



**ANKENY**  
COMMUNITY SCHOOL DISTRICT

*The Ankeny Community School District engages all students in an educational experience that equips them with the skills to flourish in and contribute to an ever-changing world.*

***Minutes***  
***Ankeny School Board Meeting***  
***November 7, 2022***  
***5:00 PM***

Please turn off cellular phone during the meeting. Thank you.

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**Members Present**

Ryan Weldon - president  
Aaron Johnson - vice president  
Sarah Barthole  
Joy Burk  
Katie Clayes  
Joshua Palik  
Amy Tagliareni

**Board Members Absent**

**Others in Attendance**

Shelly Northway  
Jessica Dirks  
Sarah Murphy  
Jennifer Jamison  
Samantha Aukes  
Dr. Darin Haack  
Melissa Schilling  
Shannon Cole  
Sue Tarasi  
Dr. Erick Pruitt  
Carol Eddy  
Dr. Jen Lindaman  
Al Neppi  
Jodie Graham  
Eleanor Fiser  
Michele Haught  
Katie Moore  
Tara Owen  
Tim Simpkins

Jason Gibson  
Jon Davis  
Taylor Bennett  
Jemma Bullock

**1. Call To Order**

**a. Board Meeting Location**

The Board meeting will be held in the west gym at Prairie Ridge Middle School located at 1010 NW Prairie Ridge Drive, Ankeny, IA 50023.

**b. The Work Session will begin at 5:00pm with the Regular Board Meeting to follow at 6:00pm**

**2. Approval Of Agenda**

On a motion by Sarah Barthole and seconded by Joy Burk, it was RESOLVED: The board approved a motion to approve and accept this agenda with an amendment to item 7d, personnel report, as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Burk, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 7 - 0.

**3. Work Session**

**a. District Audit Review Session Two Continued**

**4. Board Meeting Access**

**a. Board Meeting Access**

Livestream: [www.YouTube.com/AnkenySchools](http://www.YouTube.com/AnkenySchools)

**5. Pledge of Allegiance**

**6. Communication From The Public**

**a. Michelle Haught - DEI**

**7. Consent Agenda**

**a. Minutes**

- Regular Board Meeting Minutes October 17, 2022

**b. Open Enrollment**

**c. Paid Bills**

**d. Personnel Report**

**e. Title Programs Approval**

- Title I Basic
- Title IIA
- Title IV

**f. Out-of-state Travel Request**

- Ankeny High School Show Choir to Bloomington, MN, January 28, 2023

**g. Approval of Consent Agenda**

On a motion by Sarah Barthole and seconded by Aaron Johnson, it was RESOLVED: The board approved a motion to approve and accept these consent agenda items as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Burk, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 7 - 0.

**8. Old Business**

**a. Contracts and Agreements**

**NEW**

- Impact Community Action Partnership, Inc. - October 13, 2022- October 12, 2023 - No Cost
- Ace Hardware, Inc - October 17, 2022 - October 16, 2023 - No Cost
- Tiger Stop -2022-23 for \$4,374.00
- Leader in Me Agreement - 2022-2023 Adding Terrace Learning Center - \$3,950.00
- Heart of America Shows 2023 - ACHS Show Choir Competition in New York - March 24-25, 2023 - Paid for by Student Fundraising
- Davis Churchman - Professional Services Agreement - ACHS Show Choir Choreography - August 11-14, 2022 - \$2,500.00
- FFA Enrichment - Future Ready Night - November 7, 2022 - \$2,070.00
- Avant - License for Seal of Biliteracy - 2022-2023 - \$5,152.50
- Grant Luther - Professional Services Agreement - SVMS 8th Grade Show Choir Choreographer - November 12, 2022 -\$750.00
- Johnston Community School District - Inter-Agency Agreement for Special Education Instructional Program - 2022-2023 School Year (4)
- SVPA Architects, Inc - Stadium Phase 3 -Proposal for Design Services - 6.8% of the construction cost estimated between \$5.9 to \$6.3 million
- Literati Book Fair - Northeast Elementary - Feb. 22, 2023 - March 1, 2023
- Jennifer Petsche - Professional Services Agreement - Aug. 1-14, 2022 for

\$2,500.00

- Quizizz - Canvas Add-on Tool for Teachers - One year - \$22,750.00

### **RENEWAL**

- Bravo Greater Des Moines - 2022-2023 Passport to Culture: Student Arts Experience - No Cost
- Amplified IT, LLC - Google Workspace for Education Plus License Renewal - Nov. 1, 2022 - Nov. 1, 2023 for \$60,940.00
- ACSD - Inter-Agency Agreement for Provision of Supporting Documentation (Medicaid) - 2022-2023 School Year - Woodward-Granger CSD (1), Glenwood CSD (1), Ogden CSD (1), Johnston CSD (2), Clarke CSD (1), Southeast Polk CSD (1), and Newton CSD (1)
- ACSD - Inter-Agency Contract for Special Education Transportation Services - 2022-2023 School Year - Des Moines CSD (2) and Colo Nesco CSD (1)

**Previously approved on Oct. 17, 2022** - Attaching with the schools and numbers: ACSD Inter-Agency Contract for Special Education Instructional Program - 2022-2023 School year - Bondurant-Farrar CSD (4), Carlisle CSD (1), Chariton CSD (1), Clarke CSD (1), Des Moines CSD (17), Glenwood CSD (1), Johnston CSD (3), Lamoni CSD (1), Marshalltown CSD (3), Newton (1), North Polk CSD (4), Ogden CSD (2), Saydel CSD (2), SEP (3), and Woodward-Granger CSD (1)

On a motion by Amy Tagliareni and seconded by Aaron Johnson, it was RESOLVED: The board approved a motion to approve and accept the contracts and agreements as presented. Directors Voting in favor of the motion: Ayes: Barthole, Burk, Claeys, Johnson, Palik, Tagliareni, Weldon.  
Motion carried 7 - 0.

#### **b. Public Hearing - East and Northeast Elementary Schools Partial Re-Roofing Project**

There were no written or oral comments.

#### **c. Approve the plans, specs and form of contract for East and Northeast Elementary Schools Partial Re-Roofing Project**

On a motion by Joshua Palik and seconded by Sarah Barthole, it was RESOLVED: The board approved a motion to approve the plans, specs, and form of contract for East and Northeast Elementary Schools Partial Re-Roofing Project as recommended. Directors Voting in favor of the motion: Ayes: Barthole, Burk, Claeys, Johnson, Palik, Tagliareni, Weldon.  
Motion carried 7 - 0.

#### **d. Public Hearing - Southeast Elementary School and Parkview Middle School Partial Re-Roofing Project**

There were no written or oral comments.

#### **e. Approve the plans, specs and form of contract for Southeast Elementary School and Parkview Middle School Partial Re-Roofing Project**

On a motion by Joy Burk and seconded by Sarah Barthole, it was RESOLVED: The board

approved a motion to approve the plans, specs and form of contract for Southeast Elementary School and Parkview Middle School Partial Re-Roofing Project as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Burk, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 7 - 0.

**f. Approve SBRC for FY22 Limited English Proficient (LEP) Allowable Growth of \$135,377.12**

On a motion by Aaron Johnson and seconded by Sarah Barthole, it was RESOLVED: The board approved a motion to approve the SBRC for FY22 Limited English Proficient (LEP) Allowable Growth of \$135,377.12 as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Burk, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 7 - 0.

**9. New Business**

**a. Policies - First of Two Readings**

- 105.00 Online Content & Functionality *Minor changes for consistency and clarity*
- 213.00 Public Participation in Board Meetings *Changes to clarify time limits for speakers; additional minor changes for consistency and clarity*
- 504.70 Emergency School Closings & Procedures *Minor changes for consistency and clarity; removal of Rules & Regulations for insertion in handbook*
- 601.30 Emergency School Closings *Elimination and consolidation into 504.70*
- 606.20 Social Events *Changes for consistency and clarity; removal of detailed language for insertion in handbook*
- 400.09 Staff Access to District Provided Telecommunications, Etc. *Changes for consistency and clarity*
- 400.14 E-mail Retention *Changes for consistency and clarity*
- 807.00 Cell Phone Policy & Procedure *Changes for consistency and clarity; removal of Rules & Regulations for insertion in handbook*
- 900.00 Parent Reunification *Minor changes for consistency*
- 203.40 Committees of the Board *Changes to reflect a revised selection process for board committees; changes for consistency and clarity*
- 307.00 Resolution Protocols *Changes to procedure for reconsideration of district decisions*
- 502.04 Student Complaints & Grievances *Changes to procedure for reconsideration of district decisions; changes for consistency*
- 204.11 Grievance Procedure *Elimination via consolidation into 307.00*
- 400.56 Public Complaints about Employees *Elimination via consolidation into 307.00*
- 400.72 Intellectual Freedom *Clarification of legal balancing between First Amendment rights and responsibilities of public employees; updated legal & cross references*
- 400.48 Learning, Training, and Staff Development *Minor edits to enhance*

- transparency regarding legal requirements.*
- 602.01 Curriculum Development, Implementation, and Evaluation *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
- 605.00 Selection of Instructional Materials *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
- 605.02 Objections to Instructional Materials *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
- 605.05 Objection to Library Materials *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
- 504.42 Identifying and Reporting Child Abuse *Minor to enhance transparency regarding updated legal requirements.*
- 601.02 School Day *Minor edits to enhance transparency regarding legal requirements*
- 804.60 Capital Assets *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*

On a motion by Aaron Johnson and seconded by Joy Burk, it was RESOLVED: The board approved a motion to approve and accept the policies, first of two readings, as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Burk, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 7 - 0.

#### **b. Approve 2023-24 Program of Studies Course Recommendations**

On a motion by Joy Burk and seconded by Aaron Johnson, it was RESOLVED: The board approved a motion to approve and accept the 2023-24 Program of Studies Course Recommendations as presented.

Directors Voting in favor of the motion: Ayes: Barthole, Burk, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 7 - 0.

#### **c. Approve Student Services Assistant Job Description**

On a motion by Joy Burk and seconded by Sarah Barthole, it was RESOLVED: The board approved a motion to approve and accept the student services assistant job description as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Burk, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 7 - 0.

### **10. Board Member Reports**

Director Johnson attended the AHS school play, The Alibis, and it was really fun to watch the students perform. He participated in BizTown interviews and an Orbis class and the Orbis students spoke about how the fond experience of BizTown still resonates with them today.

Director Burk participated in BizTown interviews. It was really fun to hear all the kids interview. Prairie Trail received the National Blue Ribbon award in Washington, D.C. over the weekend, which is such an honor. She was able to hear from Terrace regarding their

building improvement plan and it was good to hear perspective from that team.

Director Barthole attended the Policy Committee meeting and BizTown interviews. She also attended the day at BizTown and it was great. It is an excellent program. She offered kuddos to Prairie Trail Elementary for being awarded the National Blue Ribbon award.

Student representative Bennett said that it is Future Ready Week and tonight is Future Ready Night where students learn about different careers that they may want to pursue. She also said that Mentors in Violence Prevention (MVP) is happening at ACHS and it is going really well.

Student representative Bullock attended the AHS play on Friday night as well. She said that the AHS Marching Hawks are officially 15 days away from going to Disney and everyone is very excited for that.

Director Palik attended the Facilities Master Plan meeting and he excited to continue those meetings and discussions. Northeast Elementary had trunk or treat and kids enjoyed that. He participated in BizTown interviews and that was a really fun experience for him.

Director Claeys attended the Policy Committee meeting last week. At that meeting, the committee started to hash out conversation regarding middle school athletic sharing agreements. Future Ready Night is happening tonight and she is thankful to the team that puts that together. She participated in BizTown interviews and all the children were delightful that she interviewed. She offered congratulations to all our fall sports, many of whom participated in regional and state competition. She congratulated Ankeny Christian Academy for winning state volleyball. She will attend the IASB convention next week and the UEN dinner. She thanked all the veterans on behalf of the board. She thanked both student representatives, Jemma and Taylor, for their participation in meetings and work sessions and noted how invaluable their voices are to the school board.

Director Tagliareni participated in BizTown interviews and said she would have hired them all! She attended the Ankeny School Foundation meeting. She told everyone to go vote tomorrow. She echoed director Claeys' sentiments regarding Veterans Day. She will attend the IASB convention next week. Future Ready Night is tonight and she offered a thank you to the team that put that together. She thanked the team that put together ESOL Night. Director Tagliareni congratulated Prairie Trail for earning the National Blue Ribbon award and she thanked the student representatives for their voices at the board table.

Director Weldon attended the Facilities Master Plan meeting where they are reviewing financial, facilities and curriculum data to determine what our facilities should look like in the future. He thanked teachers and staff that participated in trunk or treat. He will attend the IASB convention next week as well.

## **11. Superintendent Reports**

Dr. Pruitt thanked the staff at Heritage that hosted district administrators for instructional rounds. He is looking forward to November instructional rounds where a board member will be present. Dr. Pruitt traveled to Washington, D.C. and had the pleasure of walking the stage with the Prairie Trail team when they received the National Blue Ribbon award. He believes that there will be more National Blue Ribbon awards in ACSD's future. Future Ready Night is tonight! If you are not sure what you want to do after graduation, there is a person in our

district whose job it is to support students and identify what they want to do after graduation. Dr. Pruitt told students that if you don't know who that person is in your high school, go to your counselor or principal and make an appt to meet with him. Dr. Pruitt also participated in BizTown interviews and had the pleasure of swearing in the mayor of BizTown last week, Tatiana. Dr. Pruitt is really excited and looking forward to ideas that our academic services team has to expand our relationship with Junior Achievement past the 5th grade year.

## **12. Closed Session**

## **13. Adjournment**

On a motion by Joy Burk and seconded by Katie Claeys, it was RESOLVED: The meeting was adjourned at 6:38pm.

Directors Voting in favor of the motion: Ayes: Barthole, Burk, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 7 - 0.

Respectfully Submitted,

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Board President

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Board Secretary



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** District Audit Review Session Two Continued

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**ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>	<b>Type</b>	<b>Upload Date</b>
<a href="#">District Audit Review Session 2 Continued.pdf</a>	District Audit Review Session Two Continued	Support Document	11/4/2022

# **Board Work Session**

## **District Audit Report Review: Session 2**

The Vision: All Students Are Prepared to Realize  
their Postsecondary  
Aspirations

October 17, 2022



## MISSION STATEMENT

The Ankeny Community School District engages all students in an educational experience that equips them with the skills to flourish in and contribute to an ever-changing world.

## **Session objectives:**

1. Synthesize information to inform decision-making

## **Session outcomes:**

1. Analyze district data for areas of strength and opportunities for improvement.
2. Identify recommendations that allow will assist in achieving the district's mission

## Graduations Rates

Please review page 5 along with figure 3A on page 6 and provide responses to questions 1-3.

# Graduations Rates

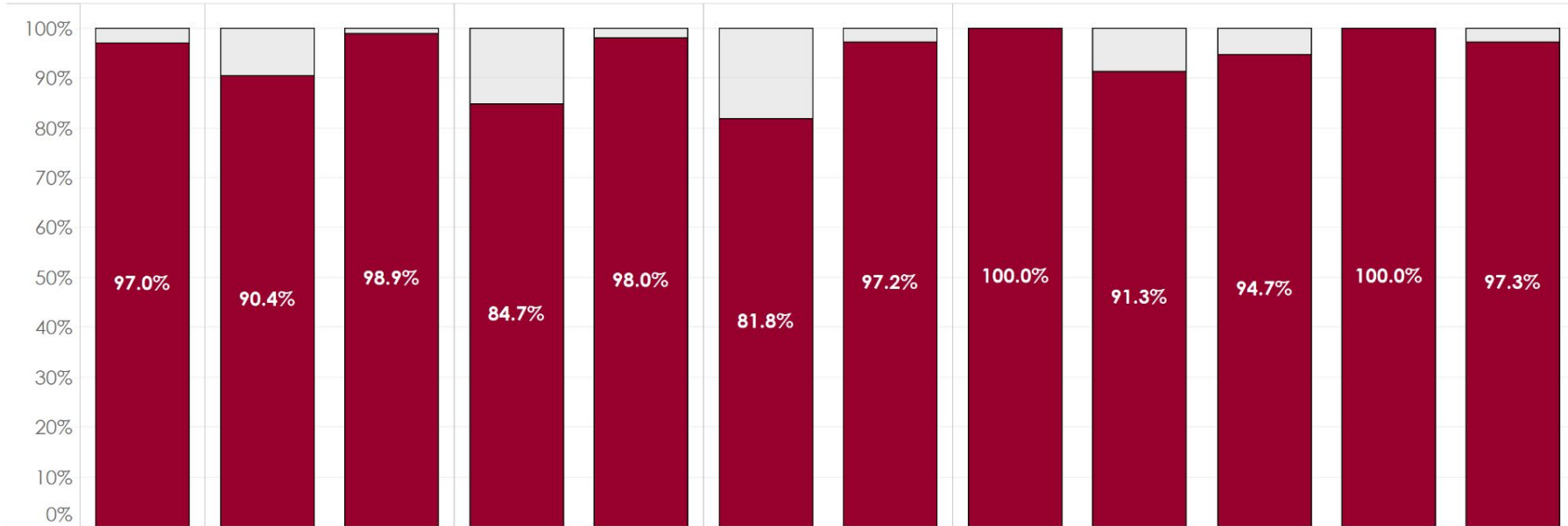
Review Figure A. Graduation Rate: 4 Years

- How does Figure A change your perspective about the student group graduation rates?



