

**URBANDALE COMMUNITY SCHOOL DISTRICT  
BOARD OF DIRECTORS' MEETING  
MONDAY, MAY 18, 2015  
WORK SESSION – 5:30 P.M.  
URBANDALE HIGH SCHOOL – 7111 AURORA AVENUE  
BOARD MEETING – 7:00 P.M.  
URBANDALE HIGH SCHOOL – 7111 AURORA AVENUE  
CHRIS GUNNARE, PRESIDENT**

*Our Mission: teach all/reach all*

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

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

**WORK SESSION**

Urbandale High School Media Center – 7111 Aurora Avenue

- 5:30 I. **Call to Order and Roll Call**
- 5:32 II. **Approval of Agenda**
- 5:34 III. **Ongoing Systems Improvement Work**
- 6:15 IV. **45 Minute Recess between Work Session and Board Meeting to attend the Dr. Stilwell's retirement reception at Urbandale High School**

**AGENDA**

Urbandale High School Media Center – 7111 Aurora Avenue

- 7:00 I. **Call to Order and Roll Call**
- 7:02 II. **Approval of Agenda**
- 7:04 III. **Public Hearing of Child Internet Protection Act (CIPA) – Educational Program (606A)**
- 7:14 IV. **Communication from the Public – School Community Relations (1001)**
- 7:25 V. **Student Senate Report – Student Government (521)**

- 7:35 VI. **Report of the Superintendent of Schools**
- A. **Quality Update** – Educational Philosophy/Program (101)
  - B. **Karen Acres Project Update** – Building & Sites (901)
  - C. **Second Reading of Safety Committee Policy**
  - D. **Amendment of June Board Meeting Date** – Board of Directors (209)
  - E. **2015 - 2016 Master Contract with the Urbandale Education Association (UEA)** – Board of Directors (204)
  - F. **Approval of Administrative Compensation Packages for 2015 - 2016** – Board of Directors (204)
- 8:30 VII. **Consent Agenda Items** – Business Procedures (801)
- A. Approval of Monday, May 4, 2015 Board Meeting Minutes
  - B. Approval of Open Enrollment
  - C. Approval of Personnel Report
  - D. Approval of United Way of Central Iowa 2014-2015 Investment Agreement - *Karen Acres Elementary Summer Reading Program*
  - E. Approval of Bid for Hood Cleaning Services for Summer 2015
  - F. Approval of UHS Activities Overnight Requests
  - G. Approval of Computer Replacements for Summer 2015
  - H. Approval of Fishnet Security Contract
  - I. Approval of Financials
  - J. Authorization to Pay Bills
- 8:45 VIII. **Report of the President**
- A. Discussion of Letter to Community Regarding Taxes
- 8:50 IX. **Discussion of Other Matters**
- 9:00 X. **Adjourn**

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**WORK SESSION**

Urbandale High School Media Center – 7111 Aurora Avenue

5:30 I. **Call to Order and Roll Call**

Name	Present	Absent
Aaron Applegate	_____	_____
Graham Giles	_____	_____
Chris Gunnare	_____	_____
Kyle Kruidenier	_____	_____
Cate Newberg	_____	_____
Adam Obrecht	_____	_____
Mark Wierson	_____	_____

5:32 II. **Approval of Agenda**

BE IT RESOLVED that the Board of Directors approve the Agenda for the Board Work Session being held on Monday, May 18, 2015.

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

Board action:

- 5:34 III. **Ongoing Systems Improvement Work**
- 6:20 IV. **45 Minute Recess between Work Session and Board Meeting to attend the Dr. Stilwell's retirement reception at Urbandale High School**

**AGENDA**

Urbandale High School Media Center – 7111 Aurora Avenue

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

Name	Present	Absent
Aaron Applegate	_____	_____
Graham Giles	_____	_____
Chris Gunnare	_____	_____
Kyle Kruidenier	_____	_____
Cate Newberg	_____	_____
Adam Obrecht	_____	_____
Mark Wierson	_____	_____

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

BE IT RESOLVED that the Board of Directors approve the Agenda for the Board meeting being held on Monday, May 18, 2015.

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

Board action:

- 7:04 III. **Public Hearing of Child Internet Protection Act (CIPA) – Education Program (606A) - Special Report #1**

- 7:14 IV. **Communication from the Public – School Community Relations (1001)**

The Board of Directors encourages public input and will provide a time at the beginning of the regular monthly meeting for that purpose. Persons seeking to address the Board may contact the office of the Superintendent of Schools to be placed on the agenda, or they may request the opportunity to address the Board at the regularly scheduled monthly meeting. If several persons seek to address the Board, the President of



the Board of Directors will determine how much time will be available to each speaker.

7:25 V. **Student Senate Report** – Student Government (521)

Representatives from the Middle School and High School Student Senate will report.

7:35 VI. **Report of the Superintendent of Schools**

A. **Quality Update** - Educational Philosophy/Program (101)

Sara Lenhart, will provide an update on her work at Webster Elementary School.

B. **Karen Acres Project Update** – Building & Sites (901) – *Special Report #2*

Dr. Doug Stilwell, Superintendent, and Jim Huse from DLR Group, will provide an update on the project for Karen Acres Elementary School and will ask the Board of Directors to approve the design and development plan submitted by DLR group.

BE IT RESOLVED that the Board of Directors approve the design and development plan of Karen Acres Elementary submitted by DLR group.

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

Board action:

C. **Second Reading of Safety Committee Policy** - *Special Report #3*

Shelly Clifford, Chief Financial Officer, requests the Board of Directors to approve the second reading of the Safety Committee Policy.

BE IT RESOLVED that the Board of Directors approve the second reading of the Safety Committee Policy.

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

Board action:

**D. Amendment of June Board Meeting Date – Board of Directors (209)**

Dr. Doug Stilwell, Superintendent, requests the Board of Directors to approve moving the June 15, 2015 Board meeting date one week later to June 22, 2015.

BE IT RESOLVED that the Board of Directors approve the change of the June 15, 2015 meeting to June 22, 2015.

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

Board action:

**E. 2015 - 2016 Master Contract with the Urbandale Education Association (UEA) – Board of Directors (204) - *Special Report #4***

The UEA Master Contract tentative agreement was ratified by the union, and is now presented for approval to the Board of Directors.

BE IT RESOLVED that the Board of Directors approve the 2015-2016 Master Contract with the UEA.

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

Board action:

**F. Administrative Compensation Packages for 2015-2016 – Board of Directors (204)**

Dr. Doug Stilwell, Superintendent, recommends a 3.25% compensation increase for the Administrator group. One half of the increase would be distributed by a flat dollar amount to each administrator, and one half of the increase would be distributed by percentage. A portion of the 3.25% would include an increase of 1% to the TSA program.

BE IT RESOLVED that the Board of Directors approve the 2015-2016 Administrative Compensation Packages.

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

Board action:

8:30 VII. **Consent Agenda Items** – Business Procedures (801)

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

- A. Approval of Monday, May 4, 2015 Board Meeting Minutes – *Special Report #5*
- B. Approval of Open Enrollment – *Special Report #6*
- C. Approval of Personnel Report – *Special Report #7*
- D. Approval of United Way of Central Iowa 2014-2015 Investment – *Karen Acres Elementary Summer Reading Program - Special Report #8*
- E. Approval of Bid for Hood Cleaning Services for Summer 2015 - *Special Report #9*
- F. Approval of UHS Activities Overnight Requests - *Special Report #10*
- G. Approval of Computer Replacements for Summer 2015 – *Special Report #11*
- H. Approval of Fishnet Security Contract – *Special Report #12*
- I. Approval of Financials - *Special Report #13*
- J. Authorization to Pay Bills - *Special Report #14*

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

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

Board action:

8:45 VIII. **Report of the President**

- A. Discussion of Letter to Community Regarding Taxes

8:50 IX. **Discussion of Other Matters**

9:00 X. **Adjourn**

BE IT RESOLVED that the Board of Directors adjourn.

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

Board action:

## INTERNET APPROPRIATE USAGE

All of the District's automated systems, including electronic mail, Internet access and electronic storage systems, are District property. **The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages, web postings, and other online communications.** However, Internet access records of students shall be subject to the student records policy, and the District will not disclose such access records without complying with the District's student records policy.

Technology is a vital part of the District's curriculum and Internet access is available to staff members and students in the District. Appropriate and equitable use of the Internet will allow staff members and students to access resources unavailable through other means. With access to materials from all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Because information appears, disappears, and changes constantly on the global network, it is not possible to control what students and staff may access. The District believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational objectives of the District.

Individual staff electronic mail addresses will be issued to staff members. District business shall be conducted on the District's electronic mail address and not through personal electronic accounts of the staff members. Staff members may access personal electronic mail accounts only during personal time from District computers and such access must comply with this policy.

If a student has a personal electronic mail address, the student may access such personal account only with permission of the supervising teacher. Students are to be under staff supervision while on the Internet and are to be monitored to ensure that the students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The District will utilize technology protection measures to protect students from inappropriate access.

The smooth operation of the network relies upon the proper conduct of the user. These rules are provided so that staff and students are aware of the responsibilities they must undertake when accessing the District's network resources. Staff members and students are required to make efficient, ethical, and legal utilization of the network resources. If a District user violates any of these provisions, his or her account may be terminated and further discipline may be imposed, up to and including termination of employment or expulsion from school.

**Acceptable Use.** The purpose of the District's Internet access is to support research and education consistent with District goals and objectives by providing access to unique resources and the opportunity for collaborative work. The use of a staff or student account must be in support of education and research and consistent with the educational objectives of the District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network; however, students remain subject to the District's general rules governing legal and ethical behavior when using such resources on District property or at District activities.

The creation, access, or transmission of any material in violation of any federal or state law, regulation or District policy is prohibited. This includes, but is not limited to: material protected by copyright, trademark, license, or other trade secret laws, and items which are or may be reasonably considered to be defamatory, obscene, pornographic, lewd, profane, indecent, discriminatory, harassing, or otherwise disturbing or harmful to others, including to minors. Use of network resources for commercial activities, product advertisement, political lobbying, and/or other activities in violation of federal or state ethics and campaign disclosure laws is also prohibited. Only properly licensed software authorized by the District

## INTERNET APPROPRIATE USAGE

may be loaded onto the District's system, and no programs or files shall be downloaded from the Internet without prior permission of the District.

The Internet is available to all students within the District through teacher access. The number of available terminals and the demands for each terminal may limit the amount of time available for each student. To reduce unnecessary system traffic, users may use real time conference features, such as chat/Internet relay chat only as approved by the supervising staff member.

**Privilege.** The use of the Internet and network resources is a privilege, not a right, and inappropriate use may result in a suspension or cancellation of those privileges or other disciplinary action. The principal or superintendent will deem what is inappropriate use in accordance with this policy and will take appropriate action. The principal, superintendent, or a system administrator may suspend or close an account at any time. Notification of any suspension or cancellation of an account will be given in writing to the user within two weeks of the action. Staff whose accounts are denied, suspended, or revoked may appeal such action using the staff complaint procedure. Students whose accounts are denied, suspended, or revoked may appeal such action using the student complaint procedure.

**Network Etiquette (Netiquette).** Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. **Be polite.** Do not use abusive or offensive language in messages sent to others. Sign all messages and acknowledge receipt of a document or file.
2. **Use appropriate language.** Do not swear, use vulgarities, profanity, lewd remarks, or any other inappropriate language. Illegal activities are strictly forbidden.
3. **Do not release personal information.** Do not reveal personal addresses or phone numbers or other personal information or that of other students or colleagues except in accordance with law. Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
4. **Note that email, web postings (including blogs, Facebook/Myspace pages, etc.), and other online communications are not private.** People who operate the system and other school personnel do have access to all information transmitted through or stored in the District's system. Messages relating to or in support of illegal activities or activities in violation of District policies may be reported to the proper authorities or used against students in school disciplinary proceedings.
5. **Respect other users.** Do not use the District's network in such a way that would disrupt the use of the network by other users, or would waste system resources. Remain on the system long enough to get needed information, then exit the system. Delete unwanted messages immediately. Do not send unsolicited e-mail messages (including spam) and do not use the District's network as a way to harass, bully or intimidate others. Such behavior will not be tolerated and will be subject to disciplinary action.
6. **Protect property rights of others.** Respect all copyright and license agreements. Cite all quotes, references and sources.
6. **Compliance with Laws.** Under no circumstances may any user engage in any activity that is illegal under local, state, federal, or international laws, or that is prohibited by District policies or rules.

## INTERNET APPROPRIATE USAGE

**Reliability.** The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages that students or other persons may suffer. This includes damages due to loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions, whether caused by the District's own negligence or staff or student errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Security.** Security on any computer system is a high priority, especially when the system involves many users. If staff or students identify a security problem with the District's Internet or network resources, they must notify a teacher, principal or the system administrator. Students should not demonstrate the problem to other users. In addition, staff and students should take all necessary steps to prevent unauthorized access to their accounts, and may not use another individual's account. Any attempt to log on to the Internet as a system administrator is prohibited. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the District's Internet and network resources.

**Vandalism.** Vandalism by a staff member or student will result in cancellation of a staff member's or student's network privileges and may be grounds for other disciplinary action. Vandalism is defined as any malicious act or attempt to harm, modify, or destroy the computer property or data of the District or another user, the Internet or network resources of the District, or any other technologies used in the District.

This includes, but is not limited to, participation in hacking or the uploading or creation of computer viruses and other malicious programs.

**Restricted Material.** Users shall not intentionally create, access, download, or disseminate any text file, picture, or other material that includes material which is defamatory, harassing, discriminatory, obscene, pornographic, libelous, indecent, vulgar, profane, lewd, harmful to others, including minors, or which advertises any product or service not permitted to minors by law, or which is otherwise prohibited by this policy. This includes insulting or fighting words, the very expression of which injures or harasses others, and material that presents a clear and present likelihood that either because of its content or the manner of distribution will cause a material and substantial disruption of the proper and orderly operation of the school activities or will cause the commission of unlawful acts or the violation of school regulations. If a user encounters such restricted material, the user should immediately terminate contact with the material and notify District personnel.

**Unauthorized Costs.** Users shall not access any service or site via the Internet that has a cost involved without prior consent of the District. Users accessing such a service without prior consent will have access suspended and will be responsible for all costs.

**Account Information.** The District will require all users to notify the system administrator of all changes in account information. Currently, there are no user fees for use of the Internet.

**Monitoring.** The District may monitor the use of District equipment, systems, and network resources at any time, with or without notice to users.

**Harassment and Bullying.** In accordance with Iowa law, the District's policy against harassment and bullying applies to electronic communications such as e-mail messages, Internet-based communications, cell phones, and electronic text messaging while on District property, at District activities or District sponsored events. Staff and students shall not engage in harassing or bullying behavior via any electronic

## INTERNET APPROPRIATE USAGE

means, including those means that may not necessarily be a part of the District communications network system.

**Internet Safety.** To the extent required by federal law, the District shall monitor the online activities of minor students and use technology protection measures to protect against their access of inappropriate material online, including sites that contain obscenity, child pornography, or are otherwise harmful to minors. The District shall also educate staff and students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. This District education does not and should not take the place of, but shall supplement, the education parents provide their children at home about the importance of Internet and other on-line safety measures.

**Training.** The District will provide training for staff and age-appropriate training for students. The training will be designed to promote the District's commitment to:

1. the standards and acceptable use of Internet services as set forth in this policy.
2. Student safety with regard to-
  - a. safety on the Internet
  - b. appropriate behavior while online, on social networking websites, and in chat rooms.
  - c. cyber bullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act.

**Policy Maintenance.** In compliance with federal law, a copy of this policy will be maintained showing the date and action of adoption for at least five (5) years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-Rate.

Date of Revision:

August 6, 2012

Legal References:

Children's Internet Protection Act, U.S.C. §1701 et seq.; 256.11, 279.8, 280.3, 280.14, Code of Iowa; 281 I.A.C. 12.5(10)

BOARD MEETING AGENDA  
May 18, 2015 - Special Report #2

# KAREN ACRES ELEMENTARY SCHOOL ADDITION AND RENOVATION

URBANDALE COMMUNITY SCHOOL DISTRICT

DLR GROUP PROJECT NO. 11-15106-00  
MAY 18, 2015



 **DLR Group**

Architecture Engineering Planning Interiors

**DESIGN DEVELOPMENT SUBMITTAL**



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\*Design Development Drawings Submitted Under Separate Cover\*



## PROJECT TEAM

### Architect

Jim Huse, AIA  
Ricardo Romero  
Sara Wolfe

DLR Group  
Project Manager  
Project Architect  
Interior Design

### Civil Engineering

Erin Ollendike, PE

Civil Design Advantage  
Civil Engineer

### Structural Engineering

Jake McConnell, SE

DLR Group  
Structural Engineer

### Mechanical Engineering

Ben A' Hearn, PE, LEED AP

DLR Group  
Mechanical Engineer

### Electrical Engineering

David Weimer, PE

DLR Group  
Electrical Engineer

### Construction Administration

Paul Arend  
Kristina Warnemunde

DLR Group  
Construction Administrator  
Construction Administration

### Site Survey

Bishop Engineering

### Geotechnical Engineering

Terracon Consultants

**PROJECT SCHEDULE** 

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# Project Schedule

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Project **Karen Acres Elemenatary School Additions and Renovations**  
Project No. 11-15106-00  
Date May 18, 2015

## 1.0 SCHEMATIC DESIGN

1.1 Schematic Design Approval March 23, 2015 Reg Bd Mtg

## 2.0 DESIGN DEVELOPMENT

2.1 Team Kick-Off Mtg March 24, 2015  
2.2 Finance and Facility Team Meeting April 14, 2015 7:00 am Mtg  
2.3 Technology/Electrical Meeting April 15, 2015 w/ John and Josh  
2.4 Staff Meeting / Workshops May 4, 2015  
2.5 Site Topographic Survey Received May 9, 2015  
2.6 Geotechnical Borings Commenced on Site May 11, 2015  
2.7 Preliminary Meeting w/ City Site Review Pcedures May 18, 2015  
2.8 Design Development Review/Approval May 18, 2015 Reg Bd Mtg

## 3.0 CONSTRUCTION DOCUMENTS

3.1 Team Kick-Off Mtg May 19, 2015  
3.2 Determine Weidt Group Involvement and Meetings wk of May 18th  
3.3 Staff Meeting / Workshops TBD Before end of year  
3.4 Interior Finishes Meeting Workshop TBD Small group  
3.5 Food Service Meeting, if needed TBD  
3.6 Door Hardware Meeting TBD w/ John Lees  
3.7 Mechanical Systems Meeting TBD w/ John Lees  
3.8 BOA Submittal Deadline June 5, 2015  
3.9 P&Z Site Submittal Deadline June 15, 2015  
3.10 Establish Bid Date and Public Hearing June 22, 2015  
3.11 Final Interior Finishes Meeting w/ District TBD  
3.12 Print QA Set for DLR / Owner Review June 30, 2015  
3.13 City Board of Adjustments Approval July 1 2015  
3.14 Final Review with District wk of July 6th  
3.15 DLR Group Internal QA Review Meeting July 9, 2015

# Project Schedule



Project **Karen Acres Elemenatary School Additions and Renovations**  
 Project No. 11-15106-00  
 Date May 18, 2015

## 4.0 BIDDING

4.1	Public Advertisement of Public Hearing	TBD	<i>not less than 4 days nor more than 20 days prior</i>
4.2	Public Advertisement of Bid Opening	TBD	<i>more than 4 days, not more than 45 days prior</i>
4.3	Public Hearing	July 13, 2015	Reg Bd Mtg
4.4	City Planning and Zoning Approval	July 13 2015	
4.5	Contract Documents Issued for Bidding	July 14, 2015	
4.6	City Council Approval	July 21 2015	
4.7	Addendum CC-1	July 21, 2015	
4.8	Pre-Bid Meeting	July 23, 2015	@ 3pm
4.9	Addendum CC-2	July 28, 2015	
4.10	Addendum CC-3	August 4, 2015	
4.11	Addendum CC-4, if needed	August 7, 2015	
4.12	<b>Bid Opening</b>	<b>August 11, 2015</b>	<b>@ 2pm</b>

## 5.0 CONSTRUCTION

5.1	Anticipated Approval of Constr Contracts	August 17, 2015	Reg Bd Mtg
5.2	Anticipated Construction Start Addition	August/Sept. 2015	
5.3	Anticipated Substantial Completion Addition	August 15, 2016	
5.4	Anticipate Renovation Work to Start	June 1, 2016	
5.5	Anticipated Renovation Subst. Completion (Majority)	August 15, 2016	
5.6	Anticipated Final Renovation Ph. Subst.Completion	November 15, 2016	



## PROJECT EXPENSE SUMMARY



Project	Karen Acres Elementary School - Addition/Renovation
Project No.	11-15106-00
Date	May 18, 2015
Phase	DESIGN DEVELOPMENT

Expense Item	Budget Amount	Comments
<b>SITE ACQUISITION</b>	\$ -	
<b>OFF SITE DEVELOPMENT</b>	\$ -	
<b>CONSTRUCTION EXPENSES</b>		
COMBINED CONSTRUCTION CONTRACT	\$ 3,313,510	
New Addition - 11,635 SQFT	\$ 1,865,475	* Awaiting Geotech Soils Bearing Conditions
Renovation Work in Existing Building	\$ 1,448,035	
Hazardous Material Abatement	\$ -	Separate Contract - By UCSD
New Foodservice Equipment Items	\$ -	Separate Contract - By UCSD
<b>SUB TOTAL</b>	\$ 3,313,510	
<b>PROFESSIONAL FEES</b>		
Arch / Eng - Basic Services	\$ 248,513	(7.5% of Construction Cost)
BIM Implementation/Field Verification	\$ 12,000	
Site Storm Water Mgmt Design	\$ 8,000	
PPEL Campaign Graphics Rendering	\$ 3,500	
Techology Distrubition and Cabling Design	\$ 5,000	
<b>PROFESSIONAL FEES (OTHER)</b>		
Site Survey	\$ 10,000	
Geotechnical Eng. Investigation	\$ 8,000	
Ground Source Conductivity	\$ -	not required
Construction Testing/Spcl Inspections	\$ 30,000	
Storm Water Discharge Inspection	\$ -	not required, less than 1 acre disturbed
Food Service Consulting	\$ -	
Traffic Impact Study	\$ -	anticipated not required
Mech/Elec Life Cycle Cost Analysis	\$ 8,000	TBD per State Fire Marshal
Commissioning Services	TBD	TBD per IBC Energy Code & State Fire Marshal
<b>MISCELLANEOUS FEES</b>		
Construction Document Printing	\$ 18,000	
Misc. Reimbursables	\$ 5,000	
Utility Rebate	TBD	To Be Determined, The Weidt Group/Utility Co.
<b>SUB TOTAL</b>	\$ 3,669,523	
<b>BUDGET CONTINGENCIES</b>		
Cost Escalation / Design / Planning	\$ -	
Construction Phase	\$ 165,676	(5% of Construction Cost)
<b>TOTAL CONSTRUCTION EXPENSE</b>	<b>\$ 3,835,199</b>	
<b>Fixtures, Furnishigs, Equipment (FFE)</b>	\$ -	To Be Determined
<b>Technology Equipment</b>	\$ -	To Be Determined
<b>TOTAL PROJECT EXPENSE</b>	<b>\$ 3,835,199</b>	
<b>POTENTIAL BID ALTERNATES</b>		
1 Add Service Kitchen Renovation	\$ 75,000	Allowance
2 Add Window Replacement to 1964 Building	\$ 120,000	Estimate
3 Add Additional Casework	\$ -	TBD
4 Add Bleachers in Gymnasium	\$ 18,000	Included in Base Bid New Construction above
5 Use Alternative Flooring at Gymnasium, in lieu of Wood	\$ -	TBD
6 Use VCT in lieu of Polished Concrete at New Corridors	\$ (3,500)	TBD







ENTRY VIEW





NORTH VIEW

KAREN ACRES ELEMENTARY SCHOOL ADDITION AND RENOVATION  
DESIGN DEVELOPMENT SUBMITTAL

 DLR Group







SOUTH VIEW

KAREN ACRES ELEMENTARY SCHOOL ADDITION AND RENOVATION  
DESIGN DEVELOPMENT SUBMITTAL

 DLR Group



# GENERAL CONDITIONS

May 18, 2015

Dr. Doug Stilwell, Superintendent  
Urbandale Community School District  
11152 Aurora Avenue  
Urbandale, IA 50322

1430 Locust Street  
Suite 200  
Des Moines, Iowa 50309

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

Project Name: Karen Acres Elementary School – Addition and Renovation  
DLR Group Project No.: 11-15106-00

Re: Project Insurance and General Conditions

Dear Dr. Stilwell:

Your instructions are requested concerning the insurance and bond provisions to be incorporated in the Supplementary Conditions of the Contract for your Project

A copy of AIA Document A201-2007, General Conditions of the Construction Contract, are enclosed, together with a copy of the General and Supplementary Conditions. The latter shows frequently used limits and kinds of insurance, and are enclosed for your information. We would like to call specific attention to Paragraph 3.18, Indemnification, and Article 11, Insurance. These documents illustrate frequently used limits and kinds of insurance, and are enclosed for your information.

We recommend that you consult your legal and insurance counselors concerning the limits and kind of insurance that should be provided to insure your Project adequately. If your local agent is unfamiliar with insurance requirements for construction contracts, you may wish to contact a branch office of your insurer where a representative of the home office should be able to advise you. We will be glad to supply any additional information that may be required.

Please advise us as by June 19, 2015 in order that we may incorporate the information into the Contract Documents. If we receive no reply before it becomes necessary to prepare the Supplementary Conditions, the provisions contained in the enclosed copy of the Supplementary Conditions will be used.

If you have any questions or need additional information, please do not hesitate to contact our office.

Sincerely,

**DLR Group, (an Iowa Corporation)**



Jim Huse, AIA  
Architect | Principal

Encl: AIA Document A201 General Conditions, 2007 Edition  
General and Supplementary Conditions

# AIA<sup>®</sup> Document A201<sup>™</sup> – 2007

## **General Conditions of the Contract for Construction**

for the following PROJECT:  
(Name and location or address)

THE OWNER:  
| (Name and address)

THE ARCHITECT:  
| (Name and address)

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## **ARTICLE 1 GENERAL PROVISIONS**

### **§ 1.1 BASIC DEFINITIONS**

#### **§ 1.1.1 THE CONTRACT DOCUMENTS**

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding requirements.

#### **§ 1.1.2 THE CONTRACT**

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

#### **§ 1.1.3 THE WORK**

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

#### **§ 1.1.4 THE PROJECT**

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by separate contractors.

#### **§ 1.1.5 THE DRAWINGS**

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules and diagrams.

#### **§ 1.1.6 THE SPECIFICATIONS**

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

#### **§ 1.1.7 INSTRUMENTS OF SERVICE**

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

#### **§ 1.1.8 INITIAL DECISION MAKER**

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2 and certify termination of the Agreement under Section 14.2.2.

### **§ 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS**

**§ 1.2.1** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.



§ 1.2.2 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

§ 1.2.3 Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

### § 1.3 CAPITALIZATION

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles or (3) the titles of other documents published by the American Institute of Architects.

### § 1.4 INTERPRETATION

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

### § 1.5 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE

§ 1.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory and other reserved rights, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers shall not own or claim a copyright in the Instruments of Service. 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 Architect's or Architect's consultants' reserved rights.

§ 1.5.2 The Contractor, Subcontractors, Sub-subcontractors and material or equipment suppliers are authorized to use and reproduce the Instruments of Service provided to them solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers may not use the Instruments of Service on other projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and the Architect's consultants.

### § 1.6 TRANSMISSION OF DATA IN DIGITAL FORM

If the parties intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions, unless otherwise already provided in the Agreement or the Contract Documents.

## ARTICLE 2 OWNER

### § 2.1 GENERAL

§ 2.1.1 The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 2.1.2 The Owner shall furnish to the Contractor within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

### § 2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER

§ 2.2.1 Prior to commencement of the Work, the Contractor may request in writing that the Owner provide reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. Thereafter, the Contractor may only request such evidence if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) a change in the Work materially changes the Contract Sum; or (3) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due. The Owner shall furnish such evidence as a condition precedent to commencement or continuation of the Work or the

portion of the Work affected by a material change. After the Owner furnishes the evidence, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

§ 2.2.2 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

§ 2.2.3 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 2.2.4 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

§ 2.2.5 Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

### § 2.3 OWNER'S RIGHT TO STOP THE WORK

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

### § 2.4 OWNER'S RIGHT TO CARRY OUT THE WORK

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such deficiencies. In such case an appropriate Change Order shall be issued deducting from payments then or thereafter due the Contractor the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect or failure. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect. If payments then or thereafter due the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner.

## ARTICLE 3 CONTRACTOR

### § 3.1 GENERAL

§ 3.1.1 The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

§ 3.1.2 The Contractor shall perform the Work in accordance with the Contract Documents.

§ 3.1.3 The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

### § 3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

§ 3.2.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

§ 3.2.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.2.3, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

§ 3.2.3 The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

§ 3.2.4 If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall make Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

### § 3.3 SUPERVISION AND CONSTRUCTION PROCEDURES

§ 3.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences or procedures, the Contractor shall evaluate the jobsite safety thereof and, except as stated below, shall be fully and solely responsible for the jobsite safety of such means, methods, techniques, sequences or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely written notice to the Owner and Architect and shall not proceed with that portion of the Work without further written instructions from the Architect. If the Contractor is then instructed to proceed with the required means, methods, techniques, sequences or procedures without acceptance of changes proposed by the Contractor, the Owner shall be solely responsible for any loss or damage arising solely from those Owner-required means, methods, techniques, sequences or procedures.

§ 3.3.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

§ 3.3.3 The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

### § 3.4 LABOR AND MATERIALS

§ 3.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

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§ 3.4.2 Except in the case of minor changes in the Work authorized by the Architect in accordance with Sections 3.12.8 or 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.

§ 3.4.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

### § 3.5 WARRANTY

The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

### § 3.6 TAXES

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

### § 3.7 PERMITS, FEES, NOTICES, AND COMPLIANCE WITH LAWS

§ 3.7.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 3.7.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

§ 3.7.3 If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 3.7.4 **Concealed or Unknown Conditions.** If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature, that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 21 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend an equitable adjustment in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor in writing, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may proceed as provided in Article 15.

§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

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### § 3.8 ALLOWANCES

§ 3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

§ 3.8.2 Unless otherwise provided in the Contract Documents,

- .1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
- .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
- .3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.

§ 3.8.3 Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

### § 3.9 SUPERINTENDENT

§ 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.

§ 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner through the Architect the name and qualifications of a proposed superintendent. The Architect may reply within 14 days to the Contractor in writing stating (1) whether the Owner or the Architect has reasonable objection to the proposed superintendent or (2) that the Architect requires additional time to review. Failure of the Architect to reply within the 14 day period shall constitute notice of no reasonable objection.

§ 3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

### § 3.10 CONTRACTOR'S CONSTRUCTION SCHEDULES

§ 3.10.1 The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall not exceed time limits current under the Contract Documents, shall be revised at appropriate intervals as required by the conditions of the Work and Project, shall be related to the entire Project to the extent required by the Contract Documents, and shall provide for expeditious and practicable execution of the Work.

§ 3.10.2 The Contractor shall prepare a submittal schedule, promptly 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) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

§ 3.10.3 The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

### § 3.11 DOCUMENTS AND SAMPLES AT THE SITE

The Contractor shall maintain at the site for the Owner one copy of the Drawings, Specifications, Addenda, Change Orders and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and one copy of approved Shop Drawings, Product Data, Samples and similar required submittals. These shall be available to the Architect and shall be delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

**§ 3.12 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES**

**§ 3.12.1** Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.

**§ 3.12.2** Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

**§ 3.12.3** Samples are physical examples that illustrate materials, equipment or workmanship and establish standards by which the Work will be judged.

**§ 3.12.4** Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents. Their purpose is to demonstrate the way by which the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.

**§ 3.12.5** The Contractor shall review for compliance with the Contract Documents, approve and submit to the Architect Shop Drawings, Product Data, Samples and similar submittals required by the Contract Documents in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of separate contractors.

**§ 3.12.6** By submitting Shop Drawings, Product Data, Samples and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

**§ 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 approved by the Architect.

**§ 3.12.8** The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's approval 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 given written approval 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 omissions in Shop Drawings, Product Data, Samples or similar submittals by the Architect's approval thereof.

**§ 3.12.9** The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such written notice, the Architect's approval of a resubmission shall not apply to such revisions.

**§ 3.12.10** The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences and procedures. The Contractor shall not be required to provide professional services in violation of applicable law. If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall cause such services or certifications to be provided by a properly licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings and other submittals prepared by such professional. Shop Drawings and other submittals related to the Work designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy, accuracy and

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completeness of the services, certifications and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor all performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review, approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Contractor shall not be responsible for the adequacy of the performance and design criteria specified in the Contract Documents.

### **§ 3.13 USE OF SITE**

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

### **§ 3.14 CUTTING AND PATCHING**

**§ 3.14.1** The Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting and patching shall be restored to the condition existing prior to the cutting, fitting and patching, unless otherwise required by the Contract Documents.

**§ 3.14.2** The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or separate contractors by cutting, patching or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter such construction by the Owner or a separate contractor except with written consent of the Owner and of such separate contractor; such consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold from the Owner or a separate contractor the Contractor's consent to cutting or otherwise altering the Work.

### **§ 3.15 CLEANING UP**

**§ 3.15.1** 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.

**§ 3.15.2** If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and Owner shall be entitled to reimbursement from the Contractor.

### **§ 3.16 ACCESS TO WORK**

The Contractor shall provide the Owner and Architect access to the Work in preparation and progress wherever located.

### **§ 3.17 ROYALTIES, PATENTS AND COPYRIGHTS**

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for such defense or loss when a particular design, process or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications or other documents prepared by the Owner or Architect. However, if the Contractor has reason to believe that the required design, process or product is an infringement of a copyright or a patent, the Contractor shall be responsible for such loss unless such information is promptly furnished to the Architect.

### **§ 3.18 INDEMNIFICATION**

**§ 3.18.1** To the fullest extent permitted by law the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section 3.18.

§ 3.18.2 In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

#### ARTICLE 4 ARCHITECT

##### § 4.1 GENERAL

§ 4.1.1 The Owner shall retain an architect lawfully licensed to practice architecture or an entity lawfully practicing architecture in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 4.1.2 Duties, responsibilities and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the Owner, Contractor and Architect. Consent shall not be unreasonably withheld.

§ 4.1.3 If the employment of the Architect is terminated, the Owner shall employ a successor architect as to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.

##### § 4.2 ADMINISTRATION OF THE CONTRACT

§ 4.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate For Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 4.2.2 The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents, except as provided in Section 3.3.1.

§ 4.2.3 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of and will not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

##### § 4.2.4 COMMUNICATIONS FACILITATING CONTRACT ADMINISTRATION

Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Contractor shall endeavor to communicate with each other through the Architect about matters arising out of or relating to the Contract. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and material suppliers shall be through the Contractor. Communications by and with separate contractors shall be through the Owner.

§ 4.2.5 Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

§ 4.2.6 The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.5.2 and 13.5.3, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees, or other persons or entities performing portions of the Work.



§ 4.2.7 The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5 and 3.12. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 4.2.8 The Architect will prepare Change Orders and Construction Change Directives, and may authorize minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

§ 4.2.9 The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.

§ 4.2.10 If the Owner and Architect agree, the Architect will provide one or more project representatives to assist in carrying out the Architect's responsibilities at the site. The duties, responsibilities and limitations of authority of such project representatives shall be as set forth in an exhibit to be incorporated in the Contract Documents.

§ 4.2.11 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 4.2.12 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either and will not be liable for results of interpretations or decisions rendered in good faith.

§ 4.2.13 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

§ 4.2.14 The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

## ARTICLE 5 SUBCONTRACTORS

### § 5.1 DEFINITIONS

§ 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a separate contractor or subcontractors of a separate contractor.

§ 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

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

§ 5.2.1 Unless otherwise stated in the Contract Documents or the bidding requirements, the Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner through the Architect the names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for each principal portion of the Work. The Architect may reply within 14 days to the Contractor in writing stating (1) whether the Owner or the Architect has reasonable objection to any such proposed person or entity or (2) that the Architect requires additional time for review. Failure of the Owner or Architect to reply within the 14 day period shall constitute notice of no reasonable objection.

§ 5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

§ 5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably 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 Subcontractor'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.

§ 5.2.4 The Contractor shall not substitute a Subcontractor, person or entity previously selected if the Owner or Architect makes reasonable objection to such substitution.

