared to last year.

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

**TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS**

**FROM: BILL WATSON
ACTIVITIES DIRECTOR**

DATE: APRIL 25, 2016

SUBJECT: PAYMENTS OUTSIDE OF THE SCHEDULE

Please find the listing of those payments and suggested rates needed to support activities in the Urbandale Community School District for the 2016-2017 school year. This list is unchanged from last year except for a few deletions in categories no longer used.

Category	Amount (not to exceed)
Accompanist (Vocal / Show Choir / Instrumental)	\$25.00 per hour \$75.00 per event \$40.00 per student for contests
Show Choir Judges	\$250.00 + mileage (Fri) \$500.00 + mileage (Sat)
Vocal Contest Judge	\$350.00 per event + mileage
Band Contest / Invitational Judge	\$325.00 per event + mileage
Band / Vocal Music Clinician	\$300.00 per event / service + mileage
Student Assistants – Vocal Choreography	\$10.00 per hour \$250.00 maximum
Pit Conductor – Drama Musical	\$1,500.00
Vocal Director – Drama Musical	\$1,200.00
Piano Player – Drama Musical	\$1,200.00

URBANDALE HIGH SCHOOL ACTIVITIES

Category	Amount (not to exceed)
Drumline Instructor	\$20.00 per hour Not to exceed \$2,500.00 per quarter
Event Supervisor – by hour	\$12.00 per hour
Event Supervisor – by event	\$75.00 per event
Weight Room Supervision – by hour	\$12.00 per hour
Weight Room Supervision – by month	\$400.00 per month
Film Work	\$10.00 per game
Statistics Work – by hour	\$15.00 per hour
Statistics Work – by event	\$75.00 per event
Ticket Taker / Ticket Seller / Concessions Work	\$12.00 per hour
Office Work	\$12.00 per hour
Scoreboard Work	\$10.00 per hour
Field Work / Groundskeeper	\$10.00 per hour
Announcer – by hour	\$12.00 per hour
Announcer – by event	\$50.00 per event
Announcer – large tournaments	\$200.00 per event
Computer Work (Track)	\$110.00 per event
Computer Work (Wrestling)	\$450.00 per event
Athletic Contest Officials	Pursuant to league guidelines with adjustments for more / less work by event
Mileage / Travel	Mileage is paid for some events at an amount not to exceed the rate established by the District and/or the CIML when involving athletic events A flat rate is added on to cover travel expenses for some out-of-state judges for the Show Choir Invitational at a rate not to exceed \$125.00

URBANDALE HIGH SCHOOL ACTIVITIES

MEMORANDUM

TO: STEVE BASS
SUPERINTENDENT OF SCHOOLS

DATE: APRIL 25, 2016

SUBJECT: TEAM DOCTORS, 2016-2017

Please accept this memorandum in recommendation of granting each of these medical professionals permission to serve as a doctor on our sidelines for events throughout the 2016-2017 school year. Each individual served in a similar capacity this year.

Dr. Nicholas Honkamp, MD
Dr. Robert Lee, MD
Dr. John Amspaugh, MD

DMOS – West Des Moines, Iowa
The Iowa Clinic - Johnston, Iowa
The Iowa Clinic - Johnston, Iowa



March 24, 2016

Greetings from AEA Purchasing!

We are pleased to attach the agreement for participation in the AEA Purchasing cooperative purchasing program for school food service. You may want to forward this to your business manager or print off and give it to them.

School year 2015 - 2016 there were 306 schools and districts that participated with the AEA Purchasing and they purchased over \$31 million dollars.

Electronic copies of this agreement for the 2016 – 2017 school year may be acquired at the AEA Purchasing website (www.aeapurchasing.org). PLEASE NOTE THE FOLLOWING:

1. THE AGREEMENT MUST BE RETURNED NO LATER THAN JUNE 30, 2016. THIS IS NOT NEGOTIABLE. Schools that submit incomplete or late agreements will not be able to participate in the program until January 1, 2017. The agreement is for school year 2016 – 2017. Please submit agreement by mail, scan or fax to the following:

Mail to: AEA Purchasing
Attention: Marie Hills
3712 Cedar Heights Drive
Cedar Falls, IA 50613-6290

or fax to: 319-273-8282 or scan agreement to: marie@aeapurchasing.org

2. This agreement provides space to indicate the school's interest in participating in the food, small wares and/or ware wash bids. Schools may choose any or all of these bids.

3. The AEA Purchasing has taken every step towards ensuring that these bids are compliant with the Department of Education, Bureau of Nutrition, Health and Transportation Service and the USDA; the participating schools must do their part in ensuring compliance.

Schools or school boards wishing further information should contact Dan Dreyer at 319-268-7725 or dan@aeapurchasing.org.

Sincerely,

Dan
Dan Dreyer
AEA Purchasing
Food Program Director

AEA PURCHASING AGREEMENT 2016-2017

This purchasing agreement ("Agreement") is entered into by the AEA Purchasing, an entity formed by a 28E Agreement filed on or about February 7, 2011 and the _____ School District/Customer (hereafter the "Eligible Member") located in Area Education Agency (hereafter the "AEA") _____ for the 2016-2017 school year.

SELECTION OF PROGRAMS

Eligible Member elects to participate in the program(s) which Eligible Member has checked below. Products available under these bids are for use in the Eligible Member's Child Nutrition Programs:

- A. AEA PURCHASING Food Bid _____ (Martin Brothers Dist. Co., Inc.)
- B. AEA PURCHASING Small Wares Bid _____ (not known yet)
- C. AEA PURCHASING Ware Wash Bid _____ (NE SE Service Zones – EMS Detergent)
(NW SW Service Zone – Martin Brothers)

PURCHASE CATEGORIES AND COMMITMENT TO BUY

The Eligible Member agrees to purchase an aggregate monthly total of 60% of its food and supplies (excluding milk, bread, small wares and ware wash) from the vendor selected by AEA Purchasing ("Prime Vendor") for the AEA Purchasing.

ELIGIBLE MEMBER COMMITMENT TO PARTICIPATE

Eligible Member agrees to participate in the activities of the selected purchasing programs operated by the AEA Purchasing, which includes responding to requests for information from the AEA Purchasing reporting any service, product, invoicing, or other problems which may arise between the Eligible Member and any Prime Vendor; being willing to serve on committees of Eligible Members which may be established by the AEA Purchasing from time to time, and/or providing input to such committees to facilitate the work of such committees; and participation in audits as requested by the AEA Purchasing..

EFFECTIVE DATE

To be effective beginning July 1, 2016, this Agreement must be signed no later than June 30, 2016. After June 30, 2016, new members may join only as follows: their membership will be effective January 1 of the following year if they sign this Agreement after December 31, their membership will be effective July 1 of the same year if they sign this Agreement by June 30.

PRIME VENDOR RESPONSIBILITIES

The Prime Vendor has agreed to perform the following functions:

The Prime Vendor will provide any product data information which will include nutrition fact labels, CN label information and any manufacturer's statements.

Provide sales people to visit all Eligible Members bi-weekly and establish a schedule for regular salesperson visits and truck deliveries to AEA Purchasing's Eligible Members in Iowa.

Establish, in conjunction with AEA Purchasing, a schedule for product shows, seminars and marketing events in all aspects of food service. Prime Vendor and AEA Purchasing or its Eligible Members will jointly provide staff to plan and carry out these events.

Submit monthly sales volume reports to the AEA Purchasing in the form or forms requested by AEA Purchasing.

Submit to Eligible Members and AEA Purchasing monthly and weekly product lists with current pricing expressed in dollars and cents. Product areas with monthly price changes are dry grocery goods, frozen

items, frozen pizza, frozen potatoes, paper/plastic products and chemicals. Product areas with weekly price changes are fresh meat, dairy products and fresh produce.

Invoice and deliver products directly to Eligible Members.

Assist those Eligible Members that wish to use the Prime Vendor computer ordering and inventory system. Provide information and help Eligible Members participate in the DF – Diverted Foods USDA program.

AEA PURCHASING ADMINISTRATIVE FEE

The AEA Purchasing administers a \$.50 per case and a \$.10 per broken case amount to help cover the expenses of running the program.

After expenses are paid, the balance is refunded to our Eligible Members. In school year 2014-2015 the amount sent back as a year-end food rebate was \$100,725.00.

Iowa's AEA (through the appointed representatives on the AEA Purchasing board) will provide oversight and management to this program but no funding.

ORDERING AND BILLING

Eligible Members may place their individual orders with Prime Vendor at any time during the term of this Agreement.

All invoices for payment shall be sent directly to the Eligible Member ordering under the terms and conditions of this Agreement. The Eligible Member will make payment directly to the Prime Vendor.

TERMS

Normal terms are net amount due in 30 days. (Net 30 days).

PAYMENT

All invoices for payment shall be sent directly to Eligible Member ordering under the terms and conditions of the agreement between the Prime Vendor and the AEA Purchasing. Eligible Member will remit payment directly to Prime Vendor. Eligible Member will pay applicable administrative fees included on its invoices, which administrative fees will be paid to AEA Purchasing by Prime Vendor pursuant to the agreement between AEA Purchasing and Prime Vendor. AEA Purchasing will refund to Eligible Member on a pro rata basis any excess of administrative fees, after AEA Purchasing determines allowable costs pursuant to USDA regulations at the conclusion of this Agreement. Eligible Member will return any such refund to the appropriate school meals account as required by USDA regulations.

PRICE LISTS AND PRICE CHANGES

The AEA Purchasing will transmit monthly price lists to all Eligible Members on or about the first day of each month. Price lists shall be transmitted weekly for weekly priced items, and monthly for monthly priced items.

Firm prices will prevail for one calendar month with the exception of fresh meat, dairy products and fresh produce. Prices on fresh meat, dairy products and fresh produce will be for one week at a time.

MINIMUM ORDER AND DELIVERY

The minimum order requirements for one Eligible Member for delivery to one building will be \$500.00 for food. The Prime Vendor will deliver and unload goods directly to the Eligible Members during the normal operating hours or at other mutually agreed times. Schools that order under \$500 order will still get the same AEA Purchasing prices but will incur a \$15 service fee. There will be no fuel surcharge.

SALES REPRESENTATION/MARKETING

Prime Vendor has agreed to provide sales people to visit all Eligible Members on a bi-weekly basis, along with providing support from their telemarketing staff. Prime Vendor has agreed to sponsor product shows and other educational seminars in the Midwest for Eligible Member personnel at no charge.

ELIGIBLE MEMBER RESPONSIBILITY

Eligible Member acknowledges its responsibility to comply with all regulations of the United States Department of Agriculture ("USDA") and the Iowa Department of Education ("DE") which are applicable to School Food Authorities (SFA's) as defined in the National School Lunch Program regulations (NSLP),

including but not limited to retention of records. Eligible Member agrees to adhere to all provisions of the Code of Conduct adopted by the AEA Purchasing which are applicable to Eligible Members.

NO RESALE

Eligible Member will not resell to any other organization or individual the products purchased by Eligible Member from a Prime Vendor pursuant to an agreement between the Prime Vendor and the AEA Purchasing..

COMPLIANCE BY AEA PURCHASING

The AEA Purchasing will at all times when conducting its business comply with any and all applicable federal and state laws, rules, and regulations related to the bidding of projects and contracts by Iowa school districts and area education agencies for the purpose of securing, purchasing and delivering goods and services used by school districts in Iowa, including, but not limited to, food, beverages, and supplies used in the National School Lunch Program, and additionally, shall comply with any and applicable federal laws, rules and regulations issued or amended by the USDA related to the procurement of food and beverages for use in schools and related educational institutions.

TERMINATION

Both Eligible Member and the AEA Purchasing have the option to terminate this Agreement prior to June 30, 2017 upon thirty (30) days' advance written notice.

AMENDMENT AND RESTATEMENT OF AEA PURCHASING

AEA Purchasing intends to amend and restate its 28E Agreement effective as of July 1, 2015, to among other things change its name to Iowa Association of Area Education Agencies ("IAAEA"). The parties hereby agree that all references to AEA PURCHASING shall be deemed to refer to IAAEA after July 1, 2015.

SIGNATURES

Eligible Member/School District

AEA Purchasing Signature
AEA Purchasing Foodservice Division
3712 Cedar Heights Drive, Cedar Falls IA 50613
FAX: 319-273-8282
PHONE: 319-268-7725
EMAIL: dan@aeapurchasing.org

Name of School District/Customer

AEA Purchasing Director Signature

Signature

Date

Board President or Title

Date

Fax Number

Superintendent email address: _____

Business Manager email address: _____

Foodservice Director email address: _____



URBANDALE

COMMUNITY SCHOOL DISTRICT

Urbandale CSD Proxy Card Clock In/Out System

Proposal- Purchase and install 16 proxy card time clocks, through TouchPoint Kiosks, throughout the district.

- Locations requiring one unit
 - Jensen Elementary, Karen Acres Elementary, Valerius Elementary, Rolling Green Elementary, Metro West, and Administrative Office
- Locations requiring two units
 - Urbandale Middle School, Olmsted Elementary, and Webster Elementary
- Location requiring four units
 - Urbandale High School (Activities Area, Nutrition Services/Maintenance Area, Office Area, and West Door Area)

Goals-

Accurately account for the time worked for all UCSD hourly employees.

- We currently rely on each hourly employee to logon to Veritime and manually enter their time worked. Many employees are waiting until the end of a pay period to enter their time, and are simply entering their scheduled hours for each day.

Reduce errors in bi-monthly payroll due to manual employee entry errors or supervisor approval errors.

- Errors such as logging hours worked on district holidays and/or snow days are making their way through to payroll.

Increase the accuracy of the data collected for Affordable Care Act accountability.

- It is currently difficult to say that our ACA reports accurately reflect the weekly hours worked for hourly employees.

Recommended Proxy Card System Components

1. 16 TA-2509 Wall Mounted Timeclock (Proxy card) \$1700.00 each.
 - a. Jensen, Karen Acres, Rolling Green, Valerius, Administrative Office, and Metro West Learning Academy, One (1) unit each
 - b. Olmsted, Webster, and UMS, Two (2) units each
 - c. UHS, Four (4) units
 - d. **\$27,200.00** Discount for 15+ units **\$3,200.00**
2. Wi-Fi add-on for TA-2509, **\$2,400.00**
3. Cellular/Internet backup \$200 each, **\$3,200.00**
4. Remote Monitoring and Digital Lockdown \$300.00 each, **\$4,800.00**
5. Three (3) year extended warranty \$300.00 each, **\$4,800.00**
6. Standard service and support, including all applicable updates and upgrades (Annual Charge) \$150.00 each, **\$2,400.00**
7. 15+ unit discount **\$3,200.00**

Total Year One Cost- \$41,600.00 (Previously approved amount without Wi-Fi capacity \$39,200.00)

Annual service and support \$2,400.00

Driving Forces for Implementing a TouchPoint Kiosk System

- Fully integrated system for Veritime time management system
- System support from Frontline, and no support needed from Josh Whitver and Mark Spidle
- Accountability for actually physically being at the building to clock-in and clock-out
- Eliminate approval of “working” on holidays and snow days
- Less correcting of payroll errors after checks have been issued
- Eliminate intentional and unintentional falsification of time cards
- Increased accuracy for the purposes of monitoring hours for ACA compliance
- Reduce the risk of an employee seeking back wages

Preventing Forces for Implementing a TimeClock System

- Cost
- New training for 300-400 people depending on if we include non-teacher coaches

Other options considered

IdentiMetrics Biometric System

- Positives-
 - Significantly cheaper \$7,000-\$10,000 in the first year, and \$1,000 annual license fee
- Negatives-
 - Every biometric scanner would require a PC or Surface as hardware.
 - The time in/out is collected by identimetrix software rather than Veritime, and then would have to be transferred into payroll and AESOP to monitor leave.
 - The technical support for the computers would fall to Josh and Mark

TimeClockPlus (per unit price point similar to TouchPoint Kiosks)

- Positives-
 - All the same positives as TouchPoint Kiosks
- Negatives-
 - We would need to replace Veritime with the TimeClockPlus system. This would move our time management system out from the Frontline Technology Umbrella.



3900 Ingersoll Ave. Suite 110, Des Moines, IA 50312
Tel: 515-247-2358 | Tel: 800-333-6008 | Fax: 515-247-2352
Piper Jaffray & Co. Since 1895. Member SIPC and NYSE

April 21, 2016

Ms. Shelly Clifford, Director of Business Services
Urbandale Community School District
11152 Aurora Avenue
Urbandale, Iowa 50322

Re: Engagement Letter – PPEL Capital Loan Notes, School Infrastructure Sales, Services & Use Tax Revenue and/or Refunding Bonds and General Obligation School Refunding Bonds, in one or more series for refinancing and elementary school construction purposes (the “Bonds”)

Dear Shelly:

On behalf of Piper Jaffray & Co. (“us” or “Piper”), we are writing concerning a potential municipal securities transaction as identified above. This letter confirms that you engage Piper Jaffray as an underwriter or placement agent, to be determined later respecting the Bonds, subject to the conditions and limitations described below.

This engagement is preliminary in nature, non-binding and may be terminated at any time by you or us. Although you intend or reasonably expect to use Piper Jaffray as an underwriter or placement agent respecting the Bonds, this engagement is subject to any applicable procurement laws and the formal approval of Piper Jaffray as underwriter or placement agent by your board or governing body, and is also subject to mutual agreement as to the final structure for the Bonds and the terms of a bond purchase or similar agreement. This engagement does not restrict you from using other underwriters or placement agents respecting the Bonds or any other municipal securities transaction or prevent you from delaying or cancelling the Bond issue or selecting an underwriting syndicate that does not include Piper Jaffray.

MSRB G-23 Disclosure


As part of our services, Piper Jaffray may provide advice concerning the structure, timing, terms, and other similar matters concerning an issue of municipal securities that Piper Jaffray is underwriting or placing. However, Piper Jaffray intends to serve as an underwriter or placement agent respecting the Bonds and not as a financial advisor to you; and the primary role of Piper Jaffray is to purchase the Bonds for resale to investors or arrange for the placement of the Bonds in an arm’s-length commercial transaction between you and Piper Jaffray. Piper Jaffray has financial and other interests that differ from your interests.

Ms. Shelly Clifford
Page Two
April 21, 2016

As an underwriter or placement agent, Piper may provide advice concerning the structure, timing, terms, and other similar matters concerning the Bonds. Attached to this letter are regulatory disclosures required by the Securities and Exchange Commission and the Municipal Securities Rulemaking Board to be made by us at this time because of this engagement. We may be required to send you additional disclosures regarding the material financial characteristics and risks of such transaction or describing those conflicts. At that time, we also will seek your acknowledgement of receipt of any such additional disclosures. It is our understanding that you have the authority to bind the issuer by contract with us, and that you are not a party to any conflict of interest relating to the Bonds. If our understanding is incorrect, please notify the undersigned immediately.

We wish to receive your written acknowledgement that you have received the Appendix A disclosures and that this engagement is approved. Accordingly, please send me an email to that affect, or sign and return the enclosed copy of this letter to me at the address set forth below. If you have any questions or concerns about anything in this letter, please make those questions or concerns known immediately to us at the contact information below.

Very truly yours,



Managing Director
Piper Jaffray & Co.

Acknowledgement of Approval of Engagement and Receipt of Appendix A Disclosures

Urbandale Community School District

Title

Date on which the Issuer executed this agreement

Appendix A – G-17 Disclosure

We are providing you with certain disclosures relating to the captioned bond issue (the Bonds), as required by the Municipal Securities Rulemaking Board (MSRB) Rule G-17 in accordance with MSRB Notice 2012-25 (May 7, 2012). Under new federal regulations, all underwriters and placement agents are now required to send the following disclosures to you (as the Issuer of the Bonds) in order to clarify with you the role of an underwriter or placement agent and other matters relating to an underwriting or placing of the Bonds.

Piper Jaffray intends to serve as an underwriter or placement agent respecting the Bonds and not as a financial advisor or municipal advisor to you. As part of our services as an underwriter or placement agent, Piper Jaffray may provide advice concerning the structure, timing, terms, and other similar matters concerning an issue of municipal securities that Piper Jaffray is underwriting or placing.

If Piper Jaffray is engaged to act as your underwriter in a negotiated underwriting, and by engaging Piper Jaffray as your underwriter, you determined to sell the Bonds by negotiated sale. A negotiated sale is the sale of a new issue of municipal securities by an issuer directly to an underwriter or underwriting syndicate selected by the issuer. A negotiated sale is distinguished from a sale by competitive bid, which requires public bidding by the underwriters. Piper Jaffray did not advise you as to what method of sale (competitive or negotiated sale) you used for this issuance of municipal securities.

Our Role as Underwriter:

In serving as underwriter for the Bonds, these are some important disclosures that clarify our role and responsibilities:

- (i) MSRB Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors;
- (ii) The underwriter's primary role is to purchase securities with a view to distribution in an arm's-length commercial transaction with the Issuer and it has financial and other interests that differ from those of the Issuer;
- (iii) Unlike a municipal advisor, the underwriter does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests;
- (iv) The underwriter has a duty to purchase securities from the Issuer at a fair and reasonable price, but must balance that duty with its duty to sell municipal securities to investors at prices that are fair and reasonable; and
- (v) The underwriter will review the official statement for the Issuer's securities in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.¹

¹ Under federal securities law, an issuer of securities has the primary responsibility for disclosure for investors. The review of the official statement by the underwriter is solely for purposes of satisfying the underwriter's obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the official statement.

Our Role as Placement Agent:

In serving as placement agent for the Bonds, these are some important disclosures that clarify our role and responsibilities:

- (i) MSRB Rule G-17 requires us to deal fairly at all times with both municipal issuers and investors;
- (ii) Our primary role in this transaction is to facilitate the sale and purchase of municipal securities between you and one or more investors for which we will receive compensation;
- (iii) Unlike a municipal advisor, we do not have a fiduciary duty to you under the federal securities laws and are, therefore, not required by federal law to act in your best interests without regard to our own financial or other interests;
- (iv) We have a duty to arrange the purchase securities from you at a fair and reasonable price, but must balance that duty with our duty to arrange the sale to investors at prices that are fair and reasonable; and
- (v) In the event an official statement is prepared, we will review the official statement for your securities in accordance with, and as part of, our responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.