# ACSD 4-Year Graduation Rate

Class of 2020

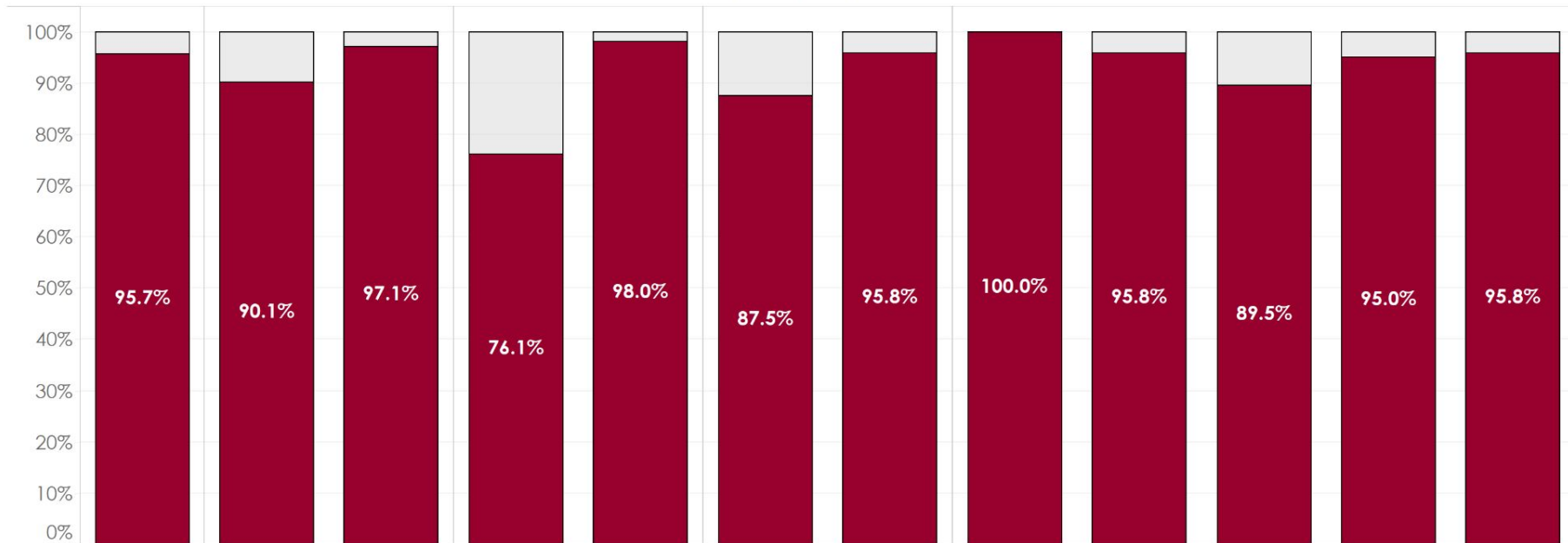


	All Students	Low SES (FRL)	Not Low SES	Students with Disabilities (IEP)	Students without an IEP	English Learners (ESOL)	English Language Proficient	Asian	Black or African American	Hispanic/ Latino	Two or More Races	White
Graduates	772	161	611	50	722	9	763	15	21	36	25	673
Non-graduates	24	17	7	9	15	2	22	0	2	2	0	19
Total	796	178	618	59	737	11	785	15	23	38	25	692



# ACSD 4-Year Graduation Rate

Class of 2021



	All Students	Low SES (FRL)	Not Low SES	Students with Disabilities (IEP)	Students without an IEP	English Learners (ESOL)	English Language Proficient	Asian	Black or African American	Hispanic/ Latino	Two or More Races	White
Graduates	802	155	647	67	735	7	795	35	16	34	19	688
Non-graduates	36	17	19	21	15	1	35	0	1	4	1	30
Total	838	172	666	88	750	8	830	35	24	38	20	718

# Attendance

Review pages 6-7 and provide responses to questions 5 and 6.



# Attendance Rates

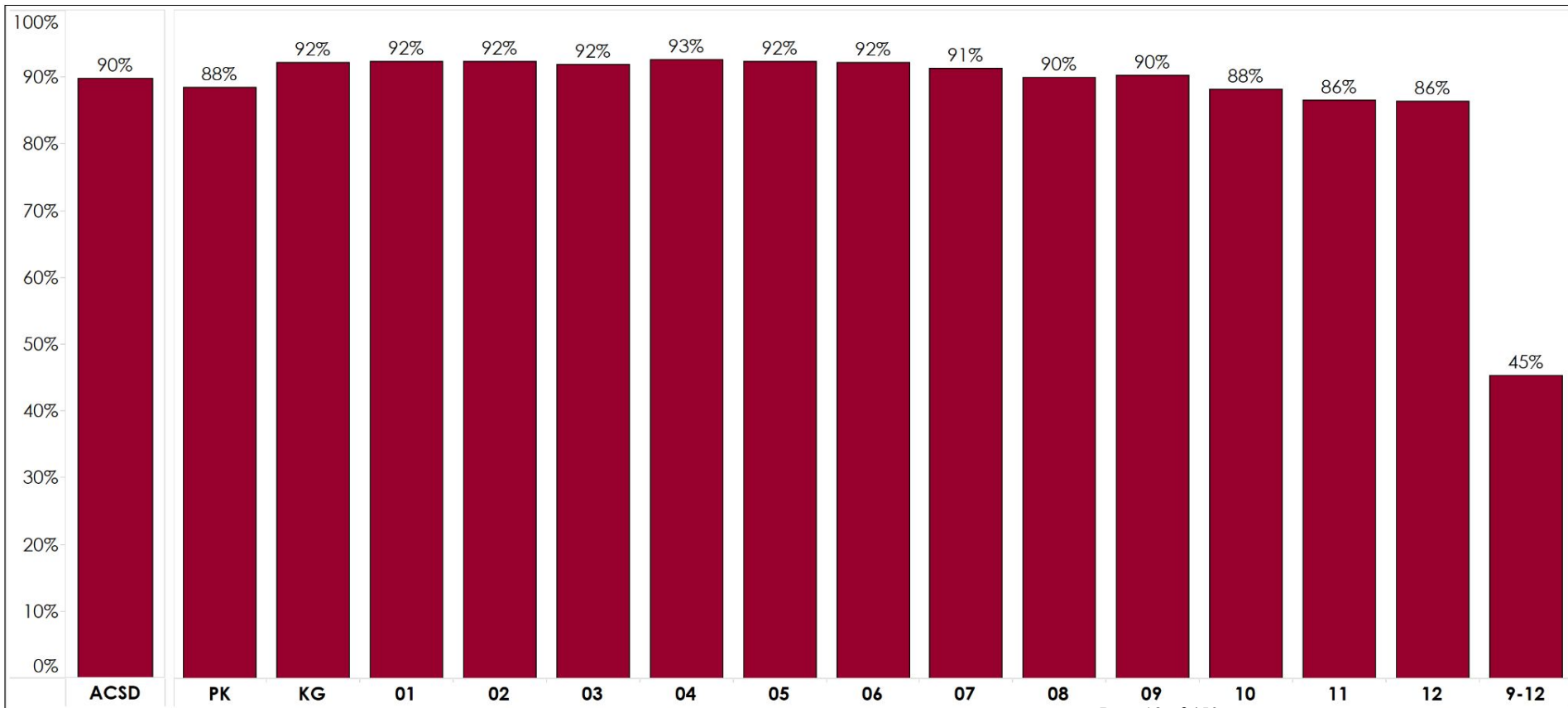
Review Figure B. 2021-2022 Attendance Rates

- Does the data provide further insight about student attendance? Why or why not?



## 2021-22 District Attendance Rates\*

Secondary based on periods, Elementary based on AM/PM



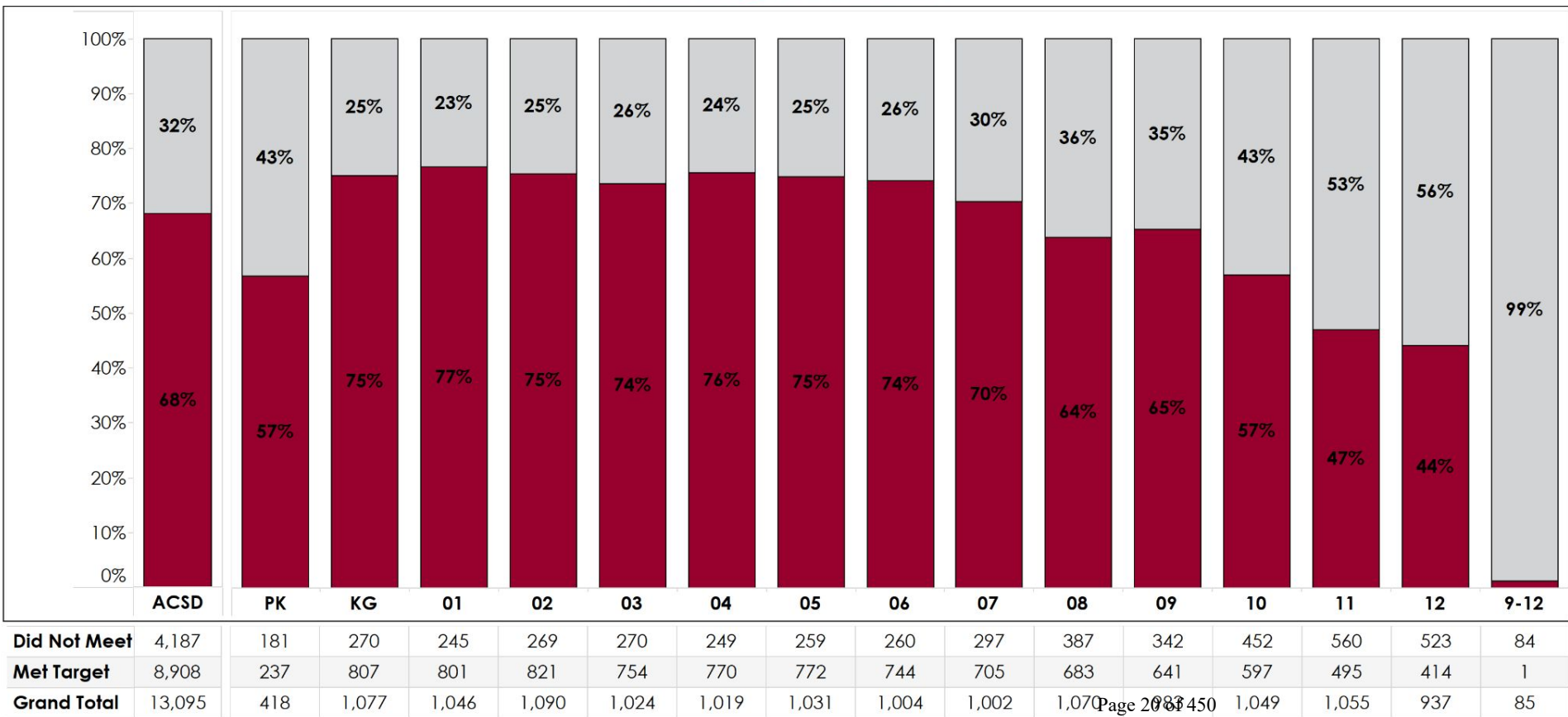
\*NOTES: Includes all students enrolled at any time of the school year.  
Includes all absences from class, including those coded as Exempt, such as early release for athletic event.



## 2021-22 District Attendance Rates\*

Secondary based on periods, Elementary based on AM/PM

Students Meeting Goal of 90% Attendance



\*NOTES: Includes all students enrolled at any time of the school year.  
Includes all absences from class, including those coded as Exempt, such as early release for athletic event.

# School Climate and Culture

Review pages 7-10 and provide responses to questions 9-11.

# Student Performance

Review pages 10-12 along with Figure C and provide responses to questions 13-15.

# Student Performance

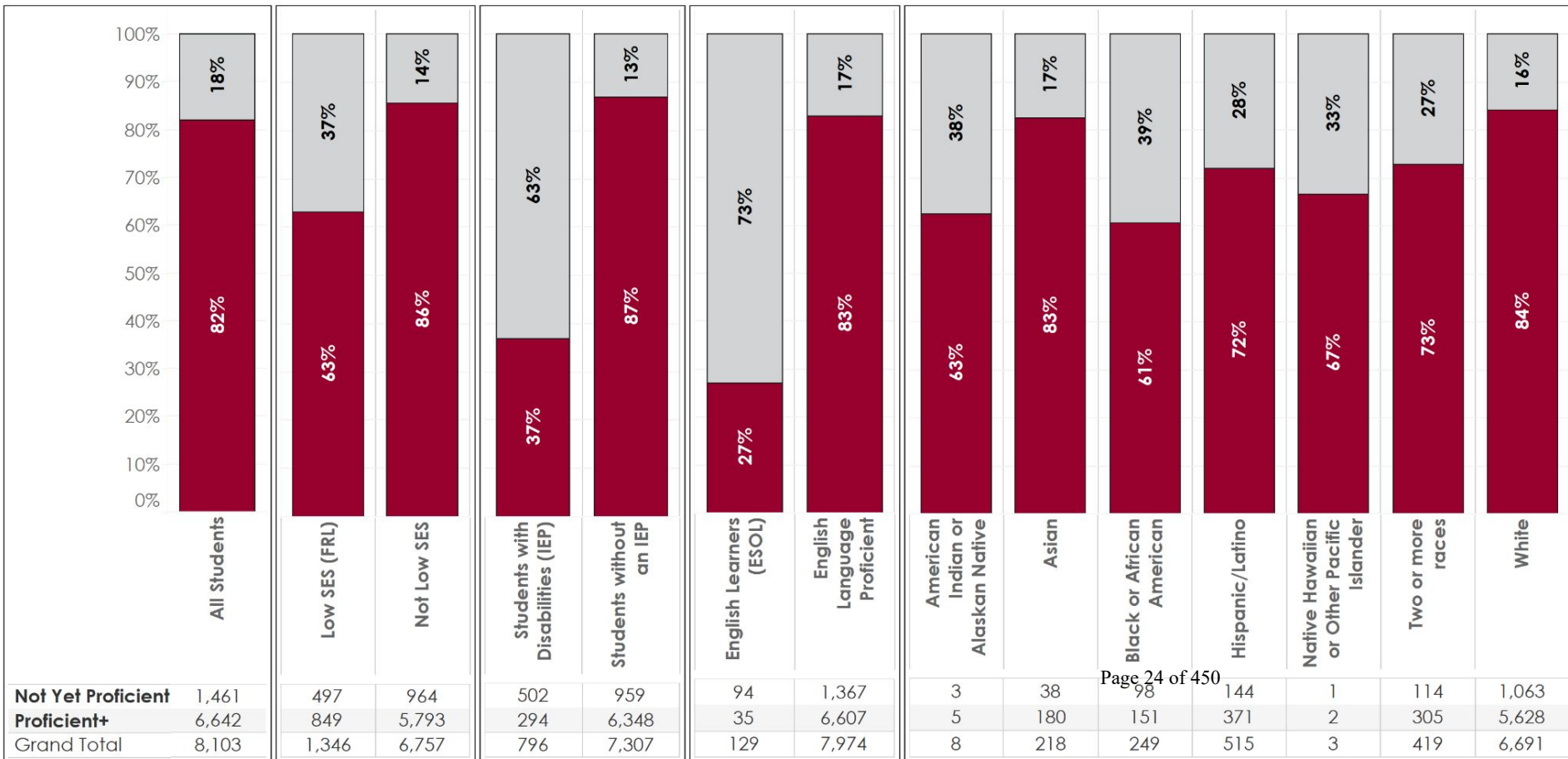
Review Figure 8. 2021-2022 Percent Proficient or Advanced Students

- How might Figure 8 impact your perspective about the district's strategy to improve English Language Arts student outcomes?



# ELA Performance 2020-21 Grades 3-11

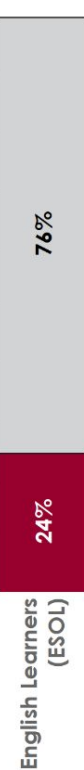
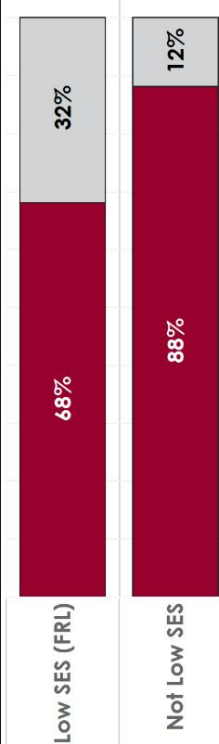
## English-Language Arts





# ELA Performance 2021-22 Grades 3-11

## English-Language Arts



Not Yet Proficient	1,290
Proficient+	7,045
Grand Total	8,335

477	813
1,021	6,024
1,498	6,837

467	823
335	6,710
802	7,533

128	1,162
41	7,004
169	8,166

8	32
4	191
12	223

106	170
195	430
301	600

	4
70	378
448	

904
5,843
6,747



# Math Performance 2020-21

## Grades 3-11

### Mathematics

100%  
90%  
80%  
70%  
60%  
50%  
40%  
30%  
20%  
10%  
0%



All Students

Not Yet Proficient 1,594  
Proficient+ 6,518  
Grand Total 8,112



Low SES (FRL)

558  
791  
1,349



Not Low SES

1,036  
5,727  
6,763



Students with  
Disabilities (IEP)

514  
286  
800



Students without  
an IEP

1,080  
6,232  
7,312



English Learners  
(ESOL)

91  
38  
129



English  
Language  
Proficient

1,503  
6,480  
7,983



American  
Indian or  
Alaskan Native

2  
6  
8



Asian

46  
172  
218



Black or African  
American

108  
142  
250



Hispanic/Latino

169  
348  
517



Native Hawaiian  
or Other Pacific  
Islander

3  
3  
6



Two or more  
races

119  
301  
420



White

1,150  
5,546  
6,696



# Math Performance 2021-22

## Grades 3-11

### Mathematics

100%  
90%  
80%  
70%  
60%  
50%  
40%  
30%  
20%  
10%  
0%

All Students

79%

21%

Low SES (FRL)

58%

42%

Not Low SES

84%

16%

Students with  
Disabilities (IEP)

42%

58%

Students without  
an IEP

83%

17%

English Learners  
(ESOL)

34%

66%

English  
Language  
Proficient

80%

20%

American  
Indian or  
Alaskan Native

58%

42%

Asian

82%

18%

Black or African  
American

48%

52%

Hispanic/Latino

63%

37%

Native Hawaiian  
or Other Pacific  
Islander

100%

Two or more  
races

75%

25%

White

82%

18%

Page 27 of 450

Not Yet Proficient	1,718
Proficient+	6,622
Grand Total	8,340

626	1,092
873	5,749
1,499	6,841

469	1,249
334	6,288
803	7,537

111	1,607
58	6,564
169	8,171

5	41
7	182
12	223

156	221
146	381
302	602

4	4
4	4

113	1,182
334	5,568
447	6,750



## Recommendations

1. Review the six recommendations and identify the 2 that you believe are the highest priority for the district.
2. With your partner, share the 2 recommendations you identified and why.
3. Write the number of the recommendations you identified on the white index card.