**§ 5.3 SUBCONTRACTUAL RELATIONS**

By appropriate agreement, written where legally required for validity, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work, which the Contractor, by these Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

**§ 5.4 CONTINGENT ASSIGNMENT OF SUBCONTRACTS**

§ 5.4.1 Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that

- .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor in writing; and
- .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

§ 5.4.2 Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

§ 5.4.3 Upon such assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the

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Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

## **ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS**

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

§ 6.1.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project or other construction or operations on the site under Conditions of the Contract identical or substantially similar to these including those portions related to insurance and waiver of subrogation. If the Contractor claims that delay or additional cost is involved because of such action by the Owner, the Contractor shall make such Claim as provided in Article 15.

§ 6.1.2 When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.

§ 6.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each separate contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with other separate contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to the construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, separate contractors and the Owner until subsequently revised.

§ 6.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces, the Owner shall be deemed to be subject to the same obligations and to have the same rights that apply to the Contractor under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6 and Articles 10, 11 and 12.

### **§ 6.2 MUTUAL RESPONSIBILITY**

§ 6.2.1 The Contractor shall afford the Owner and separate contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

§ 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a separate contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly report to the Architect apparent discrepancies or defects in such other construction that would render it unsuitable for such proper execution and results. Failure of the Contractor so to report shall constitute an acknowledgment that the Owner's or separate contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work, except as to defects not then reasonably discoverable.

§ 6.2.3 The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a separate contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a separate contractor's delays, improperly timed activities, damage to the Work or defective construction.

§ 6.2.4 The Contractor shall promptly remedy damage the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner, separate contractors as provided in Section 10.2.5.

§ 6.2.5 The Owner and each separate contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

### **§ 6.3 OWNER'S RIGHT TO CLEAN UP**

If a dispute arises among the Contractor, separate contractors and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

## ARTICLE 7 CHANGES IN THE WORK

### § 7.1 GENERAL

§ 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

§ 7.1.2 A Change Order shall be based upon agreement among the Owner, Contractor and Architect; a Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor; an order for a minor change in the Work may be issued by the Architect alone.

§ 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents, and the Contractor shall proceed promptly, unless otherwise provided in the Change Order, Construction Change Directive or order for a minor change in the Work.

### § 7.2 CHANGE ORDERS

§ 7.2.1 A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor and Architect stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

### § 7.3 CONSTRUCTION CHANGE DIRECTIVES

§ 7.3.1 A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

§ 7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

§ 7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- .4 As provided in Section 7.3.7.

§ 7.3.4 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed in a proposed Change Order or Construction Change Directive so that application of such unit prices to quantities of Work proposed will cause substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

§ 7.3.5 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

§ 7.3.6 A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

§ 7.3.7 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the method and the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount

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for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.7 shall be limited to the following:

- .1 Costs of labor, including social security, old age and unemployment insurance, fringe benefits required by agreement or custom, and workers' compensation insurance;
- .2 Costs of materials, supplies and equipment, including cost of transportation, whether incorporated or consumed;
- .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use or similar taxes related to the Work; and
- .5 Additional costs of supervision and field office personnel directly attributable to the change.

§ 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

§ 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

§ 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

#### § 7.4 MINOR CHANGES IN THE WORK

The Architect has authority to order minor changes in the Work not involving adjustment in the Contract Sum or extension of the Contract Time and not inconsistent with the intent of the Contract Documents. Such changes will be effected by written order signed by the Architect and shall be binding on the Owner and Contractor.

### ARTICLE 8 TIME

#### § 8.1 DEFINITIONS

§ 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 8.1.2 The date of commencement of the Work is the date established in the Agreement.

§ 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

§ 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

#### § 8.2 PROGRESS AND COMPLETION

§ 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, prematurely commence operations on the site or elsewhere prior to the effective date of insurance required by Article 11 to be furnished by the Contractor and Owner. The date of commencement of the Work shall not be changed by the effective date of such insurance.

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§ 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

### § 8.3 DELAYS AND EXTENSIONS OF TIME

§ 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by an act or neglect of the Owner or Architect, or of an employee of either, or of a separate contractor employed by the Owner; or by changes ordered in the Work; or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Contractor's control; or by delay authorized by the Owner pending mediation and arbitration; or by other causes that the Architect determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Architect may determine.

§ 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

## ARTICLE 9 PAYMENTS AND COMPLETION

### § 9.1 CONTRACT SUM

The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

### § 9.2 SCHEDULE OF VALUES

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit to the Architect, before the first Application for Payment, a schedule of values allocating the entire Contract Sum to the various portions of the Work and prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

### § 9.3 APPLICATIONS FOR PAYMENT

§ 9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2., for completed portions of the Work. 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, and shall reflect retainage if provided for in the Contract Documents.

§ 9.3.1.1 As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.

§ 9.3.1.2 Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or material supplier, unless such Work has been performed by others whom the Contractor intends to pay.

§ 9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage and transportation to the site for such materials and equipment stored off the site.

§ 9.3.3 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information and belief, be free and clear of liens, claims, security interests or

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encumbrances in favor of the Contractor, Subcontractors, material suppliers, or other persons or entities making a claim by reason of having provided labor, materials and equipment relating to the Work.

#### **§ 9.4 CERTIFICATES FOR PAYMENT**

**§ 9.4.1** The Architect will, within seven days after receipt of the Contractor's Application for Payment, either issue to the Owner a Certificate for Payment, with a copy to the Contractor, for such amount as the Architect determines is properly due, or notify the Contractor and Owner in writing of the Architect's reasons for withholding certification in whole or in part as provided in Section 9.5.1.

**§ 9.4.2** The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data comprising the Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion and to specific qualifications expressed by the Architect. The issuance of a Certificate for Payment will further constitute a representation that the Contractor is entitled to payment in the amount certified. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

#### **§ 9.5 DECISIONS TO WITHHOLD CERTIFICATION**

**§ 9.5.1** The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a separate contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.

**§ 9.5.2** When the above reasons for withholding certification are removed, certification will be made for amounts previously withheld.

**§ 9.5.3** If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or material or equipment suppliers to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Architect will reflect such payment on the next Certificate for Payment.

#### **§ 9.6 PROGRESS PAYMENTS**

**§ 9.6.1** After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.

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§ 9.6.2 The Contractor shall pay each Subcontractor no later than seven days after receipt of payment from the Owner the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

§ 9.6.3 The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.

§ 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and material and equipment suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay or to see to the payment of money to a Subcontractor, except as may otherwise be required by law.

§ 9.6.5 Contractor payments to material and equipment suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors and suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, shall create any fiduciary liability or tort liability on the part of the Contractor for breach of trust or shall entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

#### § 9.7 FAILURE OF PAYMENT

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' written notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shut-down, delay and start-up, plus interest as provided for in the Contract Documents.

#### § 9.8 SUBSTANTIAL COMPLETION

§ 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

§ 9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

§ 9.8.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.



§ 9.8.4 When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, shall establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance, and shall fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 9.8.5 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in such Certificate. Upon such acceptance and consent of surety, if any, the Owner shall make payment of retainage applying to such Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

#### § 9.9 PARTIAL OCCUPANCY OR USE

§ 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer as required under Section 11.3.1.5 and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

§ 9.9.2 Immediately prior to such partial occupancy or use, the Owner, Contractor and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

#### § 9.10 FINAL COMPLETION AND FINAL PAYMENT

§ 9.10.1 Upon receipt of the Contractor's written notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection and, when the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with terms and conditions of the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

§ 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits 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, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect and will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner, (3) 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, (4) consent of surety, if any, to final payment and (5), if required by the Owner, other data 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 designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien. If such lien remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging such lien, including all costs and reasonable attorneys' fees.

§ 9.10.3 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

§ 9.10.4 The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

- .1 liens, Claims, security interests or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents; or
- .3 terms of special warranties required by the Contract Documents.

§ 9.10.5 Acceptance of final payment by the Contractor, a Subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

## ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

### § 10.1 SAFETY PRECAUTIONS AND PROGRAMS

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.

### § 10.2 SAFETY OF PERSONS AND PROPERTY

§ 10.2.1 The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor's Subcontractors or Sub-subcontractors; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.

§ 10.2.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

§ 10.2.3 The Contractor shall erect and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent sites and utilities.

§ 10.2.4 When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

§ 10.2.5 The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3, except damage or loss attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.

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§ 10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.

§ 10.2.7 The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

**§ 10.2.8 INJURY OR DAMAGE TO PERSON OR PROPERTY**

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, written notice of such injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

**§ 10.3 HAZARDOUS MATERIALS**

§ 10.3.1 The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and report the condition to the Owner and Architect in writing.

§ 10.3.2 Upon receipt of the Contractor's written notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of such material or substance or who are to perform the task of removal or safe containment of such material or substance. The Contractor and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased in the amount of the Contractor's reasonable additional costs of shut-down, delay and start-up.

§ 10.3.3 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss or expense is due to the fault or negligence of the party seeking indemnity.

§ 10.3.4 The Owner shall not be responsible under this Section 10.3 for materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

§ 10.3.5 The Contractor shall indemnify the Owner for the cost and expense the Owner incurs (1) for remediation of a material or substance the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

§ 10.3.6 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall indemnify the Contractor for all cost and expense thereby incurred.

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#### § 10.4 EMERGENCIES

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

#### ARTICLE 11 INSURANCE AND BONDS

##### § 11.1 CONTRACTOR'S LIABILITY INSURANCE

§ 11.1.1 The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the Contractor's operations and completed operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- .1 Claims under workers' compensation, disability benefit and other similar employee benefit acts that are applicable to the Work to be performed;
- .2 Claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor's employees;
- .3 Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Contractor's employees;
- .4 Claims for damages insured by usual personal injury liability coverage;
- .5 Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
- .6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
- .7 Claims for bodily injury or property damage arising out of completed operations; and
- .8 Claims involving contractual liability insurance applicable to the Contractor's obligations under Section 3.18.

§ 11.1.2 The insurance required by Section 11.1.1 shall be written for not less than limits of liability specified in the Contract Documents or required by law, whichever coverage is greater. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment, and, with respect to the Contractor's completed operations coverage, until the expiration of the period for correction of Work or for such other period for maintenance of completed operations coverage as specified in the Contract Documents.

§ 11.1.3 Certificates of insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work and thereafter upon renewal or replacement of each required policy of insurance. These certificates and the insurance policies required by this Section 11.1 shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment as required by Section 9.10.2 and thereafter upon renewal or replacement of such coverage until the expiration of the time required by Section 11.1.2. Information concerning reduction of coverage on account of revised limits or claims paid under the General Aggregate, or both, shall be furnished by the Contractor with reasonable promptness.

§ 11.1.4 The Contractor shall cause the commercial liability coverage required by the Contract Documents to include (1) the Owner, the Architect and the Architect's Consultants as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's completed operations.

##### § 11.2 OWNER'S LIABILITY INSURANCE

The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance.

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**§ 11.3 PROPERTY INSURANCE**

**§ 11.3.1** Unless otherwise provided, the Owner shall purchase and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, property insurance written on a builder's risk "all-risk" or equivalent policy form in the amount of the initial Contract Sum, plus value of subsequent Contract Modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such property insurance shall be maintained, unless otherwise provided in the Contract Documents or otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made as provided in Section 9.10 or until no person or entity other than the Owner has an insurable interest in the property required by this Section 11.3 to be covered, whichever is later. This insurance shall include interests of the Owner, the Contractor, Subcontractors and Sub-subcontractors in the Project.

**§ 11.3.1.1** Property insurance shall be on an "all-risk" or equivalent policy form and shall include, without limitation, insurance against the perils of fire (with extended coverage) and physical loss or damage including, without duplication of coverage, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and startup, temporary buildings and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation for Architect's and Contractor's services and expenses required as a result of such insured loss.

**§ 11.3.1.2** If the Owner does not intend to purchase such property insurance required by the Contract and with all of the coverages in the amount described above, the Owner shall so inform the Contractor in writing prior to commencement of the Work. The Contractor may then effect insurance that will protect the interests of the Contractor, Subcontractors and Sub-subcontractors in the Work, and by appropriate Change Order the cost thereof shall be charged to the Owner. If the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain insurance as described above, without so notifying the Contractor in writing, then the Owner shall bear all reasonable costs properly attributable thereto.

**§ 11.3.1.3** If the property insurance requires deductibles, the Owner shall pay costs not covered because of such deductibles.

**§ 11.3.1.4** This property insurance shall cover portions of the Work stored off the site, and also portions of the Work in transit.

**§ 11.3.1.5** Partial occupancy or use in accordance with Section 9.9 shall not commence until the insurance company or companies providing property insurance have consented to such partial occupancy or use by endorsement or otherwise. The Owner and the Contractor shall take reasonable steps to obtain consent of the insurance company or companies and shall, without mutual written consent, take no action with respect to partial occupancy or use that would cause cancellation, lapse or reduction of insurance.

**§ 11.3.2 BOILER AND MACHINERY INSURANCE**

The Owner shall purchase and maintain boiler and machinery insurance required by the Contract Documents or by law, which shall specifically cover such insured objects during installation and until final acceptance by the Owner; this insurance shall include interests of the Owner, Contractor, Subcontractors and Sub-subcontractors in the Work, and the Owner and Contractor shall be named insureds.

**§ 11.3.3 LOSS OF USE INSURANCE**

The Owner, at the Owner's option, may purchase and maintain such insurance as will insure the Owner against loss of use of the Owner's property due to fire or other hazards, however caused. The Owner waives all rights of action against the Contractor for loss of use of the Owner's property, including consequential losses due to fire or other hazards however caused.

**§ 11.3.4** If the Contractor requests in writing that insurance for risks other than those described herein or other special causes of loss be included in the property insurance policy, the Owner shall, if possible, include such insurance, and the cost thereof shall be charged to the Contractor by appropriate Change Order.

**§ 11.3.5** If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment

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property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, the Owner shall waive all rights in accordance with the terms of Section 11.3.7 for damages caused by fire or other causes of loss covered by this separate property insurance. All separate policies shall provide this waiver of subrogation by endorsement or otherwise.

§ 11.3.6 Before an exposure to loss may occur, the Owner shall file with the Contractor a copy of each policy that includes insurance coverages required by this Section 11.3. Each policy shall contain all generally applicable conditions, definitions, exclusions and endorsements related to this Project. Each policy shall contain a provision that the policy will not be canceled or allowed to expire, and that its limits will not be reduced, until at least 30 days' prior written notice has been given to the Contractor.

#### § 11.3.7 WAIVERS OF SUBROGATION

The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, and (2) the Architect, Architect's consultants, separate contractors described in Article 6, if any, and any of their subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to this Section 11.3 or other property insurance applicable to the Work, except such rights as they have to proceeds of such insurance held by the Owner as fiduciary. The Owner or Contractor, as appropriate, shall require of the Architect, Architect's consultants, separate contractors described in Article 6, if any, and the subcontractors, sub-subcontractors, agents and employees of any of them, by appropriate agreements, written where legally required for validity, similar waivers each in favor of other parties enumerated herein. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

§ 11.3.8 A loss insured under the Owner's property insurance shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.3.10. The Contractor shall pay Subcontractors their just shares of insurance proceeds received by the Contractor, and by appropriate agreements, written where legally required for validity, shall require Subcontractors to make payments to their Sub-subcontractors in similar manner.

§ 11.3.9 If required in writing by a party in interest, the Owner as fiduciary shall, upon occurrence of an insured loss, give bond for proper performance of the Owner's duties. The cost of required bonds shall be charged against proceeds received as fiduciary. The Owner shall deposit in a separate account proceeds so received, which the Owner shall distribute in accordance with such agreement as the parties in interest may reach, or as determined in accordance with the method of binding dispute resolution selected in the Agreement between the Owner and Contractor. If after such loss no other special agreement is made and unless the Owner terminates the Contract for convenience, replacement of damaged property shall be performed by the Contractor after notification of a Change in the Work in accordance with Article 7.

§ 11.3.10 The Owner as fiduciary shall have power to adjust and settle a loss with insurers unless one of the parties in interest shall object in writing within five days after occurrence of loss to the Owner's exercise of this power; if such objection is made, the dispute shall be resolved in the manner selected by the Owner and Contractor as the method of binding dispute resolution in the Agreement. If the Owner and Contractor have selected arbitration as the method of binding dispute resolution, the Owner as fiduciary shall make settlement with insurers or, in the case of a dispute over distribution of insurance proceeds, in accordance with the directions of the arbitrators.

#### § 11.4 PERFORMANCE BOND AND PAYMENT BOND

§ 11.4.1 The Owner shall have the right to require the Contractor to furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder as stipulated in bidding requirements or specifically required in the Contract Documents on the date of execution of the Contract.

§ 11.4.2 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

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## ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

### § 12.1 UNCOVERING OF WORK

§ 12.1.1 If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

§ 12.1.2 If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, costs of uncovering and replacement shall, by appropriate Change Order, be at the Owner's expense. If such Work is not in accordance with the Contract Documents, such costs and the cost of correction shall be at the Contractor's expense unless the condition was caused by the Owner or a separate contractor in which event the Owner shall be responsible for payment of such costs.

### § 12.2 CORRECTION OF WORK

#### § 12.2.1 BEFORE OR AFTER SUBSTANTIAL COMPLETION

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, whether discovered before or after Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

#### § 12.2.2 AFTER SUBSTANTIAL COMPLETION

§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be not 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. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.4.

§ 12.2.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

§ 12.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

§ 12.2.3 The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

§ 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction, whether completed or partially completed, of the Owner or separate contractors caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

§ 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

### § 12.3 ACCEPTANCE OF NONCONFORMING WORK

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

## ARTICLE 13 MISCELLANEOUS PROVISIONS

### § 13.1 GOVERNING LAW

The Contract shall be governed by the law of the place where the Project is located except that, if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

### § 13.2 SUCCESSORS AND ASSIGNS

§ 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 13.2.2 The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate such assignment.

### § 13.3 WRITTEN NOTICE

Written notice shall be deemed to have been duly served if delivered in person to the individual, to a member of the firm or entity, or to an officer of the corporation for which it was intended; or if delivered at, or sent by registered or certified mail or by courier service providing proof of delivery to, the last business address known to the party giving notice.

### § 13.4 RIGHTS AND REMEDIES

§ 13.4.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights and remedies otherwise imposed or available by law.

§ 13.4.2 No action or failure to act by the Owner, Architect or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing.

### § 13.5 TESTS AND INSPECTIONS

§ 13.5.1 Tests, inspections and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of (1) tests, inspections or approvals that do not become requirements until after bids are received or negotiations concluded, and (2) tests, inspections or approvals where building codes or applicable laws or regulations prohibit the Owner from delegating their cost to the Contractor.

§ 13.5.2 If the Architect, Owner or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection or approval not included under Section 13.5.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection or approval by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.5.3, shall be at the Owner's expense.

§ 13.5.3 If such procedures for testing, inspection or approval under Sections 13.5.1 and 13.5.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by

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such failure including those of repeated procedures and compensation for the Architect's services and expenses shall be at the Contractor's expense.

§ 13.5.4 Required certificates of testing, inspection or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.

§ 13.5.5 If the Architect is to observe tests, inspections or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.

§ 13.5.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

#### § 13.6 INTEREST

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at such rate as the parties may agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

#### § 13.7 TIME LIMITS ON CLAIMS

The Owner and Contractor shall commence all claims and causes of action, whether in contract, tort, breach of warranty or otherwise, against the other arising out of or related to the Contract in accordance with the requirements of the final dispute resolution method selected in the Agreement within the time period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all claims and causes of action not commenced in accordance with this Section 13.7.

### ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

#### § 14.1 TERMINATION BY THE CONTRACTOR

§ 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor or a Subcontractor, Sub-subcontractor or their agents or employees or any other persons or entities performing portions of the Work under direct or indirect contract with the Contractor, for any of the following reasons:

- .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- .2 An act of government, such as a declaration of national emergency that requires all Work to be stopped;
- .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- .4 The Owner has failed to furnish to the Contractor promptly, upon the Contractor's request, reasonable evidence as required by Section 2.2.1.

§ 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor or a Subcontractor, Sub-subcontractor or their agents or employees or any other persons or entities performing portions of the Work under direct or indirect contract with the Contractor, repeated suspensions, delays or interruptions of the entire Work by the Owner as described in Section 14.3 constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

§ 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' written notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, including reasonable overhead and profit, costs incurred by reason of such termination, and damages.

§ 14.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor or a Subcontractor or their agents or employees or any other persons performing portions of the Work under contract with the Contractor because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' written notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

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**§ 14.2 TERMINATION BY THE OWNER FOR CAUSE**

**§ 14.2.1** The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the Subcontractors;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

**§ 14.2.2** When any of the above reasons exist, the Owner, upon certification by the Initial Decision Maker that sufficient cause exists to justify such action, may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' written notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

**§ 14.2.3** When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

**§ 14.2.4** If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

**§ 14.3 SUSPENSION BY THE OWNER FOR CONVENIENCE**

**§ 14.3.1** The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work in whole or in part for such period of time as the Owner may determine.

**§ 14.3.2** The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay or interruption as described in Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent

- .1 that performance is, was or would have been so suspended, delayed or interrupted by another cause for which the Contractor is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of the Contract.

**§ 14.4 TERMINATION BY THE OWNER FOR CONVENIENCE**

**§ 14.4.1** The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

**§ 14.4.2** Upon receipt of written notice from the Owner of such termination for the Owner's convenience, the Contractor shall

- .1 cease operations as directed by the Owner in the notice;
- .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
- .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

**§ 14.4.3** In case of such termination for the Owner's convenience, the Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

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## ARTICLE 15 CLAIMS AND DISPUTES

### § 15.1 CLAIMS

#### § 15.1.1 DEFINITION

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim.

#### § 15.1.2 NOTICE OF CLAIMS

Claims by either the Owner or Contractor must be initiated by written notice to the other party 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 either party must be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

#### § 15.1.3 CONTINUING CONTRACT PERFORMANCE

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 and the Owner shall continue to make payments in accordance with the Contract Documents. The Architect will prepare Change Orders and issue Certificates for Payment in accordance with the decisions of the Initial Decision Maker.

#### § 15.1.4 CLAIMS FOR ADDITIONAL COST

If the Contractor wishes to make a Claim for an increase in the Contract Sum, written notice as provided herein shall be given before proceeding to execute the Work. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

#### § 15.1.5 CLAIMS FOR ADDITIONAL TIME

§ 15.1.5.1 If the Contractor wishes to make a Claim for an increase in the Contract Time, written notice as provided herein shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

§ 15.1.5.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction.

#### § 15.1.6 CLAIMS FOR CONSEQUENTIAL DAMAGES

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.6 shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

#### § 15.2 INITIAL DECISION

§ 15.2.1 Claims, excluding those arising under Sections 10.3, 10.4, 11.3.9, and 11.3.10, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim arising prior to the date final payment is due, unless 30 days have passed after the Claim has been referred to the Initial Decision Maker with no decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

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§ 15.2.2 The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

§ 15.2.3 In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.

§ 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of such request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

§ 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

§ 15.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.

§ 15.2.6.1 Either party may, within 30 days from the date of an initial decision, demand in writing that the other party file for mediation within 60 days of the initial decision. If such a demand is made and the party receiving the demand fails to file for mediation within the time required, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

§ 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

§ 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

### § 15.3 MEDIATION

§ 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.6 shall be subject to mediation as a condition precedent to binding dispute resolution.

§ 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. 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 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

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§ 15.3.3 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.

#### § 15.4 ARBITRATION

§ 15.4.1 If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

§ 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

§ 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

#### § 15.4.4 CONSOLIDATION OR JOINDER

§ 15.4.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 15.4.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 15.4.4.3 The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Contractor under this Agreement.

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.

ARTICLE 2

OWNER

2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER

Add the following sentences to the end of Subparagraph 2.2.2:

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

Modify second sentence of Paragraph 2.4 as follows:

After the words "Owner's expenses" add the words ", including reasonable attorneys fees,".

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.

3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

Add the following sentence to the end of Subparagraph 3.2.1:

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.

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:

Work required by the Contract Documents to be performed after working hours or work the Contractor elects to perform after hours shall be completed at no additional cost to the Owner.

Add to Paragraph 3.4 the following Subparagraphs 3.4.4 and 3.4.5:

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.

3.6 TAXES

Add to Paragraph 3.6 the following Subparagraphs 3.6.1 through 3.6.3:

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-sub contractors 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-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.

3.6.3 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 PERMITS, FEES AND NOTICES

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 to Paragraph 3.7 the following Subparagraph 3.7.6:

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.

3.9 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,".

Delete Subparagraph 3.10.2 in its entirety and substitute the following:

3.10.2 The Contractor shall prepare and keep current, for the Architect's review, a schedule of submittals which is coordinated with the Contractor's construction schedule and allows the Architect reasonable time to review submittals.

Add to Paragraph 3.10 the following Subparagraph 3.10.4:

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.

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.

Add to Paragraph 3.12 the following Subparagraph 3.12.11:

Modify Subparagraph 3.12.10 as follows:

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

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 to Paragraph 3.13 the following Subparagraphs 3.13.1 and 3.13.2:

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 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 to Paragraph 3.15 the following Subparagraph 3.15.3:

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

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: 6200 Aurora Avenue, Suite 210W, Des Moines, Iowa 50322  
Business Telephone No.: (515) 276-8097  
Fax No.: (515) 252-0514

4.2 ARCHITECT'S ADMINISTRATION OF THE CONTRACT

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 to Subaragraph 4.2.7 the following Clause 4.2.7.1:

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 second line, 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.

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 to Paragraph 6.1 the following Subparagraph 6.1.5:

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

ARTICLE 7

CHANGES IN THE WORK

7.2 CHANGE ORDERS

Add to Paragraph 7.2 the following Subparagraph 7.2.2:

7.2.2 The forms used to process a Change Order will include AIA Document G701, Change Order.

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:

Delete the period at the end of the first sentence and insert the phrase "or the date of the Notice to Proceed, whichever occurs later."

8.3 DELAYS AND EXTENSION OF TIME

Add the following sentences to the end of Paragraph 8.3.1:

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

9.3 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 to Subparagraph 9.3.3 the following Clause 9.3.3.1:

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

Delete Subparagraph 9.5.3 in its entirety.

9.6 PROGRESS PAYMENTS

Add to Subparagraph 9.6.1 the following Clause 9.6.1.1:

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.

Add to Paragraph 9.6 the following Subparagraph 9.6.8:

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 to Paragraph 9.8 the following Subparagraphs 9.8.6 and 9.8.7:

9.8.6 The Contractor shall reimburse the Owner for Architect's additional services and/or attorneys fees made necessary by the Contractor's failure to finally complete the work within sixty (60) days after the date specified in the Contract Documents for Project Substantial Completion. The provisions of Paragraph 8.3, Delays and Extension of Time, shall apply to this Subparagraph. Unless otherwise required by Iowa law, final payment shall be released no earlier than thirty-one (31) days after completion and final acceptance by the Owner of all Work required by the Contract.

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

Add to Paragraph 9.10 the following Subparagraph 9.10.6:

9.10.6 Final payment will be made not earlier than 31 days following approval by the Urbandale Community School District Board of Directors at a properly noticed Board Meeting, receipt of all Lien Waiver 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 attorneys fees) it incurred as a result of any Chapter 573 Claims filed on the project.

### ARTICLE 10

#### PROTECTION OF PERSONS AND PROPERTY

##### 10.2 SAFETY OF PERSONS AND PROPERTY

Add to Subparagraph 10.2.4 the following clause 10.2.4.1:

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.

10.3 HAZARDOUS MATERIALS

Add to Subparagraph 10.3.1 the following Clause 10.3.1.1:

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 to Subparagraph 10.3.4 the following Clause 10.3.4.1:

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

11.1.1 To this Subparagraph, add the following Clauses 11.1.1.9 and 11.1.1.10:

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 Injury Liability with Employment Exclusion deleted
- .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 location.

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 the following Clause 11.1.2.1 to 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:
    - \$1,000,000 Each Occurrence
    - \$2,000,000 Aggregate
  - (b) Property Damage:
    - \$1,000,000 Each Occurrence
    - \$2,000,000 Annual Aggregate
  - (c) Products and Completed Operations to be maintained for 2 years after final payment.
    - \$2,000,000 Aggregate
  - (d) Property Damage Liability shall provide X, C and U coverage.
  - (e) Broad Form Property Damage Coverage shall include Completed Operations.
  - (f) General Liability coverage shall contain a per project aggregate clause.
- .3 Contractual Liability:
- (a) Bodily Injury:
    - \$1,000,000 Each Occurrence
    - \$2,000,000 Aggregate
  - (b) Property Damage:
    - \$1,000,000 Each Occurrence
    - \$2,000,000 Aggregate
- .4 Personal Injury, with Employment Exclusion deleted:
  - \$1,000,000 Aggregate
- .5 Business Auto Liability (including owned, non-owned, hired vehicles, and scheduled):
- (a) Bodily injury:
    - \$1,000,000 Each Person
    - \$1,000,000 Each Occurrence
  - (b) Property Damage:
    - \$1,000,000 Each Occurrence
    - \$1,000,000 Combined Single Limit
- .6 If the General Liability coverages are provided by a Commercial Liability policy, the:
- (a) General Aggregate shall be not less than two million dollars (\$2,000,000.00) and it shall apply, in total, to this Project only.
- .7 Umbrella Excess Liability:
  - \$2,000,000 over primary insurance
  - \$10,000 retention for self-insured hazards each occurrence

Add to Subparagraph 11.1.2 the following Clause 11.1.2.2:

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 AIA 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. This property insurance is written with a deductible of \$2,500.00.

### 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 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.

#### 13.6 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 573.12 and Section 74A.2, Code of Iowa.

#### 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 the following Paragraph 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. The Contractor shall require similar clauses in all of its subcontracts for service or materials.

13.8.2 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.

ARTICLE 14

TERMINATION OR SUSPENSION OF THE CONTRACT

14.2 TERMINATION BY THE OWNER FOR CAUSE

Delete the first sentence of Subparagraph 14.2.4 and substitute the following:

If the unpaid balance of the Contract Sum exceeds the costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages and expenses incurred by the Owner, including reasonable attorneys fees, such excess shall be paid to the Contractor.

ARTICLE 15

CLAIMS AND DISPUTES

15.1 CLAIMS

Delete Subparagraph 15.1.6 and its associated clauses in their entirety.

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 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 add the following Subparagraph 15.4.1.

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

**ITEMS NOT IN CONTRACT**

# Project Equipment List

Project **Karen Acres Elementary School Addition and Renovation**  
 Project No. 11-15106-00  
 Date May 18, 2015

	Not Applicable	Not In Contract (NIC)	In Contract				NOTES
			Owner Provided	G.C. Provided	Owner Installed	G.C. Installed	
<b>1.0 GENERAL BUILDING EQUIPMENT</b>							
Cafeteria Tables		x	x		x		
Copiers		x	x		x		
Cots		x	x		x		
Dust Collector	x						
Welding Fume Collector	x						
FCS Dishwasher	x						
FCS Range Hoods	x						
FCS Stoves	x						
Kilns							
Standard: Qty: 1		x	x		x		relocated
Raku: Qty: 0	x						
Potting Wheels		x	x		x		
Lockers - Academic				x		x	
Locker padlocks - Student	x						
Message Center		x	x		x		
Microwaves		x	x		x		
Moveable Equipment		x	x		x		
Moveable Furniture		x	x		x		
Moveable Shelving		x	x		x		
Office Furniture		x	x		x		
Paper Towel Dispensers-Classrm		x	x		x		
Playground Equipment - Exterior	x						
Markerboards				x		x	Multimedia Boards/Magnetic
Chalkboards	x						
Smart Boards		x	x		x		
Projection Screens							
Motorized	x						
Manual		x	x		x		
Refrigerators		x	x		x		
Room Signage		x	x		x		
Stage Curtains	x						
Student Desks/Chairs		x	x		x		
Teacher Desks/Chairs		x	x		x		
Trash Containers - Interior		x					
Trash Dumpsters - Exterior		x	x		x		
Trash Compactors		x	x		x		
TV/VCR brackets		x	x		x		
TVs/VCRs		x	x		x		
Vending Machines		x	x		x		
Laundry Equipment							
Washer (Type)	x						

	Not Applicable	Not In Contract (NIC)	In Contract				NOTES
			Owner Provided	G.C. Provided	Owner Installed	G.C. Installed	
Dryer (Type)	x						
Window Blinds / Coverings		x	x		x		
Concessions Equip							
Popcorn Maker	x						
Coffee Maker	x						
Hot Dog Roller	x						
Refrigerators	x						
Bunker Cooler	x						
Menu Board	x						
Greenhouse	x						
Vo/Ag Shop Equipment	x						
Spray Booth - Art	x						
Spray Booth - Vo/Ag	x						
Fume Hoods - Science	x						
Fume Hoods - Aqua Culture	x						
Safety Goggle Cabinet - Science	x						
Safety Goggle Cabinet - Vo/Ag	x						
Safety Goggle Cabinet - Aqua Culture	x						
Media Ctr Shelving/Furn	x						
Media Circulation Desk	x						
Combustible Cabinet Storage	x						
Admin/Reception Desk		x	x		x		Systems Furniture

## 2.0 ATHLETIC EQUIPMENT

Gymnasium Bleachers				x		x	
Gym Divider Curtain	x						Provide roughin and support to add in future
Volleyball standards/equip		x	x			x	Confrim Direction with Owner
Volleyball Floor sleeves				x		x	
Badminton standards/equip	x						
Badminton Floor sleeves	x						
Gymnasium Flooring							
Wood - Athletic				x		x	
Polyurethane Poured Floor	x						
Fitness Rm Flooring							
Polyurethane Poured Floor	x						
Resilient Floor - Level 1	x						
Resilient Floor - Level 2	x						
Wall Pads - Gym				x		x	main court ends
Scoreboards		x	x			x	power/data rough-in
Basketball Backboards				x		x	(6) with height adjusters
Markerboards - Locker Rooms	x						
Lockers - PE	x						
Lockers - Athletic	x						
Lockers - Football	x						
Locker padlocks - PE	x						
Locker padlocks - Athletics	x						
Wrestling							
Wrestling Mats	x						

	Not Applicable	Not In Contract (NIC)	In Contract				NOTES
			Owner Provided	G.C. Provided	Owner Installed	G.C. Installed	
Wrestling Mat Hoist	x						
Wall Pads - Wrestling	x						
Timing / Clock Devices	x						
Weight / Fitness Equipment	x						
Gym Floor Cover/Cart	x						
Football Field Goalposts	x						
Baseball Field	x						
Softball Field	x						
Tennis Courts	x						

3.0 MUSIC EQUIPMENT							
Acoustic Curtains (for Choir)	x						
Acoustic Shell	x						
Music Stands	x						
Wall Mirrors (Vocal)	x						
Markerboards w/Staff Lines				x		x	
High Density Storage Shelving	x						
Robe Storage	x						
Instruments	x						
Riser Systems	x						

4.0 TOILET RM SPECIALTIES/EQUIP							
Baby Changing Station		x	x			x	
Paper Towel Dispensers				x			x
Sanitary Napkin Disposal		x					
Sanitary Napkin Vendor		x					
Soap Dispensers		x	x				x By Owner Vendor
Toilet Tissue Dispensers				x			x
Waste Receptacles - Built-in				x			x
Hand Dryers - Electric				x			x Confirm need for hand dryers

5.0 TECHNOLOGY EQUIPMENT							
CATV	x						
Ceiling Mounted Projectors		x	x			x	rough-in only
Ceiling Projector Mounts		x	x			x	rough-in only
Clocks							
Wired							
Wireless				x			x Primex

	Not Applicable	Not In Contract (NIC)	In Contract				NOTES
			Owner Provided	G.C. Provided	Owner Installed	G.C. Installed	
Communications Cabling				x		x	
Security Systems/Cabling		x	x		x		Future - Rough-in Only
Smart Boards		x	x		x		
Fiber Optic Service to Bldg	x						
Telephone System		x	x		x		UCSD to extend existing
Telephones		x	x		x		UCSD to extend existing
Communication Tower	x						

**6.0 AUDITORIUM**

Fly Loft	x						
Stage Rigging/Lighting							
Fly Loft	x						
Dead Hung	x						
Seats	x						
Sound System	x						