Our Compensation:

As underwriter, compensation will be by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds. As placement agent, compensation will be by a fee that was negotiated and entered into in connection with the issuance of the Bonds. Payment or receipt of the underwriting fee, discount or placement agent fee will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the underwriter or placement agent may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

Conflicts of Interest for Underwritings Only:

We have entered into a separate agreement with Charles Schwab & Co., Inc. that enables Charles Schwab & Co., Inc. to distribute certain new issue municipal securities underwritten by or allocated to us which could include the Bonds. Under that agreement, we will share with Charles Schwab & Co., a portion of the fee or commission paid to us.

Risk Disclosures:

In accordance with the requirements of MSRB Rule G-17, attached as Appendix B is a description of the material aspects of a typical fixed rate offering, including the Bonds. This letter may be later supplemented if the material terms of the Bonds change from what is described here.

If you have any questions or concerns about these disclosures, please make those questions or concerns known immediately to me. In addition, you should consult with your own financial, legal, accounting, tax and other advisors, as applicable, to the extent you deem appropriate.

Appendix B – Risk Disclosures

The following is a general description of the financial characteristics and security structures of fixed rate municipal bonds (“Fixed Rate Bonds”), as well as a general description of certain financial risks that you should consider before deciding whether to issue Fixed Rate Bonds.

Financial Characteristics

Maturity and Interest. Fixed Rate Bonds are interest-bearing debt securities issued by state and local governments, political subdivisions and agencies and authorities. Maturity dates for Fixed Rate Bonds are fixed at the time of issuance and may include serial maturities (specified principal amounts are payable on the same date in each year until final maturity), one or more term maturities (specified principal amounts are payable on each term maturity date), a combination of serial and term maturities, or bullet maturities, in which all the Bonds mature on a single maturity date. The final maturity date typically will range between 10 and 30 years from the date of issuance. Interest on the Fixed Rate Bonds typically is paid semiannually at a stated fixed rate or rates for each maturity date.

Redemption. Fixed Rate Bonds may be subject to optional redemption, which allows you, at your option, to redeem some or all of the bonds on a date prior to scheduled maturity, such as in connection with the issuance of refunding bonds to take advantage of lower interest rates. Fixed Rate Bonds will be subject to optional redemption only after the passage of a specified period of time, often approximately ten years from the date of issuance, and upon payment of the redemption price set forth in the bonds, which may include a redemption premium. You will be required to send out a notice of optional redemption to the holders of the bonds, usually not less than 30 days prior to the redemption date. Fixed Rate Bonds with term maturity dates also may be subject to mandatory sinking fund redemption, which requires you to redeem specified principal amounts of the bonds annually in advance of the term maturity date. The mandatory sinking fund redemption price is 100% of the principal amount of the bonds to be redeemed.

Security

Payment of principal of and interest on a municipal security, including Fixed Rate Bonds, may be backed by various types of pledges and forms of security, some of which are described below.

General Obligation Bonds

“General obligation bonds” are debt securities to which your full faith and credit is pledged to pay principal and interest. If you have taxing power, generally you will pledge to use your ad valorem (property) taxing power to pay principal and interest. Ad valorem taxes necessary to pay debt service on general obligation bonds may not be subject to state constitutional property tax millage limits (an unlimited tax general obligation bond). The term “limited” tax is used when such limits exist.

General obligation bonds constitute a debt and, depending on applicable state law, may require that you obtain approval by voters prior to issuance. In the event of default in required payments of interest or principal, the holders of general obligation bonds have certain rights under state law to compel you to impose a tax levy.

Revenue Bonds

“Revenue bonds” are debt securities that are payable only from a specific source or sources of revenues. Revenue bonds are not a pledge of your full faith and credit and you are obligated to pay principal and interest on your revenue bonds only from the revenue source(s) specifically pledged to the bonds. Revenue bonds do not permit the bondholders to compel you to impose a tax levy for payment of debt service. Pledged revenues may be derived from operation of the financed project or system, grants or excise or other specified taxes. Generally, subject to state law or local charter requirements, you are not required to obtain voter approval prior to issuance of revenue bonds. If the specified source(s) of revenue become inadequate, a default in payment of principal or interest may occur. Various types of pledges of revenue may be used to secure interest and principal payments on revenue bonds. The nature of these pledges may differ widely based on state law, the type of issuer, the type of revenue stream and other factors.

General Fund Obligations

“General Fund Obligations” are debt securities that are payable from an issuer’s general fund and are not secured by a specific tax levy like a general obligation bond or a specific revenue pledge like a revenue bond. General fund obligations come in many varieties and may be a continuing obligation of the general fund or may be subject to annual appropriation. Often general fund obligations are issued in the form of certificates of participation in a lease obligation of the issuer.

Financial Risk Considerations

Certain risks may arise in connection with your issuance of Fixed Rate Bonds, including some or all of the following:

Risk of Default and Fiscal Stress

You may be in default if the funds pledged to secure your bonds are not sufficient to pay debt service on the bonds when due. The consequences of a default may be serious for you and may include the exercise of available remedies against you on behalf of the holders of the bonds. Depending on state law, if the bonds are secured by a general obligation pledge, you may be ordered by a court to raise taxes or other budgetary adjustments may be necessary to enable you to provide sufficient funds to pay debt service on the bonds. If the bonds are revenue bonds, subject to applicable state law and the terms of the authorizing documents, you may be required to take steps to increase the available revenues that are pledged as security for the bonds.

Bonds payable from the general fund, particularly bonds without a defined revenue stream identified to pay debt service, reduce your flexibility to balance the general fund. Because a fixed debt service payment is required to be paid regardless of how your general fund is impacted by revenue losses or by increased expenses, you have less flexibility in the options available to you in assuring a balanced budget for your general fund.

General Fund Obligations that are Project Based. Some general fund obligations are issued for projects which are expected to generate revenues that will pay for some or all of the debt service on the bonds. In the event the project does not generate the anticipated levels of

revenues available for debt service, or, in the extreme case, does not create any revenue available for debt service, you may need to make payments from other available general fund revenues. This may force you to reduce other expenditures or to make difficult decisions about how to pay your debt service obligation while meeting other expenditure needs.

General Fund Obligations that are Subject to Annual Appropriation. Some general fund obligations require that debt service is subject to annual appropriation by your governing body. If your governing body decides not to appropriate payments for debt service, your credit ratings may be negatively impacted and you may be forced to pay a higher interest rate on future debt issuance or may be unable to access the market for future debt issuance.

For all bonds, a default may negatively impact your credit ratings and may effectively limit your ability to publicly offer bonds or other securities at market interest rate levels. Further, if you are unable to provide sufficient funds to remedy the default, subject to applicable state law and the terms of the authorizing documents, it may be necessary for you to consider available alternatives under state law, including (for some issuers) state-mandated receivership or bankruptcy. A default also may occur if you are unable to comply with covenants or other provisions agreed to in connection with the issuance of the bonds.

Redemption Risk

Your ability to redeem the bonds prior to maturity may be limited, depending on the terms of any optional redemption provisions. In the event that interest rates decline, you may be unable to take advantage of the lower interest rates to reduce debt service.

Refinancing Risk

If the financing plan contemplates refinancing some or all of the bonds at maturity (for example, if there are term maturities, bullet maturities or if a shorter final maturity is chosen than might otherwise be permitted under the applicable federal tax rules), market conditions or changes in law may limit or prevent the refinancing of those bonds when required. Further, limitations in the federal tax rules on advance refunding of bonds (an advance refunding of bonds occurs when tax-exempt bonds are refunded more than 90 days prior to the date on which those bonds may be retired) may restrict the ability to refund the bonds to take advantage of lower interest rates.

Reinvestment Risk

You may have proceeds of the bonds to invest prior to the time that you are able to spend those proceeds for the authorized purpose. Depending on market conditions, you may not be able to invest those proceeds at or near the rate of interest that you are paying on the bonds, which is referred to as “negative arbitrage”.

Tax Compliance Risk

The issuance of tax-exempt bonds is subject to a number of requirements under the United States Internal Revenue Code, as enforced by the Internal Revenue Service (IRS). You must take certain steps and make certain representations prior to the issuance of tax-exempt bonds. You also must covenant to take certain additional actions after issuance of the tax-exempt bonds. A breach of your representations or your failure to comply with certain tax-related covenants may cause the interest on the bonds to become taxable retroactively to the date of

issuance of the bonds, which may result in an increase in the interest rate that you pay on the bonds or the mandatory redemption of the bonds. The IRS also may audit you or your bonds, in some cases on a random basis and in other cases targeted to specific types of bond issues or tax concerns. If the bonds are declared taxable, or if you are subject to audit, the market price of your bonds may be adversely affected. Further, your ability to issue other tax-exempt bonds also may be limited.

Urbandale Community School District
*Statement of Current Assets***
For the period March 1 through March 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	\$ 5,697,985.83	\$ 2,450,623.36	\$ 3,686,050.08	\$ 4,462,559.11
<u>Special Revenue Funds:</u>					
21	Activity	244,635.04	12,657.69	35,166.65	222,126.08
22	Management	481,641.32	15,651.23	8,655.86	488,636.69
24	PERL	74,084.70	3,120.36	9,234.68	67,970.38
33	Sales Tax - projects	4,575,871.32	224,737.83	338,988.49	4,461,620.66
33	Sales Tax - restricted *	2,112,172.50	16.84	16.84	2,112,172.50
36	PPEL	752,386.47	23,820.50	569.80	775,637.17
40	Debt Service	2,198,779.44	261,480.69	-	2,460,260.13
<u>Proprietary Funds:</u>					
<u>Enterprise Funds:</u>					
61	Food Service	1,367,438.43	172,644.98	189,652.46	1,350,430.95
62	Adventuretime	330,404.44	240,097.59	166,734.80	403,767.23
64	Bldg Trades	140,521.87	-	140,521.87	-
65	Community Educ	49,590.96	12,618.68	18,030.76	44,178.88
<u>Internal Service Funds:</u>					
<u>Self-Insurance Funds:</u>					
71	Health Insurance	2,302,745.32	288,923.46	221,791.09	2,369,877.69
<u>Agency Funds:</u>					
91	Agency	227,821.46	7,969.74	10,980.64	224,810.56
TOTAL		<u>\$ 20,556,079.10</u>	<u>\$ 3,714,362.95</u>	<u>\$ 4,826,394.02</u>	<u>\$ 19,444,048.03</u>

Total all Funds: Ending balances March 31, 2016:

Cash accounts	\$ 13,182,208.49
Investment accounts	4,115,954.80
* Cash in escrow for rev bond reserve	2,112,172.50
Inventory accounts	33,712.24
TOTAL CURRENT ASSETS:	<u><u>\$ 19,444,048.03</u></u>

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

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

Urbandale Community School District

For 03/01/16 - 03/31/16

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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	257,753.27	6,522,337.86	5,080,217.14	56.21
1114 INSTR. SUPPORT TAXES	1,539,704.00	34,057.16	880,632.58	659,071.42	57.19
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	1,000.00	398,167.04	379,963.96	51.17
1323 OE REG ED TUITION	3,963,128.00	193,650.91	2,463,191.62	1,499,936.38	62.15
1324 SPE ED-OPEN ENROLL	1,694,538.00	11,366.67	11,366.67	1,683,171.33	.67
1361 REG TUITION SUM SCHL	5,300.00	.00	.00	5,300.00	.00
1411 TRANSP-REG ED PS	61,564.00	.00	64,725.04	-3,161.04	105.13
1510 INVESTMENT INTEREST	893.00	.00	602.77	290.23	67.50
1790 OTHER ACT INCOME	9,262.00	.00	65.00	9,197.00	.70
1910 RENTALS	82,655.00	6,338.50	79,259.34	3,395.66	95.89
1920 CONTRIB & DONATIONS	73,588.00	4,477.96	59,093.61	14,494.39	80.30
1922 TARGET PE GRANT	700.00	.00	.00	700.00	.00
1924 CONNECTING KID GRANT	6,216.00	.00	6,016.50	199.50	96.79
1941 TXTBK SALES PS	207,269.00	9,630.33	206,276.39	992.61	99.52
1945 ID CARDS	1,315.00	55.00	554.50	760.50	42.17
1991 SALE OF MATERIALS	25,444.00	.00	1,231.04	24,212.96	4.84
1999 MISC REVENUE	82,455.00	14,914.55	134,307.57	-51,852.57	162.89
2211 POLK CO GAMING GRANT	47,159.00	.00	46,783.35	375.65	99.20
2230 CITY OF URBANDALE	.00	.00	3,500.00	-3,500.00	.00
3111 STATE FOUNDATION AID	14,574,580.00	1,450,381.00	10,210,971.00	4,363,609.00	70.06
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	390,544.00	170,258.00	69.64
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	1,320,991.00	566,143.00	70.00
3214 AEA FLOW THROUGH	1,384,477.00	.00	1,384,477.00	.00	100.00
3216 IOWA EARLY INTERVENT	213,207.00	21,321.00	149,247.00	63,960.00	70.00
3221 TRANSP NON-PUBLIC	116,728.00	.00	.00	116,728.00	.00
3222 TXTBK AID NON-PUBLIC	44,714.00	.00	14,521.93	30,192.07	32.48
3261 VOCATIONAL AID	4,427.00	.00	.00	4,427.00	.00
3342 Early Literacy	40,028.00	.00	39,778.00	250.00	99.38
3373 THR QLY PFDEV CORE	66,496.00	6,650.00	46,550.00	19,946.00	70.00
3376 TEACH QUAL PROF DEVE	156,460.00	15,646.00	109,522.00	46,938.00	70.00
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	68,959.00	217,703.00	66,798.00	76.52
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 CDPD	.00	.00	100.00	-100.00	.00

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MthlyBdRptByFund/Object

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
10 GENERAL					
4634 MEDICAID ASSISTANCE	608,742.00	-38,982.86	182,670.31	426,071.69	30.01
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	167,419.00	3,216.00	98.12
5311 COMPENSATION LOSS	11,152.00	8,378.00	8,378.00	2,774.00	75.13
5864 Residual Tranfer	.00	140,521.87	140,521.87	-140,521.87	.00
5900 UPWARD ADJ-BEG BAL	90.00	.00	.00	90.00	.00
10 GENERAL	42,595,664.00	2,450,623.36	26,894,334.87	15,701,329.13	63.14
21 STUDENT ACTIVITY					
1510 INVESTMENT INTEREST	60.00	5.11	45.33	14.67	75.55
1710 ADMISSION FEES	231,581.00	6,065.00	173,040.99	58,540.01	74.72
1748 CONTEST FEES CHARGED	26,800.00	980.00	21,520.00	5,280.00	80.30
1790 OTHER ACT INCOME	406,050.00	5,529.32	188,164.87	217,885.13	46.34
1791 FUND RAISERS	92,980.00	78.26	42,559.67	50,420.33	45.77
21 STUDENT ACTIVITY	757,471.00	12,657.69	425,330.86	332,140.14	56.15
22 MANAGEMENT LEVY					
1110 REG PROPERTY TAXES	704,510.00	15,651.23	396,045.93	308,464.07	56.22
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	15,651.23	439,605.69	354,309.31	55.37
24 PUB ED & REC LEVY					
1110 REG PROPERTY TAXES	140,423.00	3,120.36	78,951.07	61,471.93	56.22
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	3,120.36	84,822.14	66,598.86	56.02
33 SALES TAX FUND					
1510 INVESTMENT INTEREST	2,479.00	40.82	1,346.09	1,132.91	54.30
3361 School Infrastr. Supp AMT	3,205,976.00	224,713.85	1,962,429.66	1,243,546.34	61.21
33 SALES TAX FUND	3,208,455.00	224,754.67	1,963,775.75	1,244,679.25	61.21
36 PHY PLANT & EQ LEVY					
1110 REG PROPERTY TAXES	914,190.00	19,800.55	511,997.47	402,192.53	56.01
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
1999 MISC REVENUE	.00	4,019.95	4,019.95	-4,019.95	.00
3801 MILITARY CREDIT	120.00	.00	283.12	-163.12	235.93

Urbandale Community School District

For 03/01/16 - 03/31/16

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Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
36 PHY PLANT & EQ LEVY					
3803 COMMER & INDUST REPL.	3,244.00	.00	.00	3,244.00	.00
36 PHY PLANT & EQ LEVY	968,895.00	23,820.50	551,775.72	417,119.28	56.95
40 DEBT SERVICE					
1110 REG PROPERTY TAXES	3,965,870.00	85,899.93	2,221,177.21	1,744,692.79	56.01
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	6.49	52.28	50,586.72	.10
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	175,574.27	1,580,168.43	528,708.57	74.93
40 DEBT SERVICE	6,427,878.00	261,480.69	3,956,466.60	2,471,411.40	61.55
61 SCHOOL NUTRITION					
1510 INVESTMENT INTEREST	10.00	.00	2.64	7.36	26.40
1611 DAILY SALES	719,062.00	69,106.90	528,530.35	190,531.65	73.50
1612 SALES BREAKFAST	31,962.00	4,200.95	27,360.70	4,601.30	85.60
1621 SALES-ALA CARTE	326,994.00	30,490.60	255,753.25	71,240.75	78.21
1622 ADULT LUNCH	7,820.00	333.70	3,191.45	4,628.55	40.81
1623 ADULT BREAKFAST	196.00	70.00	136.00	60.00	69.39
1632 SPECIAL FUNCTIONS	5,729.00	2,880.62	8,936.54	-3,207.54	155.99
1999 MISC REVENUE	43,994.00	.00	.41	43,993.59	.00
3251 SCHL LUNCH ASSIST.	12,680.00	365.39	6,022.73	6,657.27	47.50
3252 STATE BREAKFAST	1,212.00	2,362.70	3,184.01	-1,972.01	262.71
4552 NATL SCHL BREAKFAST	78,933.00	9,102.15	56,164.46	22,768.54	71.15
4553 NATL LUNCH PROGRAM	537,839.00	60,337.78	378,588.42	159,250.58	70.39
4951 FOOD DISTRIBUTION	115,721.00	.00	.00	115,721.00	.00
61 SCHOOL NUTRITION	1,882,152.00	179,250.79	1,267,870.96	614,281.04	67.36
62 CHILD CARE					
1840 CHILD CARE SERVICES	1,942,323.00	227,562.10	1,606,254.48	336,068.52	82.70
1999 MISC REVENUE	1,356.00	32.29	1,349.54	6.46	99.52
3312 EMPOWERMENT GRANT	62,000.00	12,503.20	31,103.20	30,896.80	50.17
62 CHILD CARE	2,005,679.00	240,097.59	1,638,707.22	366,971.78	81.70
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	7,035.68	63,945.45	12,543.55	83.60
1710 ADMISSION FEES	18,192.00	.00	18,315.00	-123.00	100.68
1810 COMM RECRE	132,076.00	5,337.00	84,635.24	47,440.76	64.08
1999 MISC REVENUE	7,800.00	246.00	2,576.00	5,224.00	33.03
65 COMMUNITY EDUCATION	234,557.00	12,618.68	169,471.69	65,085.31	72.25

Urbandale Community School District

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MthlyBdRptByFund/Object

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
71 SELF-INSURANCE FUND					
1973 Cobra /Retiree Contr	140,935.00	12,332.54	86,477.47	54,457.53	61.36
1993 FUNDRAISER NOT ACTIV	.00	.00	2,532.32	-2,532.32	.00
1999 MISC REVENUE	3,176,659.00	276,590.92	2,421,593.16	755,065.84	76.23
71 SELF-INSURANCE FUND	3,317,594.00	288,923.46	2,510,602.95	806,991.05	75.68