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Minutes

**Extended Information:** • Regular Board Meeting Minutes October 17, 2022

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**ATTACHMENTS:**

File Name	Description	Type	Upload Date
<a href="#">Minutes with consent agenda 10.17.22.pdf</a>	Minutes 10.17.22	Support Document	11/4/2022



**ANKENY**  
COMMUNITY SCHOOL DISTRICT

*The Ankeny Community School District engages all students in an educational experience that equips them with the skills to flourish in and contribute to an ever-changing world.*

***Minutes  
Ankeny School Board Meeting  
October 17, 2022  
5:00 PM***

Please turn off cellular phone during the meeting. Thank you.

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**Members Present**

Ryan Weldon - president  
Aaron Johnson (telephonic) - vice president  
Sarah Barthole  
Katie Clayes  
Joshua Palik  
Amy Tagliareni

**Board Members Absent**

Joy Burk

**Others in Attendance**

Jessica Dirks  
Kelcy Lofgren  
Melissa Schilling  
Dr. Darin Haack  
Dr. Jen Lindaman  
Susan Hay  
Jodie Graham  
Jim Ford  
Jeremy Doe  
Jenna Bidwell  
Krista Evans  
Al Neppi  
Sarah Murphy  
Jon Davis  
Samantha Aukes  
Shannon Cole  
Layla Martinez  
Lori Lovstad

Raina Peterson  
Erin Bode  
Grace Taylor  
Renaë Morales  
Warren Lofgren  
Margueritte Job  
Adrian Guhnics  
Faith Ruiz  
Naylah Neal  
Gabriel Martinez  
Brad Koehler  
Wendy Martinez  
Paul Roa  
Jan Roa  
Kristen Ward  
Tim Simpkins  
Chris Higgins  
Jason Gibson  
Dr. Erick Pruitt  
Jennifer Jamison  
Jeff Baxter

**1. Call To Order**

**a. Board Meeting Location**

The Board meeting will be held in the west gym at Prairie Ridge Middle School located at 1010 NW Prairie Ridge Drive, Ankeny, IA 50023.

**b. The Work Session will begin at 5:00pm with the Regular Board Meeting to follow at 6:00pm**

**2. Approval Of Agenda**

On a motion by Sarah Barthole and seconded by Katie Claeys, it was RESOLVED: The board approved a motion to approve and accept this agenda with an amendment to item 7d, personnel report as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

**3. Work Session**

**a. District Audit Review Session Two**

**4. Board Meeting Access**

**a. Board Meeting Access**

**5. Pledge of Allegiance**

**6. Communication From The Public**

- a. Kristen Ward - update Hawkette brand**
- b. Layla Martinez - school experience as a person of color**
- c. Margueritte Job - school experience as a person of color**
- d. Faith Ruiz - school experience as a person of color**
- e. Adrian Guhnics - school experience as a person of color**
- f. Raina Peterson - school experience as a person of color**

**7. Consent Agenda**

- a. Minutes**
  - Regular Board Meeting Minutes October 3, 2022
- b. Open Enrollment**
- c. Paid Bills**
- d. Personnel Report - Amended**
- e. Out-of-state Travel Requests**
  - Ankeny High School Quiz Bowl team to Smithville, MO, January 28, 2023
  - Ankeny Centennial High School Dance Team to Orlando, FL 3/1/23-3/6/23
  - Ankeny High School Varsity Dance Team to Orlando, FL 3/2/23-3/7/23
- f. Approval of Consent Agenda**

On a motion by Sarah Barthole and seconded by Amy Tagliareni, it was RESOLVED: The board approved a motion to approve and accept these consent agenda items as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

## **8. Information Only**

- a. Carlson-Dettmann Presentation**
- b. Facilities & Finance Committee Minutes - September 2022**
- c. Policy Committee Meeting Minutes - September 2022**
- d. Revenue Expenditure Report - July, August and September 2022**
- e. 2022-23 IASB Delegate, Convention, and Legislative Platform Information**
  - IASB Delegate Assembly Information November, 16, 2022: <https://www.ia-sb.org/the-learning-hub/annual-convention/delegate-assembly>
  - IASB Proposed 2022 Platform: [https://www.ia-sb.org/docs/default-source/learning-hub/convention/delegate-assembly/2022/proposed-2023-legislative-platform0a480ef0-1a1a-4a97-a6fb-27f5d91692ca.pdf?sfvrsn=e342016f\\_3](https://www.ia-sb.org/docs/default-source/learning-hub/convention/delegate-assembly/2022/proposed-2023-legislative-platform0a480ef0-1a1a-4a97-a6fb-27f5d91692ca.pdf?sfvrsn=e342016f_3)
  - IASB School Board Convention Information November 16 - 18, 2022: <https://www.ia-sb.org/the-learning-hub/annual-convention>

## **9. Old Business**

### **a. Contracts and Agreements**

#### **NEW**

- Logic Lodge, No. 636 A.F. & A.M. - No-Cost Partnership Agreement - October 17, 2022- June 30, 2023 - Bikes for Books Program with East Elementary School
- Western Governors University - Student Teaching Agreement - 2022-23 School year - No Cost
- Liberty University, Inc - Student Teaching Agreement - 2022-23 School Year - No Cost
- Tech Defenders - Chromebook Recycling - Credit to the District
- Swank Movie Licensing - East Elementary - 2022-23 School Year for \$550.00
- CAM Community School District - (5) Special Education Contract - 2022-2023
- Woodward Granger Community School District - (2) Inter-Agency Special Education Instructional Program - 2022-2023
- J Pettiecord - Snow Removal Agreement - 2022-2023 - Price varies
- ACSD - Hold Harmless Agreement with Ben Stineman - No cost

#### **RENEWAL**

- CDW-G - Adobe Creative Cloud Subscription Renewal - 3 Year Subscription for \$12,500.00
- Ankeny Community School District Inter-Agency Contract for Special Education Instructional Program 2022-2023 School year
- BSG Strategies for \$6,000

On a motion by Joshua Palik and seconded by Katie Claeys, it was RESOLVED: The board approved a motion to approve and accept the contracts and agreements as presented.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

**b. Construction Change Orders**

On a motion by Sarah Barthole and seconded by Joshua Palik, it was RESOLVED: The board approved a motion to approve the construction change orders as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

**c. Policies - 2nd and Final Reading**

- 301.35 Superintendent Contract & Contract Non-Renewal *Minor changes for clarity and consistency*
- 303.30 Administrative Personnel Employment - Individual Contracts *Minor changes for clarity and consistency*
- 902.12 Regulation of Parking *Minor changes for clarity and consistency*
- 1001.10 Board Communications *Minor changes for clarity and consistency*
- 505.05 Graduation Requirements *One change to align with current practice*
- 504.06 Non-District Extracurricular Activities *Minor changes for clarity and consistency and to acknowledge updated athletic union rules*

On a motion by Katie Claeys and seconded by Sarah Barthole, it was RESOLVED: The board approved a motion to approve and accept the policies, second and final reading, as recommended. Policies are for immediate implementation upon second and final reading.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

**d. Public Hearing - Northwest Elementary HVAC Retrofit**

There were no written or oral comments regarding the public hearing for Northwest Elementary HVAC retrofit.

**e. Approve the plans, specs, and form of contract for Northwest Elementary HVAC Retrofit**

On a motion by Aaron Johnson and seconded by Katie Claeys, it was RESOLVED: The board approved a motion to approve the plans, specs, and form of contract for Northwest Elementary HVAC Retrofit as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

**f. Public Hearing - Southview Middle School Restroom Outbuilding**

There were no written or oral comments regarding the public hearing for Southview Middle

School restroom outbuilding.

**g. Approve the plans, specs, and form of contract for Southview Middle School Restroom Outbuilding**

On a motion by Katie Claeys and seconded by Sarah Barthole, it was RESOLVED: The board approved a motion to approve the plans, specs, and form of contract for Southview Middle School Restroom Outbuilding as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

**10. New Business**

**a. Set the Date of Public Hearing - East and Northeast Elementary Schools Partial Re-Roofing Project on November 7, 2022 at 5:00 p.m.**

On a motion by Sarah Barthole and seconded by Joshua Palik, it was RESOLVED: The board approved a motion to approve setting the date of Public Hearing for East and Northeast Elementary Schools Partial Re-Roofing Project on November 7, 2022 at 5:00 p.m. at Prairie Ridge Middle School, 1010 NW Prairie Ridge Drive as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

**b. Set the Date of Public Hearing - Southeast Elementary School and Parkview Middle School Partial Re-Roofing Project on November 7, 2022 at 5:00 p.m.**

On a motion by Joshua Palik and seconded by Sarah Barthole, it was RESOLVED: The board approved a motion to approve setting the date of Public Hearing for Southeast Elementary School and Parkview Middle School Partial Re-Roofing Project on November 7, 2022 at 5:00 pm. at Prairie Ridge Middle School, 1010 NW Prairie Ridge Drive as recommended.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

**11. Board Member Reports**

Director Barthole attended the Policy Committee meeting two weeks ago and there was good discussion. Next week she will participate in BizTown interviews.

Director Johnson attended the AEDC annual meeting. He attended the Mid-Iowa Band championship on Saturday. It was fun to see AHS and ACHS compete along with other Iowa bands.

Student board representative Bullock competed at the Mid-Iowa band competition and noted great weather. She also played at the football game Friday and at Waukee on Saturday. It was a busy weekend for her!

Director Palik attended fall parties last week and enjoyed his time there. It was great to see all

the parents in the building. He will attend a Facilities Master Plan meeting tomorrow.

Director Claeys attended the Policy Committee meeting a couple weeks ago and there is a supplemental meeting this week. She will participate in BizTown Interviews this week. Today she met with teacher academy students and it was fun to hear from them and their experiences. She is thankful for the invitation. She had the opportunity last week to hear Dr. Haack speak and noted that he did an incredible job sharing the work of our strategic plan and how much our district values the voice of our community. She wants to publicly thank him for his work on that. To the students that spoke tonight, she applauds your courage and thanks you for sharing your stories. It is good to hear the stories of individual students in our system. She wants to encourage inclusiveness and belonging in our district.

Director Tagliareni attended the Facility and Finance Committee meeting this week and she will sign up for BizTown interviews next week. She thanked both dance teams for submitting travel requests and is especially thankful that both requests stated that no student will be left out because of cost. This is an example of DEI because we are removing barriers for those students. She thanked everyone who spoke tonight and especially the students who shared lived experiences in our buildings. Adults in our community need to remember that kids are paying attention to how we are acting and the things we are saying. We need to continue to rise above the noise and commit to kids and ensure that we are keeping them at the forefront of every decision we make. She encourages more students to share stories with the board and to not let anyone try to diminish you or make you feel uncomfortable.

Director Weldon attended the Facility Master Plan Committee meeting this week and will participate in BizTown interviews next week.

## **12. Superintendent Reports**

Dr. Pruitt congratulated the PTOs at Terrace and Southeast for getting John Deere Works grants. They received almost \$20,000 between the two grants and he is thankful to John Deere for awarding those grants.

## **13. Closed Session**

### **a. Closed Session - Real Estate**

Superintendent's Recommendation: "I move that we hold a closed session as provided in section 21.5(1)(j) of the open meetings law to discuss the purchase of particular real estate where premature disclosure could be reasonably expected to increase the price the school district would have to pay or lower the price the board would receive for that property." *(Roll Call Vote)*

*Any action taken from closed session will take place in open session.*

On a motion by Sarah Barthole and seconded by Katie Claeys, it was RESOLVED: The board approved a motion to go into closed session at 7:42pm (roll call vote.)

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

On a motion by Amy Tagliareni and seconded by Sarah Barthole, it was RESOLVED: The board approved a motion to reconvene into open session at 8:03pm.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni,

Weldon.

Motion carried 6 - 0.

On a motion by Sarah Barthole and seconded by Katie Claeys, it was RESOLVED: The board approved a motion to approve the real estate purchase agreement with Hope K. Farms, LLC for approximately 56.47 acres of land at a purchase price of \$1.354 per square foot. Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

**b. Closed Session - Litigation**

Administration Recommendation: "I move that we hold a closed session as provided in section 21.5(1)(c) of the open meetings law to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation." (*roll call vote*)

*Any action taken from closed session will take place in open session.*

On a motion by Sarah Barthole and seconded by Amy Tagliareni, it was RESOLVED: The board approved a motion to go into closed session at 8:04pm (roll call vote).

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

On a motion by Sarah Barthole and seconded by Katie Claeys, it was RESOLVED: The board approved a motion to reconvene into open session at 8:09pm.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

On a motion by Katie Claeys and seconded by Amy Tagliareni, it was RESOLVED: The board approved a motion to approve the agreement as presented in closed session.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

**14. Adjournment**

On a motion by Sarah Barthole and seconded by Amy Tagliareni, it was RESOLVED: The meeting was adjourned at 8:10pm.

Directors Voting in favor of the motion: Ayes: Barthole, Claeys, Johnson, Palik, Tagliareni, Weldon.

Motion carried 6 - 0.

Respectfully Submitted,

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Board President

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Board Secretary

## Open Enrollment – 10/17/22 Board Agenda

Name	Grade	Resident District	Receiving District	School Year
Brandmayer, Sydney	10	Saydel	Ankeny	2022-23
Tapps, Bodhi	K	Ankeny	Ballard	2022-23
Van Ginkel, Brayden	4	Ankeny	Bondurant (continuation)	2022-23
Van Ginkel, Kaylor	2	Ankeny	Bondurant (continuation)	2022-23
Hoover, Parker	K	Ankeny	DMPS (continuation)	2022-23
Wedig, Bentley	4	Ankeny	DMPS (continuation)	2022-23
Whitehead, Finley	5	Ankeny	Iowa Falls (HSAP)	2022-23
Whitehead, Hamish	2	Ankeny	Iowa Falls (HSAP)	2022-23
Whitehead, Rowan	1	Ankeny	Iowa Falls (HSAP)	2022-23
Mack, Landon	K	Ankeny	Johnston (continuation)	2022-23
Mack, Rory	DK	Ankeny	Johnston (continuation)	2022-23
Schoenberg, Krista	8	Ankeny	North Polk (continuation)	2022-23
Schoenberg, Anika	9	Ankeny	North Polk (continuation)	2022-23
Heintz, Liam	K	Ankeny	North Polk	2022-23
Joyes, Rylee	K	Ankeny	North Polk	2022-23
Van Ginkel, Jenna	10	Ankeny	Southeast Polk (continuation)	2022-23
Goodman, Madeline	3	Ankeny	West Des Moines (HSAP)	2022-23
Goodman, Benjamin	4	Ankeny	West Des Moines (HSAP)	2022-23
Wedel, Arwen	3	Ankeny	West Des Moines (HSAP)	2022-23
Wedel, Bree	K	Ankeny	West Des Moines (HSAP)	2022-23
Wedel, Elenna	4	Ankeny	West Des Moines (HSAP)	2022-23
Wedel, Eowyn	6	Ankeny	West Des Moines (HSAP)	2022-23

**Superintendent Recommendation: Approve above open enrollment requests.**

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**Superintendent Recommendation: Deny above open enrollment requests.**



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Paid Bills

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**ATTACHMENTS:**

File Name	Description	Type	Upload Date
<a href="#">Paid_Bills_October_17_2022.pdf</a>	Paid Bills - October 17, 2022	Support Document	10/14/2022