**SPEC CHECKLIST**

**KAREN ACRES ELEMANTARY SCHOOL ADDITION AND RENOVATION  
PROJ. #11-15106-00**

Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
<b>DIV 01 - GENERAL REQUIREMENTS</b>									
011000	Summary	Project Information:	Project Location Address:	Karen Acres Elementary School Addition and Renovation 3111 N. 10th Street Urbandale, IA 50322					
			Owner's Rep:	John Lees, Facilities Director					
			A/E Rep:	Jim Huse, AIA					
			Consultants:	Civil: Civil Design Advantage M & E: DLR Group					
			Project Website:	Submittal Exchange					
		Project Description:	The project will consist of one (1) one-story addition to the existing Elementary School and selective demolition and renovation through out the existing spaces.						
		Type of Contract:	AIA A101-2007 Standard Form of Agreement Between Owner and Contractor, as amended						
		Construction Schedule:	Substantial Completion Date:	Start: September 2015; Substantial Completion: August 2016 and November 2016					
		Work By Owner:	Preceding Work:	Asbestos Abatement					
			Concurrent Work:	Asbestos Abatement, if any					
		Owner Furinshed and Installed Products:	See N.I.C. Equipment List						
		Owner Furinshed, Contractor Installed Products:	See N.I.C. Equipment List						
		Work Restrictions:	Exit discharges must be maintained for emergency purposes for entire construction duration. Fire access roads must be maintained to maximum extent possible with limited closure times. Coordinate closures and activities with the City of Urbandale throughout the duration of the project						
011200	Unti Prices	Schedule of Unit Prices:	No.1:	TDB					
			No.2:	TDB					
012300	Alternates	Schedule of Alternates:	No.CC-1:	TBD					
			No.CC-2:	TBD					

**KAREN ACRES ELEMANTARY SCHOOL ADDITION AND RENOVATION  
PROJ. #11-15106-00**

Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
			No.CC-3:	TBD					
			No.CC-4:	TBD					
			No.CC-5:	TBD					
012500	Substitution Procedures								
012600	Contract Modification Procedures								
012900	Payment Procedures	Pay Application Submittal and Approval Info:							
		NPDES Inspections?	Not required						
013100	Project Management and Procedures								
013200	Construction Progress Documentation								
013300	Submittal Procedures		Vendor Information:	Submittal Exchange					
014000	Quality Requirements	Acceptable Testing Agencies:	Construct Testing and Special Inspections:	TBD					
			Soil Tesitng and Inspections:	Terracon Consultants Des Moines, IA					
014200	References								
015000	Temporary Facilities and Controls	Use Charges:	Tying into exsiting Systems	Water, Sewer, Electrical:					
		Site Enclosure:	What Type of Fencing	chain link fencing					
		Construction Trailer/Office Requirements:	TBD with Owner and Contractor input						
016000	Product Requirements								
017300	Execution								
017700	Closeout Procedures								

**KAREN ACRES ELEMANTARY SCHOOL ADDITION AND RENOVATION  
PROJ. #11-15106-00**

Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
017823	Operation and Maintenance Data								
017839	Project Record Documents								
017900	Demonstration and Training	Video Taping of Training?	Yes						
019113	General Commissioning Requirements	If Required: Yes							

**KAREN ACRES ELEMANTARY SCHOOL ADDITION AND RENOVATION  
PROJ. #11-15106-00**

Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
<b>DIV 02 - EXISTING CONDITIONS</b>									
024119	Selective Structure Demolition		YES						
<b>DIV 03 - CONCRETE</b>									
033000	Cast-in-Place Concrete	Penetrating Liquid Floor Hardener						(use at heavy use floors - locker rooms)	
		Membrane-forming Curing and Sealing Compound						(Typ. exposed concrete floors)	
033600	Decorative Concrete	Polished Concrete Slab	PCS-1						
034500	Precast Architectural Concrete	Wall Panels	PC-1 PC-2 PC-3	TBD TBD TBD			To blend with colors or existing facebrick		
		Insulation:			Extruded Polystyrene	3 inches			
<b>DIV 04 - MASONRY</b>									
042000	Unit Masonry	Face Brick	FB-1 FB-2 FB-3			modular modular modular		Addition	
		Concrete Masonry Units	CMU			8x8x16 (typ.)	standard grey		Some stack bold 8x8 score cmu to match infill in existing areas
<b>DIV 05 - METALS</b>									
051200	Structural Steel Framing								
052100	Steel Joist Decking	K-Series							
		LH and DLH Series							
		Joist Accessories							
053100	Steel Decking	Roof Deck							

**KAREN ACRES ELEMANTARY SCHOOL ADDITION AND RENOVATION  
PROJ. #11-15106-00**

Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
		Acoustical Roof Deck							
055000	Metal Fabrications	Miscellaneous Steel Framing and Supports							
		Shelf Angles							
055213	Pipe and Tube Railings	Steel Railings							
<b>DIV 06 - WOOD, PLASTICS, and COMPOSITES</b>									
061053	Micellaneous Rough Carpentry	Rooftop Equipment Bases and Curbs							
		Wood Blocking							
		Wood Furring							
		Plywood Backing Panels							
064023	Interior Architectural Woodwork	Plastic Laminate	PL-1	TBD	TBD	-	TBD	Countertops	3mm edge color:
			PL-2	TBD	TBD	-	TBD	Vertical Surfaces	
		Plastic Laminate Millwork, Cabinets and Countertops							
		Display Case Hardware and Accessories							
<b>DIV 07 - THERMAL and MOISTURE PROTECTION</b>									
071326	Self-Adhering Sheet Waterproofing HPDE								
071900	Water Repellents	Pentrating							
		Materials:	Precast Architectural Concrete						

**KAREN ACRES ELEMANTARY SCHOOL ADDITION AND RENOVATION  
 PROJ. #11-15106-00**

Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
072100	Thermal Insulation	Batt							
		Board							
		Vapor Retarders							
072726	Fluid-Applied Air Barriers			WR Grace, Henry or Eq.					
			MP-2						

**KAREN ACRES ELEMANTARY SCHOOL ADDITION AND RENOVATION  
PROJ. #11-15106-00**

Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
075353	EPDM Roofing	Roof Membrane	Type: EPDM Color: Black	Firestone Carlisle Equal Manuf.	Fully Adhered, non-fleeced back		Black	All New Roofing	tie-in to existing roof, maintain all warranties
			Thickness:	60 mil					
		Coverboard	YES						
		Fastening Method:	Fully Adhered						
		Insulation Requirements:	Min. R-25						
		Warranty Requirements:	15 year						
076200	Sheet Metal Flashing and Trim								
077200	Roof Accessories	Roof Hatch							
078413	Penetration Firestopping								
078446	Fire-Resistive Joint Systems							(Head-of-Walls, Edge of Slab)	
079200	Joint Sealants								
<b>DIV 08 - OPENINGS</b>									
081113	Hollow Metal Doors and Frames			Curries or Eq.		Varies	Painted		
081416	Flush Wood Doors	Wood-Veneer					Grade: Premium, with Grade A faces Species: Select Red Oak, plain sliced Match: Book Match Color: TBD		
083113	Access Doors and Frames							Ceiling Locations	
084113	Aluminum Framed Entrances and Storefronts			EFCO, Kawneer or Eq.			1. Clear Anodized 2. Dark Bronze		
084413	Glazed Aluminum Curtain Walls			EFCO, Kawneer or Eq.		Varies	1. Anodized 2. Dark Bronze		



**KAREN ACRES ELEMANTARY SCHOOL ADDITION AND RENOVATION  
PROJ. #11-15106-00**

Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
087100	Door Hardware								
		Master Key System							Match Existing Master keying
		Hinges							TBD in Future Hardware Meeting
		Locksets							TBD in Future Hardware Meeting
		Exit Devices		Von Duprin*					TBD in Future Hardware Meeting
		Closers		LCN*					TBD in Future Hardware Meeting
		Auto Openers							TBD in Future Hardware Meeting
		Flush and Surface Bolts							TBD in Future Hardware Meeting
		Protective Plates							TBD in Future Hardware Meeting
		Door Stops and Holders							TBD in Future Hardware Meeting
		Thresholds							TBD in Future Hardware Meeting
		Weather Stripping							TBD in Future Hardware Meeting
		Wall Magnets							TBD in Future Hardware Meeting
		Computer Managed Access Control Devices							TBD in Future Hardware Meeting
		List No Substitution Products							noted with asterisk
088000	Glazing	Clear Tempered Float Glass	CTG						
		Clear Tempered Insulating Glass	CTIG						
		Fire-Rated Glass	FRG						
		Insulating Spandrel Glass	ISG						
		Insulated Aluminum Panels	APNL						
<b>DIV 09- FINISHES</b>									

**KAREN ACRES ELEMANTARY SCHOOL ADDITION AND RENOVATION  
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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
092216	Non-Structural Metal Framing	Metal Studs	Thicknesses: 33 mils (20 ga)						<i>(usually use 20 ga)</i>
			27 mils (22 ga)						
			18 mils (25 ga)						

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
092900	Gypsum Board	Regular, Type X							
		Impact-Resistant							
		Moisture/Mold Resistant							
		Tile Backing Panels							
093000	Tiling	Ceramic Tile	CT-1	Daltile	Mosaic Floor Tile	2"x2"	Mexican Sand	RR Floors	Thin Set
			CT-2	Daltile	Glazed Wall Tile	6"x6"	X735 Almond, Matte	RR Wall Accent	Thin Set
			CT-3	Daltile	Glazed Wall Tile	6"x6"	X735 Almond, Semi	RR Wall Accent	Thin Set
			CT-4	Daltile	Glazed Wall Tile	6"x6"	DM14 Cobalt, Semi	RR Wall Accent	Thin Set
			CT-5	Daltile	Glazed Wall Tile	6"x6"	DT Q177, Semi	RR Wall Accent	Thin Set
			CT-6	Daltile	Glazed Wall Tile	6"x6"	DH69 Denim, Semi	RR Wall Accent	Thin Set
			CT-7	Daltile	Glazed Wall Tile	6"x6"	1469 Galaxy, Semi	RR Wall Accent	Thin Set
		Ceramic Base (Coved)	CB-1	Daltile	Mosaic Tile	2"x2"	Mexican Sand	RR Floor to Walls with no Wall Tile above	Coved, 3 rows of 2"x2"
			CB-2	Daltile	Glazed Wall Tile	6"x6"	X735 Almond, Matte	RR Floor to Walls with Wall Tile above	Coved
		095113	Acoustical Panel Ceilings		APC-1	Armstrong	Match Existing	2' x 2'	White
	APC-2			Armstrong	Clean Room Mylar 1715/1720	2' x 2'	White	Kitchen and Clean areas	
096466	Wood Athletic Flooring	Gym Wood Floor	WD-1	Robbins Sports Surfaces.	Air-Channel Star	2-1/2" thick		Gymnasium	Owner to Review and Approve Flooring Selection
096513	Resilient Base and Accessories	Rubber Base	RB-1	Johnsonite	4" Cove Base		Match District Standard	Main Floor Base	
096519	Resilient Tile Flooring	Vinyl Composition Tile	VCT-1	TBD	TBD	TBD	TBD	Corridors & Classrooms	
			VCT-2	TBD	TBD	TBD	TBD	Corridor Accent	
096813	Tile Carpeting	Carpet Tile	CPT-1	TBD	TBD	TBD	TBD	Admin Offices	
			CPT-2	TBD	TBD	TBD	TBD	Classrooms	
			CPT-3	TBD	TBD	TBD	TBD	Walk Off Carpet	
098433	Sound Absorbing Wall Units	Acoustical Wall Panel	AWP-1	TBD	TBD	TBD	TBD	Where Indicated, if any	
099123	Interior Painting	Paint	P-1	Sherwin Williams			TBD	Main Paint Color	
			P-2	Sherwin Williams			TBD	Door Frames	
			P-3	Sherwin Williams			TBD	Ceiling White	

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
			P-4	Sherwin Williams			TBD	Accent Paint	
			P-5	Sherwin Williams	High Gloss		TBD	Accent Paint	
			P-6	Sherwin Williams			Black		
099600	High Performance Coatings	High Performance Coating	HPC-1 thru HPC-5	Sherwin Williams			same colors as paints		
		Ceiling High Performance Coating	CHPC				same colors as paints		

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
<b>DIV 10- SPECIALTIES</b>									
101100	Visual Display Units	Tack Boards	TBD						
		Marker Boards	MBD						
101200	Display Cases	Display Case	DC						
102113	Toilet Compartments				Solid Phenolic - overhead-braced		manf. Complete range	All Renovated Restrooms	District Standard
102123	Cubicles	Cubicle Curtains					To Be Selected	Cot Areas - Fabric	
							To Be Selected	Shower in Nurse's Office Toilet - Vinyl	
102600	Wall and Door Protection	Corner Guard	CG		Plastic Surface Mount	2" Legs			4'-0" high above wall base
102800	Toilet, Bath, and Laundry Accessories			(Typical Bobrick No's)					
		Full Length Mirror	FLM		B-290-2460	24"x60"			
		Grab Bar	GB-1		B-6897				L-Shaped 42" x 54"
		Grab Bar	GB-2		B-6808 X 18"				18" long vertical
		Grab Bar	GB-3		B-6861				18" x 36" shower
		Hand Dryer	HD-1		B-770				
		Electrical:				230V, 5.5-6.3 amps			
		Mirror	MR-1		B-290-2436	24"x36"			
		Paper Towel Dispenser	PTD		B-262				
		Soap Dispenser	SD						Owner Provided and Installed
		Toilet Tissue Dispenser	TTD		B-2888				
		Waste Receptacle	WR		B-3644				
104413	Fire Extinguisher Cabinets		FEC						
104416	Fire Extinguishers	Multi-Purpose Dry Chemical	FE						
105113	Metal Lockers	Athletic Lockers	Type A		Quiet Lockers	12"W x 15"D x 60"H	TBS	4 and 5 Grade Corridor	Mounted on 4" high wood base w/ sloping tops

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
107500	Flagpoles				Ground-Set	25' high			
<b>DIV 11- EQUIPMENT</b>									
114000	Food Service Equip.		TBD				Stainless Stl	Serving Kitchen	Provided and Installed by Owner
116623	Gymnasium Equipment	Overhead Backstop		Porter Athletic Equipment Co.	Side Folding/ 90951.001				
		Wall-Mounted Backstop			Rectangular Glass, Wall-Mounted, Manually Operated, DGW				
		Safety Strap		Porter Athletic Equipment Co.	SAF-STRAP/ 10797.100				
		Backboard Electric Operator		Porter Athletic Equipment Co.	00707.00	120V, Single PH 3/4 HP Motor			
		Backboard		Porter Athletic Equipment Co.	1/2" Thick Glass 00208.000	72"x42"			With Height Adjusters
		Backboard Safety Pads		Porter Athletic Equipment Co.	Bolt-on Pads/ 00326				
		Goal		Porter Athletic Equipment Co.	Power Flex Goal 00256.00				
		Volleyball Sleeves							Coordinate w/ Owner Provided Volleyball Standards
		Wall Padding							
<b>DIV 12- FURNISHINGS</b>									
123200	Manufactured Plastic-Laminate-Faced Casework	Plastic Laminate		LSI, TMI, Stevens Industries	L44 series				
		Plastic Laminate	PL-1	same as div 6					
			PL-2	same as div 6					

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
126600	Telescoping Stands	Bleachers			Wall-attached, Motorized, Telescoping Stands	Approx. 179 Seats			
					Row Spacing:	24"			
		Seat			Row Rise:	11-1/2" to 12"			
		Seat			Molded Plastic with Surface Contours	10" Deep, 16" to 19" Height	Color from Manufacturer Standards		
		Electrical/ Controls:				208 V, 3 Phase Portable Pendent Control System			
<b>DIV 13 - SPECIAL CONSTRUCTION - not used</b>									
<b>DIV 14 - EQUIPMENT CONVEYING - not used</b>									
<b>DIV 21 - FIRE SUPPRESSION</b>									
211100	Water-Based Fire- Suppression System	Fire Protection System	(Fire Protection Plans)	Per Fire protection contractor.			Sprinkler head covers- white, exposed piping painted to match surrounding finishes		
<b>DIV 22 - PLUMBING</b>									
220500	Common Work Results for Plumbing								
220513	Common Motor Requirements for Plumbing Equipment								
220516	Expansion Fittings and Loops for Plumbing Piping								
220519	Meters and Gages for Plumbing Piping	Pressure gages and Temperature sensors		Ashcroft, Trerice, Weiss					

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
220523	General-Duty Valves for Plumbing Piping	Valves	(Plumbing Plans)	Watts	Ball Valves				
220529	Hangers and Supports for Plumbing Piping and Equipment	Hangers							
220548	Vibration Controls for Plumbing		(Plumbing Plans)						
220553	Identification for Plumbing Piping and Equipment	Equipment labels, piping tags, warning signs							
220700	Plumbing Insulation	Plumbing and Equipment Insulation	(Plumbing Plans)	Certainteed, Knauf, Owens-Corning, Schuller, Johns Manville					
221116	Domestic Water Piping		(Plumbing Plans)		Copper piping	Per Drawings and Schedules	Exposed piping painted to match surrounding finishes		
221316	Sanitary Waste and Vent Piping		(Plumbing Plans)		Cast Iron/Copper above grade, PVC below grade	Per Drawings and Schedules	Exposed piping painted to match surrounding finishes		
221319	Sanitary Waste Piping Specialties	Cleanouts, Floor Drains, Floor Sinks	(Plumbing Plans)	Josam, MIFAB, Jay R Smith, Tyler Pipe, Watts, Zurn					
221413	Storm Drainage Piping		(Plumbing Plans)		Cast Iron above grade, PVC below grade	Per Drawings and Schedules	Exposed piping painted to match surrounding finishes		
221423	Storm Drainage Piping Specialties	Cleanouts, Roof Drains	(Plumbing Plans)	Josam, Oatey, Sioux Chief, Jay R Smith, Tyler Pipe, Watts, Zurn					
223400	Fuel-Fired, Domestic-Water Heaters	Water Heater	(Plumbing Plans)	Ruud	Spiderfire, condensing water heater	Per Drawings and Schedules			
224000	Plumbing Fixtures	Lavatories, Urinals, Water Closets, Showers	(Plumbing Plans)	Delta Faucets, Sloan Flush Valves, Kohler Vitreous China			White		Hosebibs: Woodford
224713	Drinking Fountains	Electric Water Cooler	(Plumbing Plans)	Elkay	Dual Level with Bottle Filler				



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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
<b>DIV 23 - HEATING VENTILATING and AIR CONDITIONING</b>									
230500	Common Work Results for HVAC								
230513	Common Motor Requirements for HVAC								
230514	Variable Frequency Drives		(HVAC & Mechanical Piping Plans)	Delta, ABB, Yaskawa, Square D, Cutler Hammer, Mitsubishi, Toshiba, Danfoss		Per Drawings and Schedules			
230516	Expansion Fittings and Loops for HVAC Piping								
230519	Meters and Gages for HVAC Piping	Pressure gages and Temperature sensors		Ashcroft, Trerice, Weiss					
230523	General-Duty Valves for HVAC Piping	Valves	(Mechanical Piping Plans)	Watts	Ball Valves	Per Drawings and Schedules			
230529	Hangers and Supports for HVAC Piping and Equipment		(Mechanical Piping Plans)						
230548	Vibration Controls for HVAC	Vibration isolation for equipment, ductwork, and piping.	(Mechanical Piping Plans)	Kinetics, Vibro-Acoustics, Mason Industries					
230553	Identification for HVAC Piping and Equipment	Equipment labels, piping tags, warning signs	(Mechanical Piping Plans)						
230593	Testing, Adjusting, and Balancing for HVAC								

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
230700	HVAC Insulation	Duct and Piping insulation	(HVAC & Mechanical Piping Plans)	Certaiteed, Knauf, Owens-Corning, Schuller, Johns Manville					
230800	Commissioning Of HVAC								
230900	HVAC Instrumentation and Controls	Building Management System		Johnson Controls					
230993	Sequence Of Operations for HVAC Controls	Building Management System		Johnson Controls					
231117	Natural Gas Piping		(Mechanical Piping Plans)			Per Drawings and Schedules	Exposed piping painted to match surrounding finishes		
232113	Hydronic Piping		(Mechanical Piping Plans)			Per Drawings and Schedules	Exposed piping painted to match surrounding finishes		
232500	HVAC Water Treatment	Chemical Treatment	(Mechanical Piping Plans)						
233113	Metal Ducts	Ductwork	(HVAC Plans)			Per Drawings and Schedules			
233300	Duct Accessories	Dampers, Louvers, Turning Vanes, Flexible Ducts, Duct Hardware	(HVAC Plans)	CESCO, Greenheck, Nailor, Potteroff, Ruskin, United Enertech, Leader					
233600	Air Terminal Units	Variable Air Volume boxes	(HVAC Plans)	Carnes, Krueger, Nailor, Price, Tuttle & Bailey, Titus, Trane	Units without coils to provide variable air control to serve ventilation	Per Drawings and Schedules			
233713	Diffusers, Registers, and Grilles	Diffusers, Registers, and Grilles	(HVAC Plans)	Carnes, Krueger, Nailor, Price, Tuttle & Bailey, Titus		Per Drawings and Schedules	Grilles to match surrounding finishes of ductwork in occupied areas.		
233723	HVAC Gravity Ventilators	HVAC Gravity Ventilators	(HVAC Plans)			Per Drawings and Schedules	Color to match surrounding finishes or as selected by Owner/Architect		
237200	Air-To-Air Energy Recovery Equipment	Energy Recovery Unit	(HVAC & Mechanical Piping Plans)	Greenheck, Venmar, Semco, Innovent,	Energy Recovery Unit with integral heat pump	Per Drawings and Schedules			

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
238146	Water-Source Unitary Heat Pumps	Water to Air Heat Pumps	(HVAC & Mechanical Piping Plans)	climate master, Trane, Florida Heat pumps, Water Furnace	Two stage heat pumps.	Per Drawings and Schedules			
238239	Unit Heaters	Electric Cabinet Unit Heaters and Unit Heaters	(HVAC Plans)	Qmark, Berko, Indeeco, Markel, Marley, Raywall, Heatrex	Cabinet for vestibules and standard for mechanical room.	Per Drawings and Schedules	Color to match surrounding finishes or as selected by Owner/Architect		
<b>DIV 26 - ELECTRICAL</b>									
260513	Medium-Voltage Electrical Power Cables (>2000V)	Cables; Splices; Connectors for Medium Voltage Distribution		General Cable; Kerite, Okonite, Prysmian, AIW, Southwire	Underground, Type MV 09, URD, concentric neutral, copper, EPR insulation, 15 kV, copper tape shielding	Per Drawings, One-Line Diagram		Site underground primary power distribution feeders.	Primary electric service distribution by owner (primary metering by utility company).
260519	Low-Voltage Electrical Power Conductors and Cables	Wiring; Connectors	Feeder & Branch Circuit Schedule	Encore Wire; General Cable; Houston Wire; SW&C; Southwire	Copper; XHHW; THHN; THWN; MC cable; SO chords, Class 2 & 3 control cabling	Per Drawings and Schedules			
260529	Hangers and Supports for Electrical Systems	Hangers; cable hooks; slotted channel		AT&C; Cooper B-Line; ERICO; Thomas & Betts; Unistrut; Wesanco					
260533	Raceways and Boxes for Electrical Systems	Conduits; wireways; junction-boxes; floor-boxes; pull-boxes; enclosures		AFC; Alfex; AT&C; Anamet; Electri-Flex; Manhattan/CDT; MTC; O-Z Gedney; WTC	EMT, FMC, IMC LFMC; LFNC; RNC (PVC); EPDM; NBR	Per Drawings and Schedules			
260536	Cable Trays for Electrical Systems	Cable tray; cable runway	CT	Calofil, Cooper B-Line; Cope; GS Metals; Hubbell; MONO-Systems; MPHusky; PW Indus; The Niedax Group; Snake Tray	Steel wire mesh "basket" cable trays	Per Drawings			

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
260923	Lighting Control Devices	Occupancy/ Vacancy Sensors; photo- switches; lighting contactors; timers; relays;	(Lighting Plans)	Allen-Bradley; Grasslin Controls; Greengate/Cooper; Hubbell BA; Intermatic; Leviton; Lithonia/Acuity; Paragon; Invensys CC; TORK; Watt Stopper			White devices in finished spaces		
261219	Medium-Voltage Transformers (>2000V)	Liquid-filled transformers for MV primary power distribution	(Power Plans)	ABB; Cooper Industries; Square D; Eaton, GE; Howard Industries; Siemens	Pad-mounted, 3-phase 12.47 kV or 13.8 kV primary (verify), 480Y/277 V secondary, grounded wye connection	Per Drawngs, One-Line Diagram, and Transformer Schedule		Site, outdoors	Primary electric service distribution by owner (primary metering by utility company).
261323	Medium-Voltage Switchgear (>2000V)	Metal-enclosed interrupter switchgear for MV primary power distribution	(Power Plans)	S&C Electric Co.; Square D; Eaton; GE; Siemens	Pad-mounted, 3-phase 15 kV, fusible switches	Per Drawngs, One-Line Diagram, and Transformer Schedule		Site, outdoors	Primary electric service distribution by owner (primary metering by utility company).
260923	Lighting Control Devices	Occupancy/ Vacancy Sensors; photo- switches; lighting contactors; timers; relays;	(Lighting Plans)	Allen-Bradley; Grasslin Controls; Greengate/Cooper; Hubbell BA; Intermatic; Leviton; Lithonia/Acuity; Paragon; Invensys CC; TORK; Watt Stopper			White devices in finished spaces		
262200	Low-Voltage Transformers	Dry-Type Transformers	(Power Plans)	GE; Hammond; PQI; Square D; PDI/ONYX; PowerSmiths	TP1; UHE; harmonic mitigating; buck-boost, aluminum or copper windings	Per Transformer Schedule	Gray or White		
262413	Switchboards	Switchboards	(Power Plans)	GE; Square D	Circuit-breaker type; pad-mounted; surge protection; monitoring	Per One-Line Diagram	Gray		DLR Group strongly recommends adding Eaton and Siemens as approved manufacturers to ensure the most competitive bidding.

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
262416	Panelboards	Distribution panels and branch-circuit panels	(Power Plans)	GE; Siemens; Square D	Circuit-breaker type; wall-mounted; surge protection	Per One-Line Diagram and Schedules	Gray		DLR Group strongly recommends adding Eaton and Siemens as approved manufacturers to ensure the most competitive bidding.
262726	Wiring Devices	Receptacles; switches; dimmers; cord & plug sets	(Power Plans)	Cooper; Hubbell; Leviton; Pass & Seymour	Heavy-duty specification grade; grounding type		Gray with Stainless Steel Faceplates		
262813	Fuses	Low-voltage cartridge fuses	(Power Plans)	Cooper Bussmann; Littlefuse; Mersen (Ferraz Shawmut)	Class RK5; Class RK1; Class L; Class J	Per spec's/per application			
262913	Enclosed Controllers	Combination starters, motor switches; manual switches	(Power Plans)	GE; Square D		Per Drawings	Gray		DLR Group strongly recommends adding Eaton and Siemens as approved manufacturers to ensure the most competitive bidding.
263354	Uninterruptible Power Supply	Centralized emergency lighting inverter	(Power Plans)	Chloride; Cooper; Eaton; Lithonia; Lightalarms; MGE; Perfect Power Systems	Sealed batteries; online interactive; DC-to-AC PWM IGBT inverter, UL924	Per One-Line Diagram	Manufacturer's standard color		
265100	Interior Lighting	Interior Luminaires	(Lighting Plans)	Per Lighting Schedule	Per Lighting Schedule, mostly LED lighting	Per Lighting Schedule	Per Lighting Schedule		Refer to cut-sheets (MFR's product information).
265600	Exterior Lighting	Exterior Luminaires	(Electrical Site Plan and Lighting Plans)	Per Lighting Schedule	Per Lighting Schedule; all LED lighting	Per Lighting Schedule	Per Lighting Schedule		

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
<b>DIV 27 - COMMUNICATIONS</b>									
271300	Communications Backbone Cabling and Hardware	Fiber optic cabling; armored cabling and/or pulled through innerduct (verify)		Berk-Tek; CommScope; Corning; Draka Cableteq; General Cable; Mohawk; Systemax; Uniprise	50-micron multi-mode and/or single-mode (verify); indoor and/or outdoor	(Verify strand quantities.)			(Verify manufacturers.)
271500	Communications Horizontal Cabling and Hardware	Data; VoIP; AV, CATV		Belden; Berk-Tek; General; CommScope; General Cable; Krone; Panduit; Systemax; TE Connectivity	Enhanced Cat-6 UTP, HDMI; VGA, RCA, broadband coaxial; all plenum-rated cabling				(Verify manufacturers.)
275124	Educational Intercom and Program Systems	Speaker/microphones for two-way comm and class period bells/tones; call-in switches (if applicable)	(Special Systems Plans)	Bogen; CareHawk; Dukane; Rauland-Borg; Telecor; Valcom	Interfaced with owner-provided telephone system	8" round speakers or 2"x2' tile speakers; projection-type loudspeakers (gymnasiums)	White		Replace entire existing system (Dukane) with new system, new wiring, and new components. (Verify.)
275314	Clock System; Clocks w/ Wireless Synchronization/ Time Correction	Clocks synchronized with class period bells/tones	(Special Systems Plans)	American Time & Signal; DuraTime; Lathem; Primex; Sapling; Valcom; Visiplex	Analog style (round) clocks; 120V power (without batteries); internet or CDMA system time correction	12" diameter; 16" diameter (gymnasium)	White face; black frame/trim	DLR Group recommends 5-year batteries, in-lieu of 120V wiring, for substantial cost-savings.	Entirely new clock system to replace existing obsolete system (Simplex); Provide 120 VAC power connection (no batteries).
<b>DIV 28 - ELECTRONIC SAFETY AND SECURITY</b>									
283100	Fire Alarm and Detection System	Initiating devices; notification; and control devices	(Special Systems Plans)	Notifier (Midwest Alarm Monitoring)	Addressable system; analog sensing devices; horn/strobe alarm devices		Red notification devices w/ white lettering; white smoke detectors		Extend existing system; match existing devices
<b>DIV 31 - EARTHWORK</b>									

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
312200	Earthwork, Subgrade and Subbase								
312213	Overexcavation for Unsuitable Material								
312500	Erosion and Sediment Control								
313116	Termite Control								

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Section #	Section Name	Product	Annotation/ Designation	Manufacturer	Style/ Product	Size	Finish/ Color	Location	Remarks
<b>DIV 32 - EXTERIOR IMPROVEMENTS</b>									
321300	Portland Cement Concrete Sidewalks								
321726	Cast in Place Detectable Warning Panels								
329000	Seeding								
329210	Sodding								
329300	Plants and Plantings								
<b>DIV 33 - UTILITIES</b>									
330100	Preparation for Site Utilities								
330200	Trench Excavation and Backfill								
333999	Sanitary Sewerage								
334000	Storm Drainage								





## **Workplace Safety Program and Committee Policy**

### Policy

It is the policy of the Urbandale Community School District to take reasonable care and actions to protect the safety and health of its employees. Injury and illness losses from accidents are undesirable, costly and, in many cases, preventable. The District shall establish and maintain a workplace safety program that will help to assist in trying to prevent unnecessary injuries and illnesses. Employee involvement at all levels in the District's program is critical for the District to be successful in its efforts. To accomplish this task, a joint employee/employer safety committee has been established with the purpose of bringing all administration, teachers and staff together in a cooperative effort to promote health and safety in the workplace. The safety committee shall assist the District in making recommendations for change.

### Administration

Administration shall assume reasonable care and efforts to prevent injuries and illnesses at the workplace. Administration will endeavor to provide direction and support to supervisors and employees regarding applicable safety and health procedures, job training and hazard mitigation. Administration, through the assistance of the safety committee, shall periodically review the effectiveness of the District's workplace safety program.

### Supervisors

Supervisors are generally responsible for supervising and training their workers. This includes training on proper procedures, work practices and safe methods to perform a job or work. Supervisors are to enforce company rules and take corrective action to mitigate or eliminate, when possible, hazardous conditions and practices.

### Employees

Each employee, regardless of his/her position in the District, is expected to cooperate in all aspects of the District's workplace safety program, which includes, but is not limited to the following requirements:

- Accidents must be immediately reported to the employee's supervisor or the next person in charge if the immediate supervisor is not available.
- Personal protective equipment must be worn at all times.
- Hazardous conditions must be immediately reported to the employee's supervisor or the next person in charge if the immediate supervisor is not available.
- Employees shall participate in workplace safety committee activities, when required, and shall support workplace safety and accident prevention procedures communicated by the committee members.
- Employees shall take the time to do their jobs in a safe manner.

## Committee

The work place safety committee shall consist of volunteer administrators, teachers and staff representatives who have an interest in the promotion of safety and health within the District. The committee is responsible for providing information to the Board, Administration, and Employees for improving safety and health in the workplace. The committee is charged with the following responsibilities:

- Define problems and remove obstacles to accident prevention.
- Identify hazards and research appropriate corrective actions.
- Identify employee safety training needs
- Establish and provide accident investigation procedures.
- Report information only to the Board of Directors annually for the Board's review and consideration in making policy decisions related to workplace health and safety.

Date of Adoption:

May 18, 2015

01098324

Legal References:

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MEMORANDUM

DATE: May 15, 2015  
TO: Board of Directors  
FROM: Shelly Clifford, Chief Financial Officer  
SUBJECT: Consideration of the Urbandale Education Association (UEA) 2015-16 Master Contract tentative agreement and UEA Salary Schedules

The contract negotiations teams for the District and the Urbandale Education Association reached a tentative agreement for their 2015-16 Master Contract. On Thursday, May 14<sup>th</sup>, UEA members ratified the proposed contract agreement.

The entire master contract document was reviewed during prior year negotiations. Therefore, only two language items – one from each group – was a topic for consideration.

The contract changes within the terms of the tentative agreement are:

- Salary – salary increase of 3.26%, with each cell on the schedule increasing by 2% + \$685.00. With no change to insurance costs, the increase calculates to a 2.97% total package increase for the group.
  - Appendix 3 – Extra Duty Pay salary schedule base generators also increased by 3.26%
- Memorandum of Understanding – Teacher Leadership and Compensation (TLC). This agreement was previously reviewed by the Board of Directors and outlines a specific process for selection, assignment, compensation, work periods, seniority, staff reduction or separation, evaluation, and funding for the TLC program.
- Article 5, new section (G) to reflect an agreement about any future Early Separation Incentives offered by the Board of Directors:

The Board of Directors may, in its sole discretion, adopt an early separation incentive program. Any such program adopted may be limited to a specified number of employees and may include requirements regarding the length of service, the department or staff reduction category eligible, the total number of incentives to be approved, and a minimum age for participation. The length of service requirement shall not exceed 20 years of full time service and the minimum age shall be no higher than 55 years old, both requirements measured as of the date of separation. The date of separation shall be the end of the employee's contract year unless otherwise approved by the Board of Directors. The Board shall specify in a motion approving an early separation

incentive the amount or method of calculating any incentive payment, and the time deadline for application, which deadline shall be at least 60 days after the adoption of the motion unless the Employer and the Association otherwise agree. Nothing in this provision limits the authority of the Board to approve different terms in any individual separation agreement entered into as an alternative to adverse employment action.

The Single Salary Schedule documents are included for your review, showing details of the proposed contract settlement costs.