Urbandale Community School District

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Expenditure Summary Report

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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	303,707.24	1,912,765.04	300,344.96	86.43
0102 TEMP/SUB EMPLOYEE	288.00	.00	.00	.00	288.00	.00
0109 ADDIT COMPENSATION	13,226.00	.00	2,758.46	18,700.77	-5,474.77	141.39
0111 ADMIN. PERS	1,539,264.00	.00	135,184.24	957,255.87	582,008.13	62.19
0115 ADMIN ASST EMPLOYEE	339,908.00	.00	32,860.92	218,314.28	121,593.72	64.23
0121 Reg prof educ	17,378,276.00	.00	1,614,523.34	9,763,090.38	7,615,185.62	56.18
0122 PROF: TEMP/SUB	537,668.00	.00	78,793.10	421,992.22	115,675.78	78.49
0129 ADDIT COMPENSATION	139,665.00	.00	7,927.96	68,572.96	71,092.04	49.10
0131 PROF-OTHER	1,700,477.00	.00	48,162.59	345,035.89	1,355,441.11	20.29
0132 TEMP/SUB EMPLOYEE	5,092.00	.00	.00	650.00	4,442.00	12.77
0135 REG ASSIST EMPLY	114,985.00	.00	10,724.15	73,955.06	41,029.94	64.32
0139 ADDIT. COMP	555.00	.00	.00	.00	555.00	.00
0141 REG EMPLOYEE	233,912.00	2,415.44	23,701.22	180,148.92	51,347.64	78.05
0142 TEMP/SUB	13,086.00	.00	787.74	29,145.21	-16,059.21	**
0151 OFFICE/CLERICAL	816,149.00	.00	73,589.95	490,990.25	325,158.75	60.16
0152 TEMP OR SUBSTITUTE	2,300.00	.00	.00	.00	2,300.00	.00
0159 ADDIT COMPENSATION	.00	.00	.00	1,412.43	-1,412.43	.00
0161 REG EMPLOYEE	260,817.00	.00	20,865.30	178,237.34	82,579.66	68.34
0171 REG EMPLOYEE	33,429.00	.00	3,104.34	21,646.02	11,782.98	64.75
0181 LABORER	80,698.00	.00	6,563.93	49,498.40	31,199.60	61.34
0191 REG EMPLOYEE	1,379,269.00	.00	98,748.07	684,186.98	695,082.02	49.61
0192 SERV WORK: TEMP/SUB	42,966.00	.00	4,106.37	39,050.83	3,915.17	90.89
0199 ADDIT COMPENSATION	154.00	.00	.00	.00	154.00	.00
0211 DISABILITY INSURANCE	27,464.00	.00	2,084.31	16,151.59	11,312.41	58.81
0213 LIFE INSURANCE	16,396.00	.00	1,171.70	8,735.95	7,660.05	53.28
0220 FICA	1,866,521.00	.00	168,303.49	1,237,553.58	628,967.42	66.30
0231 IPERS	2,256,111.00	.00	203,467.21	1,496,996.58	759,114.42	66.35
0239 TSA PD by Employer	21,248.00	.00	2,718.98	25,281.90	-4,033.90	118.98
0271 PHYSICALS	1,794.00	.00	261.00	522.00	1,272.00	29.10
0273 MEDICAL INSURANCE	4,436.00	.00	-3,200.00	186.16	4,249.84	4.20
0279 INSUR. BENEF.	2,701,332.00	.00	.00	2,701,332.00	.00	100.00
0292 CLOTHING ALLOWANCE	596.00	.00	108.42	1,433.99	-837.99	**
0313 OFFICAL/ADMINISTRATIVE	2,388.00	.00	.00	.00	2,388.00	.00
0322 PROFESS ED SERVICES	1,876.00	.00	.00	475.00	1,401.00	25.32
0323 INSTRUCTIONAL SERVIC	248,844.00	-6,235.00	147.50	105,885.98	149,193.02	40.05
0324 CONSULTANT	11,424.00	3,831.50	19,224.56	103,512.33	-95,919.83	**
0331 STAFF WORKSHOP	106,543.00	499.43	27,974.92	128,376.88	-22,333.31	120.96
0341 AUDITOR/ACCOUNTANT	20,485.00	.00	.00	15,510.00	4,975.00	75.71
0342 OTHER PROFESSIONAL	70,231.00	.00	4,785.00	12,596.50	57,634.50	17.94
0345 NONEMPLOYEE OFFICALS	.00	.00	6,242.78	6,242.78	-6,242.78	.00
0349 OTHER PURC PROF SERV	789,191.00	7,087.13	43,448.46	523,319.70	258,784.17	67.21
0350 TECHNICAL SERVICES	1,341.00	.00	126.00	1,761.94	-420.94	131.39

For 03/01/16 - 03/31/16

Expenditure Summary Report

FJEXS01A

Periods 09 - 09

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						
0351 DATA PROCS/CODING	25,352.00	.00	.00	.00	25,352.00	.00
0355 BANKING FEES	25,344.00	.00	8,075.30	21,512.85	3,831.15	84.88
0359 OTHER TECHNICAL SERV	38.00	.00	.00	.00	38.00	.00
0411 WATER/SEWER	58,926.00	.00	5,970.40	46,899.36	12,026.64	79.59
0421 GARBAGE COLLECTION	58,871.00	.00	4,629.02	35,123.23	23,747.77	59.66
0422 SNOW PLOWING	.00	.00	.00	12,550.00	-12,550.00	.00
0423 CLEANING SERVICES	906.00	.00	.00	.00	906.00	.00
0430 REPAIR AND MAINT SRV	154,362.00	622.25	4,586.30	149,070.27	4,669.48	96.97
0432 BUILDING	2,538.00	.00	.00	.00	2,538.00	.00
0433 EQUIPMENT	19,049.00	.00	1,532.99	16,102.88	2,946.12	84.53
0434 VEHICLE	56,814.00	422.62	1,054.78	12,503.09	43,888.29	22.75
0435 GROUNDS	78,697.00	281.07	4,377.55	39,645.46	38,770.47	50.73
0441 RENTAL LAND & BLDG	151,279.00	13,384.00	12,556.08	125,415.64	12,479.36	91.75
0515 TRANSP PRIVATE CONT	1,046,793.50	1,554.10	120,619.42	632,922.02	412,317.38	60.61
0516 PARENT REIMBURSEMENT	89,140.00	.00	.00	.00	89,140.00	.00
0531 POSTAGE/UPS	23,149.00	.00	629.59	14,561.38	8,587.62	62.90
0532 TELEPHONE	98,269.00	.00	12,581.07	83,949.31	14,319.69	85.43
0537 SATELLITE & CABLE	.00	.00	.00	1,780.66	-1,780.66	.00
0540 ADVERTISING	16,827.00	.00	398.78	10,902.52	5,924.48	64.79
0561 TUITION	373,947.00	124,057.32	28,471.25	120,462.58	129,427.10	65.39
0566 TUITION COLLEGE/UNIV	170,030.00	.00	.00	97,080.00	72,950.00	57.10
0567 TUITION OPEN ENROLL	844,188.00	87,785.85	167,241.75	662,659.80	93,742.35	88.90
0580 TRAVEL	85,587.00	7,625.00	13,851.72	90,639.39	-12,677.39	114.81
0611 OFFICE SUPPL	264,080.00	1,353.45	6,671.66	135,578.07	127,148.48	51.85
0612 INSTR SUPPL	695,468.00	22,160.53	31,747.81	358,266.84	315,040.63	54.70
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	7,990.96	14,169.32	75,222.56	33,431.48	71.34
0621 NATURAL GAS	206,819.00	.00	23,488.81	92,993.70	113,825.30	44.96
0622 ELECTRICITY	492,036.00	.00	32,031.81	332,798.98	159,237.02	67.64
0626 GASOLINE	111,328.00	.00	7,274.66	53,612.28	57,715.72	48.16
0629 OTHER	1,497.00	-5,588.07	.00	5,743.07	1,342.00	10.35
0641 TEXTBOOKS	193,618.00	3,215.70	112,172.55	232,779.89	-42,377.59	121.89
0642 CONSUMABLE WORKBOOKS	131.00	.00	.00	10,841.24	-10,710.24	**
0643 LIBRARY BOOKS	24,827.00	6,585.74	3,503.92	12,032.61	6,208.65	74.99
0644 PERIODICALS	1,556.00	.00	.00	735.45	820.55	47.27
0652 TECHNOL SOFTWARE	114,497.00	24,315.14	250.00	66,926.63	23,255.23	79.69
0665 LOST OR DAMAGED BOOK	3.00	.00	-160.65	-1,618.87	1,621.87	(**)
0682 PARTS	76,508.00	5,291.77	5,437.80	66,697.05	4,519.18	94.09
0683 MAINTENANCE SUPPLIES	96,522.00	6,634.84	6,768.69	50,775.15	39,112.01	59.48
0684 CLEANING PRODUCTS	135,052.00	7,852.36	20,499.04	113,800.21	13,399.43	90.08
0733 FURNITURE & FIXTURES	45,747.00	.00	522.64	4,805.27	40,941.73	10.50

For 03/01/16 - 03/31/16

Expenditure Summary Report

FJEXS01A

Periods 09 - 09

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						
0734 COMP/TECH HARDWARE	103,533.00	3,885.00	3,742.23	58,826.80	40,821.20	60.57
0739 OTHER EQUIPMENT	51,822.00	.00	172.50	141,180.35	-89,358.35	**
0812 DUES AND FEES	44,064.00	250.00	1,224.00	41,274.80	2,539.20	94.24
0815 STUDENT ENTRY FEES	4,284.00	86.00	258.00	2,261.00	1,937.00	54.79
0895 MET W 3% FISCAL AGNT	21,059.00	.00	.00	.00	21,059.00	.00
0961 AEA FLOW THROUGH	1,384,477.00	.00	.00	1,384,477.00	.00	100.00
10 GENERAL	42,570,218.50	327,364.13	3,599,324.04	27,254,464.23	14,988,390.14	64.79
21 STUDENT ACTIVITY						
0121 Reg prof educ	41.00	.00	272.50	2,180.00	-2,139.00	**
0122 PROF: TEMP/SUB	7,514.00	.00	.00	10,920.00	-3,406.00	145.33
0129 ADDIT COMPENSATION	11,924.00	.00	816.00	23,826.84	-11,902.84	199.82
0211 DISABILITY INSURANCE	.00	.00	.00	.04	-.04	.00
0220 FICA	1,817.00	.00	77.55	1,892.79	-75.79	104.17
0231 IPERS	2,352.00	.00	97.21	2,256.72	95.28	95.95
0323 INSTRUCTIONAL SERVIC	26,510.00	.00	6,431.34	33,677.86	-7,167.86	127.04
0324 CONSULTANT	50.00	.00	.00	.00	50.00	.00
0340 OTHER PROFESSIONAL	56,414.00	50.00	8,008.35	38,103.19	18,260.81	67.63
0345 NONEMPLOYEE OFFICALS	55,815.00	75.00	.00	34,043.56	21,696.44	61.13
0515 TRANSP PRIVATE CONT	196.00	.00	.00	.00	196.00	.00
0580 TRAVEL	39,234.00	97.31	525.10	58,713.20	-19,576.51	149.90
0618 OTHER GEN SUPPL	525,593.00	3,062.68	13,828.65	273,278.06	249,252.26	52.58
0619 RESALE INVENTORY	8,313.00	.00	700.00	5,324.02	2,988.98	64.04
0739 OTHER EQUIPMENT	12,049.00	476.93	4,019.95	23,834.58	-12,262.51	**
0812 DUES AND FEES	3,828.00	.00	340.00	4,317.59	-489.59	112.79
0815 STUDENT ENTRY FEES	10,880.00	71.00	50.00	7,718.00	3,091.00	71.59
21 STUDENT ACTIVITY	762,530.00	3,832.92	35,166.65	520,086.45	238,610.63	68.71
22 MANAGEMENT LEVY						
0239 TSA PD by Employer	110,082.00	.00	.00	106,359.00	3,723.00	96.62
0250 UNEMPLOYMENT COMP	9,167.00	.00	.00	3,440.64	5,726.36	37.53
0273 MEDICAL INSURANCE	154,621.00	.00	8,655.86	78,553.86	76,067.14	50.80
0520 INSURANCE	506,769.00	.00	.00	553,272.30	-46,503.30	109.18
22 MANAGEMENT LEVY	780,639.00	.00	8,655.86	741,625.80	39,013.20	95.00
24 PUB ED & REC LEVY						
0111 ADMIN. PERS	58,536.00	.00	5,438.88	42,219.92	16,316.08	72.13
0151 OFFICE/CLERICAL	26,207.00	.00	2,621.79	18,163.04	8,043.96	69.31
0211 DISABILITY INSURANCE	128.00	.00	8.28	73.60	54.40	57.50
0213 LIFE INSURANCE	78.00	.00	5.40	48.60	29.40	62.31
0220 FICA	8,362.00	.00	529.10	4,861.13	3,500.87	58.13
0231 IPERS	10,442.00	.00	631.23	5,796.91	4,645.09	55.52
0239 TSA PD by Employer	270.00	.00	.00	.00	270.00	.00
0279 INSUR. BENEFL.	13,460.00	.00	.00	13,460.00	.00	100.00
0450 CONSTRUCTION SERV	6,800.00	.00	.00	.00	6,800.00	.00

Urbandale Community School District

For 03/01/16 - 03/31/16

Expenditure Summary Report

FJEXS01A

Periods 09 - 09

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
24 PUB ED & REC LEVY						
24 PUB ED & REC LEVY	124,283.00	.00	9,234.68	84,623.20	39,659.80	68.09
33 SALES TAX FUND						
0343 ARCHITECT & ENGINEER	158,377.00	.00	4,935.33	71,837.59	86,539.41	45.36
0348 OTHER PROFESS SERV	.00	.00	.00	375.00	-375.00	.00
0450 CONSTRUCTION SERV	3,292,824.00	34,656.66	158,495.73	1,628,158.09	1,630,009.25	50.50
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	175,574.27	1,580,168.43	528,708.57	74.93
33 SALES TAX FUND	5,955,659.00	34,656.66	339,005.33	3,288,231.69	2,632,770.65	55.79
36 PHY PLANT & EQ LEVY						
0343 ARCHITECT & ENGINEER	1,592.00	.00	.00	433.80	1,158.20	27.25
0450 CONSTRUCTION SERV	.00	2,600.00	.00	53,090.00	-55,690.00	.00
0618 OTHER GEN SUPPL	.00	517.86	569.80	569.80	-1,087.66	.00
0734 COMP/TECH HARDWARE	262,168.00	.00	.00	138,972.06	123,195.94	53.01
0739 OTHER EQUIPMENT	19,337.00	14,544.00	.00	9,530.59	-4,737.59	124.50
36 PHY PLANT & EQ LEVY	283,097.00	17,661.86	569.80	202,596.25	62,838.89	77.80
40 DEBT SERVICE						
0349 OTHER PURC PROF SERV	50,445.00	.00	.00	.00	50,445.00	.00
0831 PRINCIPAL REDEMPTION	3,810,000.00	.00	.00	1,575,000.00	2,235,000.00	41.34
0832 INTEREST	2,525,000.00	.00	.00	1,811,394.11	713,605.89	71.74
40 DEBT SERVICE	6,385,445.00	.00	.00	3,386,394.11	2,999,050.89	53.03
61 SCHOOL NUTRITION						
0191 REG EMPLOYEE	646,493.00	.00	80,576.33	486,595.93	159,897.07	75.27
0211 DISABILITY INSURANCE	365.00	.00	40.79	325.15	39.85	89.08
0213 LIFE INSURANCE	366.00	.00	36.90	288.90	77.10	78.93
0220 FICA	52,084.00	.00	5,430.85	38,594.06	13,489.94	74.10
0231 IPERS	36,544.00	.00	6,565.67	46,607.20	-10,063.20	127.54
0239 TSA PD by Employer	841.00	.00	139.08	1,251.72	-410.72	148.84
0279 INSUR. BENEF.	86,893.00	.00	.00	86,893.00	.00	100.00
0331 STAFF WORKSHOP	5,526.00	.00	523.00	2,896.85	2,629.15	52.42
0355 BANKING FEES	27,836.00	.00	.00	16,844.49	10,991.51	60.51
0432 BUILDING	21,419.00	.00	519.35	24,199.38	-2,780.38	112.98
0580 TRAVEL	1,884.00	.00	47.52	2,423.46	-539.46	128.63
0611 OFFICE SUPPL	12,898.00	.00	.00	3,483.74	9,414.26	27.01
0615 SOFTWARE	400.00	8,499.00	.00	7,161.53	-15,260.53	**
0618 OTHER GEN SUPPL	35,659.00	.00	4,006.52	24,090.00	11,569.00	67.56
0629 OTHER	1,461.00	.00	23.94	33.92	1,427.08	2.32
0631 PURCHASE FOOD	720,461.00	.00	90,048.71	568,402.36	152,058.64	78.89
0639 COMMODITIES CONSUMED	115,721.00	.00	.00	.00	115,721.00	.00
0684 CLEANING PRODUCTS	8,870.00	.00	1,693.80	8,704.82	165.18	98.14
0739 OTHER EQUIPMENT	.00	.00	.00	9,529.48	-9,529.48	.00
0790 EQUIP/DEPRECIATION	87,612.00	.00	.00	.00	87,612.00	.00

Urbandale Community School District

For 03/01/16 - 03/31/16

Expenditure Summary Report

FJEXS01A

Periods 09 - 09

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
61 SCHOOL NUTRITION						
0990 DOWNWARD ADJUSTMENTS	477,247.00	.00	.00	.00	477,247.00	.00
61 SCHOOL NUTRITION	2,340,580.00	8,499.00	189,652.46	1,328,325.99	1,003,755.01	57.12
62 CHILD CARE						
0111 ADMIN. PERS	102,008.00	.00	19,188.13	135,594.46	-33,586.46	132.93
0115 ADMIN ASST EMPLOYEE	201,876.00	.00	7,986.47	53,045.31	148,830.69	26.28
0121 Reg prof educ	152,777.00	.00	14,176.11	104,050.29	48,726.71	68.11
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	1,370.99	13,997.84	4,909.16	74.04
0191 REG EMPLOYEE	993,222.00	.00	96,306.17	796,871.22	196,350.78	80.23
0211 DISABILITY INSURANCE	880.00	.00	93.49	777.07	102.93	88.30
0213 LIFE INSURANCE	639.00	.00	56.35	480.19	158.81	75.15
0220 FICA	112,831.00	.00	9,463.05	75,470.04	37,360.96	66.89
0231 IPERS	80,145.00	.00	11,420.01	92,532.73	-12,387.73	115.46
0239 TSA PD by Employer	135.00	.00	421.58	2,750.39	-2,615.39	**
0279 INSUR. BENEF.	20,190.00	.00	.00	20,190.00	.00	100.00
0331 STAFF WORKSHOP	2,090.00	.00	.00	.00	2,090.00	.00
0355 BANKING FEES	39,758.00	.00	.00	27,378.78	12,379.22	68.86
0515 TRANSP PRIVATE CONT	8,918.00	.00	.00	6,815.34	2,102.66	76.42
0580 TRAVEL	28.00	.00	.00	227.18	-199.18	**
0611 OFFICE SUPPL	510.00	.00	.00	249.24	260.76	48.87
0612 INSTR SUPPL	102.00	.00	.00	.00	102.00	.00
0618 OTHER GEN SUPPL	73,261.00	1,709.98	6,252.45	58,172.24	13,378.78	81.74
0812 DUES AND FEES	675.00	.00	.00	.00	675.00	.00
0815 STUDENT ENTRY FEES	.00	.00	.00	177.22	-177.22	.00
62 CHILD CARE	1,828,505.00	1,709.98	166,734.80	1,388,914.88	437,880.14	76.05
64 BUILDING TRADES						
0450 CONSTRUCTION SERV	.00	.00	.00	650.00	-650.00	.00
0832 INTEREST	.00	.00	.00	60.00	-60.00	.00
0910 FUND TRANSFER OUT	.00	.00	140,521.87	140,521.87	-140,521.87	.00
64 BUILDING TRADES	.00	.00	140,521.87	141,231.87	-141,231.87	.00
65 COMMUNITY EDUCATION						
0101 Reg paraprof	4,671.00	.00	157.75	3,931.00	740.00	84.16
0121 Reg prof educ	36,325.00	.00	2,023.90	32,177.06	4,147.94	88.58
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	.01	4.64	-1.64	154.67
0213 LIFE INSURANCE	6.00	.00	.00	.31	5.69	5.17
0220 FICA	5,609.00	.00	163.67	2,548.87	3,060.13	45.44
0231 IPERS	8,184.00	.00	185.88	2,991.16	5,192.84	36.55
0323 INSTRUCTIONAL SERVIC	2,865.00	.00	.00	5,185.50	-2,320.50	180.99
0345 NONEMPLOYEE OFFICALS	12,345.00	.00	1,900.00	10,368.00	1,977.00	83.99

Urbandale Community School District

For 03/01/16 - 03/31/16

Expenditure Summary Report

FJEXS01A

Periods 09 - 09

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
65 COMMUNITY EDUCATION						
0618 OTHER GEN SUPPL	154,182.00	1,164.50	13,599.55	78,081.35	74,936.15	51.40
0812 DUES AND FEES	.00	.00	.00	2,169.00	-2,169.00	.00
0990 DOWNWARD ADJUSTMENTS	41,662.00	.00	.00	.00	41,662.00	.00
65 COMMUNITY EDUCATION	272,324.00	1,164.50	18,030.76	139,796.89	131,362.61	51.76
71 SELF-INSURANCE FUND						
0101 Reg paraprof	34.00	.00	.00	.00	34.00	.00
0220 FICA	2.00	.00	.00	.00	2.00	.00
0231 IPERS	3.00	.00	.00	.00	3.00	.00
0273 MEDICAL INSURANCE	2,755,378.00	.00	221,791.09	2,258,512.69	496,865.31	81.97
0347 MEDICAL PROFESSIONAL	63,309.00	.00	.00	44,271.00	19,038.00	69.93
0359 OTHER TECHNICAL SERV	100.00	.00	.00	100.00	.00	100.00
71 SELF-INSURANCE FUND	2,818,826.00	.00	221,791.09	2,302,883.69	515,942.31	81.70

Urbandale Community School District

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

Account	Administrator	Beg Bal 7/1/15	Year to Date Revenues	Year to Date Expenditures	Intra-Fund Transfers	End Bal 3/31/16
Jensen Activity	Kelley Harrison	\$ 14,964.13	\$ 150.00	\$ 210.17	\$ -	\$ 14,903.96
JENSEN TOTAL		\$ 14,964.13	\$ 150.00	\$ 210.17	\$ -	\$ 14,903.96
Karen Acres Activity	Lara Justmann	\$ 10,707.02	\$ -	\$ 692.84	\$ -	\$ 10,014.18
Karen Acres School Store	Lara Justmann	1,114.91	496.13	386.89	-	1,224.15
Karen Acres Student Senate	Lara Justmann	667.68	-	-	-	667.68
KAREN ACRES TOTAL		\$ 12,489.61	\$ 496.13	\$ 1,079.73	\$ -	\$ 11,906.01
Olmsted Activity	Elyse Brimeyer	\$ 5,750.30	\$ 395.36	\$ -	\$ -	\$ 6,145.66
Olmsted School Store	Elyse Brimeyer	1,317.20	441.85	392.70	-	1,366.35
OLMSTED TOTAL		\$ 7,067.50	\$ 837.21	\$ 392.70	\$ -	\$ 7,512.01
Rolling Green Activity	Julia Taylor	\$ 5,523.19	\$ 1,250.00	\$ 1,425.00	\$ -	\$ 5,348.19
ROLLING GREEN TOTAL		\$ 5,523.19	\$ 1,250.00	\$ 1,425.00	\$ -	\$ 5,348.19
Valerius Activity	Meredith Mauro	\$ 19,355.89	\$ 150.00	\$ 151.14	\$ -	\$ 19,354.75
VALERIUS TOTAL		\$ 19,355.89	\$ 150.00	\$ 151.14	\$ -	\$ 19,354.75
Webster Activity	Greg Carezza	\$ 3,836.76	\$ 150.00	\$ 1,253.21	\$ -	\$ 2,733.55
Webster School Store	Greg Carezza	290.12	-	-	-	290.12
WEBSTER TOTAL		\$ 4,126.88	\$ 150.00	\$ 1,253.21	\$ -	\$ 3,023.67
ELEMENTARY BAND	Greg Carezza	\$ 6,545.23	\$ 2,498.64	\$ 1,899.96	\$ -	\$ 7,143.91
WEB CLICKERS		\$ 2,899.45	\$ -	\$ -	\$ -	\$ 2,899.45