Check Number	Transaction Fund	Vendor Name	Transaction Amount	Remarks
468984	GENERAL	A E A SCHOLARSHIP FUND	\$270.50	OTHER DISBURSEMENT
468985	GENERAL	AMER.FAMILY LIFE ASSURANCE CO.	\$350.72	OTHER DISBURSEMENT
468986	GENERAL	COLLECTION SERVICES CENTER	\$615.88	OTHER DISBURSEMENT
468987	GENERAL	DOLLARS FOR SCHOLARS	\$140.00	OTHER DISBURSEMENT
468988	GENERAL	FIRST INTERSTATE BANK	\$37,550.84	OTHER DISBURSEMENT
	GENERAL	FIRST INTERSTATE BANK	\$96,131.74	OTHER DISBURSEMENT
	GENERAL	FIRST INTERSTATE BANK	\$22,482.26	OTHER DISBURSEMENT
468989	GENERAL	GENERAL FUND - DENTAL SERVICE	\$310.14	OTHER DISBURSEMENT
468990	GENERAL	IOWA DEPARTMENT OF REVENUE	\$386.70	OTHER DISBURSEMENT
468991	GENERAL	IPERS-FOAB	\$1,310,630.95	OTHER DISBURSEMENT
468992	GENERAL	LINN COUNTY SHERIFF'S OFFICE	\$187.22	OTHER DISBURSEMENT
468993	GENERAL	NORTHERN HILLS COLLECTIONS INC	\$172.62	OTHER DISBURSEMENT
468994	GENERAL	POLK COUNTY SHERIFF	\$291.22	OTHER DISBURSEMENT
468995	GENERAL	SERVE CREDIT UNION	\$200.00	OTHER DISBURSEMENT
468996	GENERAL	TREASURER STATE OF IOWA	\$23,601.81	OTHER DISBURSEMENT
468997	GENERAL	UNITED STATES TREASURY	\$575.64	OTHER DISBURSEMENT
468998	GENERAL	UNITED WAY OF CENTRAL IOWA	\$520.00	OTHER DISBURSEMENT
468999	GENERAL	FIDELITY SECURITY LIFE	\$14,478.98	OTHER DISBURSEMENT
469000	GENERAL	COLONIAL LIFE PROCESSING CENTER	\$108.35	OTHER DISBURSEMENT
	GENERAL	COLONIAL LIFE PROCESSING CENTER	\$169.20	OTHER DISBURSEMENT
	GENERAL	COLONIAL LIFE PROCESSING CENTER	\$91.35	OTHER DISBURSEMENT
469001	GENERAL	MADISON NATIONAL LIFE INSURANCE CO.	\$14,860.80	INSTR DISBURSEMENT
	GENERAL	MADISON NATIONAL LIFE INSURANCE CO.	\$9,845.25	INSTR DISBURSEMENT
469002	GENERAL	UHS PREMIUM BILLING	\$1,149,112.54	OTHER DISBURSEMENT
	GENERAL	UHS PREMIUM BILLING	\$218,709.82	INSTR DISBURSEMENT
469003	GENERAL	95 PERCENT GROUP	\$3,141.60	INSTR SUPPLIES
469004	GENERAL	A KING'S THRONE LLC	\$1,585.00	MAINT SERVICE
469005	GENERAL	A+ COMMUNICATIONS & SECURITY	\$95.50	MAINT SERVICE
	PPEL	A+ COMMUNICATIONS & SECURITY	\$7,511.00	CONSTRUCT SERVICE
469006	GENERAL	ABC PEST CONTROL	\$1,068.90	MAINT SERVICE
469007	GENERAL	ACADEMIC THERAPY PUBLICATIONS	\$7,160.35	INSTR SUPPLIES
469008	PPEL	ACKELSON SHEET METAL INC	\$9,130.00	CONSTRUCT EQUIP
	GENERAL	ACKELSON SHEET METAL INC	\$2,165.00	MAINT SERVICE
469009	GENERAL	ACME TOOLS	\$997.66	MAINT SUPPLIES
	GENERAL	ACME TOOLS	\$190.00	INSTR SUPPLIES
469010	GENERAL	ADVENTURE LIGHTING INC	\$396.80	MAINT SUPPLIES
469011	GENERAL	AHLERS AND COONEY P.C.	\$2,714.88	ADMIN SERVICE
469012	GENERAL	ALL CITY MANAGEMENT SERVICES	\$14,361.26	MAINT SERVICE
469013	GENERAL	ALL-IOWA CONCERT BAND FESTIVAL INC	\$350.00	INSTR DUES
469022	ACTIVITY	AMAZON BUSINESS	\$1,150.13	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$30.58	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$72.98	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$1,866.38	ADMIN SUPPLIES
	ACTIVITY	AMAZON BUSINESS	\$1,247.23	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$14.95	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$197.08	MEDIA SUPPLIES
	GENERAL	AMAZON BUSINESS	\$181.42	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$116.57	MEDIA SUPPLIES
	GENERAL	AMAZON BUSINESS	\$9.95	MEDIA SUPPLIES
	GENERAL	AMAZON BUSINESS	\$94.05	INSTR REFUNDS
	GENERAL	AMAZON BUSINESS	\$390.57	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$41.94	MAINT SUPPLIES
	GENERAL	AMAZON BUSINESS	\$139.99	MAINT SUPPLIES
	GENERAL	AMAZON BUSINESS	\$24,382.60	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$119.78	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$43.99	ADMIN SUPPLIES
	NON STUDENT AGENCY	AMAZON BUSINESS	\$17.82	INSTR SUPPLIES
	ATHLETIC	AMAZON BUSINESS	\$289.00	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$124.28	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$612.17	MEDIA BOOKS
	GENERAL	AMAZON BUSINESS	\$70.47	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$444.35	INSTR SUPPLIES

	GENERAL	AMAZON BUSINESS	\$139.53	MEDIA SUPPLIES
	GENERAL	AMAZON BUSINESS	\$167.50	MEDIA BOOKS
	GENERAL	AMAZON BUSINESS	\$25.49	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$32.99	ADMIN SUPPLIES
469023	GENERAL	AMERICAN PAYROLL ASSOCIATION	\$275.00	ADMIN DUES
469024	ATHLETIC	AMES MIDDLE SCHOOL	\$140.00	INSTR DUES
469025	ACTIVITY	ANDERSON/ERICKSON DAIRY INC.	\$48.73	INSTR SUPPLIES
469026	PPEL	ANGELO ARCHITECTURAL ASSOCIATES LLC	\$21,500.00	CONSTRUCT SERVICE
469027	GENERAL	ANKENY HARDWARE	\$6.68	MAINT SUPPLIES
469028	GENERAL	MIDWEST REHABILITATION SERVICES	\$450.00	ADMIN SERVICE
469029	GENERAL	ANKENY SCHOOL FOUNDATION	\$25.00	INSTR REFUNDS
469030	GENERAL	ARDICK EQUIPMENT CO INC	\$438.00	MAINT SUPPLIES
469031	GENERAL	ARNOLD MOTOR SUPPLY	\$14.36	MAINT SUPPLIES
469032	PPEL	ATC GROUP SERVICES LLC	\$2,400.00	CONSTRUCT SERVICE
469033	NON STUDENT AGENCY	ATLANTIC BOTTLING CO.	\$48.52	INSTR SUPPLIES
469034	GENERAL	B & H PHOTO-VIDEO	\$322.92	ADMIN SUPPLIES
469035	GENERAL	BACKGROUND INVESTIGATION BUREAU LLC	\$11,661.00	ADMIN SERVICE
469036	ATHLETIC	BRAD BATTANI	\$77.00	INSTR OFFICIALS
469037	GENERAL	BATTERIES PLUS - 203	\$181.93	MAINT SUPPLIES
469038	ATHLETIC	BEELINE & BLUE	\$1,581.40	INSTR SUPPLIES
469039	ATHLETIC	BEFOUR INC.	\$823.00	INSTR SUPPLIES
469040	ATHLETIC	TODD BEHREND	\$216.00	INSTR OFFICIALS
469041	ATHLETIC	SEAN BERENS	\$216.70	INSTR OFFICIALS
469042	ATHLETIC	THOMAS BERENS	\$216.70	INSTR OFFICIALS
469043	PPEL	BERGLUND SHEET METAL CONTRACTORS	\$22,108.36	CONSTRUCT SERVICE
469044	ATHLETIC	BETTENDORF HIGH SCHOOL	\$100.00	INSTR DUES
469045	GENERAL	BLANK PARK ZOO INC	\$425.00	INSTR DUES
469046	GENERAL	DICK BLICK	\$44.18	INSTR SUPPLIES
469047	ACTIVITY	BOB ROGERS TRAVEL INC	\$17,595.00	INSTR SUPPLIES
469048	NON STUDENT AGENCY	BOBS CUSTOM TROPHIES	\$195.35	INSTR SUPPLIES
469049	ATHLETIC	GREGORY A BOEKHOFF	\$110.00	INSTR OFFICIALS
469050	ATHLETIC	BONDURANT FARRAR HIGH SCHOOL	\$40.00	INSTR DUES
469051	GENERAL	JOE D BREWER	\$139.44	ADMIN TRAVEL
469052	ATHLETIC	JEFF BUENTING	\$185.00	INSTR OFFICIALS
469053	ATHLETIC	JOHN ZACHARY BURT	\$216.70	INSTR OFFICIALS
469054	ATHLETIC	BUSINESS DESIGNS INC AKA BDI SIGNS	\$30.00	INSTR SUPPLIES
469055	ATHLETIC	JACK R BUTTJER	\$2,000.00	INSTR SERVICE
469056	GENERAL	CAPITAL SANITARY SUPPLY CO INC	\$13,150.78	MAINT SUPPLIES
	GENERAL	CAPITAL SANITARY SUPPLY CO INC	\$2,969.40	MAINT SUPPLIES
	PPEL	CAPITAL SANITARY SUPPLY CO INC	\$27,080.05	MAINT EQUIP
469057	NON STUDENT AGENCY	CARMENS FLOWERS INC	\$79.00	INSTR SUPPLIES
469058	GENERAL	CARNEGIE LEARNING INC	\$2,756.16	INSTR BOOKS
469059	GENERAL	CENTER FOR COLLABORATIVE CLASSROOM	\$2,511.00	INSTR SUPPLIES
469060	GENERAL	JON CHAPMAN	\$350.00	INSTR SUPPLIES
469061	ACTIVITY	CHARITON HIGH SCHOOL	\$70.00	INSTR DUES
469062	PPEL	CHARLESTON INC	\$801.35	CONSTRUCT EQUIP
469063	ATHLETIC	CHARLES A CHASE	\$160.00	INSTR OFFICIALS
469064	ACTIVITY	KEVIN CHASE	\$1,000.00	INSTR SERVICE
469065	ATHLETIC	CHEER BOWS IOWA	\$52.00	INSTR SUPPLIES
469066	GENERAL	HOON CHOI	\$176.38	ADMIN TRAVEL
469067	GENERAL	CIT CHARTERS	\$40,974.52	TRANSP SERVICE
469068	PPEL	CITY SUPPLY CORPORATION	\$1,225.00	CONSTRUCT EQUIP
469069	SAVE - CP	CK FAIRCO INC	\$4,560.00	CONSTRUCT SERVICE
469070	GENERAL	BOILER SERVICES AND CONTROLS LLC	\$1,446.75	MAINT SERVICE
469071	GENERAL	COMMERCIAL LIGHTING SERVICES	\$142.50	MAINT SERVICE
469072	SAVE - CP	CONFERENCE TECHNOLOGIES INC	\$66,681.13	CONSTRUCT SERVICE
469073	ATHLETIC	STEVEN CONRAD	\$110.00	INSTR OFFICIALS
469074	SAVE - CP	CORE CONSTRUCTION SERVICES	\$634,764.35	CONSTRUCT SERVICE
469075	GENERAL	COTTINGHAM & BUTLER INSURANCE INC	\$6,875.00	ADMIN SERVICE
469076	ACTIVITY	CREATIVE COSTUMING AND DESIGNS INC.	\$5,797.00	INSTR SUPPLIES
469077	GENERAL	CUSTOM HARDWOODS LLC	\$2,200.00	INSTR SUPPLIES
469078	PPEL	DAKTRONICS	\$14,520.00	CONSTRUCT EQUIP
469079	ACTIVITY	DALLAS CENTER-GRIMES COMM SCHOOL DI	\$300.00	INSTR DUES

469080	ATHLETIC	DANCE TEAM UNION	\$2,584.00	INSTR DUES
469081	SAVE - CP	DDVI INC	\$514,500.21	CONSTRUCT SERVICE
469082	ATHLETIC	CRAIG DE DECKER	\$110.00	INSTR OFFICIALS
469083	ACTIVITY	BRIANNA DE MOSS	\$1,200.00	INSTR SERVICE
469084	GENERAL	DECKER EQUIPMENT & SCHOOLFIX	\$361.46	MAINT SUPPLIES
	GENERAL	DECKER EQUIPMENT & SCHOOLFIX	\$76.45	MAINT SUPPLIES
469085	ATHLETIC	DECKER SPORTING GOODS INC	\$6,850.43	INSTR SUPPLIES
	PPEL	DECKER SPORTING GOODS INC	\$2,098.25	CONSTRUCT EQUIP
469086	GENERAL	DEMCO INC.	\$103.08	MEDIA SUPPLIES
	GENERAL	DEMCO INC.	\$183.92	MEDIA SUPPLIES
469087	ACTIVITY	DEMOULIN BROTHERS & CO	\$2,349.92	INSTR SUPPLIES
469088	ATHLETIC	RUSSEL G DEMPSTER	\$185.00	INSTR OFFICIALS
469089	GENERAL	DENNIS SUPPLY CO	\$758.89	MAINT SUPPLIES
469090	ATHLETIC	PAUL DENNY	\$160.00	INSTR OFFICIALS
469091	GENERAL	DES MOINES PLAYHOUSE	\$2,226.00	INSTR DUES
469092	ACTIVITY	DES MOINES PERFORMING ARTS	\$95.00	INSTR DUES
469093	GENERAL	DES MOINES STEEL FENCE CO. INC	\$5,200.00	MAINT SERVICE
469094	SAVE - CP	DEVRIES ELECTRIC INC	\$52,378.25	CONSTRUCT SERVICE
469095	ATHLETIC	DOWLING HIGH SCHOOL	\$160.00	INSTR DUES
469096	ATHLETIC	DRUE WOLFE	\$1,000.00	INSTR SERVICE
469097	ATHLETIC	DUANE DUNCAN	\$77.00	INSTR OFFICIALS
469098	ATHLETIC	KEVIN DUNCAN	\$77.00	INSTR OFFICIALS
469099	ATHLETIC	KYLE R DUNCAN	\$77.00	INSTR OFFICIALS
469100	ATHLETIC	TYLER L EASON	\$160.00	INSTR OFFICIALS
469101	ATHLETIC	EAST HIGH SCHOOL	\$100.00	INSTR DUES
469102	GENERAL	EDULASTIC	\$100.00	INSTR SUPPLIES
469103	GENERAL	ELECTRONIC ENGINEERING CO	\$1,343.52	MAINT SUPPLIES
	GENERAL	ELECTRONIC ENGINEERING CO	\$147.10	INSTR SUPPLIES
	GENERAL	ELECTRONIC ENGINEERING CO	\$7,740.00	MAINT SERVICE
	GENERAL	ELECTRONIC ENGINEERING CO	\$162.50	MAINT SERVICE
	GENERAL	ELECTRONIC ENGINEERING CO	\$135.98	ADMIN SUPPLIES
469104	PPEL	STEVE HARTLEY	\$81,127.00	CONSTRUCT SERVICE
469105	GENERAL	ELITE GLASS AND METAL LLC	\$2,155.00	MAINT SERVICE
	SAVE - CP	ELITE GLASS AND METAL LLC	\$42,296.85	CONSTRUCT SERVICE
469106	MANAGEMENT	EMC INSURANCE COMPANIES	\$2,737.05	MAINT SERVICE
469107	GENERAL	ENCORE STRIPING & SWEEPING LLC	\$2,989.75	MAINT SERVICE
	PPEL	ENCORE STRIPING & SWEEPING LLC	\$17,526.88	CONSTRUCT SERVICE
469108	PPEL	EROSION WORX INC	\$9,085.00	CONSTRUCT SERVICE
469109	GENERAL	ETA HAND2MIND	\$7,419.63	INSTR SUPPLIES
469110	GENERAL	FILTER SHOP INC.	\$244.50	MAINT SERVICE
	GENERAL	FILTER SHOP INC.	\$256.59	MAINT SUPPLIES
469111	GENERAL	FIRST STUDENT INC	\$696,623.28	TRANSP SERVICE
	GENERAL	FIRST STUDENT INC	\$78,366.21	TRANSP SERVICE
469112	ATHLETIC	FORT DODGE COMMUNITY SCHOOL	\$310.00	INSTR DUES
469113	ATHLETIC	FOUR SEASONS FUND RAISING	\$6,462.60	INSTR SUPPLIES
469114	GENERAL	FRANKLINCOVEY	\$2,300.00	ADMIN SERVICE
	GENERAL	FRANKLINCOVEY	\$5,780.36	ADMIN SUPPLIES
	GENERAL	FRANKLINCOVEY	\$1,530.06	INSTR SUPPLIES
469115	SAVE - CP	FREVERT RAMSEY KOBES	\$17,901.93	CONSTRUCT SERVICE
469116	GENERAL	FRONTSTREAM HOLDINGS LLC	\$1,063.30	ADMIN SERVICE
469117	PPEL	L. A. FULTON & SONS INC	\$13,102.00	CONSTRUCT SERVICE
	PPEL	L. A. FULTON & SONS INC	\$12,868.00	CONSTRUCT EQUIP
	GENERAL	L. A. FULTON & SONS INC	\$1,409.00	MAINT SERVICE
	PPEL	L. A. FULTON & SONS INC	\$5,738.00	CONSTRUCT SERVICE
469118	GENERAL	GALLAGHER BENEFIT SERVICES INC	\$5,000.00	ADMIN SERVICE
469119	GENERAL	GENERAL FIRE & SAFETY EQUIPMENT	\$1,301.00	MAINT SERVICE
469120	ATHLETIC	BRIAN D. GIBSON	\$295.00	INSTR OFFICIALS
469121	ATHLETIC	CHRIS GIRRES	\$216.70	INSTR OFFICIALS
469122	GENERAL	GLOWFORGE INC	\$7,345.00	INSTR EQUIP
469123	GENERAL	GO FUSION TECHNOLOGIES LLC	\$210.00	MAINT SERVICE
	PPEL	GO FUSION TECHNOLOGIES LLC	\$1,129.39	ADMIN SERVICE
	PPEL	GO FUSION TECHNOLOGIES LLC	\$5,391.56	CONSTRUCT SERVICE
469124	GENERAL	GOLDEN VALLEY SUPPLY CO	\$450.82	MAINT SUPPLIES