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UEA 2015-16		BA	BA15	BA30	MA	MA15	MA30	Ph.D.
X NEW ROW	Base Salary	39,870	40,978	42,120	44,466	46,018	46,996	48,317
	TSS State Funding	3,838	3,953	4,071	4,319	4,143	4,582	4,720
	15-16 Total Salary	43,708	44,931	46,191	48,785	50,161	51,578	53,037
W	Base Salary	40,240	41,347	42,488	44,833	46,078	47,361	48,681
	TSS State Funding	3,868	3,984	4,103	4,352	4,483	4,617	4,756
	15-16 Total Salary	44,108	45,331	46,591	49,185	50,561	51,978	53,437
V	Base Salary	40,618	41,724	42,864	45,208	46,452	47,734	49,053
	TSS State Funding	3,898	4,015	4,135	4,385	4,517	4,652	4,792
	15-16 Total Salary	44,516	45,739	46,999	49,593	50,969	52,386	53,845
U	Base Salary	41,001	42,106	43,245	45,589	46,831	48,112	49,430
	TSS State Funding	3,928	4,046	4,167	4,418	4,551	4,687	4,828
	15-16 Total Salary	44,929	46,152	47,412	50,007	51,382	52,799	54,258
T	Base Salary	41,387	42,491	43,629	45,972	47,213	48,493	49,810
	TSS State Funding	3,958	4,077	4,199	4,451	4,585	4,722	4,864
	15-16 Total Salary	45,345	46,568	47,828	50,423	51,798	53,215	54,674
S	Base Salary	41,515	42,617	43,754	46,095	47,335	48,613	49,930
	TSS State Funding	3,990	4,110	4,233	4,487	4,622	4,761	4,904
	15-16 Total Salary	45,505	46,727	47,987	50,582	51,957	53,374	54,834
R	Base Salary	41,942	43,045	44,181	46,522	47,763	49,041	50,357
	TSS State Funding	4,035	4,155	4,279	4,533	4,667	4,806	4,949
	15-16 Total Salary	45,977	47,200	48,460	51,055	52,430	53,847	55,306
Q	Base Salary	42,571	43,675	44,812	47,153	48,392	49,671	50,987
	TSS State Funding	4,104	4,224	4,347	4,601	4,736	4,875	5,017
	15-16 Total Salary	46,675	47,899	49,159	51,754	53,128	54,546	56,004
P	Base Salary	43,349	44,462	45,610	48,180	49,439	50,734	52,069
	TSS State Funding	4,188	4,309	4,434	4,713	4,849	4,990	5,135
	15-16 Total Salary	47,537	48,771	50,044	52,893	54,288	55,724	57,204
O	Base Salary	44,273	45,722	47,163	49,095	50,472	51,919	53,012
	TSS State Funding	4,289	4,446	4,602	4,812	4,962	5,119	5,237
	15-16 Total Salary	48,562	50,168	51,765	53,907	55,434	57,038	58,249
N	Base Salary	45,722	47,163	48,612	50,705	52,078	53,527	54,620
	TSS State Funding	4,446	4,602	4,760	4,987	5,136	5,293	5,412
	15-16 Total Salary	50,168	51,765	53,372	55,692	57,214	58,820	60,032
M	Base Salary	47,163	48,612	50,057	52,312	53,686	55,132	56,227
	TSS State Funding	4,602	4,760	4,917	5,161	5,310	5,467	5,586
	15-16 Total Salary	51,765	53,372	54,974	57,473	58,996	60,599	61,813

UEA 2015-16		BA	BA15	BA30	MA	MA15	MA30	Ph.D.
L	Base Salary	48,612	50,055	51,502	53,920	55,293	56,737	57,830
	TSS State Funding	4,760	4,916	5,073	5,336	5,485	5,642	5,760
	15-16 Total Salary	53,372	54,971	56,575	59,256	60,778	62,379	63,590
K	Base Salary	50,055	51,502	52,947	55,529	56,896	58,342	59,435
	TSS State Funding	4,916	5,073	5,230	5,511	5,659	5,816	5,935
	15-16 Total Salary	54,971	56,575	58,177	61,040	62,555	64,158	65,370
J	Base Salary	51,502	52,947	54,391	57,137	58,501	59,950	61,043
	TSS State Funding	5,073	5,230	5,387	5,685	5,833	5,991	6,109
	15-16 Total Salary	56,575	58,177	59,778	62,822	64,334	65,941	67,152
I	Base Salary	52,947	54,391	55,835	58,745	60,109	61,555	62,649
	TSS State Funding	5,230	5,387	5,544	5,860	6,008	6,165	6,284
	15-16 Total Salary	58,177	59,778	61,379	64,605	66,117	67,720	68,933
H	Base Salary	54,391	55,835	57,282	60,354	61,716	63,161	64,254
	TSS State Funding	5,387	5,544	5,701	6,034	6,182	6,339	6,458
	15-16 Total Salary	59,778	61,379	62,983	66,388	67,898	69,500	70,712
G	Base Salary	55,835	57,282	58,726	61,802	63,161	64,603	65,701
	TSS State Funding	5,579	5,701	5,858	6,192	6,339	6,496	6,615
	15-16 Total Salary	61,414	62,983	64,584	67,994	69,500	71,099	72,316
F	Base Salary	57,282	59,049	60,173	63,248	64,602	66,051	67,143
	TSS State Funding	5,774	5,893	6,015	6,349	6,496	6,653	6,771
	15-16 Total Salary	63,056	64,942	66,188	69,597	71,098	72,704	73,914
E	Base Salary	60,842	61,940	64,693	66,051	67,451	68,590	69,929
	TSS State Funding	6,087	6,207	6,506	6,653	6,810	6,929	7,048
	15-16 Total Salary	66,929	68,147	71,199	72,704	74,261	75,519	76,977
D	Base Salary	63,731	66,466	67,493	68,942	70,035	71,482	72,926
	TSS State Funding	6,401	6,698	6,810	6,967	7,124	7,243	7,362
	15-16 Total Salary	70,132	73,164	74,303	75,909	77,159	78,725	80,288
C	Base Salary	68,258	69,261	70,386	71,482	72,578	73,674	74,770
	TSS State Funding	6,893	7,002	7,124	7,243	7,362	7,481	7,600
	15-16 Total Salary	75,151	76,263	77,510	78,725	80,288	81,454	82,880
B	Base Salary	71,055	72,152	73,249	74,346	75,443	76,540	77,637
	TSS State Funding	7,196	7,315	7,434	7,553	7,672	7,791	7,910
	15-16 Total Salary	78,251	79,467	80,683	81,901	83,115	84,331	85,547
A	Base Salary	73,944	74,693	75,443	76,192	76,941	77,690	78,439
	TSS State Funding	7,510	7,591	7,672	7,753	7,834	7,915	8,000
	15-16 Total Salary	81,454	82,284	83,115	83,945	84,775	85,605	86,439

<b>UEA Pay Increase</b>		<b>BA</b>	<b>BA15</b>	<b>BA30</b>	<b>MA</b>	<b>MA15</b>	<b>MA30</b>	<b>Ph.D.</b>
W	15-16 Total Salary	44,108	45,331	46,591	49,185	50,561	51,978	53,437
	14-15 Total Salary	42,572	43,770	45,005	47,549	48,898	50,287	51,718
	Increase	1,536	1,561	1,586	1,636	1,663	1,691	1,719
V	15-16 Total Salary	44,516	45,739	46,999	49,593	50,969	52,386	53,845
	14-15 Total Salary	42,972	44,170	45,405	47,949	49,298	50,687	52,118
	Increase	1,544	1,569	1,594	1,644	1,671	1,699	1,727
U	15-16 Total Salary	44,929	46,152	47,412	50,007	51,382	52,799	54,258
	14-15 Total Salary	43,377	44,575	45,810	48,354	49,703	51,092	52,523
	Increase	1,552	1,577	1,602	1,653	1,679	1,707	1,735
T	15-16 Total Salary	45,345	46,568	47,828	50,423	51,798	53,215	54,674
	14-15 Total Salary	43,785	44,983	46,218	48,762	50,111	51,500	52,931
	Increase	1,560	1,585	1,610	1,661	1,687	1,715	1,743
S	15-16 Total Salary	45,505	46,727	47,987	50,582	51,957	53,374	54,834
	14-15 Total Salary	43,941	45,139	46,375	48,919	50,267	51,656	53,087
	Increase	1,564	1,588	1,612	1,663	1,690	1,718	1,747
R	15-16 Total Salary	45,977	47,200	48,460	51,055	52,430	53,847	55,306
	14-15 Total Salary	44,404	45,603	46,839	49,383	50,730	52,119	53,550
	Increase	1,573	1,597	1,621	1,672	1,700	1,728	1,756
Q	15-16 Total Salary	46,675	47,899	49,159	51,754	53,128	54,546	56,004
	14-15 Total Salary	45,088	46,288	47,523	50,067	51,415	52,805	54,234
	Increase	1,587	1,611	1,636	1,687	1,713	1,741	1,770
P	15-16 Total Salary	47,537	48,771	50,044	52,893	54,288	55,724	57,204
	14-15 Total Salary	45,933	47,143	48,391	51,185	52,552	53,960	55,411
	Increase	1,604	1,628	1,653	1,708	1,736	1,764	1,793
O	15-16 Total Salary	48,562	50,168	51,765	53,907	55,434	57,038	58,249
	14-15 Total Salary	46,938	48,513	50,079	52,178	53,676	55,248	56,435
	Increase	1,624	1,655	1,686	1,729	1,758	1,790	1,814
N	15-16 Total Salary	50,168	51,765	53,372	55,692	57,214	58,820	60,032
	14-15 Total Salary	48,513	50,079	51,654	53,929	55,421	56,995	58,183
	Increase	1,655	1,686	1,718	1,763	1,793	1,825	1,849
M	15-16 Total Salary	51,765	53,372	54,974	57,473	58,996	60,599	61,813
	14-15 Total Salary	50,079	51,654	53,224	55,674	57,168	58,739	59,929
	Increase	1,686	1,718	1,750	1,799	1,828	1,860	1,884



<b>UEA Pay Increase</b>		<b>BA</b>	<b>BA15</b>	<b>BA30</b>	<b>MA</b>	<b>MA15</b>	<b>MA30</b>	<b>Ph.D.</b>
L	15-16 Total Salary	53,372	54,971	56,575	59,256	60,778	62,379	63,590
	14-15 Total Salary	51,654	53,222	54,794	57,423	58,915	60,485	61,672
	Increase	1,718	1,749	1,781	1,833	1,863	1,894	1,918
K	15-16 Total Salary	54,971	56,575	58,177	61,040	62,555	64,158	65,370
	14-15 Total Salary	53,222	54,794	56,364	59,172	60,656	62,229	63,417
	Increase	1,749	1,781	1,813	1,868	1,899	1,929	1,953
J	15-16 Total Salary	56,575	58,177	59,778	62,822	64,334	65,941	67,152
	14-15 Total Salary	54,794	56,364	57,934	60,919	62,401	63,977	65,164
	Increase	1,781	1,813	1,844	1,903	1,933	1,964	1,988
I	15-16 Total Salary	58,177	59,778	61,379	64,605	66,117	67,720	68,933
	14-15 Total Salary	56,364	57,934	59,504	62,667	64,149	65,720	66,910
	Increase	1,813	1,844	1,875	1,938	1,968	2,000	2,023
H	15-16 Total Salary	59,778	61,379	62,983	66,388	67,898	69,500	70,712
	14-15 Total Salary	57,934	59,504	61,077	64,415	65,895	67,465	68,654
	Increase	1,844	1,875	1,906	1,973	2,003	2,035	2,058
G	15-16 Total Salary	61,465	62,983	64,584	67,994	69,500	71,099	72,316
	14-15 Total Salary	59,588	61,077	62,646	65,989	67,465	69,033	70,227
	Increase	1,877	1,906	1,938	2,005	2,035	2,066	2,089
F	15-16 Total Salary	63,725	64,942	66,188	69,597	71,098	72,704	73,914
	14-15 Total Salary	61,804	62,998	64,219	67,561	69,032	70,607	71,793
	Increase	1,921	1,944	1,969	2,036	2,066	2,097	2,121
E	15-16 Total Salary		66,929	68,147	71,199	72,704	74,261	75,519
	14-15 Total Salary		64,945	66,139	69,131	70,607	72,133	73,367
	Increase		1,984	2,008	2,068	2,097	2,128	2,152
D	15-16 Total Salary			70,132	73,164	74,303	75,909	77,121
	14-15 Total Salary			68,086	71,058	72,175	73,749	74,937
	Increase			2,046	2,106	2,128	2,160	2,184
C	15-16 Total Salary				75,151	76,263	77,510	78,725
	14-15 Total Salary				73,006	74,096	75,319	76,509
	Increase				2,145	2,167	2,191	2,216
B	15-16 Total Salary					78,251	79,467	80,325
	14-15 Total Salary					76,045	77,238	78,078
	Increase					2,206	2,229	2,247
A	15-16 Total Salary						81,454	82,284
	14-15 Total Salary						79,186	79,999
	Increase						2,268	2,285

UEA Settlement Cost	#FTE	BA	Amount	#FTE	BA15	Amount	#FTE	BA30	Amount	#FTE	MA	Amount	#FTE	MA15	Amount	#FTE	MA30	Amount	#FTE	Ph.D.	Amount	2015-16	2014-15	Increase	
W	15-16 Total Salary	18.0	44,108	793,944	1.0	45,331	45,331	0.0	46,591	-	1.0	49,185	49,185	0.0	50,561	-	0.0	51,978	-	0.0	53,437	-	888,461	-	-
	14-15 Total Salary	18.0	42,572	766,296	1.0	43,770	43,770	0.0	45,005	-	1.0	47,549	47,549	0.0	48,898	-	0.0	50,287	-	0.0	51,718	-	-	857,616	-
	Increase	18.0	1,536	27,648	1.0	1,561	1,561	0.0	1,586	-	1.0	1,636	1,636	0.0	1,663	-	0.0	1,691	-	0.0	1,719	-	-	-	30,845
V	15-16 Total Salary	19.0	44,516	845,804	0.0	45,739	-	2.0	46,999	93,998	1.0	49,593	49,593	0.0	50,969	-	0.0	52,386	-	0.0	53,845	-	989,396	-	-
	14-15 Total Salary	19.0	42,972	816,463	0.0	44,170	-	2.0	45,405	90,811	1.0	47,949	47,949	0.0	49,298	-	0.0	50,687	-	0.0	52,118	-	-	955,224	-
	Increase	19.0	1,544	29,341	0.0	1,569	-	2.0	1,594	3,187	1.0	1,644	1,644	0.0	1,671	-	0.0	1,699	-	0.0	1,727	-	-	-	34,172
U	15-16 Total Salary	7.0	44,929	314,503	2.0	46,152	92,304	0.0	47,412	-	5.0	50,007	250,035	1.0	51,382	51,382	0.0	52,799	-	0.0	54,258	-	708,225	-	-
	14-15 Total Salary	7.0	43,377	303,637	2.0	44,575	89,151	0.0	45,810	-	5.0	48,354	241,772	1.0	49,703	49,703	0.0	51,092	-	0.0	52,523	-	-	684,264	-
	Increase	7.0	1,552	10,866	2.0	1,577	3,153	0.0	1,602	-	5.0	1,653	8,263	1.0	1,679	1,679	0.0	1,707	-	0.0	1,735	-	-	-	23,961
T	15-16 Total Salary	10.0	45,345	453,450	6.0	46,568	279,408	0.0	47,828	-	1.0	50,423	50,423	0.0	51,798	-	0.0	53,215	-	0.0	54,674	-	783,282	-	-
	14-15 Total Salary	10.0	43,785	437,848	6.0	44,983	269,900	0.0	46,218	-	1.0	48,762	48,762	0.0	50,111	-	0.0	51,500	-	0.0	52,931	-	-	756,511	-
	Increase	10.0	1,560	15,602	6.0	1,585	9,508	0.0	1,610	-	1.0	1,661	1,661	0.0	1,687	-	0.0	1,715	-	0.0	1,743	-	-	-	26,771
S	15-16 Total Salary	9.0	45,505	409,545	3.0	46,727	140,181	5.0	47,987	239,935	7.0	50,582	354,074	0.0	51,957	-	0.0	53,374	-	0.0	54,834	-	1,143,736	-	-
	14-15 Total Salary	9.0	43,941	395,467	3.0	45,139	135,418	5.0	46,375	231,873	7.0	48,919	342,430	0.0	50,267	-	0.0	51,656	-	0.0	53,087	-	-	1,105,190	-
	Increase	9.0	1,564	14,078	3.0	1,588	4,763	5.0	1,612	8,062	7.0	1,663	11,644	0.0	1,690	-	0.0	1,718	-	0.0	1,747	-	-	-	38,546
R	15-16 Total Salary	5.0	45,977	229,885	0.0	47,200	-	1.0	48,460	48,460	2.0	51,055	102,110	0.0	52,430	-	0.0	53,847	-	0.0	55,306	-	380,456	-	-
	14-15 Total Salary	5.0	44,404	222,019	0.0	45,603	-	1.0	46,839	46,839	2.0	49,383	98,765	0.0	50,730	-	0.0	52,119	-	0.0	53,550	-	-	367,624	-
	Increase	5.0	1,573	7,866	0.0	1,597	-	1.0	1,621	1,621	2.0	1,672	3,345	0.0	1,700	-	0.0	1,728	-	0.0	1,756	-	-	-	12,832
Q	15-16 Total Salary	3.5	46,675	163,363	4.0	47,899	191,596	0.0	49,159	-	4.0	51,754	207,016	2.0	53,128	106,256	0.0	54,546	-	0.0	56,004	-	668,232	-	-
	14-15 Total Salary	3.5	45,088	157,810	4.0	46,288	185,153	0.0	47,523	-	4.0	50,067	200,269	2.0	51,415	102,829	0.0	52,805	-	0.0	54,234	-	-	646,062	-
	Increase	3.5	1,587	5,553	4.0	1,611	6,443	0.0	1,636	-	4.0	1,687	6,747	2.0	1,713	3,427	0.0	1,741	-	0.0	1,770	-	-	-	22,170
P	15-16 Total Salary	1.0	47,537	47,537	4.0	48,771	195,084	2.0	50,044	100,088	6.0	52,893	317,358	0.0	54,288	-	0.0	55,724	-	0.0	57,204	-	660,068	-	-
	14-15 Total Salary	1.0	45,933	45,933	4.0	47,143	188,574	2.0	48,391	96,782	6.0	51,185	307,109	0.0	52,552	-	0.0	53,960	-	0.0	55,411	-	-	638,399	-
	Increase	1.0	1,604	1,604	4.0	1,628	6,510	2.0	1,653	3,306	6.0	1,708	10,249	0.0	1,736	-	0.0	1,764	-	0.0	1,793	-	-	-	21,669
O	15-16 Total Salary	8.0	48,562	388,496	2.0	50,168	100,336	3.0	51,765	155,295	10.0	53,907	539,070	3.0	55,434	166,302	3.0	57,038	171,114	0.0	58,249	-	1,520,614	-	-
	14-15 Total Salary	8.0	46,938	375,508	2.0	48,513	97,026	3.0	50,079	150,236	10.0	52,178	521,784	3.0	53,676	161,027	3.0	55,248	165,744	0.0	56,435	-	-	1,471,326	-
	Increase	8.0	1,624	12,988	2.0	1,655	3,310	3.0	1,686	5,059	10.0	1,729	17,286	3.0	1,758	5,275	3.0	1,790	5,370	0.0	1,814	-	-	-	49,288
N	15-16 Total Salary	5.0	50,168	250,840	3.0	51,765	155,295	2.0	53,372	106,744	7.0	55,692	389,844	3.0	57,214	171,642	2.0	58,820	117,640	0.0	60,032	-	1,192,006	-	-
	14-15 Total Salary	5.0	48,513	242,564	3.0	50,079	150,236	2.0	51,654	103,308	7.0	53,929	377,500	3.0	55,421	166,262	2.0	56,995	113,990	0.0	58,183	-	-	1,153,860	-
	Increase	5.0	1,655	8,276	3.0	1,686	5,059	2.0	1,718	3,436	7.0	1,763	12,344	3.0	1,793	5,380	2.0	1,825	3,650	0.0	1,849	-	-	-	38,146
M	15-16 Total Salary	3.0	51,765	155,295	0.0	53,372	-	0.0	54,974	-	2.0	57,473	114,946	1.0	58,996	58,996	2.0	60,599	121,198	0.0	61,813	-	450,436	-	-
	14-15 Total Salary	3.0	50,079	150,236	0.0	51,654	-	0.0	53,224	-	2.0	55,674	111,349	1.0	57,168	57,168	2.0	58,739	117,478	0.0	59,929	-	-	436,231	-
	Increase	3.0	1,686	5,059	0.0	1,718	-	0.0	1,750	-	2.0	1,799	3,597	1.0	1,828	1,828	2.0	1,860	3,720	0.0	1,884	-	-	-	14,205
L	15-16 Total Salary	2.0	53,372	106,744	3.0	54,971	164,913	0.0	56,575	-	1.0	59,256	59,256	2.0	60,778	121,556	0.0	62,379	-	0.0	63,590	-	452,470	-	-
	14-15 Total Salary	2.0	51,654	103,308	3.0	53,222	159,666	0.0	54,794	-	1.0	57,423	57,423	2.0	58,915	117,829	0.0	60,485	-	0.0	61,672	-	-	438,227	-
	Increase	2.0	1,718	3,436	3.0	1,749	5,247	0.0	1,781	-	1.0	1,833	1,833	2.0	1,863	3,727	0.0	1,894	-	0.0	1,918	-	-	-	14,243
K	15-16 Total Salary	0.5	54,971	27,486	5.0	56,575	282,875	1.0	58,177	58,177	1.0	61,040	61,040	2.0	62,555	125,110	3.0	64,158	192,474	0.0	65,370	-	747,163	-	-
	14-15 Total Salary	0.5	53,222	26,611	5.0	54,794	273,971	1.0	56,364	56,364	1.0	59,172	59,172	2.0	60,656	121,313	3.0	62,229	186,686	0.0	63,417	-	-	724,118	-
	Increase	0.5	1,749	874	5.0	1,781	8,904	1.0	1,813	1,813	1.0	1,868	1,868	2.0	1,899	3,797	3.0	1,929	5,788	0.0	1,953	-	-	-	23,045
J	15-16 Total Salary	0.0	56,575	-	1.0	58,177	58,177	1.0	59,778	59,778	2.0	62,822	125,644	2.0	64,334	128,668	0.0	65,941	-	0.0	67,152	-	372,268	-	-
	14-15 Total Salary	0.0	54,794	-	1.0	56,364	56,364	1.0	57,934	57,934	2.0	60,919	121,837	2.0	62,401	124,803	0.0	63,977	-	0.0	65,164	-	-	360,940	-
	Increase	0.0	1,781	-	1.0	1,813	1,813	1.0	1,844	1,844	2.0	1,903	3,807	2.0	1,933	3,865	0.0	1,964	-	0.0	1,988	-	-	-	11,328
I	15-16 Total Salary	1.0	58,177	58,177	0.0	59,778	-	1.0	61,379	61,379	3.0	64,605	193,815	0.0	66,117	-	0.0	67,720	-	0.0	68,933	-	313,372	-	-
	14-15 Total Salary	1.0	56,364	56,364	0.0	57,934	-	1.0	59,504	59,504	3.0	62,667	188,000	0.0	64,149	-	0.0	65,720	-	0.0	66,910	-	-	303,869	-
	Increase	1.0	1,813	1,813	0.0	1,844	-	1.0	1,875	1,875	3.0	1,938	5,815	0.0	1,968	-	0.0	2,000	-	0.0	2,023	-	-	-	9,503
H	15-16 Total Salary	2.0	59,778	119,556	3.0	61,379	184,137	1.0	62,983	62,983	1.5	66,388	99,582	1.0	67,898	67,898	0.0	69,500	-	0.0	70,712	-	534,157	-	-
	14-15 Total Salary	2.0	57,934	115,869	3.0	59,504	178,511	1.0	61,077	61,077	1.5	64,415													

**2015-16 UEA Salary Schedule\***

	BA	BA-15	BA-30	MA	MA-15	MA-30	Ph.D.
X	\$ 43,708	\$ 44,931	\$ 46,191	\$ 48,785	\$ 50,161	\$ 51,578	\$ 53,037
W	\$ 44,108	\$ 45,331	\$ 46,591	\$ 49,185	\$ 50,561	\$ 51,978	\$ 53,437
V	\$ 44,516	\$ 45,739	\$ 46,999	\$ 49,593	\$ 50,969	\$ 52,386	\$ 53,845
U	\$ 44,929	\$ 46,152	\$ 47,412	\$ 50,007	\$ 51,382	\$ 52,799	\$ 54,258
T	\$ 45,345	\$ 46,568	\$ 47,828	\$ 50,423	\$ 51,798	\$ 53,215	\$ 54,674
S	\$ 45,505	\$ 46,727	\$ 47,987	\$ 50,582	\$ 51,957	\$ 53,374	\$ 54,834
R	\$ 45,977	\$ 47,200	\$ 48,460	\$ 51,055	\$ 52,430	\$ 53,847	\$ 55,306
Q	\$ 46,675	\$ 47,899	\$ 49,159	\$ 51,754	\$ 53,128	\$ 54,546	\$ 56,004
P	\$ 47,537	\$ 48,771	\$ 50,044	\$ 52,893	\$ 54,288	\$ 55,724	\$ 57,204
O	\$ 48,562	\$ 50,168	\$ 51,765	\$ 53,907	\$ 55,434	\$ 57,038	\$ 58,249
N	\$ 50,168	\$ 51,765	\$ 53,372	\$ 55,692	\$ 57,214	\$ 58,820	\$ 60,032
M	\$ 51,765	\$ 53,372	\$ 54,974	\$ 57,473	\$ 58,996	\$ 60,599	\$ 61,813
L	\$ 53,372	\$ 54,971	\$ 56,575	\$ 59,256	\$ 60,778	\$ 62,379	\$ 63,590
K	\$ 54,971	\$ 56,575	\$ 58,177	\$ 61,040	\$ 62,555	\$ 64,158	\$ 65,370
J	\$ 56,575	\$ 58,177	\$ 59,778	\$ 62,822	\$ 64,334	\$ 65,941	\$ 67,152
I	\$ 58,177	\$ 59,778	\$ 61,379	\$ 64,605	\$ 66,117	\$ 67,720	\$ 68,933
H	\$ 59,778	\$ 61,379	\$ 62,983	\$ 66,388	\$ 67,898	\$ 69,500	\$ 70,712
G	\$ 61,465	\$ 62,983	\$ 64,584	\$ 67,994	\$ 69,500	\$ 71,099	\$ 72,316
F	\$ 63,725	\$ 64,942	\$ 66,188	\$ 69,597	\$ 71,098	\$ 72,704	\$ 73,914
E		\$ 66,929	\$ 68,147	\$ 71,199	\$ 72,704	\$ 74,261	\$ 75,519
D			\$ 70,132	\$ 73,164	\$ 74,303	\$ 75,909	\$ 77,121
C				\$ 75,151	\$ 76,263	\$ 77,510	\$ 78,725
B					\$ 78,251	\$ 79,467	\$ 80,325
A						\$ 81,454	\$ 82,284

*\*includes and fully expends the District's 2015-16 State of Iowa Teacher Salary Supplement (TSS) funding*

The UEA has negotiated the following allocation methods for TSS funding (less FICA/IPERS):

- For 2010-11: Indexed entire TSS funding amount of \$1,700,035 according to cell values within the base salary schedule.
- For 2011-12: Prior TSS funding of \$1,700,035 remains indexed per 2010-11 schedule. The 2011-12 additional TSS funding of \$29,758 was allocated equally among FTE's by increasing the TSS portion of each cell by \$94.
- For 2012-13: Prior TSS funding remains in schedule as previously increased each year. The 2012-13 additional TSS funding of \$8,921 was allocated equally among FTE's by increasing the TSS portion of each cell by \$32.
- For 2013-14: Prior TSS funding remains in schedule as previously increased each year. TSS funding was overspent during 2012-13, due to several additional staff added to UEA. Therefore, the TSS portion of salary is same as prior year.
- For 2014-15: Prior TSS funding remains in schedule as previously increased each year.  
and  
TSS funded portion of the salary schedule remains same, due to being
- For 2015-16: overspent in the year several additional staff were added to UEA.

**URBANDALE COMMUNITY SCHOOL DISTRICT  
BOARD OF DIRECTORS' MEETING  
MONDAY, MAY 4, 2015  
BOARD MEETING – 7:00 P.M.  
URBANDALE HIGH SCHOOL – 7111 AURORA AVENUE  
CHRIS GUNNARE, PRESIDENT**

**BOARD MEETING**

**Call to Order and Roll Call**

President Chris Gunnare called the board meeting to order at 7:05 P.M. Upon roll call, all members were present: Directors Aaron Applegate, Graham Giles, Kyle Kruidenier, Adam Obrecht, Mark Wierson, Vice President Cate Newberg, and President Gunnare.

**Approval of Agenda**

Director Wierson moved, and Vice President Newberg seconded the motion to approve the agenda, amended to include action on the 2015-16 Rolling Green School Calendar following the public hearing on that topic. Motion passed with all ayes 7-0.

**Public Hearing for 2015-2016 Rolling Green School Calendar**

President Gunnare announced the start of a public hearing for comments about the 2015-16 Rolling Green School Calendar. No persons from the public came forward to comment, and President Gunnare declared the hearing closed.

**Recognition of 201-2016 Retirees**

Dr. Stilwell, Superintendent, recognized each 2015-2016 retiree by sharing a brief bio and presenting them with a retirement gift. Retirees included Brad Bjorkgren, High School Physical Education Teacher and coach; Ronda Fey, High School English and Speech Teacher; Billie Jo Fielder, Olmsted Kindergarten Teacher; and Kathryn Howsare, High School Teacher Librarian. A reception was held in their honor before the meeting.

**Approval of 2015-16 Rolling Green School Calendar**

Director Wierson moved, and Vice President Newberg seconded the motion to approve the Rolling Green School Calendar. The calendar was amended to include attendance days in 11 months, with a minimum of 10 days in each of the 11 months, as required by the State. Motion passed with all ayes 7-0.

**Report of the Superintendent of Schools**

**A. School Board Recognition Month**

School Board members volunteer countless hours of time each year to provide the best possible education for every Urbandale student. The month of May is designated as Iowa School Board Member Recognition Month to celebrate and thank

local school board members. This year's theme is "Educate! Advocate! Celebrate!" recognizes that Iowa's volunteer school board members are providing leadership, through responsibilities ranging from strong financial stewardship to ensuring high-quality curriculum, to make sure all students are prepared for a bright future when they graduate. Dr. Stilwell formally thanked the men and women that govern Urbandale's education system: Christopher Gunnare, Adam Obrecht, Kyle Kruidenier, Aaron Applegate, Graham Giles, Cate Newberg, and Mark Wierson.

**B. Teacher Appreciation Week Proclamation**

Dr. Doug Stilwell, Superintendent, recommended that the Board of Directors proclaim May 4 – 8, 2015, as Teacher Appreciation Week in the Urbandale Community School District. Director Giles moved, and Director Obrecht seconded the motion to approve the proclamation. Motion passed with all ayes 7-0.

**C. Long Term Disability Insurance Policy Renewal**

Shelly Clifford, Chief Financial Officer, requested approval for renewal of the District's Long Term Disability Insurance Policy. Vice President Newberg moved, and Director Kruidenier seconded the motion to approve the policy renewal. Motion passed with all ayes 7-0.

**D. Approval of Board Policy 638, Graduation Requirements**

Crista Carlile, Director of Teaching and Learning, requested approval of the second reading of Board Policy 638. Director Obrecht moved and Director Applegate seconded the motion to approve the second reading of Board Policy 638. Motion passed with all ayes 7-0.

**Consent Agenda Items**

- A. Approval of Monday, April 20, 2015 Board Meeting Minutes
- B. Approval of Open Enrollment
- C. Approval of Personnel Report
- D. Approval of 2015 Graduates
- E. Approval of Amendment to Services Agreement with InfoSnap
- F. Approval of 2015-2016 Nutrition Services Vendors with Anderson Erickson for Milk & Dairy Products, and Rotella's Italian Bakery for Bread Products
- G. Approval of HS Instrumental Music Equipment Purchase from Rieman Music
- H. Approval of Procedure to Sell/Dispose of District Assets through GovDeals.com
- I. Approval of Hold Harmless Agreement with City of Urbandale for the Urbandale Dash 5K event
- J. Approval of DHS Juvenile Court Liaison Contract Amendment
- K. Authorization to Pay Bills

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

**Report of the President**

President Gunnare reported that Superintendent Stilwell will be honored at a reception on May 18<sup>th</sup> at 6:30 in the high school commons. Dr. Stilwell will retire on June 30, 2015.

**Discussion of Other Matters**

The Urbandale Education Foundation will hold their annual Golf Outing fundraiser on June 29<sup>th</sup>.

**Adjourn**

Vice President Newberg moved, and Director Wierson seconded the motion to adjourn the meeting. Motion passed with all ayes 7-0.

**Exempt Session**

After the public meeting, the Board met in exempt session pursuant to Iowa Code 20.9(3) for the purpose of discussion about master contract negotiations currently underway. The session ended at 8:35 P.M.

\_\_\_\_\_  
Board President Date

ATTEST:

\_\_\_\_\_  
Board Secretary Date

These minutes are unofficial until approved by the Board of Directors at their meeting on May 18, 2015.

Open Enrollment In  
May 18, 2015

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 2014-2015 school year have been received and submitted for approval:

<u>Student/Grade</u>	<u>Resident District</u>	<u>Reason For Request</u>
Spencer Woodward, 9 <sup>th</sup>	West Des Moines	Good Cause

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 and submitted for approval:

<u>Student/Grade</u>	<u>Resident District</u>	<u>Reason For Request</u>
Tristan McIlhon, K	West Des Moines	Applied On Time
Cole Miner, K	Woodward-Granger	Applied On Time

The following requests for open enrollment from another school district to attend the Urbandale Community School District in the 2014-2015 school year are recommended for denial:

<u>Student/Grade</u>	<u>Resident District</u>	<u>Reason For Denial</u>
None	None	None

The following requests for open enrollment from another school district to attend the Urbandale Community School District in the 2015-2016 school year are recommended for denial:

<u>Student/Grade</u>	<u>Resident District</u>	<u>Reason For Denial</u>
None	None	None

Open Enrollment Out  
May 18, 2015

Urbandale Community School District  
Submitted By Student Services

The following requests for open enrollment out from the Urbandale Community School District in the 2014-2015 school year have been received and submitted for approval:

<u>Student/Grade</u>	<u>District Requesting</u>	<u>Reason For Request</u>
Dominick Belton, 5 <sup>th</sup>	Des Moines	Move/Continuation
Ajla Miftari, 6 <sup>th</sup>	Des Moines	Move/Continuation

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

<u>Student/Grade</u>	<u>District Requesting</u>	<u>Reason For Request</u>
Maria Roba, K Student A	Johnston Waukee	Applied On Time Good Cause/Harrassment

The following requests for open enrollment out from the Urbandale Community School District in the 2014-2015 school year are recommended for denial:

<u>Student/Grade</u>	<u>District Requesting</u>	<u>Reason For Denial</u>
None	None	None

The following requests for open enrollment out from the Urbandale Community School District in the 2015-2016 school year are recommended for denial:

<u>Student/Grade</u>	<u>District Requesting</u>	<u>Reason For Denial</u>
None	None	None



BOARD MEETING AGENDA  
May 18, 2015 - Special Report #7

**URBANDALE COMMUNITY SCHOOL DISTRICT  
PERSONNEL REPORT FOR BOARD APPROVAL**  
Board Meeting – May 18, 2015

**1. CERTIFIED RETIREMENTS**

**WAYNE FLEISHMAN**, Urbandale High School, Building Trades Instructor, personal. Effective May 29, 2015.

**MONTY FREEMAN**, Urbandale High School, Science Teacher, personal. Effective May 29, 2015.

**2. CERTIFIED RESIGNATION**

**LISA AMBROSEK**, Olmsted Elementary School, 4-year-old Preschool Teacher, personal. Effective May 29, 2015

**SARAH BERMAN**, Olmsted Elementary, First Grade Teacher, personal. Effective May 29, 2015.

**ABIGAIL COOPER**, Jensen, Karen Acres & Valerius Elementary Schools, Art Teacher, personal. Effective May 29, 2015

**MALEE A DUDNEY**, Urbandale Middle School, Teacher Librarian/Media Specialist, personal. Effective May 29, 2015

**WILL WARREN**, Urbandale Middle School, Special Education Teacher, personal. Effective May 29, 2015.

**3. CLASSIFIED APPOINTMENTS**

**ALEXANDRA AVIS**, Adventuretime, Adventuretime Associate, Step 1, \$12.14/hr. Effective April 9, 2015. [Replacement]

**RICHARD ALVARENGA-LOPEZ**, Adventuretime Associate, Class I, Step 1, \$12.14/hr, 2.5 hr/day. Effective February 20, 2015.

**4. CLASSIFIED RESIGNATIONS**

**SONIA DOBBINS-GORDON**, Olmsted Elementary, Nutrition Services, personal. Effective May 22, 2015.

**BOBBI HEITINK**, Rolling Green Elementary School, Special Education Associate, personal. Effective May 28, 2015.

**JORDYN KRACHT**, Rolling Green Elementary School, Special Education Associate, personal. Effective June 10, 2015.

**SHERRI ROBBERTS**, Rolling Green Elementary, Special Education Associate, personal. Effective May 28, 2015.

**HEATHER SLY**, Olmsted Elementary, Special Education Associate, personal. Effective May 14, 2015.

**5. CO-CURRICULAR RETIREMENT**

**DENNY BARTON**, Urbandale High School, Head Varsity Baseball Coach, retirement. Effective at the end of 14-15 baseball season.