Account	Administrator	Beg Bal 7/1/15	Year to Date Revenues	Year to Date Expenditures	Intra-Fund Transfers	End Bal 3/31/16
MS Activities	Bill Watson	\$ -	\$ -	\$ 5,258.15	-	\$ (5,258.15)
MS Drama	Loren DeKruyf	1,102.43	130.00	341.00	-	891.43
MS Vocal	Bill Watson	26,605.05	6,197.95	13,617.51	-	19,185.49
MS Instrumental	Bill Watson	10,545.95	5,610.96	5,898.73	-	10,258.18
MS Boys Basketball	Bill Watson	-	2,866.00	1,880.00	-	986.00
MS Football	Bill Watson	-	3,233.00	7,499.74	-	(4,266.74)
MS Boys Track	Bill Watson	-	400.00	-	-	400.00
MS Boys Cross Country	Bill Watson	-	-	255.00	-	(255.00)
MS Wrestling	Bill Watson	-	918.00	2,083.43	-	(1,165.43)
MS Girls Basketball	Bill Watson	-	1,217.00	1,964.15	-	(747.15)
MS Volleyball	Bill Watson	-	2,172.00	4,167.25	-	(1,995.25)
MS Softball	Bill Watson	-	-	6,700.43	-	(6,700.43)
MS Girls Track	Bill Watson	-	-	-	-	-
MS Girls Cross Country	Bill Watson	-	-	255.00	-	(255.00)
MS Library	Loren DeKruyf	1,382.94	-	1,086.91	-	296.03
MS Student Senate	Loren DeKruyf	5,997.75	946.13	833.33	-	6,110.55
MS interest Earnings	Loren DeKruyf	235.86	26.66	-	-	262.52
MS Memory Book	Loren DeKruyf	685.29	-	34.19	-	651.10
MS Building Activity	Loren DeKruyf	6,434.04	2,257.44	1,738.00	-	6,953.48
MS I-Movie Club	Loren DeKruyf	-	-	-	-	-
MS Picture	Loren DeKruyf	-	-	-	-	-
MIDDLE SCHOOL TOTAL		\$ 52,989.31	\$ 25,975.14	\$ 53,612.82	\$ -	\$ 25,351.63

HS Activities	Bill Watson	\$ 56,076.71	\$ 40,108.90	\$ 106,261.86	\$ -	(10,076.25)
HS Drama	Bill Watson	1,796.65	1,170.00	1,887.40	-	1,079.25
HS Vocal	Bill Watson	24,037.46	144,368.45	161,765.45	-	6,640.46
HS Band	Bill Watson	12,076.35	29,451.70	30,937.54	-	10,590.51
Cheerleading	Bill Watson	-	148.91	9,902.00	-	(9,753.09)
Jaywalkers	Bill Watson	-	12,141.42	14,514.38	-	(2,372.96)
HS Boys Basketball	Bill Watson	-	12,045.91	14,686.82	-	(2,640.91)
HS Football	Bill Watson	-	41,358.00	32,004.25	-	9,353.75
HS Boys Soccer	Bill Watson	-	964.86	149.98	-	814.88
HS Baseball	Bill Watson	-	5,705.24	10,687.09	-	(4,981.85)
HS Boy Track	Bill Watson	-	1,397.59	2,501.49	-	(1,103.90)
HS Boy Cross Country	Bill Watson	-	1,098.37	901.60	-	196.77
HS Boys Tennis	Bill Watson	-	330.00	532.00	-	(202.00)
HS Boy Golf	Bill Watson	-	303.79	1,482.44	-	(1,178.65)
HS Wrestling	Bill Watson	-	19,826.82	22,891.98	-	(3,065.16)
HS Girls BB	Bill Watson	-	12,541.76	7,482.09	-	5,059.67
HS Girls Volleyball	Bill Watson	-	12,439.43	8,971.80	-	3,467.63
HS Girls Soccer	Bill Watson	-	538.77	150.00	-	388.77
HS Girls Softball	Bill Watson	-	8,427.80	660.95	-	7,766.85
HS GirlsTrack	Bill Watson	-	897.59	2,501.51	-	(1,603.92)
HS Girls Cross Country	Bill Watson	-	617.48	1,918.59	-	(1,301.11)
HS Girls Tennis	Bill Watson	-	565.00	1,765.90	-	(1,200.90)
HS Girls Golf	Bill Watson	-	50.00	500.00	-	(450.00)
HS Bowling	Bill Watson	-	294.00	344.00	-	(50.00)

Account	Administrator	Beg Bal 7/1/15	Year to Date Revenues	Year to Date Expenditures	Intra-Fund Transfers	End Bal 3/31/16
HS Art	Brian Coppess	2,774.63	-	304.50	-	2,470.13
HS Art Club	Brian Coppess	127.00	-	-	-	127.00
HS Cadet Teachers	Brian Coppess	520.17	-	-	-	520.17
HS Deca	Brian Coppess	495.86	4,725.85	4,614.42	-	607.29
HS Key Club	Brian Coppess	4,179.10	1,045.15	1,137.79	-	4,086.46
HS Drug Foundation	Brian Coppess	450.00	-	-	-	450.00
HS German Club	Brian Coppess	2,676.39	23,568.50	3,434.57	-	22,810.32
HS Special Education	Brian Coppess	500.00	-	-	-	500.00
HS Future Leaders	Brian Coppess	80.55	-	-	-	80.55
HS Industrial Arts	Brian Coppess	3,039.95	344.80	2,023.29	-	1,361.46
HS Jayhawker	Brian Coppess	1,487.47	-	200.00	-	1,287.47
HS Library	Brian Coppess	3,826.90	32.30	-	-	3,859.20
HS Character Counts	Brian Coppess	194.37	-	-	-	194.37
HS Student Senate	Brian Coppess	17,595.46	8,005.00	5,106.54	-	20,493.92
HS Fam Consumer Science	Brian Coppess	13.00	-	-	-	13.00
HS At Risk	Brian Coppess	599.21	-	-	-	599.21
HS Yearbook	Brian Coppess	38,613.44	8,177.48	6,996.59	-	39,794.33
HS Roaring Leo Club	Brian Coppess	177.12	-	-	-	177.12
HS Peer Helpers	Brian Coppess	968.14	624.89	7.00	-	1,586.03
HS Tag Activities	Brian Coppess	6,214.48	-	435.00	-	5,779.48
HS Interest Earnings	Brian Coppess	74.26	18.67	40.00	-	52.93
HS Spanish Honor Soc.	Brian Coppess	2,428.70	-	-	-	2,428.70
HS Parenting Network	Brian Coppess	849.71	-	-	-	849.71
HS Science Activity	Brian Coppess	173.96	-	-	-	173.96
HS Physics	Brian Coppess	3.55	-	-	-	3.55
HS Memory Book	Brian Coppess	2,645.18	-	-	-	2,645.18
HS School Store	Brian Coppess	2,411.41	-	-	-	2,411.41
HS Building	Brian Coppess	1,919.37	562.82	606.26	-	1,875.93
HS Environmental Club	Brian Coppess	170.94	171.85	-	-	342.79
HS Japanese Trip	Brian Coppess	887.60	-	-	-	887.60
HS Spanish Trip	Brian Coppess	835.39	-	-	-	835.39
HIGH SCHOOL TOTAL		\$ 190,920.48	\$ 394,069.10	\$ 460,307.08	\$ -	\$ 124,682.50
TOTAL - ALL ACTIVITIES		\$ 316,881.67	\$ 425,576.22	\$ 520,331.81	\$ -	\$ 222,126.08

TOTALS BY ADMINISTRATOR:

Kelley Harrison	Jensen	\$ 14,964.13	\$ 150.00	\$ 210.17	\$ -	\$ 14,903.96
Lara Justmann	Karen Acres	12,489.61	496.13	1,079.73	-	11,906.01
Elyse Brimeyer	Olmsted	7,067.50	837.21	392.70	-	7,512.01
Julia Taylor	Rolling Green	5,523.19	1,250.00	1,425.00	-	5,348.19
Meredith Mauro	Valerius	19,355.89	150.00	151.14	-	19,354.75
Dr. Greg Carezza	Webster	4,126.88	150.00	1,253.21	-	3,023.67
Dr. Greg Carezza	Elementary Band	6,545.23	2,498.64	1,899.96	-	7,143.91
District Wide	Web-Clickers	2,899.45	-	-	-	2,899.45
Loren DeKruyf	Middle School	15,838.31	3,360.23	4,033.43	-	15,165.11
Dr. Brian Coppess	High School	96,933.31	47,277.31	24,905.96	-	119,304.66
Dr. William Watson	Athletics	131,138.17	369,406.70	484,980.51	-	15,564.36
TOTAL - ALL ACTIVITIES		\$ 316,881.67	\$ 425,576.22	\$ 520,331.81	\$ -	\$ 222,126.08

1	10 - GENERAL		
2	ABC ELECTRICAL SERVICES-	Locates for Long Jump Pit At MS/7550	\$ 270.00
3	ACCESS SYSTEMS-	Contract amount	\$ 594.96
4	ACCESS SYSTEMS-	COPIER CHARGES	\$ 96.00
5	ACE HARDWARE	Hardware/625864	\$ 80.33
6	ACE HARDWARE	Hardware/625882	\$ 36.32
7	ACE HARDWARE	Hardware/625965	\$ 19.99
8	ACE HARDWARE	Hardware/625980	\$ 13.66
9	ADEL-DESOTO-MINBURN SCHOOLS	OE Tutition	\$ 1,591.50
10	ADVENTURE LIGHTING	Ballast/Bulbs/Lenses for District Lighti	\$ 401.02
11	ADVENTURE LIGHTING	Ballasts and Bulbs for Webster Re-Lamp/0	\$ 804.72
12	ADVENTURE LIGHTING	T-5 Ballasts/056512	\$ 750.31
13	AHLERS & COONEY, P.C.-	SERVICES	\$ 456.00
14	ALLEGRA (WAS THE PRINTING STATION)	Printing A/O	\$ 104.04
15	ALLEGRA (WAS THE PRINTING STATION)	Printing A/O	\$ 28.98
16	ALLEGRA (WAS THE PRINTING STATION)	Printing High School	\$ 866.36
17	ALLEGRA (WAS THE PRINTING STATION)	Printing Hig School	\$ 239.07
18	ALLEGRA (WAS THE PRINTING STATION)	Printing Jensen	\$ 100.47
19	ALLEGRA (WAS THE PRINTING STATION)	Printing Jensen	\$ 102.65
20	ALLEGRA (WAS THE PRINTING STATION)	Printing Karen Acres	\$ 148.44
21	ALLEGRA (WAS THE PRINTING STATION)	Printing Karen Acres	\$ 73.03
22	ALLEGRA (WAS THE PRINTING STATION)	Printing Metro West	\$ 26.00
23	ALLEGRA (WAS THE PRINTING STATION)	Printing Middle School	\$ 1,194.26
24	ALLEGRA (WAS THE PRINTING STATION)	Printing Middle School	\$ 346.21
25	ALLEGRA (WAS THE PRINTING STATION)	Printing MS Spec Ed	\$ 3.72
26	ALLEGRA (WAS THE PRINTING STATION)	Printing MS Spec Ed	\$ 4.44
27	ALLEGRA (WAS THE PRINTING STATION)	Printing Olmsted	\$ 407.08
28	ALLEGRA (WAS THE PRINTING STATION)	Printing Olmsted	\$ 162.43
29	ALLEGRA (WAS THE PRINTING STATION)	Printing RG	\$ 49.62
30	ALLEGRA (WAS THE PRINTING STATION)	Printing Rolling Green	\$ 325.18
31	ALLEGRA (WAS THE PRINTING STATION)	Printing TAG	\$ 21.91
32	ALLEGRA (WAS THE PRINTING STATION)	Printing TAG	\$ 2.57
33	ALLEGRA (WAS THE PRINTING STATION)	Printing Valerius	\$ 138.39
34	ALLEGRA (WAS THE PRINTING STATION)	Printing Valerius	\$ 41.61
35	ALLEGRA (WAS THE PRINTING STATION)	Printing Webster	\$ 336.74
36	ALLEGRA (WAS THE PRINTING STATION)	Printing Webster	\$ 106.73
37	AMAZON.COM CORPORATE CREDIT	18/10 stinless stell turkish double tea	\$ 31.50
38	AMAZON.COM CORPORATE CREDIT	Advanced Common Core Math Explorations:	\$ 48.60
39	AMAZON.COM CORPORATE CREDIT	Brother toner cartridge	\$ 91.74
40	AMAZON.COM CORPORATE CREDIT	chalk markers	\$ 12.95
41	AMAZON.COM CORPORATE CREDIT	C-Line Reusable Dry Erase Pockets, 9x12	\$ 25.98
42	AMAZON.COM CORPORATE CREDIT	Command 17026CLR-VP Clear Decorating Cli	\$ 9.49
43	AMAZON.COM CORPORATE CREDIT	Command Medium Hooks, White, 6-Hook	\$ 8.76
44	AMAZON.COM CORPORATE CREDIT	Counting by 7s	\$ 91.80
45	AMAZON.COM CORPORATE CREDIT	Daily Agenda	\$ 13.00
46	AMAZON.COM CORPORATE CREDIT	Don't Squeal Unless It's a Big Deal: A	\$ 9.95
47	AMAZON.COM CORPORATE CREDIT	Do Unto Otters: A Book About Manners	\$ 6.94
48	AMAZON.COM CORPORATE CREDIT	dry erase crayons	\$ 9.99
49	AMAZON.COM CORPORATE CREDIT	dry erase markers	\$ 11.12
50	AMAZON.COM CORPORATE CREDIT	ECR4Kids 15-Drawer Mobile Organizer	\$ 99.96
51	AMAZON.COM CORPORATE CREDIT	Enemy Pie	\$ 8.99
52	AMAZON.COM CORPORATE CREDIT	Escape from Mr. Lemoncello's Library	\$ 72.00
53	AMAZON.COM CORPORATE CREDIT	Feedback (Variant)	\$ 33.72
54	AMAZON.COM CORPORATE CREDIT	file folders	\$ 15.69
55	AMAZON.COM CORPORATE CREDIT	Freight	\$ 6.10
56	AMAZON.COM CORPORATE CREDIT	Glencoe Math Course 1 Volume 2	\$ 45.00
57	AMAZON.COM CORPORATE CREDIT	Hanging file folder frame	\$ 40.75
58	AMAZON.COM CORPORATE CREDIT	I Can't Believe You Said That!: My Stor	\$ 9.86
59	AMAZON.COM CORPORATE CREDIT	I Just Want to Do It My Way!: My Story	\$ 7.60

60	AMAZON.COM CORPORATE CREDIT	I, Me, You, We	\$ 34.23
61	AMAZON.COM CORPORATE CREDIT	Lacey Walker, Nonstop Talker	\$ 11.21
62	AMAZON.COM CORPORATE CREDIT	letter trays	\$ 24.22
63	AMAZON.COM CORPORATE CREDIT	Logitech Wireless Presenter R400	\$ 39.95
64	AMAZON.COM CORPORATE CREDIT	Lucky Tooth Treasure Chest - 200 per pac	\$ 24.97
65	AMAZON.COM CORPORATE CREDIT	Lying Up a Storm	\$ 8.96
66	AMAZON.COM CORPORATE CREDIT	Magnetic Whiteboard Eraser Set - Premium	\$ 11.95
67	AMAZON.COM CORPORATE CREDIT	Me First	\$ 6.95
68	AMAZON.COM CORPORATE CREDIT	My Brother's Secret	\$ 11.92
69	AMAZON.COM CORPORATE CREDIT	No Summit out of Sight: The True Story o	\$ 78.32
70	AMAZON.COM CORPORATE CREDIT	Panama Canal: The Brave who Built the Im	\$ 39.86
71	AMAZON.COM CORPORATE CREDIT	poster sets (biography)	\$ 20.92
72	AMAZON.COM CORPORATE CREDIT	post-it easel pad	\$ 78.32
73	AMAZON.COM CORPORATE CREDIT	post-it notes	\$ 6.29
74	AMAZON.COM CORPORATE CREDIT	Prodigy (Legend)	\$ 47.52
75	AMAZON.COM CORPORATE CREDIT	Runaway Twin	\$ 55.92
76	AMAZON.COM CORPORATE CREDIT	Sand Timer - Senbowe Colorful Sandglass	\$ 9.99
77	AMAZON.COM CORPORATE CREDIT	Seville Classic 10 Drawer Organizer Cart	\$ 51.99
78	AMAZON.COM CORPORATE CREDIT	sharpies	\$ 26.38
79	AMAZON.COM CORPORATE CREDIT	shipping	\$ 7.79
80	AMAZON.COM CORPORATE CREDIT	SHIPPING	\$ 31.92
81	AMAZON.COM CORPORATE CREDIT	SHIPPING	\$ 5.97
82	AMAZON.COM CORPORATE CREDIT	shipping/handling	\$ 19.95
83	AMAZON.COM CORPORATE CREDIT	Stand in My Shoes: Kids Learning About	\$ 18.94
84	AMAZON.COM CORPORATE CREDIT	Stick and Stone	\$ 12.46
85	AMAZON.COM CORPORATE CREDIT	stickers	\$ 4.23
86	AMAZON.COM CORPORATE CREDIT	storage drawers	\$ 68.44
87	AMAZON.COM CORPORATE CREDIT	Systemic Sequential Phonics They Use: Fo	\$ 205.04
88	AMAZON.COM CORPORATE CREDIT	The Dead and The Gone	\$ 61.36
89	AMAZON.COM CORPORATE CREDIT	The Last Thing I Remember	\$ 37.08
90	AMAZON.COM CORPORATE CREDIT	The Reason I Jump	\$ 58.26
91	AMAZON.COM CORPORATE CREDIT	The Writing Thief: Using Mentor Texts to	\$ 57.90
92	AMAZON.COM CORPORATE CREDIT	Untamed Americas	\$ 32.70
93	AMAZON.COM CORPORATE CREDIT	US Games Segmented Skip Rope, 16-feet	\$ 43.20
94	AMAZON.COM CORPORATE CREDIT	Water Filters for Refrigerator	\$ 51.81
95	AMAZON.COM CORPORATE CREDIT	Waypoint Geographic Mariner Globe	\$ 69.99
96	AMAZON.COM CORPORATE CREDIT	Your Move	\$ 72.85
97	AMERICAN MARKING INC	nameplate holder	\$ 26.55
98	AMERICAN MARKING INC	nameplate insert	\$ 36.40
99	ASCD STORE-	shipping	\$ 9.00
100	ASCD STORE-	Total Participation Techniques (book)	\$ 53.90
101	AVESIS THIRD PARTY ADM.	Withholding	\$ 2,426.97
102	BMO MASTERCARD	AEA-USING VIDEO FOR PD CLASS-REGISTER	\$ 300.00
103	BMO MASTERCARD	AMAZON-EXTERNAL HARD DRIVE-PRINCIPAL	\$ 89.00
104	BMO MASTERCARD	AMAZON-IPAD MINI CASES-SPED	\$ 52.95
105	BMO MASTERCARD	AMAZON-PROF BOOKS-CURR FACILITATORS	\$ 185.91
106	BMO MASTERCARD	AMAZON-REPLACEMENT DVD PLAYER	\$ 54.99
107	BMO MASTERCARD	AMAZON-REPLACEMENT HARD DRIVE-LAPTOP	\$ 263.97
108	BMO MASTERCARD	AMAZON-REWARD/GAME OPTIONS-STUDENTS	\$ 68.88
109	BMO MASTERCARD	AMAZON-TLC STUDY BOOKS	\$ 674.05
110	BMO MASTERCARD	AMAZON-UNIQUE SUPPLIES	\$ 87.22
111	BMO MASTERCARD	AMERICAN AIRLINES-BAGGAGE	\$ 50.00
112	BMO MASTERCARD	APPLE-GUIDANCE OFFICE-MACBOOK AIRS	\$ 1,898.00
113	BMO MASTERCARD	APPLE-HS ART LAB IMACS	\$ 7,156.00
114	BMO MASTERCARD	APPLE ITUNES-1 MO SUBSCRIPTION-BIP	\$ 9.99
115	BMO MASTERCARD	APPLE-MACBOOK PRO-REPLACE DESTROYED	\$ 1,199.00
116	BMO MASTERCARD	APPLE STORE-IPAD MINIS-SPED	\$ 1,295.00
117	BMO MASTERCARD	CASEYS-REWARD-STUDENT	\$ 8.99
118	BMO MASTERCARD	CDW-G-BACKUP RAID HARD DRIVES	\$ 943.60