469125	GENERAL	GOPHER SPORT	\$1,162.47	INSTR SUPPLIES
469126	GENERAL	W.W. GRAINGER INC.	\$351.19	MAINT SUPPLIES
	GENERAL	W.W. GRAINGER INC.	\$1,044.71	MAINT SUPPLIES
	GENERAL	W.W. GRAINGER INC.	\$313.06	MAINT SUPPLIES
469127	PPEL	GRAYBAR ELECTRIC COMPANY INC	\$719.15	MAINT SUPPLIES
	GENERAL	GRAYBAR ELECTRIC COMPANY INC	\$1,330.50	MAINT SUPPLIES
469128	GENERAL	HALO BRANDED SOLUTIONS INC	\$285.89	ADMIN SUPPLIES
469129	GENERAL	TREDIAN HAMMONDS	\$244.12	ADMIN REFUNDS
469130	ATHLETIC	TERRY HARDING	\$93.00	INSTR OFFICIALS
469131	ATHLETIC	JORGE HARWOOD	\$110.00	INSTR OFFICIALS
469132	GENERAL	LEGACY TRAVEL GROUP INC	\$1,956.00	TRANSP SERVICE
469133	GENERAL	HEARTLAND BUSINESS SYSTEMS LLC	\$975.00	ADMIN SERVICE
469134	GENERAL	HERC-U-LIFT INC.	\$356.86	MAINT SERVICE
469135	ATHLETIC	MARK HILDERBRAND	\$90.00	INSTR OFFICIALS
469136	ATHLETIC	JOHN HOBERG	\$110.00	INSTR OFFICIALS
469137	GENERAL	HOME DEPOT	\$97.38	MAINT SUPPLIES
469138	ATHLETIC	AARON HOPKINS	\$90.00	INSTR OFFICIALS
469139	PPEL	HUBER GRADING & LAND DEVELOPMENT	\$10,534.79	CONSTRUCT SERVICE
469140	PPEL	IMPRINT ARCHITECTS	\$3,847.50	CONSTRUCT SERVICE
469141	ATHLETIC	INDIANOLA ATHLETIC DEPARTMENT	\$310.00	INSTR DUES
	ATHLETIC	INDIANOLA ATHLETIC DEPARTMENT	\$100.00	INSTR SUPPLIES
469142	PPEL	INDUSTRIAL BATTERY PRODUCTS INC	\$3,989.52	MAINT SUPPLIES
469143	GENERAL	INFOMAX OFFICE SYSTEMS	\$1,025.19	ADMIN SUPPLIES
469144	GENERAL	IOWA BANDMASTERS ASSOCIATION	\$75.00	INSTR DUES
469145	ATHLETIC	IOWA CHEERLEADING COACHES ASSOCIATI	\$220.00	INSTR DUES
469146	ATHLETIC	IOWA CITY AREA SPORTS COMMISSION	\$500.00	INSTR DUES
469147	ATHLETIC	IOWA CITY HIGH SCHOOL	\$250.00	INSTR DUES
469148	GENERAL	IOWA COMMUNICATIONS NETWORK	\$394.41	ADMIN SERVICE
469149	ATHLETIC	IOWA GIRLS HS ATH UNION	\$750.00	INSTR SERVICE
469150	ATHLETIC	IOWA HIGH SCHOOL ATHLETIC ASSOC.	\$1,000.00	INSTR SERVICE
469151	ATHLETIC	IOWA HIGH SCHOOL GOLF COACHES ASSOC	\$45.00	INSTR DUES
469152	ACTIVITY	IOWA HIGH SCHOOL PRESS ASSOC	\$45.00	INSTR DUES
469153	ACTIVITY	IOWA HIGH SCHOOL SPEECH ASSOC	\$75.00	INSTR DUES
	ACTIVITY	IOWA HIGH SCHOOL SPEECH ASSOC	\$290.00	INSTR DUES
469154	GENERAL	IOWA INTERNATIONAL CENTER	\$300.00	ADMIN SERVICE
469155	ATHLETIC	REILLY D JACOBUS	\$93.00	INSTR OFFICIALS
469156	ATHLETIC	LARRY L. JACOBUS	\$93.00	INSTR OFFICIALS
469157	GENERAL	JAZZ EDUCATORS OF IOWA	\$105.00	INSTR DUES
469158	PPEL	JC TOLAND PAINTING LLC	\$28,339.07	CONSTRUCT SERVICE
	GENERAL	JC TOLAND PAINTING LLC	\$457.37	MAINT SERVICE
469159	MANAGEMENT	JESTER INSURANCE SERVICES	\$148.00	MAINT SERVICE
469160	ATHLETIC	THOMAS R JOHANNSEN	\$160.00	INSTR OFFICIALS
469161	PPEL	JOHNSON CONTROLS FIRE PROTECTION LP	\$8,758.27	MAINT SERVICE
469162	ATHLETIC	DANIEL JOHNSON	\$80.00	INSTR OFFICIALS
469163	ATHLETIC	JOHNSTON ATHLETIC DEPARTMENT	\$110.00	INSTR DUES
469164	ACTIVITY	JOHNSTON COMM SCHOOL DISTRICT	\$300.00	INSTR DUES
469165	GENERAL	JONES SCHOOL SUPPLY CO INC	\$79.00	INSTR SUPPLIES
469166	GENERAL	JOSTENS	\$51.11	ADMIN SUPPLIES
469167	ATHLETIC	JEFFREY L JUNKER	\$160.00	INSTR OFFICIALS
469168	ATHLETIC	KELSI JURIK	\$110.00	INSTR OFFICIALS
469169	ATHLETIC	THOMAS JURIK	\$330.00	INSTR OFFICIALS
469170	GENERAL	KAHUNA CREATIONS INC	\$520.00	INSTR SUPPLIES
469171	SAVE - CP	KATELMAN STEEL FABRICATION INC	\$585,600.00	CONSTRUCT SERVICE
469172	GENERAL	KENDALL HUNT PUBLISHING COMPANY	\$1,160.00	INSTR BOOKS
469173	ATHLETIC	JERRY KINDER	\$175.00	INSTR OFFICIALS
469174	ATHLETIC	THOMAS KIRK	\$80.00	INSTR OFFICIALS
469175	ACTIVITY	KNOWLEDGE BOWL	\$100.00	INSTR DUES
469176	SAVE - CP	KRUCK PLUMBING & HEATING CO INC	\$343,464.90	CONSTRUCT SERVICE
469177	ATHLETIC	BLAKE KRUGER	\$180.00	INSTR OFFICIALS
469178	GENERAL	LAKESHORE LEARNING MATERIALS	\$208.81	INSTR SUPPLIES
469179	GENERAL	LANGUAGETECH INC	\$225.00	ADMIN SERVICE
	GENERAL	LANGUAGETECH INC	\$60.00	ADMIN SUPPLIES
469180	ATHLETIC	WILLIAM LARKIN	\$160.00	INSTR OFFICIALS

469182	GENERAL	LASER RESOURCES L.L.C.	\$6.73	MAINT SERVICE
	GENERAL	LASER RESOURCES L.L.C.	\$560.44	ADMIN SERVICE
	ATHLETIC	LASER RESOURCES L.L.C.	\$215.70	ATHLETIC SERVICE
	NON STUDENT AGENCY	LASER RESOURCES L.L.C.	\$4.16	COMM ENG SERVICE
	GENERAL	LASER RESOURCES L.L.C.	\$9,682.82	ADMIN SERVICE
	GENERAL	LASER RESOURCES L.L.C.	\$359.99	ADMIN SUPPLIES
	GENERAL	LASER RESOURCES L.L.C.	\$22.77	ADMIN SERVICE
469183	ATHLETIC	MICHAEL LAWLER	\$160.00	INSTR OFFICIALS
469184	GENERAL	LEADING EDGE LAMINATING	\$1,521.27	ADMIN SUPPLIES
469185	ATHLETIC	MICHAEL LORD	\$160.00	INSTR OFFICIALS
469186	GENERAL	MACKIN EDUCATIONAL RESOURCES	\$80.00	MEDIA SUPPLIES
469187	ACTIVITY	MARTIN BROTHERS	\$1,299.34	INSTR SUPPLIES
	GENERAL	MARTIN BROTHERS	\$3,029.74	INSTR SUPPLIES
469188	ATHLETIC	JOHN MAUCH	\$110.00	INSTR OFFICIALS
469189	ATHLETIC	LOREN MAUCH	\$160.00	INSTR OFFICIALS
469190	GENERAL	MCI	\$308.17	ADMIN SERVICE
469191	ATHLETIC	MEDCO	\$136.56	INSTR SUPPLIES
469192	GENERAL	MENARDS	\$1,234.94	MAINT SUPPLIES
	GENERAL	MENARDS	\$61.28	MAINT SUPPLIES
	GENERAL	MENARDS	\$60.85	ADMIN SUPPLIES
	GENERAL	MENARDS	\$93.33	MAINT SUPPLIES
	GENERAL	MENARDS	\$29.15	MAINT SUPPLIES
	GENERAL	MENARDS	\$674.32	MAINT SUPPLIES
	GENERAL	MENARDS	\$321.97	INSTR SUPPLIES
469193	ATHLETIC	JASON MERTES	\$77.00	INSTR OFFICIALS
469194	GENERAL	MICRO TECH	\$381.00	INSTR SUPPLIES
469195	GENERAL	MIDAMERICAN ENERGY	\$6,090.89	MAINT SUPPLIES
469196	GENERAL	MIDWEST AUTOMATIC FIRE SPRINKLER	\$2,024.00	MAINT SERVICE
469197	GENERAL	MIDWEST COMPUTER PRODUCTS INC.	\$3,200.00	ADMIN SUPPLIES
469198	SAVE - CP	MIDWEST MASONRY INC	\$410,124.50	CONSTRUCT SERVICE
469199	PPEL	MIRACLE RECREATION EQUIPMENT CO	\$1,203.22	CONSTRUCT EQUIP
469200	ATHLETIC	JOHN C MISTRETTA	\$100.00	INSTR OFFICIALS
469201	ATHLETIC	C. CALVIN MURDOCK	\$310.00	INSTR SERVICE
469202	GENERAL	NATIONAL ELEVATOR INSPECTION SVCS	\$400.00	MAINT SERVICE
469203	GENERAL	OFFICE DEPOT	\$47.98	MAINT SUPPLIES
	GENERAL	OFFICE DEPOT	\$268.11	INSTR SUPPLIES
	GENERAL	OFFICE DEPOT	\$55.19	INSTR SUPPLIES
469204	SAVE - CP	OLP CONSTRUCTION LLC	\$1,091,024.83	CONSTRUCT SERVICE
469205	GENERAL	OPC DIRECT	\$2,471.77	ADMIN SUPPLIES
469206	PPEL	OPN ARCHITECTS	\$4,330.00	CONSTRUCT SUPPLIES
	SAVE - CP	OPN ARCHITECTS	\$7,795.08	CONSTRUCT SERVICE
469207	GENERAL	BRANDON ORTIZ JR	\$152.25	ADMIN TRAVEL
469208	ATHLETIC	P & M MONOGRAMMING	\$42.50	INSTR SUPPLIES
469209	GENERAL	PAINT PUMP PROS	\$112.50	MAINT SERVICE
	GENERAL	PAINT PUMP PROS	\$545.75	MAINT SUPPLIES
469210	GENERAL	THE PAPER CORPORATION	\$12,302.40	ADMIN SUPPLIES
469213	PPEL	PAR INDUSTRIES LLC	\$19,324.01	INSTR SERVICE
	PPEL	PAR INDUSTRIES LLC	\$7,935.89	CONSTRUCT SERVICE
	SAVE - CP	PAR INDUSTRIES LLC	\$12,701.19	CONSTRUCT SERVICE
	GENERAL	PAR INDUSTRIES LLC	\$9,261.77	MAINT SERVICE
	PPEL	PAR INDUSTRIES LLC	\$5,294.26	MAINT SERVICE
469214	ATHLETIC	DAN PAULSON	\$110.00	INSTR OFFICIALS
469215	GENERAL	JOHN PEDDICORD	\$93.06	ADMIN TRAVEL
469216	ACTIVITY	PENSKE TRUCK LEASING CO. LP	\$445.25	INSTR TRAVEL
469217	GENERAL	J W PEPPER	\$384.25	INSTR SUPPLIES
	GENERAL	J W PEPPER	\$382.49	INSTR SUPPLIES
469218	GENERAL	PER MAR SECURITY & RESEARCH CORP	\$81.73	MAINT SERVICE
469219	GENERAL	PERFICUT COMPANIES INC	\$2,130.10	MAINT SERVICE
	PPEL	PERFICUT COMPANIES INC	\$14,870.00	CONSTRUCT SERVICE
469220	PPEL	PHILLIPS' FLOORS INC	\$9,350.00	CONSTRUCT SERVICE
	SAVE - CP	PHILLIPS' FLOORS INC	\$23,541.00	CONSTRUCT SERVICE
469221	GENERAL	PICTURE ME READING INC	\$288.81	INSTR SUPPLIES

469222	GENERAL	PLUMB SUPPLY CO.	\$549.76	MAINT SUPPLIES
	GENERAL	PLUMB SUPPLY CO.	\$525.98	MAINT SUPPLIES
	PPEL	PLUMB SUPPLY CO.	\$1,327.98	CONSTRUCT EQUIP
469223	PPEL	POINDEXTER FLOORING INC.	\$402,675.00	CONSTRUCT SERVICE
469224	GENERAL	POWERSCHOOLS HOLDINGS LLC	\$1,800.00	ADMIN SERVICE
	GENERAL	POWERSCHOOLS HOLDINGS LLC	\$40,883.88	INSTR SUPPLIES
469225	ATHLETIC	BILL PRANGE	\$75.00	INSTR OFFICIALS
469226	GENERAL	METEOR EDUCATION LLC	\$407.05	INSTR SUPPLIES
469227	GENERAL	R & C ACOUSTICAL SERVICES INC.	\$136.00	MAINT SUPPLIES
	GENERAL	R & C ACOUSTICAL SERVICES INC.	\$420.75	MAINT SERVICE
469228	SAVE - CP	RAPIDS FOODSERVICE (USE 36381)	\$85,160.85	CONSTRUCT SERVICE
469229	GENERAL	READ NATURALLY INC	\$69.00	INSTR SUPPLIES
469230	PPEL	RECYCLED RUBBER PRODUCTS DISTRIBUTO	\$6,465.00	CONSTRUCT EQUIP
469231	GENERAL	RENAISSANCE LEARNING INC	\$3,037.50	INSTR SUPPLIES
469232	PPEL	RESOURCE CONSULTING ENGINEERS, LLC	\$25,535.00	CONSTRUCT SUPPLIES
469233	PPEL	RESOURCE SERVICES INC	\$6,011.61	MAINT SERVICE
469234	NON STUDENT AGENCY	REVTRAK	\$244.25	COMM ENG SERVICE
469235	ACTIVITY	FRANK RIEMAN MUSIC INC	\$440.00	INSTR SUPPLIES
469236	PPEL	RISER INC	\$1,875.00	CONSTRUCT SERVICE
469237	MANAGEMENT	FIRST DAKOTA INDEMNITY COMPANY	\$173,968.00	INSTR DISBURSEMENT
469238	ATHLETIC	DAVID RITTMAN	\$185.00	INSTR OFFICIALS
469239	PPEL	RKB SYSTEMS LLC	\$3,409.30	CONSTRUCT EQUIP
469240	ATHLETIC	ROD RUSSELL	\$173.00	INSTR OFFICIALS
469241	ATHLETIC	TMS3 ENTERPRISES LLC	\$90.00	INSTR SUPPLIES
469242	GENERAL	SAVVAS LEARNING CO LLC	\$5,996.40	INSTR BOOKS
469243	GENERAL	SCHIPPERS ELECTRIC LLC	\$790.00	MAINT SERVICE
469244	GENERAL	SCHOLASTIC BOOK FAIRS	\$2,584.74	INSTR SUPPLIES
469245	GENERAL	SAI-SCHOOL ADMINISTRATORS OF IA.	\$110.00	ADMIN SERVICE
	GENERAL	SAI-SCHOOL ADMINISTRATORS OF IA.	\$834.00	ADMIN DUES
469246	GENERAL	SCHOOL HEALTH CORPORATION	\$102.40	INSTR SUPPLIES
469247	GENERAL	SCHOOL SPECIALTY LLC	\$1,916.65	ADMIN SUPPLIES
	GENERAL	SCHOOL SPECIALTY LLC	\$2,230.70	MAINT SUPPLIES
	GENERAL	SCHOOL SPECIALTY LLC	\$1,365.47	INSTR SUPPLIES
	GENERAL	SCHOOL SPECIALTY LLC	\$4,374.53	INSTR SUPPLIES
469248	GENERAL	SECURITAS SECURITY SERVICES USA INC	\$4,324.04	MAINT SERVICE
	ATHLETIC	SECURITAS SECURITY SERVICES USA INC	\$1,470.94	INSTR SERVICE
469249	PPEL	SETPOINT MECHANICAL SERVICES LLC	\$10,957.16	CONSTRUCT SERVICE
469250	SAVE - CP	SIGNARAMA - URBANDALE	\$153.32	CONSTRUCT SERVICE
	GENERAL	SIGNARAMA - URBANDALE	\$1,700.47	INSTR SUPPLIES
469251	GENERAL	SKOLD DOOR & FLOOR COMPANY	\$262.50	MAINT SERVICE
469252	ATHLETIC	TONY SLACK	\$80.00	INSTR OFFICIALS
469253	GENERAL	SLEISTER MUSIC	\$108.00	INSTR SERVICE
469254	PPEL	RALPH N SMITH INC	\$1,960.00	CONSTRUCT SERVICE
469255	ATHLETIC	SNAADT MEDIA GROUP	\$688.50	INSTR SUPPLIES
469256	SAVE - CP	SNYDER & ASSOCIATES INC.	\$4,025.00	CONSTRUCT SERVICE
469257	GENERAL	SOLARWINDS	\$1,575.00	ADMIN SUPPLIES
469258	GENERAL	SOLUTION TREE LLC	\$216.00	ADMIN SUPPLIES
469259	GENERAL	SPIKEBALL INC	\$251.00	INSTR SUPPLIES
469260	ATHLETIC	ROB A STILES	\$175.00	INSTR OFFICIALS
469261	ATHLETIC	MITCH STOULIL	\$216.70	INSTR OFFICIALS
469262	ATHLETIC	TIMOTHY D STOVIE	\$80.00	INSTR OFFICIALS
469263	GENERAL	STRATEGIC AMERICA INC	\$5,444.44	ADMIN SERVICE
469264	ATHLETIC	SHANNON E SUMMERS	\$282.50	INSTR TRAVEL
	ATHLETIC	SHANNON E SUMMERS	\$1,000.00	INSTR SERVICE
469265	ATHLETIC	SUN MOUNTAIN SPORTS INC	\$151.00	INSTR SUPPLIES
469266	PPEL	SVPA ARCHITECTS INC	\$2,130.00	CONSTRUCT SERVICE
469267	ATHLETIC	CRYSTAL TATE	\$216.00	INSTR OFFICIALS
469268	ATHLETIC	MICHAEL TEALE	\$175.00	INSTR OFFICIALS
469269	ATHLETIC	TEAMBUILDR LLC	\$1,800.00	INSTR SERVICE
469270	SAVE - CP	TERRACON	\$1,718.00	CONSTRUCT SERVICE
	SAVE - CP	TERRACON	\$10,650.00	CONSTRUCT SERVICE
469271	ACTIVITY	THE TRAVELING PHOTO BOOTH	\$599.00	INSTR SUPPLIES
469272	ATHLETIC	CHRISTOPHER E THOMAS	\$160.00	INSTR OFFICIALS