**6. CO-CURRICULAR APPOINTMENT**

**KALI BRINKER**, Urbandale High School, Head Cheerleading Coach, Step 4, 13%, \$4,724/year. Effective August 10, 2015.

**URBANDALE COMMUNITY SCHOOL DISTRICT  
PERSONNEL REPORT FOR BOARD APPROVAL**

Board Meeting –May 18, 2015

**ADDENDUM**

1. **CERTIFIED APPOINTMENT**

**KINDRA BLACK**, Urbandale Middle School, Special Education Teacher, Row T, BA, TBD. Effective August 2015.

2. **CERTIFIED RETIREMENT**

**GLORIA PETERS**, Urbandale High School, Wellness Teacher, retirement. Effective May 29, 2015.

3. **CLASSIFIED RESIGNATION**

**CARRIE ALBERTSON**, Rolling Green Elementary School, Special Education Associate, personal. Effective May 28, 2015.

4. **CO-CURRICULAR RESIGNATION**

**STEVE MEFFORD**, Urbandale Middle School, Assistant Track Coach, personal. Effective May 15, 2015.

**SUMMER ADVENTURETIME STAFF, Effective June 1, 2015**

<b>Clinkscales, Peter</b>	Adventuretime Associate	Class I	Step 1	12.14/hr	5.75 hr/day
<b>Collins, Kayla</b>	Adventuretime Associate	Class I	Step 4	12.87/hr	5.75 hr/day
<b>Graham, Anthony</b>	Adventuretime Associate	Class I	Step 1	12.14/hr	5.75 hr/day
<b>Heller, Amber</b>	Assistant Team Leader	Class III	Step 1	\$14.01/hr	7.5 hr/day
<b>Hill, Kelsey</b>	Adventuretime Associate	Class I	Step 3	12.62/hr	5.75 hr/day
<b>Hill, Shawn</b>	Adventuretime Associate	Class I	Step 2	12.14/hr	5.75 hr/day
<b>Kading, Bev</b>	Adventuretime Associate	Class I	Step 7	13.64/hr	5.75 hr/day
<b>Kraus, Aaron</b>	Adventuretime Associate	Class I	Step 1	12.14/hr	5.75 hr/day
<b>Marsh, Courtney</b>	Adventuretime Associate	Class I	Step 2	\$12.39/hr	5.75 hr/day
<b>McDowell, Grant</b>	Adventuretime Associate	Class I	Step 2	\$12.39/hr	5.75 hr/day
<b>Miner, Lindsay</b>	Assistant Team Leader	Class III	Step 7	\$15.74/hr	7.5 hr/day
<b>Mueller, Marisa</b>	Adventuretime Associate	Class I	Step 2	12.39/hr	5.75 hr/day
<b>Osborne, Mel</b>	Adventuretime Associate	Class I	Step 3	\$12.62/hr	5.75 hr/day
<b>Sheperd, Kayla</b>	Adventuretime Associate	Class I	Step 1	\$12.14/hr	5.75 hr/day
<b>Tyler, Maria</b>	Adventuretime Associate	Class I	Step 2	\$12.39/hr	5.75 hr/day
<b>Van Roekel, Will</b>	Adventuretime Associate	Class I	Step 2	\$12.39/hr	5.75 hr/day
<b>Van Scoy, Patty</b>	Team Leader	Class V	Step 11	\$18.95/hr	5.75 hr/day

# CERTIFIED PERSONNEL 2015-2016

## MODIFICATION OF CONTINUING CONTRACTS

HIGH SCHOOL		
Anderson, Samuel	Hall, Teresa	Richardson, Gretta
Bachmann, Boris	Hale, Joanne	Rueckert, Nick
Bachhuber, Rami	Hammerand, Lee	Sackett, Eric
Baethke, Calvin	Hammerand, Marchelle	Schoeller, Pauline
Baethke, Elizabeth	Heinen, Jeremy	Sheehan, Abby
Birdwell, Gary	Henkenius, Patrick	Smith, Jennifer
Borell, Leora	Hermon, Marc	Stanley-Dostart, Deena
Brimeyer, Ted	Jacques, Sarah	Strong, Virginia
Brown-Luke, Amy	Johnson, Christy	Wagner, Darlene
Bunce, Kathryn	Kilstrom, Mary	Wendt, Dawn
Cameron, Gregory	King, Jacqueline	White, David
Cassill, Heather	Kimble, Christopher	Willyard, Montel
Castelline, Emily	Klaus, Mark	Zulic, Hajdi
Cicero, Rachel	Laizure, Timothy	
Cutler, Lee Anne	LaPietra, Anne	
Davis, Daniel	Longfellow, Ann	<b>METRO WEST</b>
Donnelly, Jolee	Meyer, Janet	Covington, Christopher
Duffield, Jill	Monson, Brent	Happe, James
Edwards, Tracy	Moreno, Michael	Kruidenier, Dyann
Frederiksen, Nancy	Mueller, Daniel	Prohaska, Judith
Gilson, Julie	O'Connor, Alice	Rockas, Tracy
Gonazalez, Valerie	Oda-Lawler, Kelli	
Gunsolly, Kaylee	Parrott, Jon	<b>NURSES</b>
Gyure, Melissa	Peer, Susan	Ness, Brenda
	Peterson, Myron	Scieszinski, Mary
	Pokorny, Steven	

MIDDLE SCHOOL	
Abbott-Lewis, Ann	Madson, Carla
Bakker, Lindsey	Merfeld, Lisa
Birdwell, Kathleen	Monson, Daphne
Borchers, Stacy	Morrison, Alissa
Brittain, Kandi	Mueller, Eileen
Brown, Corey	Nichting, Ann
Casey, Lindsay	Norris, Charla
Christensen, Chris	Pair, Deann
Claussen, Michelle	Perry, Debra
Coppess, Patricia	Presler, Ann
Crane, Elizabeth	Richardson, Tina
Crump, Carmen	Roberson, Tiffany
Danner, Ashley	Schultz, Nancy
Eppard, Jacqueline	Staker, Damon
Fleagle, Tricia	Stout, Petra
Goodwin, Brenda	TeBrink, Timothy
Grote, Emmalee	Turner, Angela
Hanson, Laura	Vanderleest, Shelly
Hauser, Janean	Vierling, Christopher
Havlicek, Camy	Williams, Ryan
Howell, Richard	
Jespersen, Nicole	
Jorgensen, Tracie	
Keithahn, Karli	
Laizure, Carrie	
Luther, David	

<b>JENSEN</b>
Abrahamson, Dottie
Coulter, Juanita
Doling, Barbara
Froehlich, Jennifer
Froscheiser, Kristina
Hyde, Rachelle
Johnson, Laura
Jordan, Mary
Jolly, Jessica
Leffler, David
Lorenz, Angela
Maggart, Kori
Nord, Hollie
Pettit, Todd
Sevald, Katherine
Tiby, Mark

<b>VALERIUS</b>
Fisher, Linda
Gates, Jeri
Gillespie, Kelsey
Hanson, Kayla
Jones-Haack, Jana
Lockwood-Garcia, Jen
Mataloni, Suzanne
McKnight, Kelly
Mobley, Ashley
Squires, Kelly
Vogeler, Halyna

<b>KAREN ACRES</b>
Cibula, Matthew
Erickson, Judith
Hockenberry, Margaret
Holmes, Lynn
Kadoun, Deb
Kerr, Janelle
Maertens, Zachary
Mushro, Erin
Nikkel, Aaron
Pawlowski, Kristin

<b>OLMSTED</b>
Agan, Meredith
Sereg, Patricia
Bagley, Carrie
Bjornsen, Jen
Brannen, Annette
Burgett, Esther
Busch, Rachel .5
Choudhury, Janine
Craig, Cynthia
Crowley, Julie
Cullinan, Sara
Emry Becker, Jane
Enderton, Mirela
Hoss, Jo
Kizzier, Sara
Marlenee, Lori
Meunier, Jacqueline
Muehlenthaler-Holmes, Terri
Trenary, Lora
Wanninger, Keith

<b>ROLLING GREEN</b>
Bowie, Julie
Chiston, Laura Beth
Ennen, Linda
Froehlich, Hanna
Haller, Kim
Hewitt, Lisa
Irvin, Joelle
Larson, Dustin
Lines, LeAnn
Neary, Danielle
Rosauer, Amanda
Vasquez-Dewein, Tiffany
Wells, Emily

<b>WEBSTER</b>
Assink, Renee
Berger, Bethany
Carlson, Nancy
Denneny, Michelle
Dick, Pamela
Fausch, Melanie
Fox, Jade
Gambaiani, Courtney
Griffin, Kelly
Gruba, Diane
Hecht, Laura
Jorgensen, Kim
Kelly, Ehrin
Lienemann, Courtney
Llewellyn, Shawn
McDonough, Cassie
Melz, Lori

Miller, Jill
Monson, Lesley
O'Keefe, Nancy
Ohland, Laurie
Olson, William
Pithan, Katie
Hansen, Jennifer
Raisch-Roam, Shannon
Romig-Quick, Deana
Sandmann, Kayla
Schaub, Lisa
Schutt, Jodi
VanScoy, Patty
Walck, Kristen
Whitver, Elizabeth
Zimmerman, Keri .5

### 3rd Year Probationary Contract

<b>URBANDALE HIGH SCHOOL</b>	<b>URBANDALE MIDDLE SCHOOL</b>	<b>ROLLING GREEN</b>	<b>VALERIUS</b>
Alaniz, Martina	Adams, Lindsey	Hackfort, Mallory	Mertens, Carrie
Loucks, Ryan	Hart, Stephanie	Kenworthy, Danielle	Nikkel, Amanda
Schoening, Mitzi	Olson, Tim	Piscitello, Christina	Schupbach, Melissa
Tentinger, Jessica	Parrott, Chelsea	Seemann, Malorie	
Thacker, James	Ramsey, Mica		
			<b>OLMSTED</b>
			Peterson, Maggie
<b>METRO WEST</b>	<b>WEBSTER</b>	<b>KAREN ACRES</b>	<b>NURSE</b>
Budden, Callie	Lenhart, Sara	Angell, Katie	York, Heidi
		McBee, Chelsie	Stroud, Amy
		Rasmussen, Michelle	

### 2nd Year Probationary Contract

<b>Urbandale High School</b>	<b>Urbandale Middle School</b>	<b>Rolling Green Elementary</b>	<b>Karen Acres</b>
Clark, Casey	Babcock, Patrick	Fiscus, Megan	Cole, Leah
Druessel, Susan	Lighter, Ben	James Pritchard, Gina	Sonner, Abby
Goldman, Julie	Mountain, Greta .5	Johnson, Michelle	Wood, Kelsey
Grunzweig, Karen	Zeller, Kannon	Miller, Natalie	
Jacobs, Joel		Stumpf, Mariah	
Jones, Allyson		Wilson, Jane	
Jungers, Randy .5 MW		Wulff, Lindsey	
Kingery, Stephanie			
Kane Finn, Christine			
Koch, Julie	<b>OLMSTED</b>	<b>JENSEN</b>	<b>Valerius</b>
McKibban, Karlee	Englund, Emily	Jacobs, Kelsey	Hoyt, Ashli
Pedersen, Scott	Ipsen, Wendy	Kokemuller, Ashley	Lienemann, Courtney
Peterson, Bill	Gamble, Sarah	Loggins, Michele	
Rottinghaus, Jason	Nuss, Kate		
Ruppert, Amber	Sime, Angie		
Smith, Amanda			

## CO-CURRICULAR CONTRACTS 2015-2016

### HIGH SCHOOL HEAD COACHES

Vaught, Jessica: Drama

### HIGH SCHOOL ASSISTANT COACHES

Ammann, Jayme: Dance

Bagley, Robert: Girls' Basketball

Boehm, Bryce: Wrestling

Breitbach, Tom: Boys' Basketball

Carper, Adam: Football

Connolly, Jenna: Show Choir

Fog, Laura: Show Choir

Freeman, Ethan: Boys' Basketball

Gray, Rex: Wrestling

Heemskrek, Alisa: Volleyball

Knapp, Shaun: Drama

Motter, Chelsea: Volleyball

Peletz, Paul: Football

Perez, Anthony: Boys' Basketball

Perry, Tyler: Football

Reis, Rod: Football

Schuck, Dan: Football

Steffens, Molly: Volleyball

Triplett, Danny: Football

### HIGH SCHOOL SUPERVISORS

Stumpf, Kali: Cheerleading

### MIDDLE SCHOOL HEAD COACHES

Dannefeldt, Steve: Football

Tyson, Christy: Volleyball

### MIDDLE SCHOOL ASSISTANT COACHES

Barton, Katie: Volleyball

Beyerink, Dan: Football

Klaus, Brian: Wrestling

Lewis, Michael: Football, Wrestling

Perez, Jen: Volleyball

Tisl, Brent: Football

Towers, Chad: Football, Wrestling

Wederquist, Craig: Football



## **URBAN DALE COMMUNITY SCHOOL DISTRICT**

### **LICENSED ADMINISTRATIVE CONTRACTS 2015-2016**

Becker, Ashley	Director of Adventuretime Family Services
Brimeyer, Elyse	Elementary Principal (Olmsted)
Carenza, Gregory Dr.	Elementary Principal (Webster)
Carlile, Crista	Director of Teaching and Learning
Carver, Tim	Associate High School Principal
Clifford, Shelly	Chief Financial Officer
Coppess, Brian	Principal, Urbandale High School
DeKruyf, Loren	Principal, Urbandale Middle School
Harrison, Kelley	Elementary Principal (Jensen)
Justmann, Lara	Elementary Principal (Karen Acres)
Krogman, Carla	Director of Metro West Learning Academy
Lane, Mark	Director of Human Resources
Mauro, Meredith	Elementary Principal (Valerius)
Schlueter, Keri	Coordinator of Student Services
Silvay, Jennifer	Associate Principal, Urbandale Middle School
Taylor, Julia	Elementary Principal (Rolling Green)
Volmer, Jason	Coordinator of Special Education
Watson, William Dr.	Director of Activities and Community Education
Wilson, Dania	Assistant Principal, Urbandale High School
Wood, Denise	Coordinator of Quality/Continual Improvement

### **NON-LICENSED ADMINISTRATIVE CONTRACTS 2015-2016**

Conklin, Cathy	Director of Food Service
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**2014-2015 INVESTMENT AGREEMENT**  
**Between UNITED WAY OF CENTRAL IOWA (UWCI)**  
**and Urbandale Community Schools, Karen Acres Elementary (Community Impact Partner)**

**I. Community Impact Partner Information**

Partner Executive: Lara Justmann, Principal  
Organization: Urbandale Community Schools – Karen Acres Elementary  
Address: 3500 74th Street  
Urbandale, IA 50322

**II. Education Investments**

UWCI's mission is to improve lives by uniting the caring power of our community. To achieve that mission, UWCI supports programming that advances the common good. UWCI's focus in investments is in addressing the root causes of community issues in the areas of Education, Income and Health. In Education, UWCI is working toward the goal to Increase the percentage of central Iowa students who graduate from high school to 95% by 2020 and the following results:

- Result 1: School Readiness
- Result 2: Early Grade Success
- Result 3: Middle School Success
- Result 4: High School Success

**III. Investment Terms**

A. Position/Program: Summer In the City – Karen Acres Elementary  
B. Contract Amount: \$11,000

**IV. Payment Provisions**

A. Contract Period: 4 months: May 1, 2015 to August 31, 2015  
B. Contract Terms:

1. Investments are to be used for the programs/position indicated, in the amounts indicated for each program. A lump sum of \$5,500 will be made upon execution of this agreement. A lump sum of \$5,500 will be made upon completion of final report. Payment will be withheld, or other consequences imposed, if reporting or other information deadlines are not met. The above investment is contingent upon adequate funds available from the ensuing United Way campaign, or other funding sources.

**C. A signed copy of this agreement and required attachments are due to United Way of Central Iowa no later than June 30, 2015 or funding will be withheld.**

**V. Agreement Contingencies**

Contingencies are defined as serious issues/concerns about one or more of the programs, or about the Community Impact Partner's capacity. These concerns are to be resolved, including a plan of action submitted by Community Impact Partner, during the course of the funding year, before additional funding requests are considered or before additional payments are made. Contingencies may be issued at any point during the grant period. This agreement will be amended according to provisions in Section XIII to reflect any contingencies issued.

**VI. Investment Agreement Specifications:**

- A. Essential Duties and Responsibilities of Community Impact Partner
1. Address Education Strategy 2.3 Provide quality out of school time opportunities for elementary students.

**2014-2015 INVESTMENT AGREEMENT**  
**Between UNITED WAY OF CENTRAL IOWA (UWCI)**  
**and Urbandale Community Schools, Karen Acres Elementary (Community Impact Partner)**

**VIII. Reporting**

Community Impact Partner will report on agreed upon performance measures, which are considered as part of this investment agreement. Community Impact Partners will provide an end of program agreed upon performance measures report using the Results Scorecard and/or Efforts to Outcomes and/or agreed upon format.

1. Address Education Strategy 2.3 Provide quality out of school time opportunities for elementary students.
  - a. Number of students who attend program.
  - b. Percent of students who retain reading level from EOY to BOY.
  - c. Number of students who complete the program.

Date Final reporting due: August 31, 2015

Community Impact Partner will provide data according to UWCI expectations, including reporting frequency, reporting format and the provision of accurate and verifiable data. Additional reporting may be requested and included as an addendum to this agreement.

**VII. Community Impact Investment Policy**

Community Impact investments are based on United Way's Goals for 2020 and research-based strategies. Subsequent funding will only be approved if:

- The current year investment demonstrates strong performance measure results.
- The program demonstrates alignment with UWCI strategies and indicators.
- The program demonstrates effort toward meeting established benchmarks and participates in benchmarking meetings and conversations. Efforts toward meeting benchmarks will be reviewed in Community Impact Partner's program review during the investment process.
- UWCI finds the financial assessment of the organization to be adequate based upon available financial information.

**VIII. Provisions**

- A. Community Impact Partner must be currently incorporated in the State of Iowa as a non-profit corporation and designated by the IRS as a 501(c)(3) organization; or be a health and human service related local, state or federal government agency; or have a fiscal agent that meets these requirements.
- B. Community Impact Partner with \$200,000 or more of total revenue and more than \$50,000 in aggregate United Way funding must provide an audit and a management letter with responses to auditor comments indicating a possible weakness or deficiency in internal control, *if one is present*. The annual financial audit prepared by an independent certified public accounting firm is due to United Way no later than January 28, 2015. If the Community Impact Partner receives federal funds of \$500,000 or more, please provide the A-133 governmental audit report to demonstrate compliance. If it is not feasible to provide a management letter or A-133 correspondence, the Community Impact Partner may alternatively summarize the findings and their responses and provide the summary to UWCI.  
  
Community Impact Partners with \$200,000 or more of total revenue and *less* than \$50,000 in aggregate United Way funding are requested to provide the same documentation but are not required.
- C. Community Impact Partner and its Board of Directors must pass a resolution supportive of and in full compliance with the United Way Diversity policy.



**2014-2015 INVESTMENT AGREEMENT  
 Between UNITED WAY OF CENTRAL IOWA (UWCI)  
 and Urbandale Community Schools, Karen Acres Elementary (Community Impact Partner)**

- D. Community Impact Partner will be timely and responsive to requests for data that assists UWCI in assessing community impact and aligning toward the areas of education, income and health.
- E. The Community Impact Partner and staff should acknowledge United Way of Central Iowa as its sponsor in all written material or personal interviews intended for public release, including the United Way of Central Iowa logo in digital and print communications. United Way has available, upon request, vinyl window signage for your agency to promote the relationship with United Way. For all acknowledgements, United Way's preferred logo placement is on the bottom-right corner of the communications piece. Please refer to the brand guidelines page on our website: [www.unitedwaydm.org/brand-identity](http://www.unitedwaydm.org/brand-identity)
- F. Community Impact Partner agrees to participate in investment agreement meetings with UWCI staff and volunteers as requested. The meetings may include review of performance measures, budget information, organizational needs and need for technical assistance. .
- G. Community Impact Partner will provide updated and accurate information to United Way's 2-1-1.
- H. Kate Bennett of United Way of Central Iowa is the Education liaison and should receive notice of any programmatic or personnel changes and/or be contacted at 515-246-6531 or [kbennett@unitedwaydm.org](mailto:kbennett@unitedwaydm.org) if the terms of this contract cannot be met.

**IX. Donor Directed Contributions**

- A. Community Impact Partner acknowledges the following responsibilities related to Donor-Directed contributions:
  - 1. Community Impact Partner will demonstrate good faith partnership practices.
  - 2. Community Impact Partner agrees to run a United Way campaign by allowing United Way staff the opportunity to present information and encourage support for unrestricted financial resources to community-change goals in education, income and health.
  - 3. Community Impact Partner will verify and thank donors for their donor directed contribution(s) based on donor information provided by United Way.
  - 4. Community Impact Partner is prohibited from communicating or distributing information that encourages individuals to direct a contribution to the organization through United Way, including its workplace and public campaign. This prohibition encompasses all forms of mass communication, including but not limited to newsletters, direct mail, web postings, all social/digital media and traditional media.
- B. In the event that the Community Impact Partner violates the responsibilities outlines above, the following sanctions may apply:
  - 1. First violation: written warning and requirement to cease or correct the specific infraction(s).
  - 2. Second violation: reduction of the Community Impact Investment by 50% of the value of total donor-directed contributions, with reinstatement no sooner than 12 months after the violation(s)
  - 3. Third violation: subtraction of 100% of the value of total donor-directed contributions from the Community Impact Investment, with reinstatement no sooner than 12 months after the violation(s).

**X. Indemnification**

Community Impact Partner shall indemnify and hold harmless UWCI from and against any and all damages, losses, claims judgments, and expenses incident thereto, including attorney fees which may arise out of the

**2014-2015 INVESTMENT AGREEMENT**  
**Between UNITED WAY OF CENTRAL IOWA (UWCI)**  
**and Urbandale Community Schools, Karen Acres Elementary (Community Impact Partner)**

Community Impact Partner or any action or failure to act of the Community Impact Partner, its employees, agents or any subcontractors and any services relating to the services provided by the Community Impact Partner, its employees, agents or any subcontractors.

**XI. Amendment to this Agreement**

An addendum to this contract identifying mutually agreed upon performance measures will be sent out at a later date. Any other amendments or adjustments to this contract must be approved by UWCI, the Community Impact Partner and be attached herewith.

**XII. Termination**

This Agreement may be terminated without cause by any party upon thirty days written notice.

**XIII. Notices**

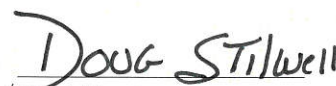
All written notices regarding this agreement should be delivered to the attention of Lara Justmann at Urbandale Community Schools, Karen Acres Elementary, and Kate Bennett and Vanessa Sedrel at United Way of Central Iowa.

**XIV. Signatures**

The Community Impact Partner and UWCI understand and agree to the conditions and requirements for the 2014- 2015 investment from UWCI as set forth in this agreement. The Community Impact Partner acknowledges that the requirements and terms of this agreement are to ensure public accountability and a working relationship which will be an asset to both parties. Accordingly, failure to comply with this agreement may result in withholding funding, or termination of this agreement.

  
 \_\_\_\_\_  
 Community Impact Partner Executive

\_\_\_\_\_  
 Community Impact Partner Board President

 5-8-15  
 \_\_\_\_\_  
 Print Name Date

\_\_\_\_\_  
 Print Name Date

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Sarah J. Roy  
 UWCI Chief Operating Office



**2014-2015 INVESTMENT AGREEMENT**  
**Between UNITED WAY OF CENTRAL IOWA (UWCI)**  
**and Urbandale Community Schools, Jensen Elementary (Community Impact Partner)**

**I. Community Impact Partner Information**

Partner Executive: Kelley Harrison, Principal  
 Organization: Urbandale Community Schools – Jensen Elementary  
 Address: 6301 Aurora Avenue  
 Urbandale, IA 50322

**II. Education Investments**

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- Result 1: School Readiness
- Result 2: Early Grade Success
- Result 3: Middle School Success
- Result 4: High School Success

**III. Investment Terms**

A. Position/Program: Summer In the City – Jensesn Elementary  
 B. Contract Amount: \$9,100

**IV. Payment Provisions**

A. Contract Period: 4 months: May 1, 2015 to August 31, 2015  
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1. Investments are to be used for the programs/position indicated, in the amounts indicated for each program. A lump sum of \$4,500 will be made upon execution of this agreement. A lump sum of \$4,500 will be made upon completion of final report. Payment will be withheld, or other consequences imposed, if reporting or other information deadlines are not met. The above investment is contingent upon adequate funds available from the ensuing United Way campaign, or other funding sources.

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**2014-2015 INVESTMENT AGREEMENT  
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Central Iowa logo in digital and print communications. United Way has available, upon request, vinyl window signage for your agency to promote the relationship with United Way. For all acknowledgements, United Way's preferred logo placement is on the bottom-right corner of the communications piece. Please refer to the brand guidelines page on our website: [www.unitedwaydm.org/brand-identity](http://www.unitedwaydm.org/brand-identity)

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Date: August 31, 2015

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**2014-2015 INVESTMENT AGREEMENT  
Between UNITED WAY OF CENTRAL IOWA (UWCI)  
and Urbandale Community Schools, Jensen Elementary (Community Impact Partner)**

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**XI. Amendment to this Agreement**

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**XIV. Signatures**

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\_\_\_\_\_  
Community Impact Partner Executive

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Impact Partner Board President

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sarah J. Roy  
UWCI Chief Operating Office

\_\_\_\_\_  
Date



MEMORANDUM

TO: Board Members

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

DATE: May 11, 2015

SUBJECT: Hood Cleaning Bids

Dear Board Members,

Two Hood Cleaning Bids were received in accordance with the bid due date and time:

All Clean Of Iowa, Inc, Des Moines, Iowa  
Hoodz of Central Iowa, Des Moines, Iowa

**The Urbandale Community School District administration recommends the following Hood Cleaning vendor for the summer of 2015:**

**All Clean of Iowa, Inc.**

(Hoodz of Central Iowa was the successful bidder for the summer of 2014.)

# URBANDALE HIGH SCHOOL ACTIVITIES

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## MEMORANDUM

**TO: DOUG STILWELL  
SUPERINTENDENT OF SCHOOLS**

**DATE: MAY 18, 2015**

**SUBJECT: BOYS BASKETBALL TEAM REQUEST FOR  
OVERNIGHT TRAVEL**

The Urbandale Boys Basketball team requests permission to travel overnight to the Iowa City West Corridor Classic

Date(s): June 20-21, 2015 (depart Saturday, return Sunday)

Location: Iowa City, 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:	\$300.00 (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: DOUG STIWELL  
SUPERINTENDENT OF SCHOOLS**

**DATE: MAY 18, 2015**

**SUBJECT: WRESTLING REQUEST FOR OVERNIGHT TRAVEL  
WRESTLING REQUEST FOR OUT OF STATE TRAVEL**

The Urbandale Wrestling Team requests permission for Overnight Travel to attend the Wilber-Clatonia Wrestling Team Camp at

Date(s): June 29 – July 1, 2015

Location: Doane College, Crete, Nebraska

Educational Purpose: Team Dual Wrestling Tournament / Team Building

Missed School Time: None

Transportation Resources: Individual parents will be used to transport students

### Budget:

Total Cost: \$45.00 per participant – total number TBD  
Cost per Student: \$51.00 per participant + food  
Lodging Costs: \$6.00 per participant – campground fees  
Other Costs: Individuals responsible for money for meals  
Funds Used: Individual responsibility

Supervision Plan: Supervision will be provided by 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: Wrestling and other recreational activities.  
The team will camp at a nearby lake and participate in camping activities under the direction of the Head Coach.

# URBANDALE HIGH SCHOOL ACTIVITIES

---

## MEMORANDUM

**TO:** DOUG STIWELL  
SUPERINTENDENT OF SCHOOLS

**DATE:** MAY 18, 2015

**SUBJECT:** CHEERLEADING REQUEST FOR OVERNIGHT TRAVEL

The Urbandale Cheerleaders request permission for Overnight Travel to attend the UCA Regional Camp in Cedar Rapids, Iowa.

Date(s): July 10 – 13, 2015

Location: Doubletree by Hilton – Cedar Rapids, Iowa

Educational Purpose: UCA Cheerleading Camp  
Designed to teach the team cheers and safety requirements for the 2015-2016 school year

Missed School Time: None

Transportation Resources: Individual parents will be used to transport students

Budget:

Total Cost:	\$352 per participant
Cost per Student:	\$352 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 UCA 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

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## MEMORANDUM

**TO:** DOUG STIWELL  
SUPERINTENDENT OF SCHOOLS

**DATE:** MAY 18, 2015

**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 20 – 23, 2015

Location: Cedar Rapids, Iowa

Educational Purpose: UDA Dance Camp  
Designed to teach the team dances for the 2015-2016 school year

Missed School Time: None

Transportation Resources: Individual parents will be used to transport students

Budget:

Total Cost:	\$359.00 - \$369.00 per participant
Cost per Student:	\$359.00 - \$369.00 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

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## MEMORANDUM

**TO:** DOUG STILWELL  
SUPERINTENDENT OF SCHOOLS

**DATE:** MAY 18, 2014

**SUBJECT:** GIRLS BASKETBALL TEAM REQUEST FOR  
OVERNIGHT TRAVEL

The Urbandale Girls Basketball team requests permission to travel overnight to the UNI Girls Basketball Team Camp.

Date(s): August 1-2, 2015 (depart Saturday, return Sunday)

Location: Cedar Falls, Iowa

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:	\$510.00 / Team Total + Lodging and Food
Cost per Student:	Lodging and food costs.
Lodging Costs:	Individual student responsibility.
Other Costs:	None
Funds Used:	Student responsibility

Text

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

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## MEMORANDUM

**TO:** DOUG STILWELL  
SUPERINTENDENT OF SCHOOLS

**DATE:** MAY 18, 2015

**SUBJECT:** CROSS COUNTRY TRIP TO MINNESOTA

The Urbandale Girls and Boys Cross Country Teams are requesting permission to travel to the University of Minnesota for the Roy Griak Cross Country Invitational.

**Date(s):** September 25 – 26, 2015  
The team will depart Urbandale on Friday afternoon to compete in the Griak Invitational on Saturday.

**Location:** St. Paul, Minnesota

**Educational Purpose:** Competitive Cross Country Meet featuring Regional Competition

**Missed School Time:** 3.25 hours – Friday departure at 12:00pm  
Team will practice at 6:00pm in Minneapolis

**Transportation Resources:** Charter Bus

**Budget:**

Total Cost:	Approximately \$850.00 + Transportation
Lodging Costs:	Approximately \$650.00
Other Costs:	Entry Fee \$200 (tentative)
Funds Used:	Activities Funds

**Supervision Plan:** There will be 2-3 coaches including a certified Female staff member.

**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.

Please note that this trip replaces the Clinton Classic – the Griak Invitational is the premiere High School Cross Country event in the region.

**To: Dr. Stilwell, Superintendent; Shelly Clifford, CFO; and Board of Directors**  
**From: Josh Whitver, Manager of Information Systems**  
**Date: May 18, 2015**

**Subject: Computer Replacements for Summer 2015**

Last summer’s refresh concentrated primarily on adding technology to the elementary classrooms, adding 10 new Chromebooks with a charging station to each K-5 classroom, as well as ELL and SpEd rooms. This summer, we would like to turn our attention to the middle and high schools. We are requesting funding to replace two MacBook carts in each building with new MacBook Airs (60 each, 120 total). We would also add additional Chromebooks to each building, and replace the computers being used in their Project Lead the Way labs to keep up with current software system requirements. We are also requesting funding to continue our staff laptop and desktop upgrade cycle.

Last year our summer purchase was \$524,696.25. For summer 2015, we are requesting \$357,582. A summary of the proposed purchase follows:

Item	Qty	Unit Cost (Retail)	Total
<b>Staff</b>			
13" MacBook Pro	85	\$1,199.00	\$101,915.00
15" MacBook Pro	6	\$1,899.00	\$11,394.00
iMac	5	\$1,049.00	\$5,245.00
<b>Staff Subtotal</b>			<b>\$118,554.00</b>
<b>UHS</b>			
13" MacBook Air	60	\$929.00	\$55,740.00
Chromebook	120	\$280.00	\$33,600.00
CB Cart	4	\$1,800.00	\$7,200.00
iMac (CAD-Capable)	21	\$1,399.00	\$29,379.00
<b>UHS Subtotal</b>			<b>\$125,919.00</b>
<b>UMS</b>			
13" MacBook Air	60	\$929.00	\$55,740.00
Chromebook	50	\$280.00	\$14,000.00
iMac (CAD-Capable)	31	\$1,399.00	\$43,369.00
<b>UMS Subtotal</b>			<b>\$113,109.00</b>
<b>Grand Total</b>			<b>\$357,582.00</b>

\*The prices given above are retail prices; a volume discount of 4-5% is generally applied to purchases of this size.





**Date:** 5/14/2015  
**Quote valid for:** 30 days

**Quote #:** 281796-7  
**Payment Terms:** 30 days  
**Federal ID Number:** 43-1806449

**To:**  
 Josh Whitver  
 Information Systems Manager  
 Urbandale Community School District  
 7111 Aurora Ave  
 Urbandale, IA 50322  
 (515) 457-5857  
 whitverj@urbandale.k12.ia.us

**From:**  
 Adam Castle  
 444 Cedar Street, Suite 2350  
 St. Paul, MN 55101  
**Direct Phone:** (816) 701-2028  
**Mobile Phone:** (816) 769-8605  
**Fax:** (800) 878-6115  
**Email:** adam.castle@fishnetsecurity.com

**Inside Sales:** Allison Skram  
**E-mail:** allison.skram@fishnetsecurity.com  
**Phone Number:** (816) 701-3386

Line #	Product Description	Comments	Qty	Customer Price	Customer Extended Price
1	Fortinet FortiGate-1200D Hardware plus 24x7 FortiCare and FortiGuard UTM Bundle Hardware plus 1 year 24x7 Forticare and FortiGuard UTM Bundle		1	\$23,595.00	\$23,595.00
2	Fortinet FortiAnalyzer-VM Base license for stackable FortiAnalyzer-VM; 1 GB/Day of Logs and 200 GB device quota. Unlimited GB/Day when used in collector mode only. Designed for AWS, VMware vSphere and Microsoft Hyper-V platforms.		1	\$1,170.00	\$1,170.00
3	Fortinet 24x7 FortiCare Contract 1 Year 1 Year 24x7 FortiCare Contract (for 1-5 GB Logs/Day)	One Year Support Term:	1	\$712.50	\$712.50
				<b>Subtotal:</b>	<b>\$25,477.50</b>
				<i>Please contact Fishnet for expedited shipping options</i>	<b>Standard Shipping:</b>
				<b>Tax:</b>	<b>TBD</b>
				<b>Grand Total:</b>	<b>\$25,477.50</b>

**Sales Quote Terms and Conditions**

**DEFINITIONS**

“Customer” means the customer identified above.  
 “FishNet Security Service(s)” means services which are (i) performed by FishNet Security, and (ii) denoted by an “FN” SKU prefix.  
 “Hardware” means any hardware, appliance or equipment manufactured by a Vendor.  
 “Product(s)” means all hardware, appliances, equipment, software, support, and services which are (i) manufactured, licensed, or provided by Vendors, and (ii) resold by FishNet Security to Customer.  
 “SOW” means statement of work.  
 “Vendor(s)” means third party manufacturers, licensors, or providers.

**PRODUCTS**

(a) Customer acknowledges that (i) FishNet Security is an authorized reseller of Products, (ii) Customer’s use of the Products is subject to its acceptance of the applicable Vendor’s end user license agreement, service level agreement or other terms of use or service which may be presented in print, electronically or in any other format, and (iii) the only warranties or indemnifications relating to the Products are those offered by the applicable Vendor. FishNet Security shall use commercially reasonable efforts to assist Customer in pursuing remedies under the applicable Vendor’s Product warranty.  
 (b) FishNet Security shall invoice Customer upon shipment or performance of the Products to the Customer. Shipping terms are FOB shipping point.

**FishNet Security – Corporate Headquarters**  
 6130 Sprint Parkway, Ste. 400 | Overland Park, KS 66211  
 T: 888.732.9406 | P: 816.421.6611 | F: 800.878.6115  
[www.fishnetsecurity.com](http://www.fishnetsecurity.com)



(c) Product return requests must be received by FishNet Security within thirty (30) days of Customer's receipt of the Products. Approval for return of the Products for any reason is subject solely to the applicable Vendor's return policy. All Products approved for return must include the RMA number issued by FishNet Security and may be subject to a restocking fee if required by the applicable Vendor.
(d) FISHNET SECURITY SHALL NOT BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY CLAIM, DAMAGE, LOSS, OR EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES) OF ANY KIND OR NATURE (INCLUDING BUT NOT LIMITED TO STRICT LIABILITY IN TORT) DIRECTLY OR INDIRECTLY ARISING FROM OR RELATED TO (i) CUSTOMER'S POSSESSION, CONTROL, OR USE OF THE PRODUCTS, OR (II) ANY INADEQUACY, DEFICIENCY OR DEFECT IN THE PRODUCTS.