119	BMO MASTERCARD	CDW-G-CHROMEBOOK-504 STUDENT	\$ 244.99
120	BMO MASTERCARD	CDW-G-RENEW VEEAM BACKUP SOFTWARE	\$ 2,394.40
121	BMO MASTERCARD	CDW-G-UPGRADE LICENSES-VMWARE FUSION	\$ 250.00
122	BMO MASTERCARD	CICIS PIZZA-FIELD TRIP	\$ 75.52
123	BMO MASTERCARD	COSMIC RAY-DINNER-K SCHLUETER	\$ 15.96
124	BMO MASTERCARD	CREDIT-FGT ON PREV CHROMEBOOK ORDER	\$ (48.30)
125	BMO MASTERCARD	DELTA-LUGGAGE FEE-K SCHLUETER	\$ 50.00
126	BMO MASTERCARD	DM STAMP-STAMP PADS	\$ 15.00
127	BMO MASTERCARD	DOLLAR TREE-SUPPLIES	\$ 9.00
128	BMO MASTERCARD	DOTSTER-REGISTERING .ORG DNS NAME	\$ 74.95
129	BMO MASTERCARD	DOTSTER-RENEWING .COM DNS NAME	\$ 87.45
130	BMO MASTERCARD	DREAMBOX-MATH PROGRAM	\$ 59.95
131	BMO MASTERCARD	FARMERS MARKET-FOOD	\$ 11.46
132	BMO MASTERCARD	FUTURE READY IOWA-CONFERENCE	\$ 200.00
133	BMO MASTERCARD	GAYLORD PALMS-FOOD	\$ 77.29
134	BMO MASTERCARD	HILTON DISNEY-DINNER-K SCHLUETER	\$ 37.02
135	BMO MASTERCARD	HILTON-HOTEL-K SCHLUETER	\$ 1,003.52
136	BMO MASTERCARD	HILTON-HOTEL-S MEFFORD	\$ 1,003.52
137	BMO MASTERCARD	HILTON-MAINSTREET MKT-B'FAST-K SCHLUETER	\$ 9.06
138	BMO MASTERCARD	HVVEE-CBI	\$ 11.13
139	BMO MASTERCARD	HVVEE-DO REINFORCEMENT	\$ 23.11
140	BMO MASTERCARD	HVVEE-SUPPLIES	\$ 30.66
141	BMO MASTERCARD	IOWA BIG VISIT-PROGRAM EXPLORATION	\$ 322.44
142	BMO MASTERCARD	ISU-IASBO ACADEMY REGISTRATION	\$ 250.00
143	BMO MASTERCARD	JW PEPPER-SHEET MUSIC	\$ 469.09
144	BMO MASTERCARD	KECK-SCIENCE CTR-PARKING-FIELD TRIP	\$ 8.00
145	BMO MASTERCARD	LAKESHORE-PHYSICAL ACTIVITY/CLASS ITEMS	\$ 220.72
146	BMO MASTERCARD	LEARNING POST-MATERIALS	\$ 92.59
147	BMO MASTERCARD	LOWES-VISUAL ARTS NIGHT SUPPLIES	\$ 75.39
148	BMO MASTERCARD	MCDONALDS-REWARD-STUDENT	\$ 5.29
149	BMO MASTERCARD	MEARS-SHUTTLE	\$ 37.00
150	BMO MASTERCARD	MEARS-SHUTTLE-POWERSCHOOL	\$ 37.00
151	BMO MASTERCARD	MUSICA RUSSICA-SHEET MUSIC	\$ 149.28
152	BMO MASTERCARD	NEWEGG-MACBOOK AIR REPLACEMENT SSD	\$ 189.38
153	BMO MASTERCARD	OFFICE DEPOT-CHAIRS/SUPPLIES	\$ 467.98
154	BMO MASTERCARD	PACIFIC NW PUBLISHING-ED MATERIALS	\$ 54.50
155	BMO MASTERCARD	PANCHO/PINKBERRY-LUNCH-K SCHLUETER	\$ 5.95
156	BMO MASTERCARD	PARADISO 37-DINNER-K SCHLUETER	\$ 20.02
157	BMO MASTERCARD	REFUND-AEA-CANCELLED TRAINING	\$ (1,225.00)
158	BMO MASTERCARD	RUBY TUESDAYS-FOOD	\$ 14.20
159	BMO MASTERCARD	TARGET-MATERIALS	\$ 109.28
160	BMO MASTERCARD	TARGET-SPED SUPPLIES/SENSORY ITEMS	\$ 41.97
161	BMO MASTERCARD	TARGET-SUPPLIES	\$ 70.82
162	BMO MASTERCARD	TEXTHELP-READ AND WRITE FOR GOOGLE-IEP	\$ 100.00
163	BMO MASTERCARD	TGI FRIDAYS-DINNER-K SCHLUETER	\$ 17.51
164	BMO MASTERCARD	WALGREENS-BLUE RIBBON BOOK PICTURES	\$ 62.98
165	BMO MASTERCARD	WALGREENS-STUDENT RECOGNITION PICS	\$ 8.41
166	BMO MASTERCARD	WALMART-7TH GR SCIENCE SUPPLIES	\$ 122.22
167	BMO MASTERCARD	WOLFGANG PUCK-DINNER-K SCHLUETER	\$ 20.04
168	BMO MASTERCARD	WYNSONG 16-READING CURRICULUM-FIELD TRIP	\$ 76.88
169	BRIMEYER, ELYSE	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
170	BROWN, COREY	Meals while at training	\$ 67.94
171	BROWN, COREY	Mileage driven to and from Minneapolis f	\$ 263.52
172	BRUNS, SUSAN	MILEAGE	\$ 13.50
173	CADENCE EDUCATION INC (WAS PHOENIX)-	PARTNER PRESCHOOL-APR '16	\$ 3,959.92
174	CAM COMMUNITY SCHOOL DISTRICT-	OE Tuition 3rd Qtr	\$ 1,591.50
175	CAPITAL SANITARY SUPPLY	High School	\$ 1,343.53
176	CAPITAL SANITARY SUPPLY	Jensen	\$ 218.02
177	CAPITAL SANITARY SUPPLY	Karen Acres	\$ 426.24

178	CAPITAL SANITARY SUPPLY	Olmsted	\$ 491.38
179	CAPITAL SANITARY SUPPLY	parts for webster foor machine	\$ 426.14
180	CAPITAL SANITARY SUPPLY	rolling green	\$ 59.08
181	CAPITAL SANITARY SUPPLY	rolling green	\$ 94.02
182	CAPITAL SANITARY SUPPLY	Rolling Green	\$ 145.68
183	CAPITAL SANITARY SUPPLY	Valerius	\$ 183.78
184	CAPITAL SANITARY SUPPLY	webster	\$ 76.40
185	CAPITAL SANITARY SUPPLY	webster order	\$ 793.60
186	CARENZA, GREG	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
187	CARENZA, GREG	Reimbursement for staff train transporta	\$ 36.00
188	CARLILE, CRISTA	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
189	CARVER, TIM	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
190	CENTER FOR THE COLLABORATIVE CLASSROOM	Being a Writer, 2nd Ed., Classroom Packa	\$ 690.21
191	CENTER FOR THE COLLABORATIVE CLASSROOM	Being a Writer, 2nd Ed., Classroom Packa	\$ 1,091.49
192	CENTER FOR THE COLLABORATIVE CLASSROOM	Being A Writer, 2nd Ed., Classroom Packa	\$ 1,104.33
193	CENTER FOR THE COLLABORATIVE CLASSROOM	Being A Writer, 2nd Ed., Classroom Packa	\$ 1,746.38
194	CENTER FOR THE COLLABORATIVE CLASSROOM	Shipping & Handling	\$ 143.56
195	CENTER FOR THE COLLABORATIVE CLASSROOM	Shipping & Handling	\$ 227.03
196	CENTURYLINK	SERVICES	\$ 433.70
197	CEREBELLUM CORP (PREV LIBRARY VIDEO CO)-	Landmarks of the World- Australia	\$ 59.98
198	CEREBELLUM CORP (PREV LIBRARY VIDEO CO)-	Natural Wonders of the World- Australia	\$ 59.90
199	CEREBELLUM CORP (PREV LIBRARY VIDEO CO)-	Natural Wonders of the World- South Amer	\$ 59.90
200	CEREBELLUM CORP (PREV LIBRARY VIDEO CO)-	SHIPPING	\$ 7.95
201	CHEMSEARCH	Drain Cobra Program/2248255	\$ 144.00
202	CINTAS CORP	Walk Off Mat Leasing/Jensen/762438815	\$ 36.15
203	CINTAS CORP	Walk Off Mat Leasing /Jensen/762441459	\$ 36.15
204	CINTAS CORP	Walk Off Mat Leasing/KA/762438484	\$ 40.64
205	CINTAS CORP	Walk Off Mat Leasing /KA/762441120	\$ 40.64
206	CINTAS CORP	Walk Off Mat Leasing /MS/762441461	\$ 34.00
207	CINTAS CORP	Walk Off Mat Leasing /Olmsted/762442545	\$ 60.25
208	CINTAS CORP	Walk Off Mat Leasing/RG/762439142	\$ 73.73
209	CINTAS CORP	Walk Off Mat Leasing /RG/762441785	\$ 73.73
210	CINTAS CORP	Walk Off Mat Leasing /UHS/762441460	\$ 132.54
211	CINTAS CORP	Walk Off Mat Leasing/UMS/762438817	\$ 34.00
212	CINTAS CORP	Walk Off Mat Leasing/Valerius/762438710	\$ 36.15
213	CINTAS CORP	Walk Off Mat Leasing /Valerius/762441348	\$ 36.15
214	CINTAS CORP	Walk Off Mat Leasing/WE/762438712	\$ 96.39
215	CINTAS CORP	Walk Off Mat Leasing /WE/762441350	\$ 96.39
216	CINTAS CORP	Walk Off Mat Service/Olmsted/762439894	\$ 60.25
217	CIVIC CENTER	Civic Center tickets for Karen Acres Sch	\$ 46.00
218	CIVIC CENTER	tickets for "I have a Dream" for grades	\$ 126.00
219	CLAIMAID CONSULTING CORPORATION	SERVICES	\$ 1,964.44
220	CLARK, THOMAS	MILEAGE	\$ 3.51
221	CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	Oe Tuition 3rd Qtr	\$ 3,183.00
222	CLIFFORD, SHELLY	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
223	COLLECTION SERVICE CENTER	Withholdings 03/25/2016	\$ 91.00
224	COLLECTION SERVICE CENTER	Withholdings 04/08/2016	\$ 91.00
225	CONKLIN, CATHY	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
226	CONTINUUM RETAIL ENERGY(WAS SEMINOLE)-	SERVICES	\$ 6,947.25
227	CONTINUUM RETAIL ENERGY(WAS SEMINOLE)-	SERVICES	\$ 1,661.82
228	CONTINUUM RETAIL ENERGY(WAS SEMINOLE)-	SERVICES	\$ 4,188.99
229	CONTRACTORS RENTAL CO	Rental of Scissors Lift for Webster Re-L	\$ 480.00
230	CONTRACT SPECIALTY L.C.	Grass Seed for District Upkeep/038443	\$ 1,235.00
231	CONTRACT SPECIALTY L.C.	SHIPPING	\$ 16.00
232	CONTRACT SPECIALTY L.C.	Spring Fertilizer and Weed Killer/038444	\$ 7,120.38
233	COPY SYSTEMS, INC	maintenance for May and Copies for march	\$ 125.38
234	DALLAS CENTER-GRIMES SCHOOL DIST	OE Tuition	\$ 23,872.50
235	DALLAS CENTER-GRIMES SCHOOL DIST	OE Tuiton TLC	\$ 1,172.55
236	DEKRUYF, LOREN	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00

237	DENNENY, MICHELLE	Reimbursement for baggage claim - Phoeni	\$ 50.00
238	DES MOINES AREA COMM COLLEGE	SERVICES	\$ 1,750.00
239	DES MOINES INDEPENDENT SCHOOLS	CREDIT	\$ (8,869.00)
240	DES MOINES INDEPENDENT SCHOOLS	FY 2015-2016 Central Campus DM Christian	\$ 1,728.55
241	DES MOINES INDEPENDENT SCHOOLS	FY 2015-2016 Central Campus Students	\$ 118,292.55
242	DES MOINES INDEPENDENT SCHOOLS	OE Tuition For 3rd Qtr	\$ 56,836.32
243	DES MOINES LOCK SERVICE	Cut Keys/155156	\$ 6.00
244	DES MOINES LOCK SERVICE	Cut Keys/155167	\$ 6.00
245	DES MOINES LOCK SERVICE	Lock Combination Change/155275	\$ 12.50
246	DES MOINES LOCK SERVICE	Locksets/155173	\$ 32.00
247	DES MOINES REGISTER	PUBLICATIONS	\$ 492.89
248	DIAMOND OIL COMPANY	SERVICES	\$ 4,841.10
249	DICKINSON, MACKAMAN, TYLER,-	SERVICES	\$ 875.00
250	DUELING MUSICIANS LLC-W/ MIKE LEEDS	Invoice # 1126 End of Year Assembly	\$ 850.00
251	DURHAM SCHOOL SERVICES-	Field trip to Civic Center - Tuesday, Fe	\$ 87.12
252	DURHAM SCHOOL SERVICES-	SERVICES	\$ 103,641.80
253	DURHAM SCHOOL SERVICES-	SERVICES	\$ 87.12
254	DURHAM SCHOOL SERVICES-	SERVICES	\$ 179.22
255	DURHAM SCHOOL SERVICES-	SERVICES	\$ 149.52
256	DURHAM SCHOOL SERVICES-	SERVICES-SE	\$ 333.54
257	EGAN SUPPLY CO.	High School	\$ 1,868.38
258	EGAN SUPPLY CO.	jensen	\$ 12.26
259	EGAN SUPPLY CO.	Jensen	\$ 76.19
260	EGAN SUPPLY CO.	Karen Acres	\$ 311.35
261	EGAN SUPPLY CO.	Middle School	\$ 385.32
262	EGAN SUPPLY CO.	Olmsted	\$ 285.40
263	EGAN SUPPLY CO.	Rolling Green	\$ 272.59
264	EGAN SUPPLY CO.	valerius	\$ 50.94
265	ELECTRICAL ENGINEERING & EQUIP	CREDIT/SUPPLIES	\$ -
266	ELECTRICAL ENGINEERING & EQUIP	Specialty Plugs for PAC/4649479-00	\$ 237.18
267	ELERT & ASSOC NETWORKING DIV INC	SERVICES	\$ 1,312.50
268	ENERGYCAP, INC.-	SERVICES	\$ 960.00
269	EXCEL MECHANICAL CO INC	MS CU-1 Service/Labor/108461	\$ 368.00
270	EXCEL MECHANICAL CO INC	MS CU-1 Service/Parts/108461	\$ 335.00
271	EXCEL MECHANICAL CO INC	Olmsted RACU-1 Service Call/Labor/108460	\$ 890.50
272	EXCEL MECHANICAL CO INC	Olmsted RACU-1 Service Call/Parts/108460	\$ 781.00
273	EXCEL MECHANICAL CO INC	Service Call On RACU Unit/108250	\$ 249.00
274	FERGUSON ENTERPRISES INC	CREDIT	\$ (42.62)
275	FERGUSON ENTERPRISES INC	CREDIT	\$ (35.31)
276	FERGUSON ENTERPRISES INC	Pipe Fittings for Grounds Project/283439	\$ 237.61
277	FERGUSON ENTERPRISES INC	Pipe Fittings for Olmsted Project/283146	\$ 399.45
278	FERGUSON ENTERPRISES INC	Pipe Fittings for Olmsted Project/283471	\$ 46.95
279	FERGUSON ENTERPRISES INC	Pipe Fittings for Olmsted Project/283560	\$ 23.49
280	FERGUSON ENTERPRISES INC	Plug for Olmsted Downspout Project/28337	\$ 28.68
281	FERGUSON ENTERPRISES INC	Plumbing Supplies for Olmsted Downspout	\$ 137.49
282	FERGUSON ENTERPRISES INC	Shipping	\$ 16.13
283	FIRST CHOICE COFFEE SERVICES	Coffee	\$ 34.99
284	FOLLETT SCHOOL SOLUTIONS-	replacement books - not to exceed 388.00	\$ 387.76
285	FOLLETT SCHOOL SOLUTIONS-	See attached for list of books for Jense	\$ 117.70
286	FOLLETT SCHOOL SOLUTIONS-	See attached quote ID 8678276 for order	\$ 921.73
287	FOLLETT SCHOOL SOLUTIONS-	See quote ID# 8692661 for order for Urba	\$ 2,001.08
288	FOLLETT SCHOOL SOLUTIONS-	See quote ID 8725760 for order for Urban	\$ 681.49
289	FORSELLES II PARTNERS-	MWLA Rent for 2015-2016 school year	\$ 6,692.00
290	FRONTLINE PLACEMENT TECHNOLOGIES-	Veritime Certification Course Deb Boston	\$ 695.00
291	FRONTLINE PLACEMENT TECHNOLOGIES-	Veritime Certification Course Maggie Holt	\$ 695.00
292	GOPHER SPORT	Deluxe vinyl floor tape- blue	\$ 27.50
293	GOPHER SPORT	Deluxe vinyl floor tape- red	\$ 27.50
294	GOPHER SPORT	Gopher SI Recreational Shuttlecocks	\$ 139.30
295	GOPHER SPORT	shipping	\$ 16.52

296	GRAINGER INC-	Parts to Repair Mat Mover at HS/12583757	\$ 54.10
297	GREATER DES MOINES UNITED WAY	Withholding	\$ 158.00
298	GREATER IOWA CREDIT UNION	Withholdings 03/25/2016	\$ 83.60
299	GREATER IOWA CREDIT UNION	Withholdings 04/08/2016	\$ 83.60
300	GREATER IOWA CREDIT UNION	Withholdings 04/20/2016	\$ 1,900.00
301	HARRISON, KELLEY	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
302	HEARTLAND AEA 11	Abc book printed in color not to exceed	\$ 15.93
303	HEARTLAND AEA 11	SERVICES/SUPPLIES	\$ 26.62
304	HEARTLAND AEA 11	SERVICES/SUPPLIES	\$ 229.67
305	HEARTLAND AEA 11	SERVICES/SUPPLIES	\$ 10.85
306	HEARTLAND AEA 11	SERVICES/SUPPLIES	\$ 2.45
307	HEARTLAND AEA 11	SERVICES/SUPPLIES	\$ 1.40
308	HEARTLAND AEA 11	SERVICES/SUPPLIES	\$ 6.65
309	HIGGINS PLAZA SERVICE-	Repair fuel pump on MS Van	\$ 422.62
310	HIGGINS PLAZA SERVICE-	Repairs to Vehicl 96-1396/1257	\$ 208.38
311	HYVEE FOOD STORE-URBANALE	Admission to Hy-Vee Cooking Classes for	\$ 320.00
312	HYVEE FOOD STORE-URBANALE	bowls	\$ 2.99
313	HYVEE FOOD STORE-URBANALE	caramel syrup	\$ 2.16
314	HYVEE FOOD STORE-URBANALE	caramel syrup	\$ 2.16
315	HYVEE FOOD STORE-URBANALE	cherries	\$ 4.98
316	HYVEE FOOD STORE-URBANALE	chocolate syrup	\$ 2.16
317	HYVEE FOOD STORE-URBANALE	chocolate syrup	\$ 2.16
318	HYVEE FOOD STORE-URBANALE	Classsrom Supplies	\$ 38.54
319	HYVEE FOOD STORE-URBANALE	CREDIT	\$ (0.21)
320	HYVEE FOOD STORE-URBANALE	Disinfectant wipes	\$ 15.92
321	HYVEE FOOD STORE-URBANALE	disposable bowls	\$ 3.96
322	HYVEE FOOD STORE-URBANALE	FOod for Cutral Issues for 1st and 2nd	\$ 86.11
323	HYVEE FOOD STORE-URBANALE	Food for FCS	\$ 107.50
324	HYVEE FOOD STORE-URBANALE	ice	\$ 7.96
325	HYVEE FOOD STORE-URBANALE	ice cream	\$ 26.72
326	HYVEE FOOD STORE-URBANALE	ice cream	\$ 13.36
327	HYVEE FOOD STORE-URBANALE	items for Child growth	\$ 36.93
328	HYVEE FOOD STORE-URBANALE	items for Child Growth	\$ 65.33
329	HYVEE FOOD STORE-URBANALE	items for Child Growth	\$ 79.44
330	HYVEE FOOD STORE-URBANALE	items for Child Growth	\$ 42.15
331	HYVEE FOOD STORE-URBANALE	items for Foods	\$ 48.96
332	HYVEE FOOD STORE-URBANALE	items for Foods	\$ 83.41
333	HYVEE FOOD STORE-URBANALE	items for Foods	\$ 78.11
334	HYVEE FOOD STORE-URBANALE	items for Foods	\$ 120.97
335	HYVEE FOOD STORE-URBANALE	items for Foods	\$ 131.66
336	HYVEE FOOD STORE-URBANALE	items for FOods	\$ 23.67
337	HYVEE FOOD STORE-URBANALE	Items for Foods	\$ 11.96
338	HYVEE FOOD STORE-URBANALE	items for Foods classes	\$ 23.04
339	HYVEE FOOD STORE-URBANALE	kitchen brushes	\$ 5.38
340	HYVEE FOOD STORE-URBANALE	mini gems	\$ 4.38
341	HYVEE FOOD STORE-URBANALE	oreo cookies	\$ 11.92
342	HYVEE FOOD STORE-URBANALE	rainbow jimmies	\$ 2.98
343	HYVEE FOOD STORE-URBANALE	Ruppert - 2% milk, ronzone elbow pasta,	\$ 9.94
344	HYVEE FOOD STORE-URBANALE	Ruppert - Crunchy sticks, swedish fish,	\$ 13.59
345	HYVEE FOOD STORE-URBANALE	Ruppert - Doritos, Juicy Juice, Ground B	\$ 9.67
346	HYVEE FOOD STORE-URBANALE	Ruppert - Glade Apple Cinnamon, Cleanser	\$ 13.40
347	HYVEE FOOD STORE-URBANALE	Ruppert - large eggs, strawberry preserv	\$ 10.24
348	HYVEE FOOD STORE-URBANALE	Ruppert - Ranch Dressing, Apple Juice	\$ 6.63
349	HYVEE FOOD STORE-URBANALE	Ruppert - Strawberry, organges, bananas,	\$ 14.42
350	HYVEE FOOD STORE-URBANALE	Ruppert - taco seasoning, snack bags, to	\$ 4.41
351	HYVEE FOOD STORE-URBANALE	Ruppert - Whole Wheat Bread, Artisan Whi	\$ 8.25
352	HYVEE FOOD STORE-URBANALE	spoons	\$ 1.99
353	HYVEE FOOD STORE-URBANALE	spoons	\$ 1.99
354	HYVEE FOOD STORE-URBANALE	Straws for Science proiect	\$ 9.94