469273	GENERAL	TIME FOR KIDS	\$594.00	INSTR SUPPLIES
469274	ATHLETIC	JOE TOOT	\$115.00	INSTR OFFICIALS
469275	GENERAL	TRACTOR SUPPLY CO TSC	\$22.99	MAINT SUPPLIES
469276	ACTIVITY	TRESONA MULTIMEDIA LLC	\$1,090.00	INSTR SUPPLIES
469277	GENERAL	TRUCK EQUIPMENT INC	\$11.90	MAINT SUPPLIES
469278	ACTIVITY	URBAN DALE HIGH SCHOOL	\$600.00	INSTR DUES
	ATHLETIC	URBAN DALE HIGH SCHOOL	\$250.00	INSTR DUES
469279	ATHLETIC	VARSITY SPIRIT FASHIONS & SUPPLIES	\$1,327.00	INSTR SUPPLIES
469280	GENERAL	VERITIV OPERATING CO	\$1,833.67	ADMIN SUPPLIES
469281	GENERAL	VHF SALES INC	\$251.00	MAINT SUPPLIES
	PPEL	VHF SALES INC	\$7,220.00	CONSTRUCT EQUIP
469282	PPEL	CORY VITZTHUM	\$6,790.60	INSTR SERVICE
469283	GENERAL	IOWA COMMISSION ON VOLUNTEER SERVIC	\$500.00	ADMIN SERVICE
469284	GENERAL	WALSH DOOR & HARDWARE	\$207.00	MAINT SERVICE
	GENERAL	WALSH DOOR & HARDWARE	\$112.42	MAINT SUPPLIES
	GENERAL	WALSH DOOR & HARDWARE	\$810.00	MAINT SERVICE
469285	ACTIVITY	WAUKEE HIGH SCHOOL	\$300.00	INSTR DUES
	ATHLETIC	WAUKEE HIGH SCHOOL	\$105.00	INSTR DUES
469286	GENERAL	WD DOOR	\$339.00	MAINT SERVICE
469287	ACTIVITY	WEE'S TEES LLC	\$11,008.70	INSTR SUPPLIES
	ATHLETIC	WEE'S TEES LLC	\$4,550.00	INSTR SUPPLIES
469288	ATHLETIC	CRAIG WERNER	\$160.00	INSTR OFFICIALS
469289	GENERAL	WESTSIDE PARTS & SERVICE	\$57.48	MAINT SERVICE
469290	ATHLETIC	JIM WILSON	\$93.00	INSTR OFFICIALS
469291	GENERAL	WIPEBOOK CORP	\$137.80	INSTR SUPPLIES
469292	GENERAL	NEWS TO YOU INC	\$7,427.27	INSTR SUPPLIES
		<b>GENERAL FUND SUB-TOTAL</b>	<b>\$9,080,791.81</b>	
16331	NON STUDENT AGENCY	CENTURY LINK	\$32.49	COMM ENG SERVICE
	GENERAL	CENTURY LINK	\$129.28	ADMIN SERVICE
16332	GENERAL	FIRST INTERSTATE BANK	\$274.50	OTHER CHANGE CASH
	ATHLETIC	FIRST INTERSTATE BANK	\$18,050.00	ATHLETIC CHANGE CASH
16333	ATHLETIC	FIRST INTERSTATE BANK	\$7,100.00	ATHLETIC CHANGE CASH
16334	GENERAL	MEDIACOM	\$2,600.00	ADMIN SERVICE
16335	GENERAL	SAM'S CLUB	\$341.20	INSTR SUPPLIES
	ACTIVITY	SAM'S CLUB	\$295.33	INSTR SUPPLIES
16342	GENERAL	TEACHERS ON CALL	\$4,130.75	ADMIN SERVICE
	GENERAL	TEACHERS ON CALL	\$259.42	MEDIA SERVICE
	GENERAL	TEACHERS ON CALL	\$604.50	MEDIA SERVICE
	GENERAL	TEACHERS ON CALL	\$24.18	ADMIN SERVICE
	GENERAL	TEACHERS ON CALL	\$49,191.97	INSTR SERVICE
	GENERAL	TEACHERS ON CALL	\$3,933.55	ADMIN SERVICE
16343	GENERAL	WINDSTREAM	\$224.87	ADMIN SERVICE
16344	SAVE - CP	STAHL CONSTRUCTION CO.	\$164,230.58	CONSTRUCT SERVICE
16345	SAVE - CP	MIDAMERICAN ENERGY	\$40.00	CONSTRUCT SERVICE
16346	GENERAL	BULLSEYE TELECOM	\$94.00	ADMIN SERVICE
16347	GENERAL	FIRST INTERSTATE BANK	\$640.00	OTHER CHANGE CASH
	ATHLETIC	FIRST INTERSTATE BANK	\$19,300.00	ATHLETIC CHANGE CASH
16348	ATHLETIC	FIRST INTERSTATE BANK	\$7,400.00	ATHLETIC CHANGE CASH
16349	PPEL	ED STIVERS FORD INC	\$42,500.00	MAINT EQUIP
16350	GENERAL	WINDSTREAM	\$147.39	ADMIN SERVICE
16356	GENERAL	TEACHERS ON CALL	\$3,429.80	ADMIN SERVICE
	GENERAL	TEACHERS ON CALL	\$201.50	ADMIN SERVICE
	GENERAL	TEACHERS ON CALL	\$1,914.25	ADMIN SERVICE
	GENERAL	TEACHERS ON CALL	\$166.77	MEDIA SERVICE
	GENERAL	TEACHERS ON CALL	\$61,433.40	INSTR SERVICE
	GENERAL	TEACHERS ON CALL	\$906.75	MEDIA SERVICE
	GENERAL	TEACHERS ON CALL	\$201.50	ADMIN SERVICE
		<b>GENERAL FUND SUB-TOTAL</b>	<b>\$389,797.98</b>	
		<b>GENERAL FUND GRAND TOTAL</b>	<b>\$9,470,589.79</b>	

700713	CHILD CARE FUND	FIRST STUDENT INC	\$12,650.00	TRANSP SERVICE
700714	CHILD CARE FUND	LASER RESOURCES L.L.C.	\$66.83	ADMIN SERVICE
700715	CHILD CARE FUND	REVTRAK	\$26.24	ADMIN SERVICE
		<b>CHILD CARE FUND GRAND TOTAL</b>	<b>\$12,743.07</b>	
246664	NUTRITION	AMERICAN BOTTLING COMPANY	\$1,528.95	NUTRITION SUPPLIES
246665	NUTRITION	CAREY CLARK	\$10.75	NUTRITION REFUNDS
246666	NUTRITION	JENNIFER CONDIFF	\$27.20	NUTRITION REFUNDS
246667	NUTRITION	DAWN DEIERLING	\$22.15	NUTRITION REFUNDS
246668	NUTRITION	EMS DETERGENT SERVICES	\$3,139.96	NUTRITION SUPPLIES
246669	NUTRITION	ITW FOOD EQUIPMENT GROUP LLC	\$220.78	MAINT SERVICE
246670	NUTRITION	HOCKENBERGS EQUIPMENT & SUPPLY CO	\$93,452.00	NUTRITION EQUIP
246671	NUTRITION	LASER RESOURCES L.L.C.	\$1,485.00	NUTRITION EQUIP
	NUTRITION	LASER RESOURCES L.L.C.	\$101.43	MAINT SERVICE
246674	NUTRITION	LOFFREDO FRESH PRODUCE CO	\$23,842.22	NUTRITION SUPPLIES
246680	NUTRITION	MARTIN BROTHERS	\$12,923.18	NUTRITION SUPPLIES
	NUTRITION	MARTIN BROTHERS	\$116,503.02	NUTRITION SUPPLIES
246681	NUTRITION	OFFICE DEPOT	\$314.03	NUTRITION SUPPLIES
246682	NUTRITION	PAN O GOLD BAKING CO	\$2,921.70	NUTRITION SUPPLIES
246683	NUTRITION	PAR INDUSTRIES LLC	\$5,448.74	MAINT SERVICE
246684	NUTRITION	MEGAN PETERSEN	\$83.50	NUTRITION REFUNDS
246685	NUTRITION	RESOURCE SERVICES INC	\$2,079.88	MAINT SERVICE
246686	NUTRITION	KRIS RILEY	\$134.15	NUTRITION REFUNDS
		<b>NUTRITION FUND GRAND TOTAL</b>	<b>\$264,238.64</b>	

This is to certify that the following expenditures have been approved this 17th day of October, 2022

General Fund/Student Activity/Capital Projects/PPEL/Debt Service/SAVE	\$ 9,470,589.79
Childcare Fund	\$ 12,743.07
Nutrition Fund	\$ 264,238.64

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Ryan Weldon, President

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Aaron Johnson, Vice President

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Sarah Barthole

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Joy Burk

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Katie Claeys

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Joshua Palik

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Amy Tagliareni

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Jennifer Jamison, Board Secretary



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Personnel Report

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**ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>	<b>Type</b>	<b>Upload Date</b>
<a href="#">Personnel_Report_10.17.22.pdf</a>	Personnel Report 10.17.22	Support Document	10/14/2022



## ANKENY COMMUNITY SCHOOL DISTRICT

### ***Personnel Memorandum October 17, 2022 AMENDED***

*The buildings to which employees are being assigned upon hire, from and to which employees are transferring and/or being reassigned, and from which they are departing is provided at Board request. **These locations are informational only and based on district needs at the time of the Personnel Memorandum; contracts and employment agreements are between the employee and the district.** Board approval of these internal hires and transitions does not create a contractual relationship between the employee and a particular building nor does it limit the rights and obligations outlined in any relevant collective bargaining agreement.*

#### **SY 22-23**

\*pending background check and/or post offer physical assessment

#### **Appointments - Certified**

Employee	Position	Location	Notes
Kristy Ryan	Modern Language Teacher	Prairie Ridge Middle School	Pending background check

#### **Appointments - Classified / Confidential**

Employee	Position	Location	Notes
Taylor Doyle	General Associate	Ankeny High	
Asli Kalaycigil	Special Education Associate	Rock Creek Elementary	
Kelly BATTERY	Kitchen Lead I	Northwest Elementary	Reassigned from Cook 2 at East Elementary
Kimberly Rivera	Kitchen Lead II	Prairie Trail Elementary	Reassigned from Cook 3 at Ashland Ridge
Terri Ellison	Nutrition Services Floater	Westwood Elementary	
Sydney Broich	Special Education Associate	Rock Creek Elementary	Transferring from Part-Time Special Education Associate at Rock Creek Elementary

Jason Heitz	Special Education Associate	Centennial High	
Tamara Doran	Cook 3	Prairie Ridge Middle School	Reassigned from Cook 2
<b>Amy Galdi</b>	<b>Special Education Associate</b>	<b>Terrace Learning Center</b>	
<b>Patricia Phillips</b>	<b>Special Education Associate</b>	<b>Terrace Learning Center</b>	
<b>Amanda Gliwa</b>	<b>Nutrition Services Floater</b>	<b>Parkview Middle School</b>	<b>Pending Physical</b>
<b>Sheila Burch</b>	<b>General Education Associate</b>	<b>Southeast Elementary</b>	<b>Transferring from Nutrition Services Lead (non-cooking) at Southeast Elementary</b>
<b>Kim Rivera</b>	<b>Kitchen Lead II</b>	<b>Rock Creek Elementary</b>	<b>Transferring from Cook 3 at Ashland Ridge Elementary</b>

### Resignations - Classified / Confidential

Employee	Position	Location	Notes
Barbara Lammers	General Education Associate	Crocker Elementary	Resignation
Karen Kramme	Special Education Associate	Ashland Ridge Elementary	Resignation
Kaede Pagliai	Special Education Associate	Ankeny High	Resignation
Nadia Orji	Special Education Associate	Terrace Learning Center	Resignation
Jessica Grant	Special Education Associate	Terrace Learning Center	Resignation
Marlene Huizer	Special Education Associate	Heritage Elementary	Resignation
Cynthia Sandblom	Cook	Crocker Elementary	Resignation
Abby Johnson	Special Education Associate	Centennial High	Resignation
Mendy Ward	Special Education Associate	Southeast Elementary	Resignation
Guadalupe Melendrez	Custodian	Centennial High	Resignation
Stephanie O'Leary	General Education Associate	Parkview Middle School	Resignation
Bock Babcock	Cook	Prairie Ridge Middle School	Resignation
<b>Jasmine Perez</b>	<b>Special Education Associate</b>	<b>Ankeny High</b>	<b>Resignation</b>

**Appointments - Administrative**

Employee	Position	Location	Notes

**Appointments - Extra-Curricular**

Employee	Position	Location	Notes
Jordan Mullen	Head Boys Track Coach	Ankeny High	
Quinn Groff	Assistant Girls Track Coach	Ankeny High	
Cole Ashman	Strength & Conditioning, Winter (PM Session)	Northview Middle School	
Chelsea Rutter	Building Equity Advocate	Parkview Middle School	
Scott DeJong	Head Girls Basketball	Centennial High	
Noah Schmelzer	Head JV2 Girls Soccer	Northview Middle School	
Molly Buck	Building Equity Advocate	Heritage Elementary	
Elissa Evers	Building Equity Advocate	East Elementary	
Laura Jumper	Assistant Girls Track	Ankeny High	

**Resignations - Extra-Curricular**

Employee	Position	Location	Notes
Quinn Groff	8th Assistant Boys Track	Southview Middle School	
Richard Fee	Head Boys Golf	Centennial High	
Allan Christian	JV Boys Track	Ankeny High	
Katie Banowitz	JV Girls Softball	Centennial High	



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

**Title:** Out-of-state Travel Requests

- Extended Information:**
- Ankeny High School Quiz Bowl team to Smithville, MO, January 28, 2023
  - Ankeny Centennial High School Dance Team to Orlando, FL 3/1/23-3/6/23
  - Ankeny High School Varsity Dance Team to Orlando, FL 3/2/23-3/7/23

**ATTACHMENTS:**

File Name	Description	Type	Upload Date
<a href="#">AHS Quiz Bowl January 2023.pdf</a>	AHS Quiz Bowl	Support Document	10/13/2022
<a href="#">ACHS Dance Team March 2023.pdf</a>	ACHS Dance Team	Support Document	10/13/2022
<a href="#">AHS Dance Team Travel Request March 2023.pdf</a>	AHS Dance Team	Support Document	10/13/2022

Ankeny Varsity Quiz Bowl team	Smithville, Missouri	Jan 28, 2023
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We compete at this Tournament every year. Very competitive tournament with some of the best schools in all of the Midwest. We want to keep going to Tournaments that are competitive so we can build of last years national second place finish.

Nathan Coombes  
Quiz Bowl Sponsor

We obtained our bid by receiving a superior rating and technical excellence at the camp competition. We travel to the Nationals competition each year, and we continue to select NDA because of everything the brand stands for, along with the chance to compete against the best teams in the nation.

This competition provides an outstanding opportunity for the dancers that attend each year. We receive useful feedback from knowledgeable professionals in the industry. The feedback we are given is continually used to improve our team beyond the National competition. It is referred back to throughout the following season to strengthen both our skills and performances. In addition to our feedback from the panel of judges, we also get the opportunity to watch other prestigious teams from across the country. It benefits us all to learn from other teams, inspire new ideas, and gives us the chance to demonstrate quality sportsmanship by supporting others. Ankeny Centennial has become a well-known name in both the NDA and Varsity brands because of our team's success in previous years and our continual willingness to learn.