FISHNET SECURITY SERVICES

(a) Any quote on FishNet Security Services labor is an estimate only. The final labor quote shall be provided by FishNet Security when a SOW has been agreed upon by FishNet Security and Customer.
(b) FishNet Security shall invoice Customer, in accordance with the applicable SOW, for all FishNet Security Services performed and reasonable out-of-pocket expenses authorized by Customer and incurred through the date of such invoice. Unless paid online by Customer at the time of registration, FishNet Security shall invoice Customer for training services upon registration. Payment must be received by FishNet Security prior to training course start date or student will not be permitted to attend the course. FishNet Security reserves the right to cancel training courses for any reason and at any time.

PAYMENT AND TAXES

(a) All invoices are due in accordance with the Payment Terms specified on this Sales Quote. Any amounts not paid in accordance with the Payment Terms shall accrue interest at the rate of one and one-half percent (1.5%) per month (but in no event higher than the maximum rate permitted by law) until paid in full. Prices do not include applicable state/local sales tax or shipping and handling charges. FISHNET SECURITY DOES NOT ACCEPT CREDIT CARD PAYMENTS.
(b) Customer is responsible for the payment of any sales, use, excise, value added, services, consumption, or other tax that is assessed on the Products or FishNet Security Services unless Customer provides FishNet Security with a valid and applicable exemption certificate or resale certificate.

EXPORT LAWS. Customer agrees to indemnify, defend and hold harmless FishNet Security from any claims, liability, loss, damages, costs and expenses (including, but not limited to reasonable attorneys' fees) which FishNet Security may incur, suffer or be required to pay, arising from Customer's violation of applicable export laws and regulations.

INTERNATIONAL SHIPMENTS

FishNet Security's standard international (i) delivery terms are DAT (Delivery Point) Incoterms 2010® and (ii) delivery mode is air cargo. Customer agrees that in connection with any shipping services provided by FishNet Security, (i) FishNet Security shall be liable only for its sole negligent acts which are the direct and proximate cause of any damages suffered by Customer, and (ii) in no event shall FishNet Security be liable for the acts of third parties. FISHNET SECURITY'S LIABILITY AND CUSTOMER'S EXCLUSIVE REMEDY FOR ANY DAMAGES ARISING FROM FISHNET SECURITY'S NEGLIGENCE AND RESULTING FROM THE SHIPPING SERVICES PROVIDED BY FISHNET SECURITY ARE EXPRESSLY LIMITED TO, AT FISHNET SECURITY'S OPTION, (I) REPLACEMENT OF THE PRODUCTS AT THE DELIVERY POINT, OR (II) A REFUND OF THE PRICE OF THE PRODUCTS FOR WHICH DAMAGES ARE CLAIMED. Unless requested in writing by Customer and confirmed to Customer in writing by FishNet Security, FishNet Security is under no obligation to procure insurance on Customer's behalf. Customer shall pay all premiums and costs in connection with procuring insurance requested by Customer.

MISCELLANEOUS

(a) This Sales Quote is the exclusive property of FishNet Security and is made available for use by Customer and its immediate employees only.
(b) These terms and conditions constitute the entire agreement between the parties relating to the sale of the Products and FishNet Security Services described on this Sales Quote. By accepting this Sales Quote and/or providing a purchase order to FishNet Security, Customer acknowledges receipt and acceptance of these terms and conditions. Any additional terms and conditions contained in any oral or written communication from Customer (including, without limitation, Customer's purchase order) are hereby objected to and rejected by FishNet Security and shall not be binding upon FishNet Security, whether or not such terms and conditions would materially alter these Sales Quote Terms and Conditions.
(c) Customer assumes all responsibility for ensuring that the Products and FishNet Security Services are used in accordance with all applicable laws and regulations.
(d) IN NO EVENT SHALL FISHNET SECURITY BE LIABLE TO CUSTOMER FOR ANY (I) DAMAGES FOR LOSS OF PROFITS, LOSS OF DATA, EQUIPMENT DOWNTIME, OR (II) CONSEQUENTIAL, EXEMPLARY, INDIRECT, INCIDENTAL, SPECIAL OR PUNITIVE DAMAGES, RESULTING FROM OR IN ANY MANNER RELATED TO THE PRODUCTS OR FISHNET SECURITY SERVICES WHETHER SUCH DAMAGES ARE CLAIMED UNDER CONTRACT, TORT OR ANY OTHER LEGAL THEORY AND EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
(e) This Sales Quote and the relationship of the parties shall be governed by, construed and interpreted according to the laws of the State of Kansas, without giving consideration to principles of conflict of laws, and without application of the United Nations Convention on Contracts for the International Sale of Goods or any subsequently enacted treaty or convention. FishNet Security and Customer (i) irrevocably consent to the jurisdiction of the United States District Court and the state courts of the State of Kansas, and (ii) agree that any action relating to this Sales Quote shall only be brought in said courts.

Customer Signature: \_\_\_\_\_ PO Date: \_\_\_\_\_ Customer PO#: \_\_\_\_\_

*Urbandale Community School District*  
*Statement of Current Assets*  
 For the period April 1 through April 30, 2015

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	\$ 3,769,893.19	\$ 9,036,747.42	\$ 4,839,279.13	\$ 7,967,361.48
<u>Special Revenue Funds:</u>					
21	Activity	337,208.38	76,564.14	58,233.66	355,538.86
22	Management	427,200.03	305,070.61	12,814.82	719,455.82
24	PERL	37,789.76	55,215.33	11,911.22	81,093.87
33	Sales Tax - projects	5,691,320.96	237,471.32	203,915.88	5,724,876.40
33	Sales Tax - restricted	2,112,172.50	-	-	2,112,172.50
36	PPEL	251,730.28	144,329.83	-	396,060.11
40	Debt Service**	14,799,385.48	7,738,348.43	1,075,574.39	21,462,159.52
<u>Proprietary Funds:</u>					
<u>Enterprise Funds:</u>					
61	Food Service	1,332,539.48	152,025.16	183,883.78	1,300,680.86
62	Adventuretime	188,187.07	187,689.49	142,150.52	233,726.04
64	Bldg Trades	223,203.70	-	42,018.06	181,185.64
65	Community Educ	41,893.54	15,930.19	19,317.60	38,506.13
<u>Internal Service Funds:</u>					
<u>Self-Insurance Funds:</u>					
71	Health Insurance	1,977,433.15	262,408.30	190,573.50	2,049,267.95
<u>Agency Funds:</u>					
91	Agency	173,297.30	5,057.78	18,871.98	159,483.10
TOTAL		<u>\$ 31,363,254.82</u>	<u>\$ 18,216,858.00</u>	<u>\$ 6,798,544.54</u>	<u>\$ 42,781,568.28</u>

Total all Funds: Ending balances April 30, 2015:

Cash accounts	\$ 20,800,724.63
Investment accounts	6,914,472.56
* Cash in escrow for rev bond reserve	2,112,172.50
** Cash in escrow for debt refinance	12,590,167.15
Inventory accounts	64,031.44
Receivables/Payables	300,000.00
TOTAL CURRENT ASSETS:	<u>\$ 42,781,568.28</u>

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
10 GENERAL					
1110 REG PROPERTY TAXES	11,175,000.00	4,438,022.33	10,544,631.27	630,368.73	94.36
1114 INSTR. SUPPORT TAXES	1,570,000.00	613,679.75	1,345,735.03	224,264.97	85.72
1116 HOMESTEAD CREDIT	265,000.00	18,637.46	198,964.27	66,035.73	75.08
1171 UTILITY REPLACEMENT	800,000.00	.00	341,344.87	458,655.13	42.67
1321 REG TUITION - NOT OE	825,000.00	.00	429,123.54	395,876.46	52.01
1322 SPED TUITION- NOT OE	1,235,000.00	.00	.00	1,235,000.00	.00
1323 OE REG ED TUITION	4,200,000.00	395,473.42	2,291,727.50	1,908,272.50	54.56
1324 SPE ED-OPEN ENROLL	330,000.00	31,191.08	637,301.39	-307,301.39	193.12
1361 REG TUITION SUM SCHL	5,000.00	.00	625.00	4,375.00	12.50
1411 TRANSP-REG ED PS	60,000.00	7.34	61,975.62	-1,975.62	103.29
1510 INVESTMENT INTEREST	3,500.00	103.05	690.48	2,809.52	19.73
1790 OTHER ACT INCOME	6,500.00	4,524.00	4,654.00	1,846.00	71.60
1910 RENTALS	100,000.00	4,125.00	65,581.59	34,418.41	65.58
1920 CONTRIB & DONATIONS	75,000.00	1,520.86	68,932.22	6,067.78	91.91
1922 TARGET PE GRANT	.00	.00	700.00	-700.00	.00
1924 CONNECTING KID GRANT	6,500.00	.00	6,216.00	284.00	95.63
1941 TXTBK SALES PS	190,000.00	1,417.00	207,406.29	-17,406.29	109.16
1945 ID CARDS	1,200.00	95.00	725.00	475.00	60.42
1991 SALE OF MATERIALS	1,000.00	9,805.79	23,110.52	-22,110.52	2311.05
1999 MISC REVENUE	60,000.00	2,002.49	91,825.98	-31,825.98	153.04
2211 POLK CO GAMING GRANT	44,500.00	.00	47,158.69	-2,658.69	105.97
3111 STATE FOUNDATION AID	14,778,103.00	1,462,847.00	12,216,716.00	2,561,387.00	82.67
3113 SPEC ED DEFIC ST AID	25,000.00	.00	.00	25,000.00	.00
3117 4 YR OLD PRESCHL AID	452,231.00	44,984.00	285,736.00	166,495.00	63.18
3121 FOSTER CARE	10,000.00	.00	.00	10,000.00	.00
3202 BT MENTOR/INDUCTION	25,000.00	.00	16,900.00	8,100.00	67.60
3204 SALARY IMPRVMT PROG	1,878,285.00	187,829.00	1,195,702.00	682,583.00	63.66
3214 AEA FLOW THROUGH	1,378,897.00	1,378,897.00	1,378,897.00	.00	100.00
3216 IOWA EARLY INTERVENT	211,954.00	21,195.00	133,550.00	78,404.00	63.01
3221 TRANSP NON-PUBLIC	100,000.00	.00	.00	100,000.00	.00
3222 TXTBK AID NON-PUBLIC	22,000.00	.00	22,356.82	-356.82	101.62
3261 VOCATIONAL AID	4,300.00	.00	.00	4,300.00	.00
3342 Early Literacy	40,000.00	.00	40,027.70	-27.70	100.07
3373 THR QLY PFDEV CORE	66,214.00	6,621.00	41,932.00	24,282.00	63.33
3376 TEACH QUAL PROF DEVE	155,799.00	15,580.00	98,668.00	57,131.00	63.33
3801 MILITARY CREDIT	4,500.00	.00	4,486.81	13.19	99.71
3803 COMMER & INDUST REPL.	210,000.00	.00	120,940.04	89,059.96	57.59
4501 TITLE I	279,642.00	69,910.00	214,901.00	64,741.00	76.85
4521 SPEC ED PART B	170,635.00	.00	.00	170,635.00	.00
4525 Spec Ed. High Cost Claim	25,000.00	.00	.00	25,000.00	.00
4531 PERKINS TITLE II-C	52,151.00	.00	.00	52,151.00	.00
4542 JUVENILE CRT LIASON	26,154.00	.00	.00	26,154.00	.00

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
10 GENERAL					
4634 MEDICAID ASSISTANCE	300,000.00	96,350.29	507,216.50	-207,216.50	169.07
4643 TL IIA FED TCHR QUAL	53,935.00	.00	2,244.00	51,691.00	4.16
4648 TITLE VI-A ASSESSMNT	22,000.00	.00	15,736.00	6,264.00	71.53
4720 FED GRANT THRU AEA	.00	.00	85,317.50	-85,317.50	.00
5311 COMPENSATION LOSS	.00	.00	11,152.22	-11,152.22	.00
5314 SALE EQUIP/MATERIAL	5,000.00	.00	.00	5,000.00	.00
10 GENERAL	41,250,000.00	8,804,817.86	32,760,908.85	8,489,091.15	79.42
21 STUDENT ACTIVITY					
1510 INVESTMENT INTEREST	.00	4.95	50.07	-50.07	.00
1710 ADMISSION FEES	250,000.00	15,299.50	205,460.06	44,539.94	82.18
1748 CONTEST FEES CHARGED	20,000.00	1,410.00	21,310.00	-1,310.00	106.55
1790 OTHER ACT INCOME	250,000.00	22,267.83	381,017.67	-131,017.67	152.41
1791 FUND RAISERS	300,000.00	30,252.65	62,723.07	237,276.93	20.91
21 STUDENT ACTIVITY	820,000.00	69,234.93	670,560.87	149,439.13	81.78
22 MANAGEMENT LEVY					
1110 REG PROPERTY TAXES	750,000.00	303,940.31	714,857.75	35,142.25	95.31
1116 HOMESTEAD CREDIT	11,495.00	1,130.30	12,059.77	-564.77	104.91
1171 UTILITY REPLACEMENT	40,000.00	.00	20,701.44	19,298.56	51.75
1989	20,296.00	.00	.00	20,296.00	.00
1999 MISC REVENUE	525.00	.00	99.00	426.00	18.86
3801 MILITARY CREDIT	294.00	.00	272.11	21.89	92.55
3803 COMMER & INDUST REPL.	10,000.00	.00	7,334.61	2,665.39	73.35
22 MANAGEMENT LEVY	832,610.00	305,070.61	755,324.68	77,285.32	90.72
24 PUB ED & REC LEVY					
1110 REG PROPERTY TAXES	139,000.00	55,010.79	129,372.11	9,627.89	93.07
1116 HOMESTEAD CREDIT	2,072.00	204.54	2,168.93	-96.93	104.68
1171 UTILITY REPLACEMENT	7,300.00	.00	3,746.15	3,553.85	51.32
3801 MILITARY CREDIT	53.00	.00	49.24	3.76	92.91
3803 COMMER & INDUST REPL.	2,000.00	.00	1,327.28	672.72	66.36
24 PUB ED & REC LEVY	150,425.00	55,215.33	136,663.71	13,761.29	90.85
33 SALE TAX FUND					
1510 INVESTMENT INTEREST	5,000.00	219.39	2,043.50	2,956.50	40.87
3361 School Infrastr. Supp AMT	3,000,000.00	237,251.93	2,223,922.75	776,077.25	74.13
33 SALE TAX FUND	3,005,000.00	237,471.32	2,225,966.25	779,033.75	74.08
36 PHY PLANT & EQ LEVY					
1110 REG PROPERTY TAXES	385,000.00	143,829.35	340,372.87	44,627.13	88.41
1116 HOMESTEAD CREDIT	5,113.00	499.96	5,371.05	-258.05	105.05
1171 UTILITY REPLACEMENT	18,000.00	.00	9,157.25	8,842.75	50.87
1510 INVESTMENT INTEREST	10.00	.52	5.22	4.78	52.20
3801 MILITARY CREDIT	130.00	.00	120.36	9.64	92.58
3803 COMMER & INDUST REPL.	6,000.00	.00	3,244.45	2,755.55	54.07
36 PHY PLANT & EQ LEVY	414,253.00	144,329.83	358,271.20	55,981.80	86.49

For 04/01/15 - 04/30/15

Revenue Summary Report

FJRES01A

Periods 10 - 10

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
40 DEBT SERVICE					
1110 REG PROPERTY TAXES	4,500,000.00	1,762,055.31	4,169,892.82	330,107.18	92.66
1116 HOMESTEAD CREDIT	.00	6,125.32	65,826.37	-65,826.37	.00
1171 UTILITY REPLACEMENT	220,000.00	.00	112,185.37	107,814.63	50.99
1510 INVESTMENT INTEREST	.00	8.02	57.88	-57.88	.00
3801 MILITARY CREDIT	.00	.00	1,474.63	-1,474.63	.00
3803 COMMER & INDUST REPL.	70,000.00	.00	39,747.80	30,252.20	56.78
5112 REFUNDING BONDS	.00	5,655,000.00	5,655,000.00	-5,655,000.00	.00
5120 PREMIUM ON BONDS	.00	139,395.40	139,395.40	-139,395.40	.00
5233 INTFD TRANS CAP PROJ	.00	175,764.38	1,757,643.80	-1,757,643.80	.00
40 DEBT SERVICE	4,790,000.00	7,738,348.43	11,941,224.07	-7,151,224.07	249.29
61 SCHOOL NUTRITION					
1510 INVESTMENT INTEREST	.00	.84	8.51	-8.51	.00
1611 DAILY SALES	740,000.00	.00	469,948.05	270,051.95	63.51
1612 SALES BREAKFAST	33,000.00	.00	20,039.35	12,960.65	60.73
1621 SALES-ALA CARTE	340,000.00	.00	224,505.20	115,494.80	66.03
1622 ADULT LUNCH	12,000.00	.00	5,356.95	6,643.05	44.64
1623 ADULT BREAKFAST	.00	.00	128.00	-128.00	.00
1632 SPECIAL FUNCTIONS	13,000.00	118.00	3,671.72	9,328.28	28.24
1633 FOOD SOLD TO SCHOOL	10,000.00	.00	.00	10,000.00	.00
1999 MISC REVENUE	12,000.00	.00	.00	12,000.00	.00
3251 SCHL LUNCH ASSIST.	14,000.00	.00	11,826.80	2,173.20	84.48
3252 STATE BREAKFAST	1,350.00	.00	1,212.33	137.67	89.80
4552 NATL SCHL BREAKFAST	80,000.00	6,691.49	59,373.61	20,626.39	74.22
4553 NATL LUNCH PROGRAM	565,000.00	46,964.82	416,782.82	148,217.18	73.77
4951 FOOD DISTRIBUTION	125,000.00	.00	.00	125,000.00	.00
61 SCHOOL NUTRITION	1,945,350.00	53,775.15	1,212,853.34	732,496.66	62.35
62 CHILD CARE					
1840 CHILD CARE SERVICES	1,650,000.00	173,980.93	1,611,742.93	38,257.07	97.68
1999 MISC REVENUE	4,000.00	22.50	1,062.52	2,937.48	26.56
3312 EMPOWERMENT GRANT	75,000.00	13,777.76	34,444.40	40,555.60	45.93
62 CHILD CARE	1,729,000.00	187,781.19	1,647,249.85	81,750.15	95.27
64 BUILDING TRADES					
1751 STUDENT CONSTRUCTION	373,691.50	.00	.00	373,691.50	.00
1999 MISC REVENUE	252.00	.00	25,010.07	-24,758.07	9924.63
64 BUILDING TRADES	373,943.50	.00	25,010.07	348,933.43	6.69
65 COMMUNITY EDUCATION					
1371 TUITION COMM ED	60,000.00	4,472.00	60,840.10	-840.10	101.40
1710 ADMISSION FEES	.00	.00	18,192.00	-18,192.00	.00
1810 COMM RECRE	80,000.00	8,539.29	124,939.16	-44,939.16	156.17
1999 MISC REVENUE	25,000.00	525.00	5,377.18	19,622.82	21.51
65 COMMUNITY EDUCATION	165,000.00	13,536.29	209,348.44	-44,348.44	126.88
71 SELF-INSURANCE FUND					

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**Urbandale Community School District**

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For 04/01/15 - 04/30/15

Revenue Summary Report

FJRES01A

Periods 10 - 10

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
71 SELF-INSURANCE FUND					
1973 Cobra /Retiree Contr	186,148.00	11,449.29	126,124.25	60,023.75	67.75
1999 MISC REVENUE	3,299,996.00	271,449.94	2,652,891.76	647,104.24	80.39
71 SELF-INSURANCE FUND	3,486,144.00	282,899.23	2,779,016.01	707,127.99	79.72

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Urbandale Community School District

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For 04/01/15 - 04/30/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
<b>10 GENERAL</b>						
0101 Reg paraprof	2,521,969.00	.00	258,950.96	2,321,405.62	200,563.38	92.05
0102 TEMP/SUB EMPLOYEE	.00	.00	.00	277.95	-277.95	.00
0109 ADDIT COMPENSATION	.00	.00	.00	1,209.00	-1,209.00	.00
0111 ADMIN. PERS	1,653,185.00	.00	139,621.39	1,070,270.89	582,914.11	64.74
0112 TEMP/SUBSTITUTE	11,094.00	.00	.00	.00	11,094.00	.00
0115 ADMIN ASST EMPLOYEE	272,344.00	.00	27,841.87	228,318.85	44,025.15	83.83
0121 Reg prof educ	17,511,911.00	.00	1,567,344.26	11,101,696.04	6,410,214.96	63.40
0122 PROF: TEMP/SUB	610,289.11	.00	61,352.20	448,772.02	161,517.09	73.53
0125 REGULAR ASSIST EMPLY	1,530.00	.00	.00	.00	1,530.00	.00
0129 ADDIT COMPENSATION	91,967.00	.00	3,172.00	81,536.72	10,430.28	88.66
0131 PROF-OTHER	476,550.00	.00	51,751.76	381,152.51	95,397.49	79.98
0132 TEMP/SUB EMPLOYEE	12,280.00	.00	.00	1,440.00	10,840.00	11.73
0135 REG ASSIST EMPLY	127,112.00	.00	12,188.20	105,131.41	21,980.59	82.71
0139 ADDIT. COMP	238.00	.00	.00	.00	238.00	.00
0141 REG EMPLOYEE	201,841.00	3,983.99	27,763.95	187,016.62	10,840.39	94.63
0142 TEMP/SUB	49,234.00	.00	1,672.18	42,348.27	6,885.73	86.01
0151 OFFICE/CLERICAL	745,751.00	.00	69,943.25	547,745.17	198,005.83	73.45
0152 TEMP OR SUBSTITUTE	1,868.00	.00	.00	2,222.45	-354.45	118.97
0161 REG EMPLOYEE	235,186.00	.00	23,949.63	175,287.92	59,898.08	74.53
0171 REG EMPLOYEE	30,253.00	.00	3,188.82	24,216.12	6,036.88	80.05
0181 LABORER	80,810.00	.00	6,771.39	56,161.72	24,648.28	69.50
0191 REG EMPLOYEE	987,477.00	.00	99,159.65	789,370.23	198,106.77	79.94
0192 SERV WORK: TEMP/SUB	47,021.00	.00	3,853.13	47,947.45	-926.45	101.97
0211 DISABILITY INSURANCE	24,330.00	.00	1,943.64	19,646.66	4,683.34	80.75
0213 LIFE INSURANCE	14,930.00	.00	1,161.15	11,905.13	3,024.87	79.74
0220 FICA	1,936,078.00	.00	160,461.50	1,371,871.26	564,206.74	70.86
0231 IPERS	2,349,479.00	.00	193,805.37	1,663,001.35	686,477.65	70.78
0239 TSA PD by Employer	20,517.00	.00	1,770.64	15,300.02	5,216.98	74.57
0271 PHYSICALS	883.00	.00	174.00	1,573.66	-690.66	178.22
0273 MEDICAL INSURANCE	7,903.00	.00	360.00	3,565.52	4,337.48	45.12
0279 INSUR. BENEF.	2,559,670.00	.00	.00	2,566,400.00	-6,730.00	100.26
0292 CLOTHING ALLOWANCE	.00	.00	-22.76	566.27	-566.27	.00
0310 ADMINISTRATIVE SERV	25,000.00	.00	.00	.00	25,000.00	.00
0322 PROFESS ED SERVICES	8,526.00	.00	1,875.00	1,875.50	6,650.50	22.00
0323 INSTRUCTIONAL SERVIC	347,532.00	10,736.55	8,728.98	145,907.60	190,887.85	45.07
0324 CONSULTANT	77,988.00	.00	5,837.95	23,757.66	54,230.34	30.46
0331 STAFF WORKSHOP	90,984.52	3,220.87	6,513.33	91,559.27	-3,795.62	104.17
0332 CONTRACTED TRAINING	6,928.00	.00	.00	.00	6,928.00	.00
0341 AUDITOR/ACCOUNTANT	20,375.00	.00	.00	20,485.28	-110.28	100.54
0342 OTHER PROFESSIONAL	66,768.00	.00	18,995.50	56,824.00	9,944.00	85.11
0349 OTHER PURC PROF SERV	801,753.00	-400.00	82,251.20	690,385.21	111,767.79	86.06
0350 TECHNICAL SERVICES	2,304.00	.00	128.00	1,340.45	963.55	58.18



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Urbandale Community School District

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
<b>10 GENERAL</b>						
0355 BANKING FEES	18,421.00	.00	4,171.61	20,797.05	-2,376.05	112.90
0359 OTHER TECHNICAL SERV	300.00	.00	.00	37.50	262.50	12.50
0411 WATER/SEWER	64,671.00	.00	4,481.98	41,163.53	23,507.47	63.65
0421 GARBAGE COLLECTION	57,439.00	.00	4,161.91	46,136.01	11,302.99	80.32
0422 SNOW PLOWING	46,814.00	.00	.00	.00	46,814.00	.00
0430 REPAIR AND MAINT SRV	137,345.00	1,947.60	8,690.31	142,336.29	-6,938.89	105.05
0432 BUILDING	5,053.00	12.00	.00	2,538.46	2,502.54	50.47
0433 EQUIPMENT	17,168.00	119.17	1,741.09	14,495.98	2,552.85	85.13
0434 VEHICLE	9,783.00	.00	1,232.99	56,099.30	-46,316.30	**
0435 GROUNDS	46,608.00	94.14	.00	49,020.78	-2,506.92	105.38
0441 RENTAL LAND & BLDG	156,532.00	.00	13,790.13	138,740.51	17,791.49	88.63
0445 POOL EXPENSES	5,670.00	.00	.00	.00	5,670.00	.00
0515 TRANSP PRIVATE CONT	1,069,736.08	1,238.64	187,525.79	818,814.84	249,682.60	76.66
0516 PARENT REIMBURSEMENT	100,000.00	.00	.00	.00	100,000.00	.00
0531 POSTAGE/UPS	21,150.00	.00	1,379.21	17,791.43	3,358.57	84.12
0532 TELEPHONE	98,472.00	.00	9,725.37	75,927.78	22,544.22	77.11
0540 ADVERTISING	35,459.00	395.00	191.71	16,295.78	18,768.22	47.07
0561 TUITION	102,848.00	.00	24,916.12	178,417.83	-75,569.83	173.48
0566 TUITION COLLEGE/UNIV	170,240.00	101,290.00	.00	83,740.00	-14,790.00	108.69
0567 TUITION OPEN ENROLL	830,072.00	.00	141,534.28	639,530.26	190,541.74	77.05
0580 TRAVEL	82,154.00	5,965.87	13,430.46	73,455.68	2,732.45	96.67
0611 OFFICE SUPPL	337,121.00	4,530.73	34,122.08	200,318.37	132,271.90	60.76
0612 INSTR SUPPL	483,052.16	31,747.39	44,525.66	380,614.66	70,690.11	85.37
0613 TESTING SERVICE	200.00	.00	.00	.00	200.00	.00
0615 SOFTWARE	14,814.00	.00	3,040.00	10,738.04	4,075.96	72.49
0618 OTHER GEN SUPPL	131,195.13	2,366.20	5,764.15	81,636.58	47,192.35	64.03
0621 NATURAL GAS	262,884.00	.00	16,337.60	176,805.44	86,078.56	67.26
0622 ELECTRICITY	464,136.18	.00	29,912.41	373,759.95	90,376.23	80.53
0626 GASOLINE	157,629.00	.00	9,670.27	101,951.68	55,677.32	64.68
0629 OTHER	1,734.00	.00	.00	1,039.00	695.00	59.92
0641 TEXTBOOKS	203,410.82	119,354.89	74.00	204,538.43	-120,482.50	159.23
0642 CONSUMABLE WORKBOOKS	1,440.00	.00	.00	131.04	1,308.96	9.10
0643 LIBRARY BOOKS	25,981.00	6,078.10	5,681.99	19,686.20	216.70	99.17
0644 PERIODICALS	1,769.00	.00	.00	1,556.00	213.00	87.96
0652 TECHNOL SOFTWARE	112,369.00	493.61	4,077.80	109,126.82	2,748.57	97.55
0665 LOST OR DAMAGED BOOK	-117.00	.00	-3.28	-993.00	876.00	**
0682 PARTS	169,970.00	2,313.33	12,921.85	89,677.97	77,978.70	54.12
0683 MAINTENANCE SUPPLIES	92,447.00	6,987.62	11,710.34	83,596.11	1,863.27	97.98
0684 CLEANING PRODUCTS	111,359.00	3,404.92	9,206.59	115,531.52	-7,577.44	106.80
0733 FURNITURE & FIXTURES	22,044.00	36,868.85	7,700.86	14,672.80	-29,497.65	**
0734 COMP/TECH HARDWARE	116,148.00	.00	7,079.35	47,143.23	69,004.77	40.59
0739 OTHER EQUIPMENT	64,769.00	6,479.68	1,657.50	5,893.87	52,395.45	19.10

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Urbandale Community School District

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
<b>10 GENERAL</b>						
0812 DUES AND FEES	38,717.00	.00	1,617.00	42,911.72	-4,194.72	110.83
0815 STUDENT ENTRY FEES	11,526.00	654.00	237.47	4,375.46	6,496.54	43.64
0961 IEA FLOW THROUGH	1,317,608.00	.00	1,378,897.00	1,378,897.00	-61,289.00	104.65
10 GENERAL	41,250,000.00	349,883.15	4,843,711.74	30,158,439.70	10,741,677.15	73.96
<b>21 STUDENT ACTIVITY</b>						
0121 Reg prof educ	26.00	.00	.00	40.00	-14.00	153.85
0122 PROF: TEMP/SUB	5,597.00	.00	.00	2,460.00	3,137.00	43.95
0129 ADDIT COMPENSATION	36,934.00	.00	1,560.00	20,224.62	16,709.38	54.76
0211 DISABILITY INSURANCE	2.00	.00	.00	.00	2.00	.00
0213 LIFE INSURANCE	1.00	.00	.00	.00	1.00	.00
0220 FICA	2,808.00	.00	130.17	1,488.14	1,319.86	53.00
0231 IPERS	3,834.00	.00	161.84	1,977.47	1,856.53	51.58
0323 INSTRUCTIONAL SERVIC	17,612.00	.00	993.50	23,933.49	-6,321.49	135.89
0324 CONSULTANT	.00	.00	.00	50.00	-50.00	.00
0340 OTHER PROFESSIONAL	59,539.00	1,472.00	6,676.95	47,618.74	10,448.26	82.45
0345 NONEMPLOYEE OFFICALS	64,812.00	822.50	6,020.00	39,917.69	24,071.81	62.86
0515 TRANSP PRIVATE CONT	.00	.00	.00	196.00	-196.00	.00
0580 TRAVEL	5,099.00	163.46	627.26	38,380.37	-33,444.83	**
0618 OTHER GEN SUPPL	434,849.00	7,839.53	39,509.59	440,832.58	-13,823.11	103.18
0619 RESALE INVENTORY	110,051.00	2,093.10	552.38	5,385.76	102,572.14	6.80
0739 OTHER EQUIPMENT	7,926.00	.00	99.97	12,049.36	-4,123.36	152.02
0812 DUES AND FEES	3,101.00	.00	342.00	3,657.50	-556.50	117.95
0815 STUDENT ENTRY FEES	13,979.00	.00	1,560.00	9,934.00	4,045.00	71.06
21 STUDENT ACTIVITY	766,170.00	12,390.59	58,233.66	648,145.72	105,633.69	86.21
<b>22 MANAGEMENT LEVY</b>						
0239 TSA PD by Employer	106,359.00	.00	.00	106,359.00	.00	100.00
0250 UNEMPLOYMENT COMP	15,000.00	.00	333.13	8,856.99	6,143.01	59.05
0273 MEDICAL INSURANCE	200,000.00	.00	12,481.69	124,507.42	75,492.58	62.25
0520 INSURANCE	525,000.00	.00	.00	506,769.00	18,231.00	96.53
22 MANAGEMENT LEVY	846,359.00	.00	12,814.82	746,492.41	99,866.59	88.20
<b>24 PUB ED &amp; REC LEVY</b>						
0111 ADMIN. PERS	84,173.00	.00	7,710.36	70,373.60	13,799.40	83.61
0151 OFFICE/CLERICAL	25,284.00	.00	2,647.38	27,749.56	-2,465.56	109.75
0211 DISABILITY INSURANCE	79.00	.00	9.77	103.67	-24.67	131.23
0213 LIFE INSURANCE	59.00	.00	6.30	63.00	-4.00	106.78
0220 FICA	8,093.00	.00	690.11	6,630.70	1,462.30	81.93
0231 IPERS	9,442.00	.00	825.56	8,369.52	1,072.48	88.64
0239 TSA PD by Employer	.00	.00	21.74	217.40	-217.40	.00
0279 INSUR. BENEF.	7,066.00	.00	.00	6,730.00	336.00	95.24
0450 CONSTRUCTION SERV	.00	.00	.00	6,800.00	-6,800.00	.00
0618 OTHER GEN SUPPL	4,650.00	.00	.00	.00	4,650.00	.00
24 PUB ED & REC LEVY	138,846.00	.00	11,911.22	127,037.45	11,808.55	91.50

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Urbandale Community School District

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
<b>33 SALE TAX FUND</b>						
0343 ARCHITECT & ENGINEER	.00	.00	18,187.50	33,925.00	-33,925.00	.00
0450 CONSTRUCTION SERV	500,000.00	33,729.45	9,964.00	254,766.49	211,504.06	57.70
0734 COMP/TECH HARDWARE	100,000.00	.00	.00	20,977.33	79,022.67	20.98
0739 OTHER EQUIPMENT	.00	.00	.00	1,223.20	-1,223.20	.00
0910 FUND TRANSFER OUT	2,089,532.00	.00	175,764.38	1,757,643.80	331,888.20	84.12
33 SALE TAX FUND	2,689,532.00	33,729.45	203,915.88	2,068,535.82	587,266.73	78.16
<b>36 PHY PLANT &amp; EQ LEVY</b>						
0343 ARCHITECT & ENGINEER	5,294.00	.00	.00	1,592.12	3,701.88	30.07
0732 VEHICLES	13,650.00	.00	.00	.00	13,650.00	.00
0734 COMP/TECH HARDWARE	275,000.00	.00	.00	262,168.24	12,831.76	95.33
0739 OTHER EQUIPMENT	18,760.00	.00	.00	19,337.42	-577.42	103.08
36 PHY PLANT & EQ LEVY	312,704.00	.00	.00	283,097.78	29,606.22	90.53
<b>40 DEBT SERVICE</b>						
0349 OTHER PURC PROF SERV	.00	.00	13,000.00	33,239.00	-33,239.00	.00
0831 PRINCIPAL REDEMPTION	15,775,000.00	.00	555,000.00	2,100,000.00	13,675,000.00	13.31
0832 INTEREST	3,200,000.00	.00	469,516.24	2,518,504.34	681,495.66	78.70
0925 DISCOUNTS OF DEBT	.00	.00	38,058.15	38,058.15	-38,058.15	.00
40 DEBT SERVICE	18,975,000.00	.00	1,075,574.39	4,689,801.49	14,285,198.51	24.72
<b>61 SCHOOL NUTRITION</b>						
0191 REG EMPLOYEE	631,454.00	.00	69,182.64	531,528.19	99,925.81	84.18
0211 DISABILITY INSURANCE	347.00	.00	35.88	288.43	58.57	83.12
0213 LIFE INSURANCE	458.00	.00	39.60	290.70	167.30	63.47
0220 FICA	46,895.00	.00	4,456.04	41,234.87	5,660.13	87.93
0231 IPERS	58,854.00	.00	5,495.00	50,888.05	7,965.95	86.46
0239 TSA PD by Employer	.00	.00	90.33	632.31	-632.31	.00
0279 INSUR. BENEF.	104,763.00	.00	.00	101,220.00	3,543.00	96.62
0331 STAFF WORKSHOP	4,970.00	.00	2,121.09	5,450.71	-480.71	109.67
0355 BANKING FEES	25,427.00	.00	.00	26,158.25	-731.25	102.88
0432 BUILDING	16,522.00	.00	1,079.27	13,665.09	2,856.91	82.71
0580 TRAVEL	994.00	.00	15.87	429.95	564.05	43.25
0611 OFFICE SUPPL	31,823.00	.00	992.35	10,569.25	21,253.75	33.21
0615 SOFTWARE	6,311.00	.00	.00	.00	6,311.00	.00
0618 OTHER GEN SUPPL	27,532.00	.00	3,363.34	30,469.92	-2,937.92	110.67
0629 OTHER	2,500.00	.00	.00	1,460.83	1,039.17	58.43
0631 PURCHASE FOOD	760,418.00	.00	95,835.44	629,638.07	130,779.93	82.80
0639 COMMODITIES CONSUMED	122,011.00	.00	.00	.00	122,011.00	.00
0684 CLEANING PRODUCTS	10,285.00	.00	1,114.57	8,398.60	1,886.40	81.66
0739 OTHER EQUIPMENT	.00	.00	62.36	2,657.76	-2,657.76	.00
0790 EQUIP/DEPRECIATION	92,047.00	.00	.00	.00	92,047.00	.00
61 SCHOOL NUTRITION	1,943,611.00	.00	183,883.78	1,454,980.98	488,630.02	74.86
<b>62 CHILD CARE</b>						
0111 ADMIN. PERS	104,118.00	.00	9,148.42	88,198.17	15,919.83	84.71