355	HVVEE FOOD STORE-URBANDALE	Supplies for Classroom	\$ 37.12
356	HVVEE FOOD STORE-URBANDALE	Various items for health office	\$ 44.23
357	HVVEE FOOD STORE-URBANDALE	whip cream	\$ 3.98
358	HVVEE FOOD STORE-URBANDALE	whipped topping	\$ 1.98
359	IMAGING TECHNOLOGIES	Black and White copies and prints	\$ 43.82
360	IMAGING TECHNOLOGIES	Black & White Copies and Prints	\$ 72.25
361	IMAGING TECHNOLOGIES	Color Copies and Prints	\$ 2.24
362	IMAGING TECHNOLOGIES	Color Copies and Prints	\$ 5.98
363	IMAGING TECHNOLOGIES	Copier charge from 2/18/16-3/17/16	\$ 235.32
364	IMAGING TECHNOLOGIES	COPIER CHARGES	\$ 269.02
365	IMAGING TECHNOLOGIES	Copies	\$ 122.08
366	IMAGING TECHNOLOGIES	copy costs	\$ 62.05
367	IMAGING TECHNOLOGIES	copy costs	\$ 1.42
368	IMAGING TECHNOLOGIES	copy costs	\$ 13.33
369	IMAGING TECHNOLOGIES	Copier charge	\$ 52.32
370	IMAGING TECHNOLOGIES	Copier charge	\$ 97.45
371	INDOFF INC	Office supplies for staff	\$ 103.69
372	INTERSTATE ALL BATTERY CENTER	5AH Batteries for Webster Intercon UPS/1	\$ 71.80
373	INTERSTATE ALL BATTERY CENTER	"AA" Dry Cell Batteries 24 Pack For Dis	\$ 41.40
374	INTERSTATE ALL BATTERY CENTER	"C" Dry Cell Batteries 12 Pack For Dist	\$ 45.60
375	INTERSTATE ALL BATTERY CENTER	"D" Dry Cell Batteries 12 Pack For Dist	\$ 24.90
376	IOWA ASSOCIATION-SCHOOL BOARDS-	Background Checks March 2016	\$ 912.00
377	IOWA DEPARTMENT OF REVENUE	Withholdings 04/08/2016	\$ 12.96
378	IOWA INTERNATIONAL CENTER-	Interpreters - Swahili(1 hour) & Vietnam	\$ 285.00
379	IOWA INTERNATIONAL CENTER-	Mandarin Conference 3/1/16 @ Olmsted	\$ 60.00
380	IOWA INTERNATIONAL CENTER-	Mandarin Conference 3/7/16 @ Webster	\$ 60.00
381	IOWA INTERNATIONAL CENTER-	Swahili Conferences (6) 3/3/16 @ Olmsted	\$ 150.00
382	IOWA TESTING PROGRAMS	Registration fee and standard service	\$ 12,033.74
383	IOWA WATER MANAGEMENT-	Contracted Water Management/District-HS/	\$ 400.00
384	IOWA WATER MANAGEMENT-	Contracted Water Management/HS/IN15468	\$ 435.00
385	IRON MOUNTAIN RECORDS MANAGEMENT-	SERVICES	\$ 29.61
386	JACOBS GEODE	Trip for geodes (Happe)	\$ 200.00
387	JACOBS, JOSH	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
388	J LAURENZO SPECIALTY PRODUCTS	HD Commercial Grade Baby Changing Statio	\$ 4,712.00
389	J LAURENZO SPECIALTY PRODUCTS	Model 254 Sanitary Napkin Disposal/Quote	\$ 930.00
390	JOHNSTONE SUPPLY	7152 Actuator/3067183	\$ 234.01
391	JUICEBOX INTERACTIVE-	SERVICES	\$ 1,315.00
392	JUSTMANN, LARA	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
393	JW PEPPER & SONS, INC.	CREDIT	\$ (48.00)
394	KARAIDOS, SHAWN	MILEAGE	\$ 54.49
395	KELLY, TARA	Reimbursement for workshop	\$ 149.00
396	KERR, JANELLE	Food Reimbursement TESOL Conference	\$ 13.82
397	KRAVA, SCOTT	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
398	KRUUIDENIER, JENNIFER	MILEAGE	\$ 15.71
399	LAKESHORE LEARNING MATERIALS	blends & diagraphs match-up	\$ 12.99
400	LAKESHORE LEARNING MATERIALS	Comfy Pillows - Set of 5	\$ 129.00
401	LAKESHORE LEARNING MATERIALS	fiction and nonfiction paired passages	\$ 39.99
402	LAKESHORE LEARNING MATERIALS	Fluency & Comprehension Partner Scripts	\$ 159.96
403	LAKESHORE LEARNING MATERIALS	Giant Comfy Pillow - Red	\$ 69.99
404	LAKESHORE LEARNING MATERIALS	match and sort early reading comprehensi	\$ 24.99
405	LAKESHORE LEARNING MATERIALS	read and comprehend science activity fol	\$ 49.99
406	LAKESHORE LEARNING MATERIALS	shipping	\$ 12.60
407	LAKESHORE LEARNING MATERIALS	SHIPPING	\$ 29.85
408	LAKESHORE LEARNING MATERIALS	Shipping & Handling @ 15%	\$ 23.99
409	LAKESHORE LEARNING MATERIALS	social studies file folder games	\$ 34.99
410	LAKESHORE LEARNING MATERIALS	sound phones-set of 10	\$ 45.00
411	LAKESHORE LEARNING MATERIALS	vowel combinations puzzle	\$ 12.99
412	LAKESHORE LEARNING MATERIALS	vowel sounds puzzle	\$ 12.99
413	LANE, MARK	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00

414	LANGUAGETECH, INC.-	Burmese Interpreter Olm	\$ 60.00
415	LANGUAGETECH, INC.-	Chin Hakha Interpreter RG	\$ 60.00
416	LANGUAGETECH, INC.-	Interpreters for Conferences - 6 hurs	\$ 330.00
417	LANGUAGETECH, INC.-	Mandarin Interpreter KA	\$ 60.00
418	LANGUAGETECH, INC.-	Mandarin Interpreter Phone Call	\$ 45.00
419	LIFETOUCH SCHOOL PORTRAITS	SERVICES	\$ 2,004.80
420	LIFETOUCH SCHOOL PORTRAITS	SERVICES	\$ 1,620.42
421	LIFETOUCH SCHOOL PORTRAITS	SERVICES	\$ 3,408.62
422	LIFETOUCH SCHOOL PORTRAITS	SERVICES	\$ 2,361.18
423	LIFETOUCH SCHOOL PORTRAITS	SERVICES	\$ 2,141.37
424	LIFETOUCH SCHOOL PORTRAITS	SERVICES	\$ 4,347.00
425	LORENZ, ANGELA	Food Reimbursement TESOL Conference	\$ 21.96
426	MAIL SERVICES, LLC-	SERVICES	\$ 884.16
427	MARTENSDALE-ST. MARYS SCHOOL DIST	OE Tuition	\$ 1,591.50
428	MAURO, MEREDITH	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
429	MCDUGAL, RICHARD	SERVICES	\$ 220.48
430	MCGRAW HILL EDUCATION-	Level C	\$ 794.97
431	MCGRAW HILL EDUCATION-	SHIPPING	\$ 82.65
432	MCKNIGHT, KELLY	Food Reimbursement TESOL Conference	\$ 18.76
433	MEDIACOM	SERVICES	\$ 1,300.00
434	MENARDS	10'X12' Tarp/40113	\$ 9.58
435	MENARDS	Block Filler Paint/40271	\$ 69.85
436	MENARDS	Fence pickets to Repair Olmsted Vandalis	\$ 4.80
437	MENARDS	Grounds Supplies/39444	\$ 89.96
438	MENARDS	Hardware/38885	\$ 14.99
439	MENARDS	Hardware/39058	\$ 18.52
440	MENARDS	Hardware/39252	\$ 35.99
441	MENARDS	Lumber For Baseball Office/39181	\$ 132.65
442	MENARDS	Lumber For Baseball Office/39564	\$ 25.07
443	MENARDS	Lumber for Temp Coat Hooks at KA/40858	\$ 1.89
444	MENARDS	Paint/38861	\$ 18.40
445	MENARDS	Paint Brushes/39879	\$ 11.58
446	MENARDS	Painting Supplies/38945	\$ 28.27
447	MENARDS	Painting Supplies for District/39474	\$ 97.07
448	MENARDS	Performax 6 Drawer Mobile tool cabinet	\$ 238.00
449	MENARDS	Performax 6 Drawer tool chest	\$ 168.00
450	MENARDS	Plumbing Parts/39049	\$ 64.00
451	MENARDS	Pothole Patch/40870	\$ 39.75
452	MENARDS	Primer/39549	\$ 9.30
453	MENARDS	Sanding Disc/39548	\$ 9.88
454	MENARDS	Supples for science/boats (Happe)	\$ 694.88
455	MENARDS	Supplies for BB Office/40242	\$ 744.77
456	MENARDS	Supplies for BB Office/40518	\$ 64.49
457	MENARDS	Supplies To Build Office At Baseball/395	\$ 18.90
458	MENARDS	Tools for Vehicle/40838	\$ 26.53
459	MENARDS	Truck Hardware/39557	\$ 71.83
460	MENARDS	Van Supplies For New Employee/39255	\$ 277.00
461	MENARDS	Water Test Kit/Olmsted/40267	\$ 9.98
462	MENARDS	Wire and Cable for HS/40342	\$ 211.35
463	MENARDS	Wire Nuts/39838	\$ 5.98
464	METHODIST OCCUPATIONAL HEALTH -	SERVICES	\$ 87.00
465	METRO WEST LEARNING CENTER-	Consulting Services for AS /Invoice#2004	\$ 3,344.00
466	METRO WEST LEARNING CENTER-	Consulting Services for TW Invoice #2005	\$ 237.50
467	METRO WEST LEARNING CENTER-	Consulting Servives Meeting on Behavior	\$ 300.00
468	METRO WEST LEARNING CENTER-	Invoice #20106 CPI Training	\$ 226.76
469	METRO WEST LEARNING CENTER-	Invoice #20116 CPI Training & Manuals	\$ 272.67
470	METRO WEST LEARNING CENTER-	Invoice #20182 for TW	\$ 308.75
471	METRO WEST LEARNING CENTER-	Invoice #20183 for AS	\$ 4,262.50
472	METRO WEST LEARNING CENTER-	Invoice #20243	\$ 427.50

473	METRO WEST LEARNING CENTER-	Invoice #20263	\$ 4,152.50
474	METRO WEST LEARNING CENTER-	Invoice#20322	\$ 475.00
475	METRO WEST LEARNING CENTER-	Invoice #20399	\$ 4,262.50
476	METRO WEST LEARNING CENTER-	Invoice#20414	\$ 190.00
477	METRO WEST LEARNING CENTER-	Invoice#20418	\$ 4,262.50
478	MIDAMERICAN ENERGY-	A/O	\$ 159.85
479	MIDAMERICAN ENERGY-	A/O	\$ 212.25
480	MIDAMERICAN ENERGY-	HIGH SCHOOL	\$ 39.31
481	MIDAMERICAN ENERGY-	HIGH SCHOOL	\$ 11,754.34
482	MIDAMERICAN ENERGY-	JENSEN	\$ 367.69
483	MIDAMERICAN ENERGY-	JENSEN	\$ 1,143.54
484	MIDAMERICAN ENERGY-	KAREN ACRES	\$ 263.51
485	MIDAMERICAN ENERGY-	KAREN ACRES	\$ 1,476.18
486	MIDAMERICAN ENERGY-	METRO WEST	\$ 87.98
487	MIDAMERICAN ENERGY-	METRO WEST	\$ 338.24
488	MIDAMERICAN ENERGY-	MIDDLE SCHOOL	\$ 4,810.87
489	MIDAMERICAN ENERGY-	OLMSTED	\$ 992.54
490	MIDAMERICAN ENERGY-	OLMSTED	\$ 2,383.52
491	MIDAMERICAN ENERGY-	ROLLING GREEN	\$ 626.57
492	MIDAMERICAN ENERGY-	ROLLING GREEN	\$ 1,637.59
493	MIDAMERICAN ENERGY-	SERVICES	\$ 820.00
494	MIDAMERICAN ENERGY-	VALERIUS	\$ 277.20
495	MIDAMERICAN ENERGY-	VALERIUS	\$ 1,379.84
496	MIDAMERICAN ENERGY-	WEBSTER	\$ 3,391.16
497	MIDWEST BEARING AND SUPPLY	Parts to Repair HS Mat Mover/47309	\$ 64.75
498	MINNESOTA CENTER FOR READING RESEARCH	PRESS Assessment Manual	\$ 100.00
499	MINNESOTA CENTER FOR READING RESEARCH	PRESS Intervention Manual	\$ 375.00
500	MINNESOTA CENTER FOR READING RESEARCH	PRESS Intervention Manual & Assessment M	\$ 110.00
501	MINNESOTA CENTER FOR READING RESEARCH	shipping	\$ 15.00
502	MODEL ME KIDS-	Interactive Software, CDs and DVDs - Pro	\$ 188.43
503	MODEL ME KIDS-	Interactive Software, CDs and DVDs - Pro	\$ 188.42
504	MULCH MART	8 Yards black dirt w/Delivery to HS/3287	\$ 366.00
505	MULCH MART	Black Topsoil/32844	\$ 118.50
506	NAPA GENUINE PARTS	Spray Primer/815184	\$ 15.30
507	NEIL ENTERPRISES, INC.	Contigo Coffee Cups and Water Bottles fo	\$ 1,233.60
508	NEIL ENTERPRISES, INC.	Shipping of Coffee Cups and Water Bottle	\$ 101.58
509	NYS CHILD SUPPORT PROCESSING CENTER	Withholdings 04/08/2016	\$ 44.27
510	OFFICE DEPOT-(USE FOR ALL)	143197 Blue Document covers for graduat	\$ 53.28
511	OFFICE DEPOT-(USE FOR ALL)	#2 Pencils - box of 144	\$ 43.95
512	OFFICE DEPOT-(USE FOR ALL)	3x5 Notecards (500 pack)	\$ 10.47
513	OFFICE DEPOT-(USE FOR ALL)	AA Batteries - pkg of 36	\$ 20.18
514	OFFICE DEPOT-(USE FOR ALL)	ADD'L SUPPLIES	\$ 25.14
515	OFFICE DEPOT-(USE FOR ALL)	ADD'L SUPPLIES	\$ 6.98
516	OFFICE DEPOT-(USE FOR ALL)	Cap Erasers	\$ 0.32
517	OFFICE DEPOT-(USE FOR ALL)	Crayola Washable Markers - Pkg. of 8	\$ 23.90
518	OFFICE DEPOT-(USE FOR ALL)	Expo, chisel tip, assorted color	\$ 8.34
519	OFFICE DEPOT-(USE FOR ALL)	Expo, chisel tip, dry erase marker	\$ 12.53
520	OFFICE DEPOT-(USE FOR ALL)	Office Depot Brand Paper Clips - Jumbo -	\$ 9.34
521	OFFICE DEPOT-(USE FOR ALL)	Quartet Natural Cork Bulletin Bar - 1" X	\$ 75.98
522	OFFICE DEPOT-(USE FOR ALL)	Quartet Natural Cork Bulletin Bar - 2" X	\$ 230.95
523	OFFICE DEPOT-(USE FOR ALL)	staples multiuse copy paper	\$ 101.97
524	OFFICE DEPOT-(USE FOR ALL)	Supplies	\$ 180.18
525	OFFICE DEPOT-(USE FOR ALL)	Vis A Vis Wet Erase - Pkg. of 8	\$ 59.45
526	OLSON, ANDREW	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
527	ORIENTAL TRADING	1 lb. of Pom-poms	\$ 13.99
528	ORIENTAL TRADING	Animal & Habitat Sorting	\$ 14.99
529	ORIENTAL TRADING	Back to School Clipboards	\$ 19.99
530	ORIENTAL TRADING	balls	\$ 13.99
531	ORIENTAL TRADING	Black Googly Eyes	\$ 5.50

532	ORIENTAL TRADING	Bulk Feather Assort.	\$ 6.50
533	ORIENTAL TRADING	CERTIFICATE	\$ (5.00)
534	ORIENTAL TRADING	clappers	\$ 5.99
535	ORIENTAL TRADING	lty Bitty Pom-poms	\$ 3.99
536	ORIENTAL TRADING	lizards clappers	\$ 6.99
537	ORIENTAL TRADING	paratroopers	\$ 11.99
538	ORIENTAL TRADING	pencils	\$ 28.99
539	ORIENTAL TRADING	poppers	\$ 7.99
540	ORIENTAL TRADING	Self Adhesive Geometric Jewels	\$ 8.99
541	ORIENTAL TRADING	Shiney Flower Jewels	\$ 11.00
542	ORIENTAL TRADING	shipping fee	\$ 14.99
543	ORIENTAL TRADING	Shuttle Pens	\$ 9.99
544	ORIENTAL TRADING	slap bracelets	\$ 20.99
545	ORIENTAL TRADING	Snowflake Jewel Assort.	\$ 11.00
546	ORIENTAL TRADING	spin tops	\$ 6.75
547	ORIENTAL TRADING	sticky hands	\$ 8.25
548	ORIENTAL TRADING	Zoo Animal Stamps	\$ 5.25
549	OVERHEAD DOOR CO OF DSM INC	Repair of Loading Dock Door at UHS	\$ 2,100.00
550	PALMER'S DELI	Palmers Lunch Orders for Elementary Prin	\$ 116.22
551	PARROTT, CHELSEA	MILEAGE	\$ 133.98
552	PAY-LESS/EXCEL	All in One Caddy	\$ 25.09
553	PAY-LESS/EXCEL	Big E Eraser	\$ 6.49
554	PAY-LESS/EXCEL	Black counter height stool	\$ 90.79
555	PAY-LESS/EXCEL	Construction Paper	\$ 11.39
556	PAY-LESS/EXCEL	Easel Pad	\$ 34.69
557	PAY-LESS/EXCEL	Electric pencil sharpener	\$ 54.89
558	PAY-LESS/EXCEL	Flip chart	\$ 57.29
559	PAY-LESS/EXCEL	Hanging File Folders	\$ 18.79
560	PAY-LESS/EXCEL	Legal pads	\$ 6.79
561	PAY-LESS/EXCEL	Manilla File Folders	\$ 6.99
562	PAY-LESS/EXCEL	Neon pencils	\$ 15.27
563	PAY-LESS/EXCEL	Painters tape	\$ 22.47
564	PAY-LESS/EXCEL	Pen	\$ 2.29
565	PAY-LESS/EXCEL	Pencils	\$ 3.59
566	PAY-LESS/EXCEL	Phone Stand	\$ 5.69
567	PAY-LESS/EXCEL	Post-it Value Pack	\$ 43.19
568	PAY-LESS/EXCEL	Retractable pens	\$ 6.19
569	PAY-LESS/EXCEL	Tape-Transparent tape	\$ 24.29
570	PAY-LESS/EXCEL	Value Construction paper	\$ 28.36
571	PAY-LESS/EXCEL	Wide ruled paper	\$ 11.67
572	PEER, SUSAN	items for Foreign Language pject	\$ 11.97
573	PEER, SUSAN	items for Foreign Language project	\$ 18.35
574	PERFECTION LEARNING CORPORATION	Iowa Children's Choice Award (20 titles)	\$ 99.44
575	PERFECTION LEARNING CORPORATION	Iowa Teen Award (15 titles)	\$ 80.55
576	PERFECTION LEARNING CORPORATION	Iowa Teen Award (15 titles)	\$ 563.85
577	PERFECTION LEARNING CORPORATION	SHIPPING	\$ 7.48
578	PERFECTION LEARNING CORPORATION	World History books for Chris	\$ 74.75
579	PETERSON, MAGGIE	Food Reimbursement - Tesol Conference	\$ 47.83
580	PLUMB SUPPLY COMPANY	Plumbing Supplies/3814247	\$ 77.18
581	PLUMB SUPPLY COMPANY	Thread Tape/3814247	\$ 6.53
582	PLUMB SUPPLY COMPANY	Toilet Repair Parts for Olmsted damaged	\$ 143.95
583	POLK COUNTY CONSERVATION	Leading with Horses-At Risk Youth Progra	\$ 320.00
584	POLK COUNTY SHERIFF'S OFFICE	Withholdings 03/25/2016	\$ 110.61
585	QUICK-ROMIG, DEANA	Reimbursement for baggage charge - Phoen	\$ 25.00
586	QUILL CORPORATION-	3M 1" Masking Tape, 12 rolls	\$ 71.98
587	QUILL CORPORATION-	720700CT paper	\$ 98.70
588	QUILL CORPORATION-	901-563Q post it pad	\$ 22.39
589	QUILL CORPORATION-	Advantus Retractable Carabiner Badge Ree	\$ 36.47
590	QUILL CORPORATION-	HP Lazerjet black toner cartridge	\$ 224.37