We would be traveling with a range of 18-21 ACHS dance team members. The cost is approximately \$1,000 per dancer prior to fundraising. This cost covers: staying five nights at the Cabana Bay hotel, round-trip flights and transportation to/from our hotel, competition fees per dancer, reserved private team practice at both a studio and on an official practice floor, a formal dinner included in the event cost, and all of our performances. We use fundraisers specific to Nationals to cover as much as possible of our estimated costs. These fundraisers include, but are not limited to: our Spring kids clinic, HyVee discount card sales, a guest bagger event at our local HyVee, a profit share day at Thrive Nutrition, spirit item sales at basketball, and a flash fundraiser through our Leading Edge representative. Each dancer typically has to pay a balance of anywhere between \$250-500. If there is a dancer or family who needs additional financial assistance, we will work directly with ACHS Activities Director to plan a way for that dancer to attend. The cost of the event would not prevent a dancer from being a part of the Nationals team. Students attending Nationals will miss four school days - Wednesday, March 1, Thursday, March 2, Friday, March 3, and Monday, March 6. Below you will find a sample tentative itinerary based on our previous National competitions.

These dancers are so deserving of this unique opportunity to represent Ankeny Centennial beyond the Iowa border, and show what it means to live by the Jaguar Creed both on and off the floor.

I am seeking approval for the AHS Varsity Dance Team to travel outside the state of Iowa to attend our trip to the 2023 Nationals competition in Orlando, Florida on March 2-7, 2022. We were awarded a bid to compete at the National competition while at the NDA Elite camp we attended at Iowa State University. We obtained our bid by receiving a superior rating at the camp competition. We travel to the UDA Nationals competition each year, and this will be our first year attending the NDA Nationals competition. We enjoy everything the brand stands for, and we enjoy having the chance to compete against the best teams in the nation.

This competition provides an outstanding opportunity for the dancers that attend each year. We receive useful feedback from knowledgeable professionals in the industry. The feedback we are given is continually used to improve our team beyond the National competition. It is referred back to throughout the following season to strengthen both our skills and performances. In addition to our feedback from the panel of judges, we also get the opportunity to watch other prestigious teams from across the country. It benefits us all to learn from other teams, inspire new ideas, and gives us the chance to demonstrate quality sportsmanship by supporting others.

We would be traveling with 19 AHS dance team members, and 2 coaches. The cost is approximately \$1,000 per dancer prior to fundraising. This cost covers: staying five nights at the Cabana Bay hotel, round-trip flights and transportation to/from our hotel, competition fees per dancer, reserved private team practice at both a studio and on an official practice floor, a formal dinner included in the event cost, and all of our performances. We use fundraisers specific to Nationals to cover as much as possible of our estimated costs. These fundraisers include, but are not limited to: pop30, yard sign and decal sales, kids clinic for Ankeny students, Hawk logo driveway paintings, popcorn sales, and community business sponsorships. Each dancer typically has to pay a balance of anywhere between \$250-500 for this event. If there is a dancer or family who needs additional financial assistance, we will work directly with the AHS Activities Director to plan a way for that dancer to attend. The cost of the event would not prevent a dancer from being a part of the Nationals team. Students attending Nationals will miss four school days - Wednesday, March 2, Thursday, March 3, Friday, March 4, and Monday, March 7. Below you will find a sample tentative itinerary based on our previous National competitions.

These dancers are so deserving of this unique opportunity to represent Ankeny beyond the Iowa border, and show what it means to be a Hawk both on and off the floor.

I would be happy to answer any further questions you may have.

Thank you for your consideration!  
Courtney Dankert  
AHS Dance Team Head Coach



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Open Enrollment

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**ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>	<b>Type</b>	<b>Upload Date</b>
<a href="#">OE_11.7.22.pdf</a>	Open Enrollment 11.7.22	Support Document	11/2/2022

## Open Enrollment – 11/07/22 Board Agenda

Name	Grade	Resident District	Receiving District	School Year
Delgado Roman, Nairobi	4	DMPS	Ankeny (continuation)	2022-23
Delgado Roman, Vellianice	5	DMPS	Ankeny (continuation)	2022-23
Piang, Bawi	10	DMPS	Ankeny	2022-23
Mawi, Rebekah	8	DMPS	Ankeny	2022-23
Rouh, Andrew	10	DMPS	Ankeny (continuation)	2022-23
Wilson, Scarlett	2	DMPS	Ankeny (continuation)	2022-23
Bingham, Hailee	7	Southeast Polk	Ankeny (continuation)	2022-23
Bingham, Jordan	9	Southeast Polk	Ankeny (continuation)	2022-23
Murrow, Noah	3	Southeast Polk	Ankeny	2022-23
May, Logan	7	Ankeny	Ballard (continuation)	2022-23
Leutzing, Mackenzie	12	Ankeny	CAM	2022-23
Putney, Olivia	K	Ankeny	Carlisle	2022-23
Kratky, Aiden	12	Ankeny	Clayton Ridge	2022-23
Means, Kayla	10	Ankeny	Clayton Ridge	2022-23
Rainey, Jackson	6	Ankeny	DMPS	2022-23

***Superintendent Recommendation: Approve above open enrollment requests.***

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***Superintendent Recommendation: Deny above open enrollment requests.***



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Paid Bills

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**ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>	<b>Type</b>	<b>Upload Date</b>
<a href="#">November 7 2022 Paid Bills.pdf</a>	November 7, 2022 Paid Bills	Support Document	11/4/2022

Check Number	Transaction Fund	Vendor Name	Transaction Amount	Remarks
469293	GENERAL	COLLECTION SERVICES CENTER	\$615.88	OTHER DISBURSEMENT
469294	GENERAL	ROTH - COMMON REMITTER	\$475.00	OTHER DISBURSEMENT
469295	GENERAL	COMMON REMITTER SERVICES	\$2,893.03	OTHER DISBURSEMENT
469296	GENERAL	FIRST INTERSTATE BANK	\$99,006.32	OTHER DISBURSEMENT
	GENERAL	FIRST INTERSTATE BANK	\$38,699.53	OTHER DISBURSEMENT
	GENERAL	FIRST INTERSTATE BANK	\$23,154.58	OTHER DISBURSEMENT
469297	GENERAL	GENERAL FUND - DENTAL SERVICE	\$7,644.99	OTHER DISBURSEMENT
469298	GENERAL	IOWA DEPARTMENT OF REVENUE	\$181.10	OTHER DISBURSEMENT
469299	GENERAL	ISOLVED BENEFIT SERVICES	\$277.77	OTHER DISBURSEMENT
	GENERAL	ISOLVED BENEFIT SERVICES	\$4,122.85	OTHER DISBURSEMENT
	GENERAL	ISOLVED BENEFIT SERVICES	\$150.46	OTHER DISBURSEMENT
469300	GENERAL	LINN COUNTY SHERIFF'S OFFICE	\$205.92	OTHER DISBURSEMENT
469301	GENERAL	NORTHERN HILLS COLLECTIONS INC	\$147.93	OTHER DISBURSEMENT
469302	GENERAL	POLK COUNTY SHERIFF	\$168.14	OTHER DISBURSEMENT
469303	GENERAL	TREASURER STATE OF IOWA	\$24,105.06	OTHER DISBURSEMENT
469304	GENERAL	UNITED STATES TREASURY	\$575.64	OTHER DISBURSEMENT
469305	GENERAL	COLLECTION SERVICES CENTER	\$2,926.11	OTHER DISBURSEMENT
469306	GENERAL	ROTH - COMMON REMITTER	\$36,824.29	OTHER DISBURSEMENT
469307	GENERAL	COMMON REMITTER SERVICES	\$64,038.88	OTHER DISBURSEMENT
469308	GENERAL	FIRST INTERSTATE BANK	\$525,597.22	OTHER DISBURSEMENT
	GENERAL	FIRST INTERSTATE BANK	\$175,038.52	OTHER DISBURSEMENT
	GENERAL	FIRST INTERSTATE BANK	\$746,085.50	OTHER DISBURSEMENT
469309	GENERAL	GENERAL FUND - DENTAL SERVICE	\$49,381.73	OTHER DISBURSEMENT
469310	GENERAL	ISOLVED BENEFIT SERVICES	\$38,775.02	OTHER DISBURSEMENT
	GENERAL	ISOLVED BENEFIT SERVICES	\$51,153.54	OTHER DISBURSEMENT
	GENERAL	ISOLVED BENEFIT SERVICES	\$1,928.36	OTHER DISBURSEMENT
469311	GENERAL	STATE DISTRIBUTION UNIT	\$546.50	OTHER DISBURSEMENT
469312	GENERAL	TREASURER STATE OF IOWA	\$254,825.00	OTHER DISBURSEMENT
469313	GENERAL	A E A SCHOLARSHIP FUND	\$292.17	OTHER DISBURSEMENT
469314	GENERAL	AMER.FAMILY LIFE ASSURANCE CO.	\$350.72	OTHER DISBURSEMENT
469315	GENERAL	COLLECTION SERVICES CENTER	\$615.88	OTHER DISBURSEMENT
469316	GENERAL	ROTH - COMMON REMITTER	\$475.00	OTHER DISBURSEMENT
469317	GENERAL	COMMON REMITTER SERVICES	\$2,893.03	OTHER DISBURSEMENT
469318	GENERAL	DOLLARS FOR SCHOLARS	\$142.00	OTHER DISBURSEMENT
469319	GENERAL	FIRST INTERSTATE BANK	\$38,194.71	OTHER DISBURSEMENT
	GENERAL	FIRST INTERSTATE BANK	\$23,049.48	OTHER DISBURSEMENT
	GENERAL	FIRST INTERSTATE BANK	\$98,556.36	OTHER DISBURSEMENT
469320	GENERAL	GENERAL FUND - DENTAL SERVICE	\$7,554.15	OTHER DISBURSEMENT
469321	GENERAL	GENERAL FUND	\$4,381.15	OTHER DISBURSEMENT
469322	GENERAL	IOWA DEPARTMENT OF REVENUE	\$181.10	OTHER DISBURSEMENT
469323	GENERAL	IPERS-FOAB	\$1,254,336.14	OTHER DISBURSEMENT
469324	GENERAL	ISOLVED BENEFIT SERVICES	\$277.77	OTHER DISBURSEMENT
	GENERAL	ISOLVED BENEFIT SERVICES	\$4,011.74	OTHER DISBURSEMENT
	GENERAL	ISOLVED BENEFIT SERVICES	\$150.46	OTHER DISBURSEMENT
469325	GENERAL	LINN COUNTY SHERIFF'S OFFICE	\$54.77	OTHER DISBURSEMENT
469326	GENERAL	NORTHERN HILLS COLLECTIONS INC	\$143.58	OTHER DISBURSEMENT
469327	GENERAL	SERVE CREDIT UNION	\$200.00	OTHER DISBURSEMENT
469328	GENERAL	TREASURER STATE OF IOWA	\$23,884.75	OTHER DISBURSEMENT
469329	GENERAL	UNITED STATES TREASURY	\$312.98	OTHER DISBURSEMENT
469330	GENERAL	UNITED WAY OF CENTRAL IOWA	\$520.00	OTHER DISBURSEMENT
469331	GENERAL	95 PERCENT GROUP	\$121.00	INSTR SUPPLIES
469332	GENERAL	A + LAWN & LANDSCAPE - ANKENY	\$475.00	MAINT SERVICE
469333	GENERAL	ABLENET	\$260.00	INSTR SUPPLIES
469334	GENERAL	ACADEMIC THERAPY PUBLICATIONS	\$875.00	INSTR SUPPLIES
469335	PPEL	ACKELSON SHEET METAL INC	\$817.00	ADMIN SUPPLIES
469336	GENERAL	ACME TOOLS	\$285.00	INSTR SUPPLIES
469337	GENERAL	ADVENTURE LIGHTING INC	\$689.16	MAINT SUPPLIES
469338	ATHLETIC	AGILE SPORTS TECHNOLOGIES	\$81.88	INSTR SUPPLIES
469339	GENERAL	AGRILAND FS INC	\$2,288.80	MAINT SUPPLIES
469340	GENERAL	AHLERS AND COONEY P.C.	\$320.00	ADMIN SERVICE
469341	GENERAL	AIR-MACH INC.	\$82.00	MAINT SUPPLIES

469355	GENERAL	AMAZON BUSINESS	\$90.83	MEDIA SUPPLIES
	GENERAL	AMAZON BUSINESS	\$63.87	ADMIN SUPPLIES
	ACTIVITY	AMAZON BUSINESS	\$1,157.22	INSTR SUPPLIES
	ACTIVITY	AMAZON BUSINESS	\$63.69	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$225.68	INSTR EQUIP
	GENERAL	AMAZON BUSINESS	\$510.43	MEDIA SUPPLIES
	GENERAL	AMAZON BUSINESS	\$64.98	MEDIA SUPPLIES
	GENERAL	AMAZON BUSINESS	\$170.95	MAINT SUPPLIES
	NON STUDENT AGENCY	AMAZON BUSINESS	\$234.09	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$82.42	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$36.78	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$223.45	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$244.68	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$1,206.18	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$919.70	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$670.01	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$247.41	MEDIA SUPPLIES
	GENERAL	AMAZON BUSINESS	\$206.91	ADMIN EQUIP
	GENERAL	AMAZON BUSINESS	\$200.40	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$35.98	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$165.34	MAINT SUPPLIES
	GENERAL	AMAZON BUSINESS	\$148.90	INSTR BOOKS
	GENERAL	AMAZON BUSINESS	\$70.72	MEDIA SUPPLIES
	GENERAL	AMAZON BUSINESS	\$344.90	MEDIA BOOKS
	GENERAL	AMAZON BUSINESS	\$39.54	ADMIN SUPPLIES
	ACTIVITY	AMAZON BUSINESS	\$329.63	INSTR SUPPLIES
	ACTIVITY	AMAZON BUSINESS	\$6,387.74	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$247.78	MEDIA SUPPLIES
	GENERAL	AMAZON BUSINESS	\$1,209.74	MEDIA BOOKS
	GENERAL	AMAZON BUSINESS	\$5.21	MAINT SUPPLIES
	GENERAL	AMAZON BUSINESS	\$76.39	MAINT SUPPLIES
	NON STUDENT AGENCY	AMAZON BUSINESS	\$154.11	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$571.65	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$25.99	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$14.21	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$595.52	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$95.92	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$467.91	MAINT SUPPLIES
	GENERAL	AMAZON BUSINESS	\$101.00	MAINT SUPPLIES
	GENERAL	AMAZON BUSINESS	\$20.95	MAINT SUPPLIES
	ATHLETIC	AMAZON BUSINESS	\$808.08	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$17,384.47	INSTR SUPPLIES
	GENERAL	AMAZON BUSINESS	\$39.98	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$60.35	ADMIN SUPPLIES
	GENERAL	AMAZON BUSINESS	\$506.88	MAINT EQUIP
469356	ATHLETIC	AMES MIDDLE SCHOOL	\$140.00	INSTR DUES
469357	GENERAL	ROBERT J ANDERSON	\$400.00	INSTR SUPPLIES
469358	ACTIVITY	ANDERSON/ERICKSON DAIRY INC.	\$51.81	INSTR SUPPLIES
	ACTIVITY	ANDERSON/ERICKSON DAIRY INC.	\$17.27	INSTR SUPPLIES
	ACTIVITY	ANDERSON/ERICKSON DAIRY INC.	\$35.44	INSTR SUPPLIES
469359	ACTIVITY	ANDYMARK INC	\$316.82	INSTR SUPPLIES
469360	GENERAL	ANKENY HARDWARE	\$539.75	MAINT SUPPLIES
	GENERAL	ANKENY HARDWARE	\$85.98	MAINT SUPPLIES
	GENERAL	ANKENY HARDWARE	\$3.39	MAINT SUPPLIES
469361	GENERAL	ANKENY SCHOOL FOUNDATION	\$95.00	INSTR REFUNDS
469362	ATHLETIC	APPLE COMPUTER INC	\$1,496.95	INSTR SUPPLIES
469363	GENERAL	AREA EDUCATION AGENCY 11	\$120.00	ADMIN SERVICE
469364	PPEL	ATC GROUP SERVICES LLC	\$323.00	CONSTRUCT SERVICE
469365	NON STUDENT AGENCY	ATLANTIC BOTTLING CO.	\$152.23	INSTR SUPPLIES
469366	PPEL	AUGUST ENTERPRISES LLC	\$13,327.09	CONSTRUCT SERVICE
469367	ATHLETIC	THOMAS AUGUSTINE	\$175.00	INSTR OFFICIALS
469368	ATHLETIC	B & H PHOTO-VIDEO	\$416.52	INSTR SUPPLIES
469369	ACTIVITY	BANDMANS COMPANY	\$758.97	INSTR SUPPLIES
469370	ATHLETIC	BRAD BATTANI	\$190.00	INSTR OFFICIALS