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Urbandale Community School District

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For 04/01/15 - 04/30/15

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

Monthly Report to the Board of Directors

MthlyBdRptByFund/Object

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
<b>62 CHILD CARE</b>						
0115 ADMIN ASST EMPLOYEE	43,660.00	.00	4,700.80	25,161.00	18,499.00	57.63
0121 Reg prof educ	24,588.00	.00	12,103.85	89,110.83	-64,522.83	**
0122 PROF: TEMP/SUB	.00	.00	.00	1,440.00	-1,440.00	.00
0135 REG ASSIST EMPLY	54,412.00	.00	1,366.24	12,704.03	41,707.97	23.35
0151 OFFICE/CLERICAL	.00	.00	4,218.98	40,075.05	-40,075.05	.00
0191 REG EMPLOYEE	1,103,324.00	.00	88,768.21	776,247.48	327,076.52	70.36
0199 ADDIT COMPENSATION	14,968.00	.00	.00	.00	14,968.00	.00
0211 DISABILITY INSURANCE	987.00	.00	71.12	700.15	286.85	70.94
0213 LIFE INSURANCE	757.00	.00	52.21	507.04	249.96	66.98
0220 FICA	101,682.00	.00	8,287.52	80,492.91	21,189.09	79.16
0231 IPERS	121,194.00	.00	9,867.39	95,676.66	25,517.34	78.95
0239 TSA PD by Employer	.00	.00	10.88	108.80	-108.80	.00
0279 INSUR. BENEF.	139,229.00	.00	.00	128,437.00	10,792.00	92.25
0331 STAFF WORKSHOP	2,087.00	.00	.00	2,090.00	-3.00	100.14
0355 BANKING FEES	38,116.00	.00	3,685.63	30,451.71	7,664.29	79.89
0515 TRANSP PRIVATE CONT	9,158.00	.00	.00	4,666.24	4,491.76	50.95
0580 TRAVEL	469.00	.00	.00	28.34	440.66	6.04
0611 OFFICE SUPPL	2,792.00	.00	.00	67.15	2,724.85	2.41
0612 INSTR SUPPL	.00	.00	.00	102.24	-102.24	.00
0618 OTHER GEN SUPPL	67,149.50	1,817.47	3,554.90	49,197.63	16,134.40	75.97
0619 RESALE INVENTORY	274.00	.00	.00	.00	274.00	.00
0812 DUES AND FEES	.00	.00	.00	675.00	-675.00	.00
62 CHILD CARE	1,828,964.50	1,817.47	145,836.15	1,426,137.43	401,009.60	78.07
<b>64 BUILDING TRADES</b>						
0450 CONSTRUCTION SERV	343,804.00	696.88	42,018.06	226,281.74	116,825.38	66.02
64 BUILDING TRADES	343,804.00	696.88	42,018.06	226,281.74	116,825.38	66.02
<b>65 COMMUNITY EDUCATION</b>						
0101 Reg paraprof	6,394.00	.00	1,039.25	4,042.07	2,351.93	63.22
0121 Reg prof educ	37,735.00	.00	897.35	42,488.03	-4,753.03	112.60
0129 ADDIT COMPENSATION	767.00	.00	.00	1,356.25	-589.25	176.83
0151 OFFICE/CLERICAL	1,866.00	.00	608.00	1,996.00	-130.00	106.97
0211 DISABILITY INSURANCE	3.00	.00	.07	.80	2.20	26.67
0213 LIFE INSURANCE	4.00	.00	.04	.04	3.96	1.00
0220 FICA	4,842.00	.00	225.01	3,533.63	1,308.37	72.98
0231 IPERS	5,765.00	.00	250.63	4,266.44	1,498.56	74.01
0323 INSTRUCTIONAL SERVIC	14,154.00	.00	640.00	2,865.00	11,289.00	20.24
0345 NONEMPLOYEE OFFICALS	14,850.00	.00	429.00	11,944.50	2,905.50	80.43
0612 INSTR SUPPL	169.00	.00	.00	.00	169.00	.00
0618 OTHER GEN SUPPL	70,333.00	6,365.77	15,506.41	106,967.27	-43,000.04	161.14
0812 DUES AND FEES	414.00	.00	.00	.00	414.00	.00
65 COMMUNITY EDUCATION	157,296.00	6,365.77	19,595.76	179,460.03	-28,529.80	118.14
<b>71 SELF-INSURANCE FUND</b>						

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**Urbandale Community School District**

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For 04/01/15 - 04/30/15

**Expenditure Summary Report**

FJEXS01A

Periods 10 - 10

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>
<b>71 SELF-INSURANCE FUND</b>						
0101 Reg paraprof	1,417.00	.00	.00	32.41	1,384.59	2.29
0220 FICA	81.00	.00	.00	2.18	78.82	2.69
0231 IPERS	126.00	.00	.00	2.89	123.11	2.29
0273 MEDICAL INSURANCE	3,150,838.00	.00	190,000.00	2,240,070.76	910,767.24	71.09
0347	.00	.00	573.50	58,461.80	-58,461.80	.00
0359 OTHER TECHNICAL SERV	1,286.00	.00	.00	100.00	1,186.00	7.78
71 SELF-INSURANCE FUND	3,153,748.00	.00	190,573.50	2,298,670.04	855,077.96	72.89

# *Urbandale Community School District*

## Student Activity Fund Report Fiscal Year to Date through **April 30, 2015**

Account	Administrator	Beg Bal 7/1/14	Year to Date Revenues	Year to Date Expenditures	Intra-Fund Transfers	End Bal 1/31/15
Jensen Activity	Kelley Harrison	\$ 8,804.85	\$ 150.00	\$ 174.05	\$ -	\$ 8,780.80
Jensen Picture	Kelley Harrison	6,217.00	-	-	-	6,217.00
Jensen Memory Book	Kelley Harrison	-	463.75	497.42	-	(33.67)
<b>JENSEN TOTAL</b>		<b>\$ 15,021.85</b>	<b>\$ 613.75</b>	<b>\$ 671.47</b>	<b>\$ -</b>	<b>\$ 14,964.13</b>
Karen Acres Activity	Lara Justmann	\$ 7,497.15	\$ 150.00	\$ 694.62	\$ -	\$ 6,952.53
Karen Acres Picture	Lara Justmann	3,702.77	400.00	1,215.32	-	2,887.45
Karen Acres School Store	Lara Justmann	730.86	556.86	252.62	-	1,035.10
Karen Acres Student Senate	Lara Justmann	810.55	-	142.87	-	667.68
<b>KAREN ACRES TOTAL</b>		<b>\$ 12,741.33</b>	<b>\$ 1,106.86</b>	<b>\$ 2,305.43</b>	<b>\$ -</b>	<b>\$ 11,542.76</b>
Olmsted Activity	Elyse Brimeyer	\$ 6,610.57	\$ 1,212.00	\$ 1,904.22	\$ -	\$ 5,918.35
Olmsted Picture	Elyse Brimeyer	0.00	-	-	-	0.00
Olmsted School Store	Elyse Brimeyer	956.87	748.33	495.57	-	1,209.63
<b>OLMSTED TOTAL</b>		<b>\$ 7,567.44</b>	<b>\$ 1,960.33</b>	<b>\$ 2,399.79</b>	<b>\$ -</b>	<b>\$ 7,127.98</b>
Rolling Green Activity	Julia Taylor	\$ 5,112.58	\$ 1,165.00	\$ 1,679.54	\$ -	\$ 4,598.04
Rolling Green Picture	Julia Taylor	925.15	-	-	-	925.15
<b>ROLLING GREEN TOTAL</b>		<b>\$ 6,037.73</b>	<b>\$ 1,165.00</b>	<b>\$ 1,679.54</b>	<b>\$ -</b>	<b>\$ 5,523.19</b>
Valerius Activity	Meredith Mauro	\$ 20,440.81	\$ 391.06	\$ 2,261.28	\$ -	\$ 18,570.59
Valerius Memory Book	Meredith Mauro	-	220.95	-	-	220.95
Valerius Picture	Meredith Mauro	1,219.37	-	-	-	1,219.37
<b>VALERIUS TOTAL</b>		<b>\$ 21,660.18</b>	<b>\$ 612.01</b>	<b>\$ 2,261.28</b>	<b>\$ -</b>	<b>\$ 20,010.91</b>
Webster Activity	Greg Carezza	\$ 3,597.01	\$ 751.46	\$ 1,346.99	\$ -	\$ 3,001.48
Webster Picture	Greg Carezza	1,468.63	-	-	-	1,468.63
Webster School Store	Greg Carezza	290.12	-	-	-	290.12
<b>WEBSTER TOTAL</b>		<b>\$ 5,355.76</b>	<b>\$ 751.46</b>	<b>\$ 1,346.99</b>	<b>\$ -</b>	<b>\$ 4,760.23</b>
<b>ELEMENTARY BAND</b>	Greg Carezza	<b>\$ 14,021.36</b>	<b>\$ 2,616.70</b>	<b>\$ 9,928.59</b>	<b>\$ -</b>	<b>\$ 6,709.47</b>
<b>WEB CLICKERS</b>		<b>\$ 2,899.45</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,899.45</b>

<b>Account</b>	<b>Administrator</b>	<b>Beg Bal 7/1/14</b>	<b>Year to Date Revenues</b>	<b>Year to Date Expenditures</b>	<b>Intra-Fund Transfers</b>	<b>End Bal 1/31/15</b>
MS Activities	Loren DeKruyf	\$ 1.98	\$ -	\$ 1,216.50	-	\$ (1,214.52)
MS Drama	Loren DeKruyf	1,327.88	831.55	1,353.00	-	806.43
MS Vocal	Bill Watson	28,983.97	5,156.28	7,300.20	-	26,840.05
MS Instrumental	Bill Watson	7,138.06	5,497.27	6,262.29	-	6,373.04
MS Cross Country	Bill Watson	-	-	-	-	-
MS Boys Basketball	Bill Watson	-	3,670.00	2,363.50	-	1,306.50
MS Football	Bill Watson	-	3,486.00	17,871.80	-	(14,385.80)
MS Boys Track	Bill Watson	-	-	598.57	-	(598.57)
MS Boys Cross Country	Bill Watson	-	-	167.50	-	(167.50)
MS Wrestling	Bill Watson	-	1,208.00	456.00	-	752.00
MS Girls Basketball	Bill Watson	-	1,336.00	1,531.50	-	(195.50)
MS Volleyball	Bill Watson	-	3,542.00	1,670.00	-	1,872.00
MS Softball	Bill Watson	-	-	1,866.00	-	(1,866.00)
MS Girls Track	Bill Watson	-	2,314.00	868.57	-	1,445.43
MS Girls Cross Country	Bill Watson	-	-	167.50	-	(167.50)
MS Library	Loren DeKruyf	278.43	1,104.51	-	-	1,382.94
MS Student Senate	Loren DeKruyf	5,384.12	1,323.05	709.42	-	5,997.75
MS interest Earnings	Loren DeKruyf	200.54	26.51	-	-	227.05
MS Memory Book	Loren DeKruyf	930.04	5,216.00	-	-	6,146.04
MS Building Activity	Loren DeKruyf	3,797.79	2,750.48	2,097.53	-	4,450.74
MS I-Movie Club	Loren DeKruyf	0.38	-	-	-	0.38
MS Picture	Loren DeKruyf	1,952.09	-	-	-	1,952.09
<b>MIDDLE SCHOOL TOTAL</b>		<b>\$ 49,995.28</b>	<b>\$ 37,461.65</b>	<b>\$ 46,499.88</b>	<b>\$ -</b>	<b>\$ 40,957.05</b>

HS Activities	Bill Watson	\$ 27,408.91	\$ 73,970.66	\$ 83,070.99	\$ -	\$ 18,308.58
HS Drama	Bill Watson	8,333.03	2,930.16	9,596.24	-	1,666.95
HS Vocal	Bill Watson	57,074.62	81,058.50	117,616.47	-	20,516.65
HS Band	Bill Watson	1,722.63	225,472.36	207,600.41	-	19,594.58
Cheerleading	Bill Watson	-	49.12	998.88	-	(949.76)
Jaywalkers	Bill Watson	6,324.08	16,694.22	25,291.27	-	(2,272.97)
HS Boys Basketball	Bill Watson	-	16,642.00	13,234.36	-	3,407.64
HS Football	Bill Watson	-	55,540.33	29,933.99	-	25,606.34
HS Boys Soccer	Bill Watson	-	5,874.50	2,577.50	-	3,297.00
HS Baseball	Bill Watson	-	12,442.01	16,710.35	-	(4,268.34)
HS Boy Track	Bill Watson	-	4,007.50	1,789.08	-	2,218.42
HS Boy Cross Country	Bill Watson	-	800.00	620.56	-	179.44
HS Boys Tennis	Bill Watson	-	630.00	-	-	630.00
HS Boy Golf	Bill Watson	-	873.80	1,880.68	-	(1,006.88)
HS Wrestling	Bill Watson	-	16,989.00	6,051.68	-	10,937.32
HS Girls BB	Bill Watson	-	11,554.00	6,422.23	-	5,131.77
HS Girls Volleyball	Bill Watson	-	14,366.00	6,580.50	-	7,785.50
HS Girls Soccer	Bill Watson	-	3,632.50	2,347.47	-	1,285.03
HS Girls Softball	Bill Watson	-	1,983.00	1,382.45	-	600.55
HS GirlsTrack	Bill Watson	-	2,778.15	1,278.78	-	1,499.37
HS Girls Cross Country	Bill Watson	-	500.00	1,552.39	-	(1,052.39)
HS Girls Tennis	Bill Watson	-	2,971.51	41.64	-	2,929.87
HS Girls Golf	Bill Watson	-	460.00	125.00	-	335.00
HS Bowling	Bill Watson	-	-	2,059.95	-	(2,059.95)
HS Art	Brian Coppess	2,689.53	85.10	-	-	2,774.63
HS Art Club	Brian Coppess	127.00	-	-	-	127.00
HS Cadet Teachers	Brian Coppess	520.17	-	-	-	520.17
HS Deca	Brian Coppess	1,477.88	12,858.64	16,093.02	-	(1,756.50)
HS Key Club	Brian Coppess	4,321.61	793.25	915.76	-	4,199.10
HS Drug Foundation	Brian Coppess	450.00	-	-	-	450.00
HS German Club	Brian Coppess	2,849.73	931.79	1,105.13	-	2,676.39
HS Special Education	Brian Coppess	500.00	-	-	-	500.00

<b>Account</b>	<b>Administrator</b>	<b>Beg Bal 7/1/14</b>	<b>Year to Date Revenues</b>	<b>Year to Date Expenditures</b>	<b>Intra-Fund Transfers</b>	<b>End Bal 1/31/15</b>
HS Future Leaders	Brian Coppess	80.55	-	-	-	80.55
HS Industrial Arts	Brian Coppess	3,115.88	532.07	660.00	-	2,987.95
HS Jayhawker	Brian Coppess	2,306.47	-	769.00	-	1,537.47
HS Library	Brian Coppess	6,025.73	-	2,648.07	-	3,377.66
HS Character Counts	Brian Coppess	194.37	-	-	-	194.37
HS Student Senate	Brian Coppess	19,204.31	9,339.87	14,228.73	-	14,315.45
HS Fam Consumer Science	Brian Coppess	13.00	-	-	-	13.00
HS At Risk	Brian Coppess	599.21	-	-	-	599.21
HS Yearbook	Brian Coppess	32,289.48	6,384.96	374.00	-	38,300.44
HS Roaring Leo Club	Brian Coppess	361.12	216.00	-	-	577.12
HS Peer Helpers	Brian Coppess	458.73	896.78	356.75	-	998.76
HS Tag Activities	Brian Coppess	7,111.44	-	200.00	-	6,911.44
HS Interest Earnings	Brian Coppess	49.47	18.61	-	-	68.08
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	-	16,462.79	1,343.50	-	15,119.29
HS Environmental Club	Brian Coppess	127.13	78.70	45.64	-	160.19
HS Picture	Brian Coppess	1,770.00	-	-	-	1,770.00
HS Japanese Trip	Brian Coppess	616.60	24,500.00	4,200.00	-	20,916.60
HS Spanish Trip	Brian Coppess	835.39	-	-	-	835.39
<b>HIGH SCHOOL TOTAL</b>		<b>\$ 197,470.58</b>	<b>\$ 625,317.88</b>	<b>\$ 581,702.47</b>	<b>\$ -</b>	<b>\$ 241,085.99</b>
<b>TOTAL - ALL ACTIVITIES</b>		<b>\$ 332,770.96</b>	<b>\$ 671,605.64</b>	<b>\$ 648,795.44</b>	<b>\$ -</b>	<b>\$ 355,581.16</b>

**TOTALS BY ADMINISTRATOR:**

Kelley Harrison	Jensen	\$ 15,021.85	\$ 613.75	\$ 671.47	\$ -	\$ 14,964.13
Lara Justmann	Karen Acres	12,741.33	1,106.86	2,305.43	-	11,542.76
Elyse Brimeyer	Olmsted	7,567.44	1,960.33	2,399.79	-	7,127.98
Julia Taylor	Rolling Green	6,037.73	1,165.00	1,679.54	-	5,523.19
Meredith Mauro	Valerius	21,660.18	612.01	2,261.28	-	20,010.91
Dr. Greg Carena	Webster	5,355.76	751.46	1,346.99	-	4,760.23
Dr. Greg Carena	Elementary Band	14,021.36	2,616.70	9,928.59	-	6,709.47
District Wide	Web-Clickers	2,899.45	-	-	-	2,899.45
Loren DeKruyf	Middle School	13,873.25	11,252.10	5,376.45	-	19,748.90
Dr. Brian Coppess	High School	96,607.31	73,098.56	42,939.60	-	126,766.27
Dr. William Watson	Athletics	136,985.30	578,428.87	579,886.30	-	135,527.87
<b>TOTAL - ALL ACTIVITIES</b>		<b>\$ 332,770.96</b>	<b>\$ 671,605.64</b>	<b>\$ 648,795.44</b>	<b>\$ -</b>	<b>\$ 355,581.16</b>



1	<b>10 - GENERAL</b>		
2	ACE HARDWARE	ADD'L SERVICES/CREDIT	\$ (40.00)
3	ACE HARDWARE	Hardware/623918	\$ 29.99
4	ACE HARDWARE	Hardware/623949	\$ 8.78
5	ACE HARDWARE	Impact Driver for District Use/623783	\$ 149.99
6	ACE HARDWARE	Rental Fee	\$ 73.00
7	ADVENTURE LIGHTING	400 and 250 W Ballasts/45905	\$ 364.00
8	ADVENTURE LIGHTING	400W Ballasts/045880	\$ 104.00
9	AHLERS & COONEY, P.C.-	Services	\$ 3,661.45
10	ALLEGRA (WAS THE PRINTING STATION)	Invoice # 181496 - 300 color copies	\$ 60.00
11	ALLEGRA (WAS THE PRINTING STATION)	Printing A/O	\$ 638.85
12	ALLEGRA (WAS THE PRINTING STATION)	Printing Jensen	\$ 147.32
13	ALLEGRA (WAS THE PRINTING STATION)	Printing Karen Acres	\$ 29.26
14	ALLEGRA (WAS THE PRINTING STATION)	Printing Middle School	\$ 502.37
15	ALLEGRA (WAS THE PRINTING STATION)	Printing MS Spec ED	\$ 5.30
16	ALLEGRA (WAS THE PRINTING STATION)	Printing Olmsted	\$ 349.04
17	ALLEGRA (WAS THE PRINTING STATION)	Printing Rolling Green	\$ 115.84
18	ALLEGRA (WAS THE PRINTING STATION)	Printing Valerius	\$ 62.91
19	ALLEGRA (WAS THE PRINTING STATION)	Printing Webster	\$ 77.87
20	AMERICAN MARKING INC	Signage inserts for classrooms (see atta	\$ 24.00
21	A PLUS HOME CARE SERVICES/SUPPLIES-	Invoice #4226 Transportation Services Fo	\$ 135.00
22	APPLE, INC -GSX	GSX Shipping	\$ 6.95
23	APPLE, INC -GSX	Replacement trackpad for MacBook Pro 11-	\$ 45.00
24	ARAMARK UNIFORM SERVICES-	Services	\$ 479.29
25	ATEN, OLIVIA	Mileage	\$ 18.98
26	AVAYA COMMUNICATIONS	Services	\$ 4,526.72
27	BLANK PARK ZOO	Admission fees for 5/8/15 (1st Grade)	\$ 166.00
28	BLANK PARK ZOO	adult ticket admission	\$ 24.00
29	BLANK PARK ZOO	student ticket admission	\$ 94.00
30	CAPITAL SANITARY SUPPLY	capital sanitary work on auto scrub floo	\$ 60.00
31	CAPITAL SANITARY SUPPLY	High school supplies	\$ 1,421.50
32	CDW GOVERNMENT, INC.-	Quote GBSF0072 - Veeam Backup Software -	\$ 2,094.40
33	CENTURYLINK	Services	\$ 439.04
34	CLAIMAID CONSULTING CORPORATION	Services	\$ 3,210.79
35	COPY SYSTEMS, INC	maintenance for June and copies for April	\$ 146.50
36	CORSAUT, DANIELLE	MILEAGE	\$ 7.25
37	DEMCO, INC.-	book supplies to repair damaged books	\$ 238.60
38	DES MOINES BOTANICAL GARDEN	Admission for 1st grade field trip on 04	\$ 152.00
39	DES MOINES CHRISTIAN SCHOOL	Reimbursement for registration fees for	\$ 149.00
40	DES MOINES REGISTER	Publication	\$ 21.04
41	DEY DISTRIBUTING	Evap Fan Grommet/6988304	\$ 1.65
42	DEY DISTRIBUTING	Evap Motor and Fan/6989199	\$ 32.61
43	DEY DISTRIBUTING	Washer Parts/6967926	\$ 111.32
44	DEY DISTRIBUTING	Washer Parts/6973007	\$ 54.91
45	DHARMA TRADING CO	Caps for Squeeze Bottles 2,4,8 16oz CAPS	\$ 2.00
46	DHARMA TRADING CO	Dharma Fiber Reactive Procion Dyes 2 oz	\$ 7.45
47	DHARMA TRADING CO	Fiber Reactive Dye 2 oz PR11A-2	\$ 3.95
48	DHARMA TRADING CO	Fiber REactive Dye 2oz PR12A-2	\$ 2.95
49	DHARMA TRADING CO	Fiber Reactive dye 2oz PR4-2	\$ 4.50
50	DHARMA TRADING CO	Fiber reactive dye 2oz PR47-2	\$ 3.95
51	DHARMA TRADING CO	Fiber reactive dye 2oz PR50-2	\$ 3.95
52	DHARMA TRADING CO	fiber reactive dye 2oz PR65-2	\$ 3.95
53	DHARMA TRADING CO	fiber reactive dye 2oz PR66-2	\$ 4.50
54	DHARMA TRADING CO	fiber reactive dye 2oz PR80-2	\$ 2.95
55	DHARMA TRADING CO	fiber reactive dye 2oz PR83-2	\$ 2.95
56	DHARMA TRADING CO	fiber reactive dye 2oz PR85-2	\$ 2.95
57	DHARMA TRADING CO	fiber reactive dye 2oz PR96-2	\$ 5.50
58	DHARMA TRADING CO	fiber reactive dye 8oz PR10A-8	\$ 9.29
59	DHARMA TRADING CO	fiber reactive dye 8oz PR117-8	\$ 17.50
60	DHARMA TRADING CO	fiber reactive dye 8oz PR25-8	\$ 13.45
61	DHARMA TRADING CO	fiber reactive dye 8oz PR5-8	\$ 12.35
62	DHARMA TRADING CO	fiber reactive dye PR1-8	\$ 14.10
63	DHARMA TRADING CO	PR29-8 fiber reactive dye 8oz	\$ 13.95
64	DHARMA TRADING CO	Reduran Hand Cleaner RED	\$ 7.24
65	DHARMA TRADING CO	Rubber band	\$ 13.24
66	DHARMA TRADING CO	SB8	\$ 5.25
67	DHARMA TRADING CO	SHIPPING	\$ 29.44

68	DHARMA TRADING CO	Soda Ash Fixer 10lb FIX10	\$ 11.25
69	DHARMA TRADING CO	Squeeze bottles 16oz SB16.10	\$ 14.85
70	DHARMA TRADING CO	Squeeze bottles 4oz SB4	\$ 4.45
71	DHARMA TRADING CO	Synthropol Low Foam Quart (32oz) SLFQT	\$ 9.45
72	DHARMA TRADING CO	Urea 10lb UREA10	\$ 14.25
73	DHARMA TRADING CO	Yorker Spouts for Squeeze Bottles 4,8, a	\$ 4.75
74	DIAMOND OIL COMPANY	services	\$ 2,058.57
75	DIAMOND OIL COMPANY	SERVICES	\$ 2,075.66
76	DICK BLICK-	Blick essential colored pencils 240 clas	\$ 33.99
77	DICK BLICK-	Blick Studio Colorless Blender	\$ 21.36
78	DICK BLICK-	Blick White Sulphite Drawing papers 80lb	\$ 51.90
79	DICK BLICK-	Glue Stick	\$ 7.20
80	DICK BLICK-	Paper mate white pearl eraser	\$ 15.52
81	DICK BLICK-	Prismacolor scholar Art pencil sets	\$ 49.44
82	DICK BLICK-	Sargent Art Class Pack Marker Set	\$ 60.27
83	DICK BLICK-	Sharpie fine point markers	\$ 21.36
84	DICK BLICK-	White Sakura Fine Point marker set	\$ 22.80
85	DURHAM SCHOOL SERVICES-	4/29/15 field trip Blank Park Zoo	\$ 163.26
86	DURHAM SCHOOL SERVICES-	April Services	\$ 120,020.03
87	DURHAM SCHOOL SERVICES-	April Services	\$ 209.56
88	DURHAM SCHOOL SERVICES-	April Services	\$ 550.69
89	DURHAM SCHOOL SERVICES-	April Services	\$ 173.00
90	DURHAM SCHOOL SERVICES-	April Services	\$ 295.91
91	DURHAM SCHOOL SERVICES-	April Services	\$ 107.21
92	DURHAM SCHOOL SERVICES-	April Services	\$ 168.13
93	DURHAM SCHOOL SERVICES-	Bus for 1st grade field trip to Botanica	\$ 95.03
94	DURHAM SCHOOL SERVICES-	Bus for 4th & 5th grades field trip to H	\$ 224.18
95	DURHAM SCHOOL SERVICES-	Bus to Jester Park for 3rd grade field t	\$ 160.82
96	DURHAM SCHOOL SERVICES-	Transportation estimate for "Exercise Yo	\$ 216.86
97	EDUCATION WEEK	Education Week, Superintendent Position	\$ 395.00
98	EGAN SUPPLY CO.	Jensen supplies	\$ 251.32
99	ELECTRICAL ENGINEERING & EQUIP	Terminal Lug/4276226-00	\$ 10.98
100	FIRST CHOICE COFFEE SERVICES	Coffee	\$ 34.99
101	FOLLETT SCHOOL SOLUTIONS-	Library books - Please send one copy of	\$ 121.36
102	FOLLETT SCHOOL SOLUTIONS-	Book order for Jensen Elem.	\$ 100.16
103	FOLLETT SCHOOL SOLUTIONS-	Book order for Jensen Elem.	\$ 440.99
104	FOLLETT SCHOOL SOLUTIONS-	Book order for Karen Acres	\$ 560.57
105	FOLLETT SCHOOL SOLUTIONS-	Book order for Karen Acres	\$ 100.16
106	FOLLETT SCHOOL SOLUTIONS-	Book order for Olmsted Eleme	\$ 624.65
107	FOLLETT SCHOOL SOLUTIONS-	Book order for Rolling Green	\$ 620.22
108	FOLLETT SCHOOL SOLUTIONS-	Book order for Rolling Green	\$ 115.61
109	FOLLETT SCHOOL SOLUTIONS-	Book order for Valerius Elem	\$ 652.40
110	FOLLETT SCHOOL SOLUTIONS-	Book order for Valerius Elem	\$ 127.00
111	FOLLETT SCHOOL SOLUTIONS-	Book order for Webster Elem.	\$ 356.08
112	FOLLETT SCHOOL SOLUTIONS-	Book order for Webster Elem.	\$ 100.16
113	FORSELLES II PARTNERS-	LEASE-METRO WEST-JUNE '15	\$ 6,692.00
114	GOPHER SPORT	Screamn orange indoor soccer ball	\$ 54.16
115	GRAINGER INC-	Motor for Olmsted FCU/803112838	\$ 182.25
116	GRAINGER INC-	SS Recirc Pump/6290527313	\$ 434.70
117	GREATER IOWA CREDIT UNION	Withholdings 05/08/2015	\$ 83.60
118	GROUNDS KEEPER, THE (NEW)-	SERVICES	\$ 3,669.00
119	HALO BRANDED SOLUTIONS-	Years of Service awards	\$ 455.25
120	HALVORSON BUILDING SERVICES-	Repair HS Chiller CVHF770/00214608/ Labo	\$ 915.00
121	HALVORSON BUILDING SERVICES-	Repair HS Chiller CVHF770/00214608/Parts	\$ 90.26
122	HANDWRITING WITHOUT TEARS	LCB Little Chalk Bits	\$ 5.50
123	HANDWRITING WITHOUT TEARS	RAD Roll-a-Dough Letters	\$ 56.85
124	HANDWRITING WITHOUT TEARS	SAS Stamp and See Screen	\$ 44.25
125	HANDWRITING WITHOUT TEARS	SC Little Sponge Cubes	\$ 2.75
126	HANDWRITING WITHOUT TEARS	Shipping and Handling	\$ 10.94
127	HARLAND TECHNOLOGY SERVICES-	service agreement for the Scantron machi	\$ 577.00
128	HEARTLAND AEA 11	Financial Literacy Summit (Heartland AEA	\$ 50.00
129	HEARTLAND AEA 11	Movin on Up Brochures	\$ 28.36
130	HEARTLAND AEA 11	SUPPLIES/SERVICES	\$ 6.60
131	HEARTLAND AEA 11	SUPPLIES/SERVICES	\$ 2.25
132	HEARTLAND AEA 11	SUPPLIES/SERVICES	\$ 16.25
133	HEARTLAND AEA 11	Unique May 2015	\$ 142.04
134	HEARTLAND TECHNOLOGY SOLUTIONS-	Depot/Logic Board repair on MacBook 11-1	\$ 389.95

135	HERFF JONES	DIPLOMA	\$ 12.67
136	HERFF JONES	Diplomas	\$ 23.01
137	HERFF JONES	faculty gowns for new staff members for	\$ 560.83
138	HIGGINS PLAZA SERVICE	Oil change for MWLA van	\$ 29.95
139	HIGGINS PLAZA SERVICE	Repairs to Van	\$ 103.43
140	HOLMES, LYNN (PREV MCINTIRE)	Mileage	\$ 45.54
141	HYDRONIC ENERGY	Pump/044545	\$ 357.60
142	HYVEE FOOD STORE - URBANDALE	brpee seeds	\$ 4.58
143	HYVEE FOOD STORE - URBANDALE	delivery	\$ 20.00
144	HYVEE FOOD STORE - URBANDALE	flowers & balloons for graduation dinner	\$ 145.99
145	HYVEE FOOD STORE - URBANDALE	flowers for graduates	\$ 37.05
146	HYVEE FOOD STORE - URBANDALE	Food for both semesters of Cultural issu	\$ 45.59
147	HYVEE FOOD STORE - URBANDALE	Food for cooking lab	\$ 135.62
148	HYVEE FOOD STORE - URBANDALE	Food Items For R Gillott's SE Room	\$ 5.34
149	HYVEE FOOD STORE - URBANDALE	items for child growth	\$ 16.13
150	HYVEE FOOD STORE - URBANDALE	items for child growth	\$ 16.26
151	HYVEE FOOD STORE - URBANDALE	items for child growth	\$ 20.58
152	HYVEE FOOD STORE - URBANDALE	items for Child Growth	\$ 19.95
153	HYVEE FOOD STORE - URBANDALE	items for Foods	\$ 10.24
154	HYVEE FOOD STORE - URBANDALE	items for FOods	\$ 62.65
155	HYVEE FOOD STORE - URBANDALE	Items for foods	\$ 20.62
156	HYVEE FOOD STORE - URBANDALE	items for foods classes	\$ 19.82
157	HYVEE FOOD STORE - URBANDALE	items for foods classes	\$ 12.66
158	HYVEE FOOD STORE - URBANDALE	Pizza for student meetings	\$ 128.00
159	HYVEE FOOD STORE - URBANDALE	SE Food and other classroom supplies L3	\$ 9.87
160	HYVEE FOOD STORE - URBANDALE	sprite for meeting	\$ 15.36
161	HYVEE FOOD STORE - URBANDALE	sunflower seeds	\$ 4.47
162	HYVEE FOOD STORE - URBANDALE	SUPPLIES	\$ 32.06
163	HYVEE FOOD STORE - URBANDALE	SUPPLIES	\$ 15.72
164	HYVEE FOOD STORE - URBANDALE	Supplies for Retirement Party - Balloons	\$ 51.01
165	IMAGING TECHNOLOGIES	COPIER CHARGES	\$ 98.00
166	IMAGING TECHNOLOGIES	Copier Charges A/O	\$ 753.37
167	IMAGING TECHNOLOGIES	Copis	\$ 81.80
168	IMAGING TECHNOLOGIES	SUPPLIES	\$ 294.00
169	INTERSTATE ALL BATTERY CENTER	C Cell Batteries/1924603011230	\$ 11.40
170	INTERSTATE ALL BATTERY CENTER	D Cell Batteries	\$ 12.45
171	IOWA COMMUNICATIONS NETWORK	Services	\$ 817.08
172	IOWA DEPARTMENT OF REVENUE	Withholdings 05/08/2015	\$ 249.82
173	IOWA MARKET	Food for 5th grade springbrook trip - ne	\$ 246.75
174	IOWA WATER MANAGEMENT-	Monthly Water Testing Contract/IN6441	\$ 435.00
175	IRON MOUNTAIN RECORDS MANAGEMENT-	Services	\$ 29.70
176	JIM SHIPLEY & ASSOCIATES-	Classroom Coaching April 14-16, 2015	\$ 3,121.87
177	JIM SHIPLEY & ASSOCIATES-	Classroom Coaching April 14-16, 2015	\$ 3,121.87
178	JOHNSON CONTROLS-	Fire Alarm Repair at UHS/1-20488276001/	\$ 285.00
179	JOHNSON CONTROLS-	Fire Alarm Repair at UHS/1-20488276001/P	\$ 1,060.67
180	JOHNSON, MICHELLE	REIMBURSE FOR EYEGASSES	\$ 156.00
181	JOHNSTONE SUPPLY	FHP Belts 4L230	\$ 6.96
182	JOHNSTONE SUPPLY	FHP Belts 4L-230//3028204-01-00	\$ 41.76
183	JONES SCHOOL SUPPLY	Jones Lapel Pins - Band	\$ 94.25
184	JUICEBOX INTERACTIVE-	SERVICES	\$ 2,970.00
185	KARAIDOS, SHAWN	Mileage	\$ 39.15
186	LAKESHORE LEARNING MATERIALS	ADD'L SUPPLIES/SHIPPING	\$ 19.96
187	LAKESHORE LEARNING MATERIALS	Big Beanbag Seat	\$ 69.99
188	LAKESHORE LEARNING MATERIALS	Chilean Rainsticks	\$ 19.99
189	LAKESHORE LEARNING MATERIALS	Privacy Partitions	\$ 83.97
190	LAKESHORE LEARNING MATERIALS	Shipping	\$ 26.09
191	LAKESHORE LEARNING MATERIALS	ZZ758 - Connect & Store Book Bins - Red	\$ 94.81
192	LEARNING ZONEXPRESS-	Baking Basics Yeast Breas 123 Easy	\$ 25.00
193	LEARNING ZONEXPRESS-	Design all about textiles 300006	\$ 79.95
194	LEARNING ZONEXPRESS-	Fashion Frenzy 3250-DVD	\$ 79.95
195	LEARNING ZONEXPRESS-	Inernational Foods #1172	\$ 39.95
196	LEARNING ZONEXPRESS-	interior Design project 3510 DVD	\$ 79.95
197	LEARNING ZONEXPRESS-	Kitchen Math workbooks #1182	\$ 52.41
198	LEARNING ZONEXPRESS-	Kitchen Safety #3390 DVD	\$ 49.95
199	LEARNING ZONEXPRESS-	Math in the Kitchen DVD	\$ 49.95
200	LEARNING ZONEXPRESS-	meals in minutes Video 3477D	\$ 49.95
201	LEARNING ZONEXPRESS-	Shipping	\$ 32.52