591	QUILL CORPORATION-	Quill Brand Blue Paper	\$ 15.72
592	QUILL CORPORATION-	Quill Brand Goldenrod Paper	\$ 15.72
593	QUILL CORPORATION-	Quill Brand Gray Paper	\$ 10.48
594	QUILL CORPORATION-	Quill Brand Print & Copy Paper by the Ca	\$ 822.50
595	QUILL CORPORATION-	Quill Brand Red Paper	\$ 21.39
596	RAYNER & RINN-SCOTT	Wood for projects, Alder, poplar, pine a	\$ 312.92
597	REALLY GOOD STUFF	neon clipboards	\$ 37.99
598	REALLY GOOD STUFF	shipping	\$ 8.95
599	REALLY GREAT READING	Blast Foundations Student Workbooks (Web	\$ 76.00
600	REALLY GREAT READING	Blast Online Subscriptions (Froehlich Je	\$ 190.00
601	REALLY GREAT READING	Blitz Student Workbooks (UHS)	\$ 1,300.00
602	REALLY GREAT READING	Blitz Student Workbooks (UMS)	\$ 780.00
603	REALLY GREAT READING	Boost Online Subscription (McBee KA)	\$ 95.00
604	REALLY GREAT READING	Boost Phonics Kits (Jensen)	\$ 450.00
605	REALLY GREAT READING	Boost Student Workbook (Jensen)	\$ 450.00
606	REALLY GREAT READING	SHIPPING	\$ 244.48
607	RELIASTAR LIFE INSURANCE CO.	Adjustment -Life	\$ (114.17)
608	RELIASTAR LIFE INSURANCE CO.	Adjustment - LTD	\$ 108.42
609	RELIASTAR LIFE INSURANCE CO.	Adjustment - Vol Life	\$ 41.04
610	RELIASTAR LIFE INSURANCE CO.	Withholding - LTD	\$ 2,341.05
611	RELIASTAR LIFE INSURANCE CO.	Withholding	\$ 1,311.82
612	RELIASTAR LIFE INSURANCE CO.	Withholding - Vol Life	\$ 2,906.61
613	REVTRAK, INC-	SERVICES	\$ 16,225.54
614	RICOH USA INC (WAS IKON OFFICE)	Fees for the Ricoh	\$ 359.37
615	RIEMAN MUSIC INC	Portable Blue Tooth SPeaker	\$ 150.00
616	R & R REALTY GROUP	LEASE A/O-MAY '16	\$ 5,864.08
617	R & R REALTY GROUP	PRO RATA SHARE EXPENSES	\$ 448.33
618	RUSSELL, THAD-DEAN OF CTE	payment for shipping a book back to UHS	\$ 6.80
619	SAI (SCHOOL ADMINISTRATORS OF IOWA)	4.21.2016 Spring Legal Lab	\$ 105.00
620	SAI (SCHOOL ADMINISTRATORS OF IOWA)	6.14.2016 Employee Discipline--Module 1	\$ 165.00
621	SAI (SCHOOL ADMINISTRATORS OF IOWA)	6.16.2016, Employee Discipline -- Module	\$ 165.00
622	SAI (SCHOOL ADMINISTRATORS OF IOWA)	Registration for Crista Carille for the	\$ 105.00
623	SAXTON, INC. DESIGN GROUP-	SUPPLIES	\$ 440.15
624	SCHLUETER, KERI	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
625	SCHOLASTIC INC	Holocaust books (Chris)	\$ 9.90
626	SCHOLASTIC INC	SHIPPING	\$ 2.25
627	SCHOOL HEALTH	ADJ PRICE	\$ 0.01
628	SCHOOL HEALTH	School Health Vinyl Powder Free Exam Glo	\$ 36.28
629	SCHOOL HEALTH	School Health Vinyl Powder Free Exam Glo	\$ 34.42
630	SCHULTZ, NANCY	MILEAGE	\$ 35.69
631	SECRETARY OF STATE	Notary Public Fee	\$ 30.00
632	SILVAY, JENNIFER	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
633	SMITH'S SEWER SERVICE INC-	Drain Snake Gym Urinal/317642	\$ 75.00
634	SOENKE-QUIST, DENA-	SERVICES	\$ 5,887.50
635	STALEY, NIKKI	MILEAGE	\$ 82.62
636	STIPEND VENDOR	REFUND-BRIAN & AMY SOPER	\$ 16.00
637	STIPEND VENDOR	REFUND-JENNY & CARL MOSES	\$ 8.00
638	ST PIUS X	PARTNER PRESCHOOL-APR '16	\$ 5,482.97
639	STROOPE, CHRISTY	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
640	STROOPE, CHRISTY	MILEAGE	\$ 60.48
641	STROOPE, CHRISTY	Reimbursement for Parking	\$ 10.00
642	SUPPLYWORKS (PREV AMSAN)	District hand soap	\$ 1,612.32
643	TEACHER DIRECT-	Shipping & Handling @ 15%	\$ 30.29
644	TEACHER DIRECT-	Wood/Corrugated Literature Organizers	\$ 201.96
645	TEACHER'S DISCOVERY	800 Dot stickers pack on Spanish	\$ 119.70
646	TEACHER'S DISCOVERY	IE 1694 Temporary GERman tattoos	\$ 32.85
647	TEACHER'S DISCOVERY	IF2474 German Bookmarks	\$ 3.95
648	TEACHER'S DISCOVERY	IG0550 Classroom Nouns Bingo/flashcards	\$ 23.95
649	TEACHER'S DISCOVERY	IN0732J Magnetic spinner set of 3	\$ 39.58

650	TEACHER'S DISCOVERY	IP1753 The weather today spanish poster	\$ 12.00
651	TEACHER'S DISCOVERY	IP1856 Welcome back Dali spanish poster	\$ 12.00
652	TEACHER'S DISCOVERY	IP1861 You are Here Spanish mini posters	\$ 4.25
653	TEACHER'S DISCOVERY	IP1946 informal/formal poster	\$ 16.00
654	TEACHER'S DISCOVERY	IV1443J My Americas DVD	\$ 59.95
655	TEACHER'S DISCOVERY	IV2050J Global treasures DVD tectihuaca	\$ 14.95
656	TEACHER'S DISCOVERY	IV2197J Traditions/ Customs Mexico DVD	\$ 29.95
657	TEACHER'S DISCOVERY	IV2231J Global treasures DVD Nazca	\$ 14.95
658	TEACHER'S DISCOVERY	IV2272J Ghosts of Machu Pichu DVD	\$ 24.95
659	TEACHER'S DISCOVERY	IW0123 Germanpencils by the pound	\$ 16.99
660	TEACHER'S DISCOVERY	shipping	\$ 51.12
661	TONER PLACE, THE	repair printer	\$ 80.00
662	TONER PLACE, THE	Toner	\$ 83.75
663	TONER PLACE, THE	Toner	\$ 120.25
664	TONER PLACE, THE	Toner	\$ 61.50
665	TONER PLACE, THE	Toner	\$ 145.25
666	TONER PLACE, THE	Toner	\$ 269.00
667	TONER PLACE, THE	Toner	\$ 301.50
668	TONER PLACE, THE	Toner	\$ 363.50
669	TONER PLACE, THE	Toner	\$ 516.00
670	TRIARCO	#8210 Fine-tip marker classpack	\$ 71.50
671	TRIARCO	Camellia students watercolor pans	\$ 72.32
672	TRIARCO	Faber-Castell Metallic colored eco penci	\$ 55.50
673	TRIARCO	KOH-I-NOOR Polycolor Colored pencils cla	\$ 116.75
674	TRIARCO	Pacon Bright White Drawing Paper 12x18 8	\$ 138.96
675	TRIARCO	Pacon Bright White Drawing paper 9x12 80	\$ 57.76
676	TRIARCO	Papermate white pearl eraser	\$ 13.14
677	TRIARCO	Safe-T UltraFlex 12" ruler	\$ 12.15
678	TRIARCO	Sargent Sculpt -It Air Dry Clay Class pa	\$ 51.95
679	TRIARCO	SHIPPING	\$ 44.00
680	TRIARCO	Triarco Manila Drawing paper 9x12	\$ 89.40
681	UE LOCAL 893	Withholdings 03/25/2016	\$ 241.50
682	UE LOCAL 893	Withholdings 04/08/2016	\$ 241.50
683	ULINE	Item # H1135 60 X 30 Table Composite W	\$ 422.00
684	ULINE	Item # H-1135 60 x 30 Table w/stainless	\$ 585.00
685	ULINE	SHIPPING	\$ 68.20
686	URBANDALE BOOSTER CLUB	District Employee Appreciation items	\$ 1,498.15
687	URBANDALE EDUCATION ASSOCIATION	Withholdings 04/20/2016	\$ 10,600.00
688	URBANDALE POLICE DEPARTMENT	registration for Matt Flattery to attend	\$ 495.00
689	URBANDALE WATER UTILITY	WATER/SEWER	\$ 295.41
690	URBANDALE WATER UTILITY	WATER/SEWER	\$ 327.07
691	URBANDALE WATER UTILITY	WATER/SEWER	\$ 588.85
692	URBANDALE WATER UTILITY	WATER/SEWER	\$ 355.85
693	URBANDALE WATER UTILITY	WATER/SEWER	\$ 260.70
694	URBANDALE WATER UTILITY	WATER/SEWER	\$ 741.65
695	URBANDALE WATER UTILITY	WATER/SEWER	\$ 2,759.93
696	U.S. DEPARTMENT OF EDUCATION	Withholdings 04/20/2016	\$ 476.46
697	VAN WALL EQUIP (PREV GREAT AM OUTDOOR)	Repairs to Baseball Reel Mower/Labor/244	\$ 599.00
698	VAN WALL EQUIP (PREV GREAT AM OUTDOOR)	Repairs to Baseball Reel Mower/Parts/244	\$ 148.51
699	VIERLING, KELLY D'ANN	Withholdings 04/20/2016	\$ 636.24
700	WALSH DOOR & HARDWARE CO	Door Closer for Repair at KA/501284	\$ 122.65
701	WALSH DOOR & HARDWARE CO	SUPPLIES/CREDIT	\$ -
702	WASTE CONNECTIONS OF DM	SERVICES	\$ 106.09
703	WASTE MANAGEMENT OF IOWA	SERVICES	\$ 3,683.11
704	WAUKEE COMMUNITY SCHOOLS	OE Concurrent Enrollmetn Fall	\$ 841.73
705	WAUKEE COMMUNITY SCHOOLS	OE Tuition 3rd Qtr	\$ 20,689.50
706	WAUKEE COMMUNITY SCHOOLS	OE Tuition 3rd Qtr TLC	\$ 1,094.38
707	WELLS FARGO CORPORATE CARD	Base 10 Grid	\$ 49.75
708	WELLS FARGO CORPORATE CARD	Business Cards 100ct	\$ 16.00

709	WELLS FARGO CORPORATE CARD	Business Cards 500ct	\$ 20.00
710	WELLS FARGO CORPORATE CARD	Hotel For TESOL in Baltimore	\$ 780.80
711	WELLS FARGO CORPORATE CARD	Meals Centerplate	\$ 13.95
712	WELLS FARGO CORPORATE CARD	Meals Dalesios Of Little Italy	\$ 26.30
713	WELLS FARGO CORPORATE CARD	Meals Eddie's Deli	\$ 23.46
714	WELLS FARGO CORPORATE CARD	Meals Harbor Grill	\$ 79.85
715	WELLS FARGO CORPORATE CARD	Meals Pratt Street Ale House	\$ 141.53
716	WELLS FARGO CORPORATE CARD	MEALS-REIMBURSED LOST RECEIPT J KERR	\$ 70.30
717	WELLS FARGO CORPORATE CARD	Mos Crab and Pasta Factory	\$ 21.07
718	WELLS FARGO CORPORATE CARD	PARKING	\$ 66.00
719	WELLS FARGO CORPORATE CARD	SERVICES	\$ 300.00
720	WELLS FARGO CORPORATE CARD	S&H	\$ 9.95
721	WELLS FARGO CORPORATE CARD	Shipping Fee	\$ 13.99
722	WEST DES MOINES COMM SCHOOL DIST-	OE Tuition 3rd Qtr	\$ 56,816.65
723	WEST DES MOINES COMM SCHOOL DIST-	OE Tuition 3rd Qtr ELL	\$ 700.26
724	WEST DES MOINES COMM SCHOOL DIST-	OE Tuition TLC	\$ 2,868.83
725	WEX BANK (WAS FLEET SVCS/WRIGHT EXP)	SERVICES	\$ 1,265.07
726	WILSON, DANIA (FORMERLY SCHULER)	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
727	WINDSTAR LINES-	CHARTER - VAR GIRLS SOCCER TO COUNCIL BL	\$ 880.00
728	WINDSTREAM-	SERVICES	\$ 2,313.71
729	WOOD, DENISE	CELL PHONE REIMBURSE-JAN/FEB/MAR '16	\$ 90.00
730	WOODMAN INC-	PM Material Replacement Funds 1st Qtr/PM	\$ 950.00
731	WOODMAN INC-	Service Call at UMS/PM98BC	\$ 342.13
732	WOODWARD-GRANGER COMM. SCHOOLS	SpEd Tuition for JJ	\$ 2,474.57
733	WOODWARD-GRANGER COMM. SCHOOLS	SpEd Tuition for KZ	\$ 1,561.65
734	ZWICK, HEIDI	MILEAGE	\$ 33.37
735	10 - GENERAL	** Fund Total **	\$ 699,401.76
736			
737	21 - STUDENT ACTIVITY		
738	A KING'S THRONE, LLC-	PORTABLE UNITS AT UMS 3.18.16-4.14.16 (I	\$ 194.00
739	ALLEN, MARVIN-	OFFICIAL - STARTER FOR TRACK SCRIMMAGE 3	\$ 37.50
740	ALLEN, MARVIN-	OFFICIAL - STARTER FOR TRACK SCRIMMAGE 3	\$ 37.50
741	ALLEN, MARVIN-	OFFICIAL - TRACK STARTER 4.4.16 (9/JV BO	\$ 36.25
742	ALLEN, MARVIN-	OFFICIAL - TRACK STARTER 4.4.16 (9/JV BO	\$ 36.25
743	ALLEN, MARVIN-	OFFICIAL - TRACK STARTER 4.4.16 (9/JV BO	\$ 72.50
744	ALLEN, MARVIN-	OFFICIAL - TRACK STARTER 4.5.16 (7 B/G M	\$ 36.25
745	ALLEN, MARVIN-	OFFICIAL - TRACK STARTER 4.5.16 (7 B/G M	\$ 36.25
746	ALLEN, MARVIN-	OFFICIAL - TRACK STARTER 4.5.16 (7 B/G M	\$ 72.50
747	ALLEN, MARVIN-	OFFICIAL - TRACK STARTER HS COED MEET 4.	\$ 72.50
748	ALLEN, MARVIN-	OFFICIAL - TRACK STARTER HS COED MEET 4.	\$ 36.25
749	ALLEN, MARVIN-	OFFICIAL - TRACK STARTER HS COED MEET 4.	\$ 36.25
750	ALLEN, MARVIN-	OFFICIAL - TRACK STARTER MS BOYS MEET 4.	\$ 72.50
751	ALLEN, MARVIN-	OFFICIAL - TRACK STARTER MS BOYS MEET 4.	\$ 36.25
752	ALLEN, MARVIN-	OFFICIAL - TRACK STARTER MS BOYS MEET 4.	\$ 36.25
753	AMAZON.COM CORPORATE CREDIT	Laptop Backpack #002-3247367-1063418	\$ 67.01
754	AMAZON.COM CORPORATE CREDIT	ONLINE ORDER 002-8147935-6002638 (LAPTOP	\$ 44.60
755	ANKENY HIGH SCHOOL ATHLETICS	ENTRY FEE - HS GIRLS TRACK MEET 4.7.16	\$ 110.00
756	ARGUETA, CARLOS-	OFFICIAL - JV/VAR BOYS SOCCER 4.11.16	\$ 105.00
757	ARIZONA MOUND COMPANY-	Field Surface	\$ 2,355.00
758	ARIZONA MOUND COMPANY-	Hitting Mat	\$ 399.00
759	ARIZONA MOUND COMPANY-	Mound Clay	\$ 1,080.00
760	BABLER, JORDAN-	OFFICIAL - VARSITY BOYS SOCCER TOURNAMEN	\$ 100.00
761	BARNES OUTDOOR SEASONAL SVCS-	MS Long Jump Development	\$ 1,200.00
762	BC PRODUCTIONS-	DJ for Prom 2016	\$ 1,250.00
763	BC PRODUCTIONS-	extra lighting	\$ 200.00
764	BIGGERSTAFF, TAMI-	Accompanist for Spring Music Programs (s	\$ 560.00
765	BIRDSLEY, JEFFREY-	OFFICIAL - VARSITY BOYS SOCCER TOURNAMEN	\$ 100.00
766	BMO MASTERCARD	ANDERSON'S-PROM DECORATIONS	\$ 943.41
767	BMO MASTERCARD	HAMPTON INN CR-JAZZ BAND HOUSING	\$ 1,561.65

768	BMO MASTERCARD	JW PEPPER-MUSIC	\$ 351.43
769	BMO MASTERCARD	RIEMAN MUSIC-PERCUSSION REPAIR TOOL	\$ 7.00
770	BMO MASTERCARD	STAPLES-VIDEO CAMERA TRIPOD	\$ 30.49
771	BMO MASTERCARD	URB PARKS/REC-DEPOSIT-SR LUNCH	\$ 360.00
772	BUSH, PAUL-	OFFICIAL - VARSITY BOYS SOCCER TOURNAMEN	\$ 100.00
773	BUTZKE, JACQUELINE-	JUDGE - JAYWALKERS TRYOUTS 3.31.16	\$ 50.00
774	CHEATEM, VERNON TERRELL-	Assistant to MS Show Choir	\$ 250.00
775	CIML	CIML Dues	\$ 400.00
776	CLIVE POWER EQUIPMENT	NEW GAS CONTAINERS FOR BASEBALL	\$ 45.34
777	CLIVE POWER EQUIPMENT	STIHL BR600SN BACKPACK BLOWER	\$ 390.00
778	CLIVE POWER EQUIPMENT	STIHL FS100RX STRING TRIMMER	\$ 285.00
779	COMPREHENSIVE SOUND SERVICES-	Audio Recording Services: March 21, 2016	\$ 400.00
780	CONNER, CHRIS	MILEAGE	\$ 489.67
781	CONTEMPORARY SERVICES CORP	Event Management - 4/12	\$ 105.06
782	CONTEMPORARY SERVICES CORP	Event Management - 4/14	\$ 113.82
783	CONTEMPORARY SERVICES CORP	Event Support - 4/4	\$ 87.55
784	CONTEMPORARY SERVICES CORP	Event Support - 4/5	\$ 87.55
785	COOPER, MICHAEL-	Solo Contest Accompanist: 4/15/16	\$ 440.00
786	CROWSON PIANO SERVICE-	Humidifier Pad Treatment	\$ 12.00
787	CROWSON PIANO SERVICE-	Tuning: Kawai UST9	\$ 90.00
788	CROWSON PIANO SERVICE-	Tuning: Yamaha C3X	\$ 90.00
789	CROWSON PIANO SERVICE-	Tuning: Yamaha P22	\$ 90.00
790	CROWSON PIANO SERVICE-	Tuning: Yamaha U1	\$ 90.00
791	CROWSON PIANO SERVICE-	Wick Replacement: Yamaha U1	\$ 5.00
792	CUSTOM AWARDS & EMBROIDERY	Double Letter Medallions	\$ 195.00
793	CUSTOM AWARDS & EMBROIDERY	small award plate engraved	\$ 13.00
794	DALLAS CENTER-GRIMES SCHOOL DIST	ENTRY FEE - MS BOYS TRACK MEET 4.11.16	\$ 50.00
795	DECKER SPORTING GOODS	SHIPPING	\$ 30.00
796	DECKER SPORTING GOODS	Softballs	\$ 888.00
797	DOUGHERTY, RODNEY-	OFFICIAL - VARSITY BOYS SOCCER TOURNAMEN	\$ 100.00
798	DOWLING HIGH SCHOOL	ENTRY FEE - HS BOYS TRACK MEET 4.7.16	\$ 125.00
799	ELSE, DINA-	Solo Contest Adjudicator: 4/15/16	\$ 350.00
800	FELD, MARK-	OFFICIAL - 9TH BOYS SOCCER CLASSIC 4.1.1	\$ 150.00
801	FENSTERMANN, MATTHEW-	OFFICIAL - WRESTLING COORDINATOR 1.5.16	\$ 75.00
802	FENSTERMANN, MATTHEW-	TRACK COORDINATOR FOR SCRIMMAGE 3.22.16	\$ 25.00
803	FENSTERMANN, MATTHEW-	TRACK COORDINATOR FOR SCRIMMAGE 3.22.16	\$ 25.00
804	FLOWERAMA	ROSES FOR TRACK SENIOR NIGHT 4.12.16 (OR	\$ 139.65
805	FORTNER BLANNER, CHRISTINE-	Judge for HS Vocal Solo Contest	\$ 350.00
806	FREEMAN-MILLER, LEANNE-	Solo Contest Adjudicator: 4/15/16	\$ 350.00
807	GIZA, SEAN-	OFFICIAL - JV/VAR BOYS SOCCER 4.8.16	\$ 105.00
808	GUITAR CENTER, THE	Casio WK - 6600 76 Key Portable Keyboar	\$ 299.99
809	GUITAR CENTER, THE	Deluxe Keyboard X Stand	\$ 26.95
810	GUITAR CENTER, THE	Road Runner Keyboard Porter	\$ 149.99
811	HARRIS, ANNIE (RUTH)-	Solo Contest Accompanist: 4/15/16	\$ 440.00
812	HARRIS, SPENCER-	OFFICIAL - 9TH BOYS SOCCER 4.8.16	\$ 50.00
813	HAYS, LYNN-	Curricular Choir Accompanist: March Hour	\$ 880.00
814	HAYS, LYNN-	Solo Contest Accompanist: 4/15/16	\$ 440.00
815	HEARTLAND FLAGPOLES & CUSTOM FLAGS	25' UNCOMMON BRONZE FLAGPOLE FOR BASEBAL	\$ 440.00
816	HODZIC, MURIZ-	OFFICIAL - VARSITY BOYS SOCCER TOURNAMEN	\$ 100.00
817	HOVERSON, ANDY	Mileage through March	\$ 97.31
818	HUYEE FOOD STORE-URBANDALE	Pop for Student Senate Party	\$ 21.57
819	IMAGING TECHNOLOGIES	COPIER CHARGES	\$ 1,262.67
820	INDIANOLA COMM SCHOOLS-ATHLETICS	ENTRY FEE - MS BOYS TRACK MEET 4.4.16	\$ 100.00
821	INDIANOLA COMM SCHOOLS-ATHLETICS	ENTRY FEE - MS GIRLS TRACK MEET 4.11.16	\$ 100.00
822	INSTRUMENTALIST AWARDS LLC	Jazz / Conductors Combination	\$ 77.00
823	IOWA HS MUSIC ASSOCIATION	ENTRY FEE: Large Group Contest - Band	\$ 330.00
824	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR 4.4.16 (9/J	\$ 16.25
825	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR 4.4.16 (9/J	\$ 16.25
826	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR 4.4.16 (9/J	\$ 32.50

827	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR 4.5.16 (7 B	\$ 16.25
828	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR 4.5.16 (7 B	\$ 16.25
829	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR 4.5.16 (7 B	\$ 32.50
830	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR HS COED MEE	\$ 32.50
831	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR HS COED MEE	\$ 16.25
832	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR HS COED MEE	\$ 16.25
833	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR MS BOYS MEE	\$ 32.50
834	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR MS BOYS MEE	\$ 16.25
835	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR MS BOYS MEE	\$ 16.25
836	JAZZ EDUCATORS OF IA (JEI)	ENTRY FEE: All-State Jazz Band	\$ 50.00
837	JW PEPPER & SONS, INC.	Invoice 11B71649	\$ 29.25
838	JW PEPPER & SONS, INC.	Invoice 11B73789	\$ 65.97
839	JW PEPPER & SONS, INC.	Invoice 1B71297	\$ 29.25
840	KARIMI, SAEED-	OFFICIAL - JV/VAR BOYS SOCCER 4.11.16	\$ 105.00
841	KILEY, SUE	Refund of money paid for German trip - s	\$ 1,596.00
842	LAZARINI, LEONARDO-	OFFICIAL - 9TH BOYS SOCCER 4.8.16	\$ 50.00
843	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER 4.4.16 (9/	\$ 31.25
844	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER 4.4.16 (9/	\$ 31.25
845	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER 4.4.16 (9/	\$ 62.50
846	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER 4.5.16 (7	\$ 31.25
847	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER 4.5.16 (7	\$ 31.25
848	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER 4.5.16 (7	\$ 62.50
849	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER HS COED ME	\$ 62.50
850	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER HS COED ME	\$ 31.25
851	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER HS COED ME	\$ 31.25
852	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER MS BOYS ME	\$ 62.50
853	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER MS BOYS ME	\$ 31.25
854	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER MS BOYS ME	\$ 31.25
855	LIKER, BARBARA	items for Best Buddies - Costco	\$ 64.63
856	LIKER, BARBARA	items for Best Buddies - Walmart	\$ 4.61
857	MCCOLLUM, BRIAN-	OFFICIAL - JV/VAR BOYS SOCCER 4.11.16	\$ 105.00
858	MENARDS	CREDIT	\$ (10.10)
859	MENARDS	IN STORE PURCHASE (INVOICE #40743) DIRT	\$ 34.99
860	MENARDS	IN STORE PURCHASE (RECEIPT 40249) MISCEL	\$ 125.88
861	NELSON, JARED-	OFFICIAL - JV/VAR BOYS SOCCER 4.8.16	\$ 105.00
862	OFFICE DEPOT-(USE FOR ALL)	IN STORE PURCHASE - TRN 6835 (6X9 ENVELO	\$ 25.00
863	OFFICE DEPOT-(USE FOR ALL)	ONLINE ORDER 831091365-001 (ENVELOPES, K	\$ 143.35
864	OYIBO, HANNAH-	Assistant to MS Show Choir	\$ 250.00
865	PLAZA CLEANERS INC	Marching Band Uniform Cleaning	\$ 2,196.00
866	QUILL CORPORATION-	901-12655015 white duck tape	\$ 12.30
867	QUILL CORPORATION-	901-78152CL 6 pack of tape	\$ 15.99
868	RAYNER & RINN-SCOTT	wood for projects	\$ 175.00
869	RIEMAN MUSIC INC	Conn baritone re-soldering, SN M79173	\$ 168.00
870	RIEMAN MUSIC INC	hand drum HD 8512 2.5" x 12 " H. Tell	\$ 36.96
871	RIEMAN MUSIC INC	Jones medium soft oboe reeds	\$ 50.37
872	RIEMAN MUSIC INC	package of 3 Rico Royale 2 1/2 bass clar	\$ 15.48
873	RIEMAN MUSIC INC	Yamaha tenor sax, replace broken neck sc	\$ 22.00
874	ROSE BRAND WEST	118" Double faced commando 18 oz. Black	\$ 56.09
875	ROSE BRAND WEST	Adjustable uprights for pipe and base 2.	\$ 109.93
876	ROSE BRAND WEST	Low profile bases for pipe base 1.0 and	\$ 58.78
877	ROSE BRAND WEST	Shipping	\$ 300.00
878	SAM'S CLUB	Treats for Student Senate Dance	\$ 130.38
879	SCHNACKENBERG, MICHAEL-	OFFICIAL - BOYS SOCCER JV/VAR 4.8.16	\$ 105.00
880	SINANOVIC, NASER-	OFFICIAL - VARSITY BOYS SOCCER TOURNAMEN	\$ 100.00
881	SOUTHVIEW MIDDLE SCHOOL	ENTRY FEE - MS GIRLS TRACK MEET 4.14.16	\$ 60.00
882	STATE HISTORICAL SOCIETY OF IOWA	Payment for Prom 2016	\$ 2,150.00
883	THOMAS JEFFERSON HIGH SCHOOL	ENTRY FEE - VAR GIRLS SOCCER 4.9.16	\$ 125.00
884	TREPP, TERESA (TERRI)-	Solo Contest Accompanist: 4/15/16	\$ 400.00
885	TRESONA MULTIMEDIA LLC-	Custom Arrangement License: Mr. Roboto	\$ 270.00

886	TRESONA MULTIMEDIA LLC-	Custom Arrangement License: Nova	\$ 235.00
887	URBANDALE SWIM POOL	Practice Use	\$ 120.00
888	VOYEK, RICHARD-	OFFICIAL - 9TH BOYS SOCCER CLASSIC 4.1.1	\$ 150.00
889	WALCK, PAMELA-	Solo Contest Accompanist: 4/15/16	\$ 440.00
890	WAUKEE HIGH SCHOOL ATHLETICS	ENTRY FEE - BOYS HS TRACK MEET 3.31.16	\$ 27.78
891	WAUKEE HIGH SCHOOL ATHLETICS	ENTRY FEE - BOYS HS TRACK MEET 3.31.16	\$ 69.44
892	WAUKEE HIGH SCHOOL ATHLETICS	ENTRY FEE - BOYS HS TRACK MEET 3.31.16	\$ 27.78
893	WAUKEE HIGH SCHOOL ATHLETICS	ENTRY FEE - GIRLS HS TRACK MEET 3.29.16	\$ 11.11
894	WAUKEE HIGH SCHOOL ATHLETICS	ENTRY FEE - GIRLS HS TRACK MEET 3.29.16	\$ 27.78
895	WAUKEE HIGH SCHOOL ATHLETICS	ENTRY FEE - GIRLS HS TRACK MEET 3.29.16	\$ 11.11
896	WAUKEE HIGH SCHOOL ATHLETICS	ENTRY FEE - JV BOYS SOCCER CLASSIC 4.1.1	\$ 11.11
897	WAUKEE HIGH SCHOOL ATHLETICS	ENTRY FEE - JV BOYS SOCCER CLASSIC 4.1.1	\$ 27.78
898	WAUKEE HIGH SCHOOL ATHLETICS	ENTRY FEE - JV BOYS SOCCER CLASSIC 4.1.1	\$ 11.11
899	WEST DES MOINES COMMUNITY SCHOOL	ENTRY FEE - HS BOYS TRACK MEET 4.11.16	\$ 85.00
900	WHITE, NIKOLE-	JUDGE - JAYWALKER TRYOUTS 3.31.16	\$ 50.00
901	WOODWORKER'S SUPPLY INC	123-353 desktop fasteners	\$ 61.28
902	21 - STUDENT ACTIVITY	** Fund Total **	\$ 34,538.10
903			
904	22 - MANAGEMENT LEVY		
905	AVESIS THIRD PARTY ADM.	Adjustments	\$ (81.75)
906	AVESIS THIRD PARTY ADM.	Retirees	\$ 153.61
907	IOWA WORKFORCE DEVELOPMENT	SERVICES	\$ 2,998.89
908	22 - MANAGEMENT LEVY	** Fund Total **	\$ 3,070.75
909			
910	33 - SALES TAX FUND		
911	DLR GROUP INC-	SERVICES	\$ 8,334.80
912	DLR GROUP INC-	SERVICES	\$ 3,150.00
913	ENVIRONMENTAL PROPERTY SOLUTIONS INC-	Asbestos Removal at KA/15165	\$ 2,920.00
914	LARSON & LARSON CONSTRUCTION-	SERVICES-PAY APPLICATION #5	\$ 157,236.48
915	LARSON & LARSON CONSTRUCTION-	SERVICES-PAY APPLICATION #6	\$ 359,176.33
916	SOIL TEK-	February SWPPP Billing at KA/72618	\$ 250.00
917	WOODMAN INC-	Controls Upgrade at UHS/7/9/2015	\$ 21,200.00
918	33 - SALES TAX FUND	** Fund Total **	\$ 552,267.61
919			
920	36 - PHY PLANT & EQ LEVY		
921	IMAGING TECHNOLOGIES	3 copiers, 4 card readers, 4 cabinets, s	\$ 14,544.00
922	36 - PHY PLANT & EQ LEVY	** Fund Total **	\$ 14,544.00
923			
924	40 - DEBT SERVICE		
926	WELLS FARGO BANK	PAYING AGENT FEE	\$ 1,000.00
927	WELLS FARGO BANK	SERIES 2009 TRUSTEE FEE	\$ 2,500.00
928	40 - DEBT SERVICE	** Fund Total **	\$ 3,500.00
929			
930	61 - SCHOOL NUTRITION		
932	AMERICAN BOTTLING CO (WAS DR PEPPER)	Bottled Water	\$ 268.80
933	AMERICAN BOTTLING CO (WAS DR PEPPER)	Beverages	\$ 268.80
934	ANDERSON ERICKSON DAIRY	Dairy	\$ 11,361.51
935	BMO MASTERCARD	HERITAGE PARTS-CAN OPENER BLADES	\$ 80.18
936	BMO MASTERCARD	SCHOOL NUTRITION ASSOC-L3 CERTIFICATION	\$ 13.00
937	BMO MASTERCARD	SCHOOL NUTRITION ASSOC-NAT'L CONFERENCE	\$ 435.00
938	CONKLIN, CATHY	MILEAGE	\$ 40.72
939	DALTON, ANGELA	SERVICES	\$ 239.86
940	GOODWIN TUCKER GROUP-	Repair of walk in cooler at HS	\$ 234.24
941	LOFFREDO FRESH PRODUCE CO.	Produce	\$ 3,413.25
942	LOFFREDO FRESH PRODUCE CO.	Produce	\$ 3,510.59
943	MARTIN BROTHERS DISTRIBUTING	Chemical	\$ 284.59
944	MARTIN BROTHERS DISTRIBUTING	Chemicals	\$ 235.07
945	MARTIN BROTHERS DISTRIBUTING	Food	\$ 19,425.20
946	MARTIN BROTHERS DISTRIBUTING	Food	\$ 21,377.13

947	MARTIN BROTHERS DISTRIBUTING	Paper Product	\$ 990.82
948	MARTIN BROTHERS DISTRIBUTING	Paper Products	\$ 821.21
949	RBI DISTRIBUTING	Sparkling Water	\$ 1,162.50
950	ROTELLA'S ITALIAN BAKERY	Bread	\$ 639.97
951	ROTELLA'S ITALIAN BAKERY	Bread Products	\$ 1,088.04
952	61 - SCHOOL NUTRITION	** Fund Total **	\$ 65,890.48
953			
954	62 - CHILD CARE		
955	ADEL, CITY OF	2016 Swimming June 8-June 30	\$ 1,680.00
956	ALLEGRA (WAS THE PRINTING STATION)	Printing Adventuretime	\$ 52.41
957	ALLEGRA (WAS THE PRINTING STATION)	Printing Adventuretime	\$ 23.59
958	ANDERSON ERICKSON DAIRY	Milk	\$ 409.58
959	BMO MASTERCARD	AMAZON-CLEANING SUPPLIES	\$ 90.48
960	BMO MASTERCARD	AMAZON-JEN SCHOOL SUPPLIES	\$ 112.15
961	BMO MASTERCARD	AMAZON-KA BALL CAGE	\$ 179.99
962	BMO MASTERCARD	AMAZON-OLM PS CHAIR BUDDIES	\$ 197.64
963	BMO MASTERCARD	AMAZON-OLM SCHOOL SUPPLIES	\$ 86.25
964	BMO MASTERCARD	AMAZON-WEB BALL CAGE	\$ 199.99
965	BMO MASTERCARD	CENTURY THEATERS-SPRING BREAK FIELD TRIP	\$ 522.50
966	BMO MASTERCARD	COURAGE LEAGUE SPORTS-FIELD TRIP	\$ 60.00
967	BMO MASTERCARD	DOLLAR TREE-SPRING BREAK SUPPLIES	\$ 6.00
968	BMO MASTERCARD	HOBBY LOBBY-SPRING BREAK SUPPLIES	\$ 3.54
969	BMO MASTERCARD	MONKEY JOES-SPRING BREAK FIELD TRIP	\$ 465.00
970	BMO MASTERCARD	SKATE NORTH-SPRING BREAK FIELD TRIP	\$ 520.00
971	BMO MASTERCARD	S&S WORLDWIDE-VAL SCHOOL SUPPLIES	\$ 104.79
972	COPY SYSTEMS, INC	Contract overage charge	\$ 154.84
973	DURHAM SCHOOL SERVICES-	SERVICES	\$ 229.00
974	DURHAM SCHOOL SERVICES-	SERVICES	\$ 94.59
975	MONSON, LESLEY	Sand for Sensory Table (Reimbursement)	\$ 29.97
976	SAM'S CLUB	Snack and Supplies	\$ 892.37
977	SAM'S CLUB	Snack and Supplies	\$ 558.86
978	62 - CHILD CARE	** Fund Total **	\$ 6,673.54
979			
980	65 - COMMUNITY EDUCATION		
981	BARNARD, PENNY	Refund for Registration	\$ 120.00
982	BETHKE, MATT	SB Spring LEague Umpire	\$ 45.00
983	BMO MASTERCARD	USA TRACK/FIELD-CLUB CERTIFICATION	\$ 60.00
984	BMO MASTERCARD	VINYL STUDIO-TEAM JHAWK WRESTLING SHIRTS	\$ 324.06
985	COTLAR, LARRY-	Spring League Umpire	\$ 45.00
986	DAY, STEPHEN-	Band Lessons	\$ 384.00
987	DES MOINES SYMPHONY ACADEMY-	DM Symphony Course	\$ 137.50
988	DES MOINES SYMPHONY ACADEMY-	Lessons	\$ 137.50
989	DOORWAY TO COLLEGE FOUNDATION INC-	ACT Prep	\$ 1,924.75
990	FAREWAY STORES	Snacks for Intersession	\$ 115.78
991	FORDYCE, SHANDA-	Band Lessons	\$ 96.00
992	GEORGE, RYAN-	Spring League Umpire	\$ 120.00
993	GEORGE, RYAN-	Spring League Umpire	\$ 60.00
994	GEORGE, THOMAS-	spring League Baseball	\$ 60.00
995	GEORGE, THOMAS-	Spring League Umpire - 2 gmes	\$ 120.00
996	KRUMM, DANIEL-	Band Lessons	\$ 228.00
997	LOCAL LINEUP, THE-	Community Ed Advertising	\$ 595.00
998	MERLE HAY LANES	Bowling Intersession Trip	\$ 232.00
999	SEBRING, RICHARD-	Spring League SB Umpire	\$ 45.00
1000	TANGE, ERIC	Class Refund	\$ 24.00
1001	THOMSON, JACQUELINE GWEN-	Voice Lessons	\$ 598.00
1002	WITT, JEANNE-	Band Lessons	\$ 72.00
1003	65 - COMMUNITY EDUCATION	** Fund Total **	\$ 5,543.59
1004			
1005	71 - SELF-INSURANCE FUND		

1006	MARK J. BECKER & ASSOCIATES, LLC-	SERVICES	\$ 2,442.00
1007	WELLMARK	Claims Processing Fees	\$ 350.00
1008	71 - SELF-INSURANCE FUND	** Fund Total **	\$ 2,792.00
1009			
1010	91 - AGENCY		
1011	BMO MASTERCARD	AMAZON-ZWICK-GRANT	\$ 100.16
1012	BMO MASTERCARD	HYVEE-PRESENTATION FOR TAG INFO TO STAFF	\$ 24.17
1013	BMO MASTERCARD	PLAYS MAGAZINE-DRAMA CLUB	\$ 59.00
1014	CENTER FOR THE COLLABORATIVE CLASSROOM	Being a Writer, 2nd Ed., Classroom Packa	\$ 1,218.30
1015	CENTER FOR THE COLLABORATIVE CLASSROOM	Being A Writer, 2nd Ed., Classroom Packa	\$ 1,949.29
1016	CENTER FOR THE COLLABORATIVE CLASSROOM	Shipping & Handling	\$ 253.41
1017	COURAGE LEAGUE SPORTS-	adaptive PE class field trip	\$ 40.00
1018	DENNIS, PAM-	Rolling Green Mixed Media Wall Mural Res	\$ 1,550.00
1019	DURHAM SCHOOL SERVICES-	Bus Estimate 1st Grade Field Trip to Sci	\$ 149.35
1020	DURHAM SCHOOL SERVICES-	SERVICES	\$ 59.74
1021	HYVEE FOOD STORE-URBANDALE	CREDIT/SUPPLIES	\$ -
1022	HYVEE FOOD STORE-URBANDALE	Flowers for staff member	\$ 15.00
1023	HYVEE FOOD STORE-URBANDALE	Ice cream for birthdays	\$ 13.36
1024	HYVEE FOOD STORE-URBANDALE	Meal items - Spring 2016	\$ 134.95
1025	KIDS IN HARMONY-	Invoice 0001185 ESL Music Therapy	\$ 240.00
1026	PALMER'S DELI	lunches for meeting	\$ 128.99
1027	ROSE BRAND WEST	118" Double faced commando 18 oz. Black	\$ 270.31
1028	ROSE BRAND WEST	Adjustable uprights for pipe and base 2.	\$ 529.67
1029	ROSE BRAND WEST	Low profile bases for pipe base 1.0 and	\$ 283.22
1030	SCHOLASTIC BOOK FAIRS	Book Fair - Spring Conferences	\$ 1,059.45
1031	SCHOLASTIC INC.-	NTS133618 Red and White Woven Basket	\$ 13.07
1032	SCHOLASTIC INC.-	NTS263386 On the Record: Never Say Die	\$ 27.88
1033	SCHOLASTIC INC.-	NTS4001 Lord of the Flies	\$ 6.99
1034	SCHOLASTIC INC.-	NTS506927 100 Most Dangerous Things on t	\$ 5.59
1035	SCHOLASTIC INC.-	NTS520959 Stolen Children	\$ 4.87
1036	SCHOLASTIC INC.-	NTS526848 100 Most Awesome Things on the	\$ 5.59
1037	SCHOLASTIC INC.-	NTS550671 Killer Species: Menace from th	\$ 4.19
1038	SCHOLASTIC INC.-	NTS550676 Killer Species: Out for Blood	\$ 4.19
1039	SCHOLASTIC INC.-	NTS565848 I Survived the Joplin Tornado	\$ 3.49
1040	SCHOLASTIC INC.-	NTS582639 The Eighth Day	\$ 8.38
1041	SCHOLASTIC INC.-	NTS625211 Diary of a Wimpy Kid: Hard Luc	\$ 6.29
1042	SCHOLASTIC INC.-	NTS984681 Amulet: The Stonekeeper	\$ 9.09
1043	SCHOLASTIC INC.-	NTS989976 The Ghost's Grave	\$ 4.87
1044	SCHOLASTIC INC.-	Shipping	\$ 8.23
1045	SCIENCE CENTER, THE	1st Grade Field Trip - Science Center Ad	\$ 54.00
1046	URBANDALE LIONS CLUB-	Rolling Green Pancake Breakfast	\$ 1,067.50
1047	WELLS FARGO	Cash Drawer for Art Night: 50 - \$1, 6 -	\$ 100.00
1048	91 - AGENCY	** Fund Total **	\$ 9,412.59
1049			
1050		** District Total **	\$ 1,397,634.42
1051			
1052			

Urbandale Board of Education Operating Protocol

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

Advocacy and Goals

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

Communication and Decision-making

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

Roles and Responsibilities

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

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

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

The mission of the Urbandale Community School District Board of Directors is to partner with district employees, parents, community members, and students to teach all and reach all. We will accomplish this by establishing high expectations for learning, monitoring data and input, and modeling continuous improvement through lifelong learning while being financial stewards.

Board Goals

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Questions:

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

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

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

4. What topic would you like information on, for future meetings?

Assessing Tonight's Meeting

Plus (Positives)

Delta (Potential Changes)