202	LEARNING ZONEXPRESS-	Web-based Ethnic Foods Activities #1160	\$ 34.95
203	MAIL SERVICES, LLC-	Services	\$ 292.05
204	MAIL SERVICES, LLC-	SERVICES	\$ 234.83
205	MARC HAVNEN, INC	1 1/2" Metro West graduate medals on ribb	\$ 685.00
206	MARCIA BRENNER ASSOCIATES-	Services	\$ 450.00
207	MENARDS	9 Volt Battery for Light Meter/07747	\$ 3.45
208	MENARDS	Bulbs for Food Service/07150	\$ 46.47
209	MENARDS	Hardware/06291	\$ 61.14
210	MENARDS	Lighting Repair Parts/06025	\$ 18.89
211	MENARDS	Painting Supplies/7047	\$ 35.94
212	MENARDS	Plumbing Parts for Jensen, RG/06241	\$ 9.61
213	MENARDS	Power Supply Cords for Activities/07419	\$ 19.96
214	MENARDS	Supplies for boats (Jim Happe)	\$ 276.73
215	MENARDS	Truck Supplies/06596	\$ 39.94
216	METRO WEST LEARNING CENTER-	Invoice #17108 Consulting Services For T	\$ 1,377.50
217	METRO WEST LEARNING CENTER-	Invoice 17164 TW Consulting Services	\$ 1,092.50
218	METRO WEST LEARNING CENTER-	Invoice #17264 Consulting Services For T	\$ 1,900.00
219	MIDAMERICAN ENERGY-	High School	\$ 14,896.04
220	MIDAMERICAN ENERGY-	High School	\$ 51.21
221	MIDAMERICAN ENERGY-	Jensen	\$ 126.99
222	MIDAMERICAN ENERGY-	Jensen	\$ 1,559.62
223	MIDAMERICAN ENERGY-	Karen Acres	\$ 1,938.11
224	MIDAMERICAN ENERGY-	Metro West	\$ 41.66
225	MIDAMERICAN ENERGY-	Metro West	\$ 306.61
226	MIDAMERICAN ENERGY-	Middle School	\$ 5,693.43
227	MIDAMERICAN ENERGY-	Olmsted	\$ 29.98
228	MIDAMERICAN ENERGY-	Olmsted	\$ 3,008.12
229	MIDAMERICAN ENERGY-	Rolling Green	\$ 2,131.59
230	MIDAMERICAN ENERGY-	Valerius	\$ 153.19
231	MIDAMERICAN ENERGY-	Valerius	\$ 1,866.01
232	MIDWEST BEARING AND SUPPLY	Grease Seal/83177	\$ 6.24
233	NASCO-	LS02407M Earthworms 8-10"	\$ 89.25
234	NEIL ENTERPRISES, INC.	Years of Service Awards	\$ 1,687.53
235	OFFICE DEPOT-(USE FOR ALL)	139720 - Pink Bevel Erasers	\$ 48.60
236	OFFICE DEPOT-(USE FOR ALL)	181586 - Ballpoint Stick Pens - Red	\$ 24.32
237	OFFICE DEPOT-(USE FOR ALL)	203174 - Highlighters	\$ 49.23
238	OFFICE DEPOT-(USE FOR ALL)	206426 - Eraser Caps - Pack of 72	\$ 4.35
239	OFFICE DEPOT-(USE FOR ALL)	230102 - - 12"x18" Construction Paper -	\$ 50.60
240	OFFICE DEPOT-(USE FOR ALL)	258781 - Dry Erase Fine Point Markers -	\$ 83.28
241	OFFICE DEPOT-(USE FOR ALL)	259251 - Dru Erase Markers - Black - Pac	\$ 109.00
242	OFFICE DEPOT-(USE FOR ALL)	270312 - Pencils - box of 144	\$ 342.81
243	OFFICE DEPOT-(USE FOR ALL)	273664 - - 12"x18" Construction Paper -	\$ 70.40
244	OFFICE DEPOT-(USE FOR ALL)	274126 - - 12"x18" Construction Paper -	\$ 34.00
245	OFFICE DEPOT-(USE FOR ALL)	293799 - Wirebound Notebooks - Pack of	\$ 229.45
246	OFFICE DEPOT-(USE FOR ALL)	307688 - - 12"x18" Construction Paper -	\$ 34.20
247	OFFICE DEPOT-(USE FOR ALL)	337998 - Ruled Filler Paper - Ream of 5	\$ 163.00
248	OFFICE DEPOT-(USE FOR ALL)	338293 - - 12"x18" Construction Paper -	\$ 50.00
249	OFFICE DEPOT-(USE FOR ALL)	338376 - - 12"x18" Construction Paper -	\$ 50.80
250	OFFICE DEPOT-(USE FOR ALL)	338475 - - 12"x18" Construction Paper -	\$ 50.20
251	OFFICE DEPOT-(USE FOR ALL)	338616 - - 12"x18" Construction Paper -	\$ 49.60
252	OFFICE DEPOT-(USE FOR ALL)	338657 - 12"x18" Construction Paper - Bl	\$ 49.80
253	OFFICE DEPOT-(USE FOR ALL)	338756 - - 12"x18" Construction Paper -	\$ 51.20
254	OFFICE DEPOT-(USE FOR ALL)	3442452 Energize Dbl A batteries pkg of	\$ 40.36
255	OFFICE DEPOT-(USE FOR ALL)	386151 - Post It Notes 3"x3" - Pack of 2	\$ 703.80
256	OFFICE DEPOT-(USE FOR ALL)	3x3" Super Stick Notes Pop-up, Canary, P	\$ 21.84
257	OFFICE DEPOT-(USE FOR ALL)	3x3" Super Sticky Notes, Canary, Pk. of	\$ 59.04
258	OFFICE DEPOT-(USE FOR ALL)	3x3" Super Sticky Notes, Rio De Janeiro	\$ 24.34
259	OFFICE DEPOT-(USE FOR ALL)	403508 - 48"x36" bulletin board	\$ 37.99
260	OFFICE DEPOT-(USE FOR ALL)	504928 - Color Pencils	\$ 151.00
261	OFFICE DEPOT-(USE FOR ALL)	528712 - Dry Erase Markers	\$ 763.00
262	OFFICE DEPOT-(USE FOR ALL)	591215 - 2-Hole Manual Pencil Sharpener	\$ 174.00
263	OFFICE DEPOT-(USE FOR ALL)	624900 - Sheet Protectors	\$ 368.00
264	OFFICE DEPOT-(USE FOR ALL)	715505 - 4"x6" Index Cards - Pack of 300	\$ 54.40
265	OFFICE DEPOT-(USE FOR ALL)	757750 - 3"x5" Index Cards - Pack Of 30	\$ 94.50
266	OFFICE DEPOT-(USE FOR ALL)	899760 - 12 Rulers	\$ 74.97
267	OFFICE DEPOT-(USE FOR ALL)	913439 - Avery t-Tab Dividers - Pack of	\$ 87.96
268	OFFICE DEPOT-(USE FOR ALL)	991992 - 9"x12 1/2" Clipboard	\$ 182.50

269	OFFICE DEPOT-(USE FOR ALL)	EXPO Vis-A-Vis Wet-Erase Fine Tip Marker	\$ 47.64
270	OFFICE DEPOT-(USE FOR ALL)	EXPO Vis-A-Vis Wet-Erase Fine Tip Marker	\$ 35.07
271	OFFICE DEPOT-(USE FOR ALL)	Hammermill Great White Color Copy Paper,	\$ 52.99
272	OFFICE DEPOT-(USE FOR ALL)	Master Caster Giant Foot Door Stop, Brow	\$ 38.00
273	OFFICE DEPOT-(USE FOR ALL)	OD Loose-Leaf Rings, 1", box of 100	\$ 27.00
274	OFFICE DEPOT-(USE FOR ALL)	Pacon Chart Tablet, 24x32", 1 1/2" Ruled	\$ 114.00
275	OFFICE DEPOT-(USE FOR ALL)	Pendaflex Ready-Tab Hanging Folders, Gre	\$ 67.45
276	OFFICE DEPOT-(USE FOR ALL)	Scotch Heavy-Duty Shipping Tape, Pack of	\$ 60.56
277	OFFICE DEPOT-(USE FOR ALL)	Single Hole Punch, Chrome	\$ 4.44
278	OFFICE DEPOT-(USE FOR ALL)	Super Sticky Full Adhesive Notes, 2x2",	\$ 5.98
279	OFFICE OF CHILD SUPPORT ENFORCEMENT	Withholdings 05/08/2015	\$ 313.00
280	PANERA BREAD	Denise Wood + 3 Lunch for consultant	\$ 41.02
281	PERFECTION LEARNING CORPORATION	Automation Kit, attached	\$ 45.00
282	PERFECTION LEARNING CORPORATION	IASL Award Book Order - Iowa Teen Award	\$ 376.55
283	PERFECTION LEARNING CORPORATION	Teacher Guide & CD (Chris Covington)	\$ 41.95
284	PHOENIX CHILDRENS ACADEMY(WAS BRADFORD)	PARTNER PRESCHOOL-MAY '15	\$ 5,098.68
285	PLUMB SUPPLY COMPANY	Basin Adapter/3348705	\$ 59.18
286	PLUMB SUPPLY COMPANY	Drinking Fountain with bottle filler/338	\$ 944.35
287	PLUMB SUPPLY COMPANY	MAPP Gas/3369701	\$ 22.04
288	PLUMB SUPPLY COMPANY	Plumbing Supplies/3376296	\$ 222.64
289	PLUMB SUPPLY COMPANY	Solder/3369701	\$ 27.33
290	PLUMB SUPPLY COMPANY	Upper Shroud/3365620	\$ 168.48
291	POLK CO SCHOOL EEMPL CREDIT UNION	Withholdings 05/08/2015	\$ 89.00
292	POLK COUNTY SHERIFF'S OFFICE	Withholdings 05/08/2015	\$ 170.86
293	PRAXAIR DISTRIBUTION INC	Cylinder Rental/52520313	\$ 122.49
294	PROFESSIONAL PRODUCTS	Years of Service Awards	\$ 216.00
295	PUSH PEDAL PULL	CYBEX FT 360 O-Line Press	\$ 900.00
296	QUILL CORPORATION-	Acco Jumbo Paper Clips	\$ 27.75
297	QUILL CORPORATION-	BIC Round Stic Pens, Medium Pt., Black	\$ 3.70
298	QUILL CORPORATION-	BIC Round Stic Pens, Medium Pt., Blue	\$ 3.70
299	QUILL CORPORATION-	BIC Wite-Out Correction Tape; 10 pk.	\$ 11.14
300	QUILL CORPORATION-	Binder Clips, Mini 1/4"	\$ 1.40
301	QUILL CORPORATION-	Command Poster Strips, 48 pk.	\$ 15.18
302	QUILL CORPORATION-	Crayola Artista Tempera Paint, Black	\$ 38.28
303	QUILL CORPORATION-	Crayola Artista Tempera Paint, Blue	\$ 38.28
304	QUILL CORPORATION-	Crayola Artista Tempera Paint, Brown	\$ 38.28
305	QUILL CORPORATION-	Crayola Artista Tempera Paint, Green	\$ 38.28
306	QUILL CORPORATION-	Crayola Artista Tempera Paint, Orange	\$ 38.28
307	QUILL CORPORATION-	Crayola Artista Tempera Paint, Red	\$ 38.28
308	QUILL CORPORATION-	Crayola Artista Tempera Paint, Violet	\$ 19.14
309	QUILL CORPORATION-	Crayola Artista Tempera Paint, White	\$ 38.28
310	QUILL CORPORATION-	Crayola Artista Tempera Paint, Yellow	\$ 38.28
311	QUILL CORPORATION-	Dixon Ticonderoga, #2 Pencil	\$ 23.46
312	QUILL CORPORATION-	Duracell AAA Batteries, 24 pk.	\$ 47.97
313	QUILL CORPORATION-	Duracell AA Batteries, 24 pk.	\$ 31.98
314	QUILL CORPORATION-	Elmer's Rubber Cement, 4 oz. bottles	\$ 12.30
315	QUILL CORPORATION-	Elmer's Tack Adhesive Putty	\$ 34.80
316	QUILL CORPORATION-	Index Cards, 3x5", Blank, White	\$ 12.50
317	QUILL CORPORATION-	Index Cards, 3x5", Ruled, White	\$ 12.50
318	QUILL CORPORATION-	Index Cards, 4x6", Blank, White	\$ 139.50
319	QUILL CORPORATION-	Index Cards, 4x6", Ruled, White	\$ 30.50
320	QUILL CORPORATION-	Index Cards, 5x8", Blank, White	\$ 21.75
321	QUILL CORPORATION-	Index Cards, 5x8", Ruled, White	\$ 20.75
322	QUILL CORPORATION-	misc office supplies	\$ 1,360.22
323	QUILL CORPORATION-	Pacon Ruled Chart 1", 32x24"	\$ 120.00
324	QUILL CORPORATION-	Post-It Self-Stick Flip Chart Wall Pad;	\$ 33.59
325	QUILL CORPORATION-	Shaprie King-Sized Perm. Markers, Black	\$ 17.99
326	QUILL CORPORATION-	Sharpie Flip Chart Waterbased Markers, 8	\$ 43.14
327	QUILL CORPORATION-	Sharpie Perm. Markers; Fine Point; 8-col	\$ 12.78
328	QUILL CORPORATION-	Sharpie Super Twin-Tip Perm. Marker; Bla	\$ 12.48
329	QUILL CORPORATION-	SUPPLIES	\$ 7.19
330	QUILL CORPORATION-	toner, electric pencil sharpener, copier	\$ 163.58
331	RALPH N SMITH, INC	Cove Base Adhesive	\$ 52.56
332	R & R REALTY GROUP	LEASE-A/O-JUNE '15	\$ 5,846.19
333	SCHOLASTIC BOOK FAIR	Books for classroom (Chris Covington)	\$ 21.00
334	SCHOOL HEALTH	adhesive bandages 50/box	\$ 12.94
335	SCHOOL HEALTH	AH21327 School Health Premium Powder-Fre	\$ 24.15



336	SCHOOL HEALTH	AH21327 School Health Premium Powder-Fre	\$ 24.15
337	SCHOOL HEALTH	coverlet fabric bandages bulk - 8100/cas	\$ 247.05
338	SCHOOL HEALTH	exam gloves 100/box	\$ 31.84
339	SCHOOL HEALTH	knuckle bandages	\$ 6.20
340	SCHOOL HEALTH	medicine cups	\$ 37.00
341	SCHOOL HEALTH	SHIPPING	\$ 16.98
342	SCHOOL HEALTH	Shipping and Handling	\$ 5.62
343	SCHOOL HEALTH	Shipping and Handling	\$ 5.62
344	SCHOOL HEALTH	sponges 200/bag	\$ 25.20
345	SCHOOL HEALTH	sponges 6pk	\$ 22.45
346	SCHOOL HEALTH	tooth treasure chest	\$ 27.70
347	SCHOOL HEALTH	towelettes 100/box	\$ 7.92
348	SCHOOL NURSE SUPPLY, INC.-	15630 - Ziploc Baggies	\$ 77.80
349	SCHOOL NURSE SUPPLY, INC.-	15945 - 2"x5 yds Wrap	\$ 13.90
350	SCHOOL NURSE SUPPLY, INC.-	16920 - 4"x4" Sterile Gauze Pads - box o	\$ 7.49
351	SCHOOL NURSE SUPPLY, INC.-	17549 - Sponge	\$ 35.80
352	SCHOOL NURSE SUPPLY, INC.-	22044 - 3 oz. Cups	\$ 37.90
353	SCHOOL NURSE SUPPLY, INC.-	22083 - Vinyl Powdered Exam Gloves - Lg	\$ 67.50
354	SCHOOL NURSE SUPPLY, INC.-	9242 - Band-aids - box of 1200	\$ 69.00
355	SCHOOL SPECIALTY INC	3M 201+Masking Tape, 1" x 60 yds.	\$ 92.40
356	SCHOOL SPECIALTY INC	Binder Clips, Small	\$ 6.96
357	SCHOOL SPECIALTY INC	blue violet watercolor	\$ 15.54
358	SCHOOL SPECIALTY INC	blue watercolor refill	\$ 15.54
359	SCHOOL SPECIALTY INC	Brass Plated Fasteners, #2, 1/2"	\$ 5.40
360	SCHOOL SPECIALTY INC	Brass Plated Fasteners, #3, 3/4"	\$ 11.80
361	SCHOOL SPECIALTY INC	Brass Plated Fasteners, #4, 1"	\$ 6.90
362	SCHOOL SPECIALTY INC	Brown watercolor refill	\$ 7.77
363	SCHOOL SPECIALTY INC	Drawing paper 12x18	\$ 27.29
364	SCHOOL SPECIALTY INC	Drawing paper 9x12	\$ 13.64
365	SCHOOL SPECIALTY INC	Expo 22 oz. spray bottle	\$ 17.76
366	SCHOOL SPECIALTY INC	Expo Gallon Refill	\$ 54.76
367	SCHOOL SPECIALTY INC	Glue Sticks, 1.27 oz.	\$ 10.18
368	SCHOOL SPECIALTY INC	Green watercolor refill	\$ 15.54
369	SCHOOL SPECIALTY INC	H&S Lesson Plan Book, 8 subject, 40 week	\$ 19.84
370	SCHOOL SPECIALTY INC	Insertable Tab Indexes, 8-tab	\$ 32.40
371	SCHOOL SPECIALTY INC	Magnetic Dry Eraser	\$ 47.00
372	SCHOOL SPECIALTY INC	orange watercolor refill	\$ 15.54
373	SCHOOL SPECIALTY INC	Paint black watercolor refill	\$ 7.77
374	SCHOOL SPECIALTY INC	Paper Punch w/Grip	\$ 9.40
375	SCHOOL SPECIALTY INC	Pilot G-TEC-C Gel Rolling Ball Pen	\$ 17.36
376	SCHOOL SPECIALTY INC	red orange watercolor	\$ 15.54
377	SCHOOL SPECIALTY INC	red violet watercolor refill	\$ 15.54
378	SCHOOL SPECIALTY INC	red watercolor refill	\$ 15.54
379	SCHOOL SPECIALTY INC	StikkiCLIPS	\$ 44.80
380	SCHOOL SPECIALTY INC	turquoise blue watercolor	\$ 15.54
381	SCHOOL SPECIALTY INC	violet watercolor refill	\$ 15.54
382	SCHOOL SPECIALTY INC	Yellow watercolor refill	\$ 15.54
383	SCOTT ELECTRIC	NP16LP Lamps for NEC M300W	\$ 836.00
384	SIGNS NOW!	ADA Signs for Compliance/MH-73056	\$ 676.25
385	SIME, ANGELA	Target Receipt # 2-5119-2041-0075-0730-9	\$ 38.84
386	SOENKE-QUIST, DENA-	Services	\$ 3,375.00
387	SOLARWINDS, INC-	Quote QN498848 - WebHelpDesk 12-seat lic	\$ 1,356.00
388	S & S WORLDWIDE	Offer Code - Free Shipping plus \$20.00 o	\$ (20.00)
389	S & S WORLDWIDE	Spectrum Rubber Soccer Ball Set of 6	\$ 105.98
390	STIPEND VENDOR	REFUND-SHANE WILLIAMS	\$ 50.00
391	ST PIUS X	PARTNER PRESCHOOL-MAY '15	\$ 5,698.53
392	ST PIUS X	Reimbursement for Education Convention	\$ 1,253.36
393	STROOPE, CHRISTY	MILEAGE	\$ 20.70
394	STROOPE, CHRISTY	Parking Reimbursement For C. Stroope	\$ 6.00
395	SUPPLYWORKS (PREV AMSAN)	Drain hose for valerius	\$ 26.67
396	TARGET	3 24"x36" frames	\$ 47.00
397	TARGET	Supplies for 7th grade science	\$ 57.85
398	TENNANT SALES AND SERVICE CO	equipment maintenance	\$ 347.21
399	TONER PLACE, THE	Toner	\$ 675.00
400	TONER PLACE, THE	Toner	\$ 135.00
401	TONER PLACE, THE	Toner	\$ 51.00
402	TONER PLACE, THE	Toner	\$ 77.00

403	TRANSWORLD SYSTEMS, INC.	SERVICES	\$ 297.47
404	UE LOCAL 893	Withholdings 05/08/2015	\$ 207.00
405	URBANDALE BOOSTER CLUB	Years of Service Awards	\$ 118.85
406	URBANDALE HOT LUNCH	Cake/punch/water/paper products for reti	\$ 100.80
407	URBANDALE WATER UTILITY	WATER/SEWER	\$ 275.45
408	URBANDALE WATER UTILITY	WATER/SEWER	\$ 274.56
409	URBANDALE WATER UTILITY	WATER/SEWER	\$ 423.40
410	URBANDALE WATER UTILITY	WATER/SEWER	\$ 299.40
411	URBANDALE WATER UTILITY	WATER/SEWER	\$ 235.22
412	URBANDALE WATER UTILITY	WATER/SEWER	\$ 531.60
413	URBANDALE WATER UTILITY	WATER/SEWER	\$ 1,143.06
414	URBANDALE WATER UTILITY	WATER/SEWER	\$ 2,766.71
415	WALSH DOOR & HARDWARE CO	Door Repair/222492	\$ 415.53
416	WASTE CONNECTIONS OF DM	SERVICES	\$ 99.63
417	WASTE MANAGEMENT OF IOWA	SERVICES	\$ 4,016.03
418	WEX BANK (WAS FLEET SVCS/WRIGHT EXP)	SERVICES	\$ 2,031.57
419	WHITE, DAVID	Car rental DECA trip	\$ 376.92
420	WINDSTAR LINES-	CHARTER - JV/VAR BOYS SOCCER TO FT DODGE	\$ 690.00
421	WINDSTAR LINES-	CHARTER JV/VAR BOYS TENNIS TO MASON CITY	\$ 150.00
422	WINDSTAR LINES-	CHARTER - JV/V BOYS TENNIS TO FORT DODGE	\$ 690.00
423	WINDSTAR LINES-	Charter Service	\$ 150.00
424	WOODMAN INC-	Material Replacement payment 2nd Quarter	\$ 950.00
425	ZWICK, HEIDI	Mileage	\$ 34.73
426	<b>10 - GENERAL</b>	<b>** Fund Total **</b>	<b>\$ 277,144.25</b>
427			
428	<b>21 - STUDENT ACTIVITY</b>		
429	ARTEAGO ALVARADO, EDICSON-	OFFICIAL - JV/VAR GIRLS SOCCER 5.4.15	\$ 100.00
430	BACHHUBER, RAMI	items for Key Club rose sale	\$ 20.00
431	BOHL, DAVID-	Jazz Band Guest Artist	\$ 100.00
432	BUSH, PAUL-	OFFICIAL - JV BOYS SOCCER TRIANGULAR 4.2	\$ 142.50
433	CHASE, CHARLES (ANDY)-	OFFICIAL - JV BOYS SOCCER TRIANGULAR 4.2	\$ 142.50
434	CONTEMPORARY SERVICES CORP	Event Coverage - April 30	\$ 105.06
435	CONTEMPORARY SERVICES CORP	Event Coverage - May 1	\$ 83.17
436	DELEON, CESAR (MIGUEL)-	OFFICIAL - 9/JV BOYS SOCCER 5.5.15	\$ 95.00
437	DRINOVSKY, SHAWN-	OFFICIAL - JV/VAR GIRLS SOCCER 4.28.15	\$ 100.00
438	EDWARDS, PATRICK-	OFFICIAL - 9/JV/VAR GIRLS SOCCER 4.28.15	\$ 147.50
439	FEY, STEVEN-	Proctor AP exams	\$ 1,422.00
440	FIELD, JESSICA	items for Best Buddies	\$ 30.62
441	FLOWERAMA	ROSES FOR GIRLS SOCCER SENIOR NIGHT 5.4.	\$ 39.90
442	HALL, AMY-	Curricular Choir Clinician	\$ 100.00
443	HAYS, LYNN-	Curricular Choir Accompanist: April Hour	\$ 1,094.50
444	HEKTER, DAVID-	Track meet Supervision - 6 Meets	\$ 300.00
445	HOUSER, SCOTT-	Track Meet Event Official	\$ 100.00
446	HYVEE FOOD STORE - URBANDALE	flowers for NHS project	\$ 128.83
447	HYVEE FOOD STORE - URBANDALE	items for national honor society program	\$ 81.24
448	IMAGING TECHNOLOGIES	Copier Charges	\$ 175.72
449	IMAGING TECHNOLOGIES	STAPLES FOR COPIERS	\$ 76.00
450	INDIAN HILLS JUNIOR HIGH	ENTRY FEE - 8TH GIRLS TRACK MEET 5.5.15	\$ 50.00
451	IOWA GIRLS HS ATHLETIC UNION	HS Membership	\$ 50.00
452	IOWA GIRLS HS ATHLETIC UNION	MS Membership	\$ 50.00
453	IOWA SPORTS SUPPLY	Softballs	\$ 708.00
454	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR HS COED TRA	\$ 32.50
455	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR HS COED TRA	\$ 32.50
456	JABLONSKI, LARRY	OFFICIAL - TRACK COORDINATOR MS BOYS MEE	\$ 65.00
457	JACKSON, DOUG	OFFICIAL - JV BOYS SOCCER TRIANGULAR 4.2	\$ 142.50
458	JOHNSON, RONALD-	Concert Band Clinica	\$ 100.00
459	JOHNSTON HIGH SCHOOL	ENTRY FEE - GIRLS GOLF INVITE 5.4.15	\$ 75.00
460	JW PEPPER & SONS, INC.	Go Down Moses arr. Mark Hayes SSA # 1869	\$ 33.00
461	JW PEPPER & SONS, INC.	How Can I Stop Singing My Song Cynthis G	\$ 19.50
462	JW PEPPER & SONS, INC.	Jubilate by Carolee Curtright 2 part # 1	\$ 42.90
463	JW PEPPER & SONS, INC.	Nigra Sum by Pablo Casals SSA # 984989	\$ 15.00
464	JW PEPPER & SONS, INC.	Richard Hundley 8 Songs # 745791	\$ 33.90
465	JW PEPPER & SONS, INC.	Shipping Continental US Ground Service	\$ 14.99
466	JW PEPPER & SONS, INC.	Under Pressure arr. Mac Huff 2 part # 10	\$ 1.95
467	KEELING, FREDERICK-	Event Supervisor - May 1	\$ 75.00
468	KIE/KINTETSU INTL INC-	payment for the students going on the Ja	\$ 24,129.00
469	LANDOLT, JESSE-	Track Meet Event Official	\$ 50.00

470	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER HS COED TR	\$ 62.50
471	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER HS COED TR	\$ 62.50
472	LEUTZINGER, RICHARD-	OFFICIAL - ASST TRACK STARTER, MS BOYS M	\$ 125.00
473	NELSON, DR LEE	Curricular Choir Clinician	\$ 200.00
474	NELSON, DR LEE	Round Trip Mileage	\$ 155.25
475	NIGHTINGALE, RICHARD (RICK)-	OFFICIAL - JV/VAR GIRLS SOCCER 5.4.15	\$ 100.00
476	RAY CENTER	Foundations Development - \$1000 from Dav	\$ 2,500.00
477	SOFTIC, MUNIZ-	OFFICIAL - 9/JV BOYS SOCCER 5.5.15	\$ 95.00
478	UNITYPOINT DES MOINES (WAS IOWA HEALTH)-	ATC Coverage	\$ 2,500.00
479	URBANDALE HOT LUNCH	11 dozen cookies for kindergarten visit	\$ 65.00
480	VALLEY, AARON-	OFFICIAL, JV/VAR GIRLS SOCCER 5.4.15	\$ 100.00
481	WERLING, RON-	OFFICIAL - TRACK STARTER HS COED TRACK M	\$ 72.50
482	WERLING, RON-	OFFICIAL - TRACK STARTER HS COED TRACK M	\$ 72.50
483	WERLING, RON-	OFFICIAL - TRACK STARTER MS BOYS MEET 5.	\$ 145.00
484	WHITE, DAVID	Car rental for DECA trip	\$ 276.53
485	WHITE, DAVID	parking for DECA trip	\$ 51.96
486	WHITE, DAVID	reimbursement for Toll fees DECA trip	\$ 9.50
487	ZELAYA, HECTOR-	OFFICIAL - 9/JV/VAR GIRLS SOCCER 4.28.15	\$ 147.50
488	<b>21 - STUDENT ACTIVITY</b>	<b>** Fund Total **</b>	<b>\$ 37,046.02</b>
489			
490	<b>33 - SALE TAX FUND</b>		
491	DLR GROUP	Services	\$ 33,437.25
492	THERMAL SERVICES-	Replace frozen coil on AHU B-1/2/5/15	\$ 16,245.45
493	<b>33 - SALE TAX FUND</b>	<b>** Fund Total **</b>	<b>\$ 49,682.70</b>
494			
495	<b>40 - DEBT SERVICE</b>		
496	WELLS FARGO BANK	Services	\$ 4,800.00
497	<b>40 - DEBT SERVICE</b>	<b>** Fund Total **</b>	<b>\$ 4,800.00</b>
498			
499	<b>61 - SCHOOL NUTRITION</b>		
500	AMERICAN BOTTLING CO (WAS DR PEPPER)	BOTTLED WATER	\$ 302.40
501	EARTHGRAINS BAKING CO--BIMBO BAKERIES	BREAD	\$ 670.45
502	GOODWIN TUCKER GROUP-	REPAIR OF CARTS	\$ 334.44
503	HEARTLAND AEA 11	SUPPLIES/SERVICES	\$ 4.50
504	HERMAN, JENNIFER	MILEAGE	\$ 11.90
505	HILAND DAIRY FOODS	Milk	\$ 6,519.41
506	KECK, INC	GOVERNMENT COMMODITY	\$ 109.63
507	LOFFREDO FRESH PRODUCE CO.	Produce	\$ 3,391.34
508	MARTIN BROTHERS DISTRIBUTING	Chemical	\$ 292.61
509	MARTIN BROTHERS DISTRIBUTING	Food	\$ 23,493.87
510	MARTIN BROTHERS DISTRIBUTING	Paper	\$ 791.16
511	RBI DISTRIBUTING	BOTTLED FLAVORED WATER	\$ 1,125.00
512	DEBORAH KILLIAN	REFUND	\$ 45.95
513	ED KLAVINS	REFUND	\$ 48.85
514	KATIE RAMSEY	REFUND	\$ 47.55
515	MARTHA CROSSER	REFUND	\$ 10.90
516	TRUCK EQUIPMENT	REPAIR OF TRUCK	\$ 377.78
517	<b>61 - SCHOOL NUTRITION</b>	<b>** Fund Total **</b>	<b>\$ 37,577.74</b>
518			
519	<b>62 - CHILD CARE</b>		
520	ALLEGRA (WAS THE PRINTING STATION)	Printing Adventuretime	\$ 156.85
521	BLANK PARK ZOO	Rolling Green Preschool Field Trip 5/7/1	\$ 220.00
522	BLANK PARK ZOO	Webster 3 Year Old Field Trip May 5, 201	\$ 46.00
523	DURHAM SCHOOL SERVICES-	April Services	\$ 87.72
524	HILAND DAIRY FOODS	Milk Invoice 4626332, 4626374, 4626390,	\$ 209.85
525	SAM'S CLUB	Snacks and Supplies	\$ 869.64
526	SAM'S CLUB	Snacks and Supplies	\$ 437.95
527	<b>62 - CHILD CARE</b>	<b>** Fund Total **</b>	<b>\$ 2,028.01</b>
528			
529	<b>64 - BUILDING TRADES</b>		
530	MENARDS	Supplies	\$ 49.88
531	POLYRAISE OF CENTRAL IOWA	Services	\$ 261.80
532	RUSTY PARKINS ENTERPRISES INC	Services	\$ 225.00
533	URBANDALE WATER UTILITY	WATER/SEWER	\$ 5.39
534	WOODSMITH STORE, THE	Supplies	\$ 109.47
535	<b>64 - BUILDING TRADES</b>	<b>** Fund Total **</b>	<b>\$ 651.54</b>
536			



537	<b>65 - COMMUNITY EDUCATION</b>		
538	BAXTER, JOSHUA-	Spring League Umpire	\$ 120.00
539	CONTEMPORARY SERVICES CORP	Event Coverage - May 2	\$ 70.04
540	ESSER, CAELI-	Barre Body 2	\$ 344.25
541	ESSER, CAELI-	Long and Lean	\$ 267.75
542	IOWA SPORTS SUPPLY	Youth Track Shot Puts	\$ 82.70
543	KEELING, FREDERICK-	Event Supervisor - May 2	\$ 75.00
544	KRUSE, AMANDA-	Campus Life	\$ 38.25
545	LEUTZINGER, RICHARD-	Youth Track Meet Clerk of Course	\$ 130.00
546	SAN, ANTHONY-	Breakdancing 101	\$ 114.75
547	TJEERDSMA, ADAM-	Youth Track Meet Starter	\$ 150.00
548	<b>65 - COMMUNITY EDUCATION</b>	<b>** Fund Total **</b>	<b>\$ 1,392.74</b>
549			
550	<b>71 - SELF-INSURANCE FUND</b>		
551	MARK J. BECKER & ASSOCIATES, LLC-	Services	\$ 2,553.00
552	<b>71 - SELF-INSURANCE FUND</b>	<b>** Fund Total **</b>	<b>\$ 2,553.00</b>
553			
554	<b>91 - AGENCY</b>		
555	BLANK PARK ZOO	3rd grade field trip	\$ 157.00
556	DURHAM SCHOOL SERVICES-	Bus for 5th grade field trip to Springbr	\$ 265.60
557	FOLLETT SCHOOL SOLUTIONS-	Please see attached order.	\$ 341.04
558	HENRY DOORLY ZOO	Admission fees for 15 adults and 83 stud	\$ 586.00
559	HYVEE FOOD STORE - URBANDALE	April lunch	\$ 40.00
560	HYVEE FOOD STORE - URBANDALE	Ice cream	\$ 13.18
561	HYVEE FOOD STORE - URBANDALE	items for teaher appreciation	\$ 40.00
562	HYVEE FOOD STORE - URBANDALE	Supply for Teacher Appreciation lunch	\$ 46.51
563	IOWA MARKET	5th grade field trip food	\$ 1,018.85
564	LIVING HISTORY FARMS	2nd grade field trip 82 students @ \$7.00	\$ 574.00
565	PAY-LESS/EXCEL	Adjustable podium SAFCO	\$ 125.69
566	PAY-LESS/EXCEL	Aluminum Pencil Sharpener	\$ 4.45
567	PAY-LESS/EXCEL	Brother Mobile Color page scanner	\$ 194.59
568	PAY-LESS/EXCEL	Duel Temporary 4"Glue sticks	\$ 22.17
569	PAY-LESS/EXCEL	Earbuds ultimate	\$ 136.68
570	PAY-LESS/EXCEL	Professional Protractor	\$ 8.72
571	PAY-LESS/EXCEL	Rotating outlet surge protector	\$ 38.09
572	PAY-LESS/EXCEL	Stanley Duel Melt Glue Gun	\$ 38.38
573	PAY-LESS/EXCEL	Ticonderoga pencils	\$ 38.97
574	PIESTER, AMY	Pizza party for winning classroom	\$ 40.00
575	RHODES, MISTY	Groupon - bookfair donuts for teacher pr	\$ 20.00
576	RHODES, MISTY	Reimbursement for supplies for Box tops f	\$ 66.68
577	RHODES, MISTY	Walgreens - bookfair cups for teacher pr	\$ 3.17
578	RHODES, MISTY	Walmart - bookfair snacks for teacher pr	\$ 35.00
579	ROBERTS, ROSALYN	Fleece blanket kits and card stock	\$ 196.17
580	SAM'S CLUB	items for Teacher Appreciation	\$ 119.66
581	SAYLOR, AMY	Reimbursement for Read-A-Thon and Teache	\$ 65.19
582	SCHOLASTIC BOOK FAIRS	Books for the UMS Spring Book Fair (Feb.	\$ 192.99
583	SPRINGBROOK CONSERVATION CENTER	5th grade field trip	\$ 410.00
584	URBANDALE HOT LUNCH	480 Fruit roll-ups	\$ 160.35
585	URBANDALE HOT LUNCH	Dinner for Science Night	\$ 497.63
586	<b>91 - AGENCY</b>	<b>** Fund Total **</b>	<b>\$ 5,496.76</b>
587			
588		<b>** District Total **</b>	<b>\$ 418,372.76</b>
589			
590			