469371	ATHLETIC	PHILIP A BAUGHMAN	\$160.00	INSTR OFFICIALS
469372	GENERAL	BENCHMARK EDUCATION COMPANY LLC	\$643.50	INSTR SUPPLIES
469373	GENERAL	BIRDBRAIN TECHNOLOGIES LLC	\$15,980.00	INSTR SUPPLIES
469374	GENERAL	BLANK PARK ZOO INC	\$416.00	INSTR DUES
469375	GENERAL	DICK BLICK	\$917.81	INSTR SUPPLIES
469376	ATHLETIC	BOBS CUSTOM TROPHIES	\$104.40	INSTR SUPPLIES
469377	ATHLETIC	GERALD BOWHAY	\$77.00	INSTR OFFICIALS
469378	ATHLETIC	TYLER G BRADY	\$77.00	INSTR OFFICIALS
469379	GENERAL	JACKSON BRANNAN	\$124.11	OTHER DISBURSEMENT
469380	ATHLETIC	BREG INC	\$182.44	INSTR SUPPLIES
469381	ATHLETIC	SCOTT BROWN	\$160.00	INSTR OFFICIALS
469382	GENERAL	BSN SPORTS LLC	\$84.97	INSTR SUPPLIES
469383	ATHLETIC	JEFF BUENTING	\$77.00	INSTR OFFICIALS
469384	GENERAL	BULLSEYE TELECOM	\$98.56	ADMIN SERVICE
469385	ATHLETIC	SELINA CAMPOS	\$77.00	INSTR OFFICIALS
469386	GENERAL	CAPITAL SANITARY SUPPLY CO INC	\$18,392.88	MAINT SUPPLIES
	PPEL	CAPITAL SANITARY SUPPLY CO INC	\$10,598.25	MAINT EQUIP
469387	ATHLETIC	MATTHEW R CAPONIGRO	\$110.00	INSTR OFFICIALS
469388	GENERAL	CAROLINA BIOLOGICAL SUPPLY CO	\$26.15	INSTR SERVICE
469389	GENERAL	CARQUEST AUTO PARTS	\$36.95	MAINT SUPPLIES
469390	GENERAL	CDW GOVERNMENT INC	\$1,250.00	ADMIN SUPPLIES
	GENERAL	CDW GOVERNMENT INC	\$6,250.00	INSTR SUPPLIES
	GENERAL	CDW GOVERNMENT INC	\$2,500.00	ADMIN SUPPLIES
	GENERAL	CDW GOVERNMENT INC	\$2,500.00	ADMIN SERVICE
469391	ATHLETIC	CEDAR RAPIDS COMM. SCHOOL DISTRICT	\$100.00	INSTR DUES
469392	ACTIVITY	JON CHAPMAN	\$180.00	INSTR SERVICE
	GENERAL	JON CHAPMAN	\$330.00	INSTR SERVICE
469393	ACTIVITY	KEVIN CHASE	\$750.00	INSTR SUPPLIES
469394	ATHLETIC	CHEER BUTTONS & BOWS	\$602.53	INSTR SUPPLIES
469395	GENERAL	CIT CHARTERS	\$23,504.64	TRANSP SERVICE
469396	GENERAL	CITY OF ANKENY	\$3,973.51	MAINT SUPPLIES
	GENERAL	CITY OF ANKENY	\$38,177.57	TRANSP SUPPLIES
	GENERAL	CITY OF ANKENY	\$6,197.80	TRANSP SUPPLIES
469397	GENERAL	CITY SUPPLY CORPORATION	\$243.22	MAINT SUPPLIES
469398	PPEL	CIVIL DESIGN ADVANTAGE LLC	\$5,722.88	CONSTRUCT SERVICE
469399	GENERAL	COMMERCIAL LIGHTING SERVICES	\$421.00	MAINT SUPPLIES
	GENERAL	COMMERCIAL LIGHTING SERVICES	\$1,437.45	MAINT SERVICE
469400	GENERAL	COMPUTER INFORMATION CONCEPTS	\$3,600.00	INSTR SERVICE
469401	ATHLETIC	STEVEN CONRAD	\$77.00	INSTR OFFICIALS
469402	GENERAL	CONTINENTAL CLAY COMPANY	\$1,023.30	INSTR SUPPLIES
469403	GENERAL	KATIE CRAWLEY	\$12.19	OTHER DISBURSEMENT
469404	ATHLETIC	CREATIVE LEGACY CO LLC	\$587.00	INSTR SUPPLIES
469405	ACTIVITY	INES KURTOVIC CRING	\$360.00	INSTR SERVICE
469406	ATHLETIC	DALLAS CENTER-GRIMES COMM SCHOOL DI	\$120.00	INSTR DUES
469407	ATHLETIC	DECKER SPORTING GOODS INC	\$14,592.60	INSTR SUPPLIES
469408	GENERAL	DELTA EDUCATION, LLC	\$318.80	INSTR SUPPLIES
469409	GENERAL	DEMCO INC.	\$115.43	MEDIA SUPPLIES
	GENERAL	DEMCO INC.	\$150.87	MEDIA SUPPLIES
	GENERAL	DEMCO INC.	\$1,341.80	MEDIA SUPPLIES
469410	ATHLETIC	RUSSEL G DEMPSTER	\$100.00	INSTR OFFICIALS
469411	GENERAL	DENNIS SUPPLY CO	\$65.20	MAINT SUPPLIES
469412	ATHLETIC	PAUL DENNY	\$160.00	INSTR OFFICIALS
469413	GENERAL	DES MOINES AREA COMM. COLLEGE	\$25,000.00	INSTR SERVICE
469414	GENERAL	DES MOINES PERFORMING ARTS	\$3,548.00	INSTR DUES
469415	GENERAL	DES MOINES REGISTER COMMUNITY PUBL	\$617.02	ADMIN SERVICE
469416	GENERAL	DES MOINES STAMP MFG CO	\$143.15	ADMIN SUPPLIES
469417	GENERAL	DES MOINES STEEL CO. INC	\$15.00	MAINT SUPPLIES
469418	ATHLETIC	DESTRO MACHINES LLC	\$2,370.65	INSTR EQUIP
469419	GENERAL	DICKINSON MACKAMAN TYLER & HAGEN	\$9,261.50	ADMIN SERVICE
469420	ATHLETIC	DOWLING HIGH SCHOOL	\$60.00	INSTR DUES
469421	ATHLETIC	ALLAN DREES	\$160.00	INSTR OFFICIALS
469422	ATHLETIC	DRUE WOLFE	\$1,000.00	INSTR SERVICE
469423	ATHLETIC	DUANE DUNCAN	\$190.00	INSTR OFFICIALS
469424	ATHLETIC	KYLE R DUNCAN	\$190.00	INSTR OFFICIALS

469425	GENERAL	EAI EDUCATION	\$2,577.85	INSTR SUPPLIES
469426	GENERAL	EDUPORIUM INC	\$5,405.40	INSTR SUPPLIES
469427	GENERAL	ELECTRONIC ENGINEERING CO	\$69.99	INSTR SUPPLIES
	GENERAL	ELECTRONIC ENGINEERING CO	\$7,740.00	MAINT SERVICE
469428	PPEL	STEVE HARTLEY	\$10,630.00	CONSTRUCT SERVICE
469429	ATHLETIC	ELSMORE SPORTS INC	\$407.50	INSTR SUPPLIES
469430	GENERAL	EMC INSURANCE COMPANIES	\$6,203.00	ADMIN SERVICE
469431	GENERAL	EMPLOYEE & FAMILY RESOURCES	\$119,984.00	ADMIN SERVICE
469432	GENERAL	EMS DETERGENT SERVICES	\$78.90	INSTR SUPPLIES
469433	PPEL	ENCORE STRIPING & SWEEPING LLC	\$775.00	CONSTRUCT SERVICE
469434	PPEL	EROSION WORX INC	\$1,170.00	CONSTRUCT SERVICE
469435	GENERAL	ETA HAND2MIND	\$8,071.68	INSTR SUPPLIES
469436	GENERAL	THE FASTENAL COMPANY	\$5,630.49	MAINT SUPPLIES
469437	GENERAL	FEDEX FREIGHT	\$34.45	INSTR BOOKS
469438	GENERAL	FIBER PLATFORM LLC	\$7,226.84	ADMIN SERVICE
469440	GENERAL	FILTER SHOP INC.	\$3,044.75	MAINT SERVICE
	GENERAL	FILTER SHOP INC.	\$7,349.45	MAINT SUPPLIES
469441	GENERAL	FIRST INTERSTATE BANK	\$312.27	OTHER DISBURSEMENT
469442	GENERAL	FIRST STUDENT INC	\$510,832.18	TRANSP SERVICE
	GENERAL	FIRST STUDENT INC	\$73,078.07	TRANSP SERVICE
469443	GENERAL	FLAGHOUSE INC	\$85.26	INSTR SUPPLIES
469444	GENERAL	FLINN SCIENTIFIC INC	\$8,396.35	INSTR SUPPLIES
469445	ATHLETIC	JAY FLORA	\$160.00	INSTR OFFICIALS
469446	GENERAL	FOLLETT CONTENT SOLUTIONS LLC	\$484.46	MEDIA BOOKS
469447	ATHLETIC	JULIE FORTIN-KLAHN	\$160.00	INSTR OFFICIALS
469448	ATHLETIC	RAYMOND JAMES FOUTS	\$154.00	INSTR OFFICIALS
469449	GENERAL	FRANKLINCOVEY	\$2,156.54	INSTR SUPPLIES
469450	ATHLETIC	JEFF FREEL	\$77.00	INSTR OFFICIALS
469451	GENERAL	FREESTYLE	\$1,346.71	INSTR SUPPLIES
469452	ATHLETIC	TOM FRIEDMAN	\$120.00	INSTR OFFICIALS
469453	SAVE - CP	L. A. FULTON & SONS INC	\$2,412.00	CONSTRUCT SERVICE
	GENERAL	L. A. FULTON & SONS INC	\$5,910.00	MAINT SERVICE
	GENERAL	L. A. FULTON & SONS INC	\$787.00	MAINT SUPPLIES
469454	ACTIVITY	FUTURE BUSINESS LEADERS OF AMERICA	\$460.00	INSTR DUES
469455	ACTIVITY	RAYMOND GEDDES & COMPANY INC.	\$140.52	INSTR SUPPLIES
469456	GENERAL	GO FUSION TECHNOLOGIES LLC	\$1,426.33	MAINT SERVICE
	GENERAL	GO FUSION TECHNOLOGIES LLC	\$250.00	MAINT SUPPLIES
469457	GENERAL	GOPHER SPORT	\$58.26	INSTR SUPPLIES
469458	GENERAL	W.W. GRAINGER INC.	\$367.45	MAINT SUPPLIES
	GENERAL	W.W. GRAINGER INC.	\$235.60	MAINT SUPPLIES
469459	ACTIVITY	GRANDVIEW UNIVERSITY	\$105.00	INSTR DUES
469460	GENERAL	GRAYBAR ELECTRIC COMPANY INC	\$855.06	MAINT SUPPLIES
469461	ATHLETIC	SCOTT HALE	\$160.00	INSTR OFFICIALS
469462	GENERAL	HANDS UP COMMUNICATIONS INC	\$2,125.00	ADMIN SERVICE
469463	ATHLETIC	CARRIE HARJES	\$110.00	INSTR OFFICIALS
469464	GENERAL	SENITA HASANAGIC	\$77.63	OTHER DISBURSEMENT
469465	GENERAL	LEGACY TRAVEL GROUP INC	\$9,902.50	TRANSP SERVICE
469466	GENERAL	ELLEN C. HAYES	\$487.50	ADMIN SERVICE
469467	GENERAL	LITERACY RESOURCES LLC	\$97.00	INSTR SUPPLIES
469468	ATHLETIC	RANDY HEIMERMAN	\$160.00	INSTR OFFICIALS
469469	GENERAL	HERC-U-LIFT INC.	\$153.36	MAINT SERVICE
469470	ATHLETIC	JOHN HOBERG	\$77.00	INSTR OFFICIALS
469471	ATHLETIC	ROBERT HOEG	\$77.00	INSTR OFFICIALS
469472	GENERAL	HOME DEPOT	\$1,234.70	MAINT SUPPLIES
	GENERAL	HOME DEPOT	\$353.88	INSTR SUPPLIES
469473	ATHLETIC	AARON HOPKINS	\$180.00	INSTR OFFICIALS
469474	GENERAL	HOUCHEM BINDERY CO.	\$1,428.89	ADMIN SERVICE
469475	SAVE - CP	HPC LLC	\$51,583.00	CONSTRUCT SERVICE
	PPEL	HPC LLC	\$73,769.00	CONSTRUCT SERVICE
469476	ACTIVITY	JAMES G. HUDSON	\$2,500.00	INSTR SERVICE

469477	ACTIVITY	HY-VEE - N. ANKENY BLVD	\$349.10	INSTR SUPPLIES
	ACTIVITY	HY-VEE - N. ANKENY BLVD	\$359.70	INSTR SUPPLIES
	NON STUDENT AGENCY	HY-VEE - N. ANKENY BLVD	\$125.00	INSTR SUPPLIES
	NON STUDENT AGENCY	HY-VEE - N. ANKENY BLVD	\$475.94	INSTR SUPPLIES
	GENERAL	HY-VEE - N. ANKENY BLVD	\$17.46	INSTR SUPPLIES
	GENERAL	HY-VEE - N. ANKENY BLVD	\$35.76	ADMIN SUPPLIES
	GENERAL	HY-VEE - N. ANKENY BLVD	\$975.54	INSTR SUPPLIES
469478	NON STUDENT AGENCY	HY-VEE - N. ANKENY BLVD	\$45.00	INSTR SUPPLIES
469479	ATHLETIC	HY-VEE - PRAIRIE TRAIL	\$99.38	INSTR SUPPLIES
	NON STUDENT AGENCY	HY-VEE - PRAIRIE TRAIL	\$240.00	INSTR SUPPLIES
	GENERAL	HY-VEE - PRAIRIE TRAIL	\$437.81	INSTR SUPPLIES
	ACTIVITY	HY-VEE - PRAIRIE TRAIL	\$130.00	INSTR SUPPLIES
	NON STUDENT AGENCY	HY-VEE - PRAIRIE TRAIL	\$11.42	INSTR SUPPLIES
	ACTIVITY	HY-VEE - PRAIRIE TRAIL	\$301.08	INSTR SUPPLIES
469480	PPEL	IMPRINT ARCHITECTS	\$9,971.16	CONSTRUCT SERVICE
469481	ATHLETIC	INDIAN HILLS JR. HIGH SCHOOL	\$120.00	INSTR DUES
469482	ATHLETIC	INDIANOLA ATHLETIC DEPARTMENT	\$360.00	INSTR DUES
469483	GENERAL	INFOMAX OFFICE SYSTEMS	\$247.18	ADMIN SUPPLIES
	GENERAL	INFOMAX OFFICE SYSTEMS	\$12,132.52	ADMIN SERVICE
469484	GENERAL	INTERACTIVE HEALTH TECHNOLOGIES	\$112.00	INSTR SUPPLIES
469485	GENERAL	INTERSTATE ALL BATTERY CENTER	\$135.20	MAINT SUPPLIES
469486	GENERAL	IOWA ASSOC OF SCHOOL BOARDS	\$550.00	ADMIN SERVICE
469487	ATHLETIC	IOWA CENTRAL COMMUNITY COLLEGE	\$740.00	INSTR DUES
469488	ATHLETIC	IOWA CITY AREA SPORTS COMMISSION	\$500.00	INSTR DUES
469489	GENERAL	IOWA DEPARTMENT OF HUMAN SERVICES	\$419,245.69	OTHER DISBURSEMENT
469490	GENERAL	IOWA HIGH SCHOOL MUSIC ASSOC.	\$781.00	INSTR SUPPLIES
469491	ATHLETIC	IOWA HIGH SCHOOL SWIM COACHES ASSOC	\$120.00	INSTR DUES
469492	GENERAL	IOWA INTERNATIONAL CENTER	\$150.00	ADMIN SERVICE
469493	GENERAL	UNDERGROUND LOCATION COMPANY	\$357.70	MAINT SERVICE
469494	MANAGEMENT	IOWA WORKFORCE DEVELOPMENT	\$1,588.18	INSTR DISBURSEMENT
469495	GENERAL	ISCA OFFICE	\$235.00	ADMIN SERVICE
469496	ATHLETIC	THOMAS R JOHANNSSEN	\$160.00	INSTR OFFICIALS
469497	PPEL	JOHNSON CONTROLS	\$3,281.87	MAINT SERVICE
	GENERAL	JOHNSON CONTROLS	\$1,546.68	MAINT SUPPLIES
469498	ATHLETIC	JOHNSTON ATHLETIC DEPARTMENT	\$270.00	INSTR DUES
469499	GENERAL	JUNIOR LIBRARY GUILD	\$159.99	INSTR SUPPLIES
469500	ATHLETIC	KELSI JURIK	\$110.00	INSTR OFFICIALS
469501	ATHLETIC	THOMAS JURIK	\$220.00	INSTR OFFICIALS
469502	GENERAL	KARL CHEVROLET	\$127.61	MAINT SUPPLIES
469503	ATHLETIC	DANIEL E KEALY	\$440.00	INSTR OFFICIALS
469504	GENERAL	KELE INC	\$109.44	MAINT SUPPLIES
469505	GENERAL	KENDALL HUNT PUBLISHING COMPANY	\$87.00	INSTR SUPPLIES
469506	PPEL	KINZLER CONSTRUCTION SERVICES INC	\$6,425.00	CONSTRUCT SERVICE
469507	ATHLETIC	THOMAS KIRK	\$77.00	INSTR OFFICIALS
469508	GENERAL	AMBER KNAPP	\$246.13	OTHER DISBURSEMENT
469509	ATHLETIC	KENT KOCOUR	\$345.00	INSTR OFFICIALS
469510	GENERAL	KRUCK PLUMBING & HEATING CO INC	\$27.50	MAINT SUPPLIES
	GENERAL	KRUCK PLUMBING & HEATING CO INC	\$700.00	MAINT SERVICE
469511	ATHLETIC	BLAKE KRUGER	\$90.00	INSTR OFFICIALS
469512	GENERAL	LACROSSE BALLS DIRECT	\$100.99	INSTR SUPPLIES
469513	GENERAL	LAKESHORE LEARNING MATERIALS	\$189.05	INSTR SUPPLIES
469514	ATHLETIC	WILLIAM LARKIN	\$160.00	INSTR OFFICIALS
469516	GENERAL	LASER RESOURCES L.L.C.	\$19.91	ADMIN SERVICE
	ATHLETIC	LASER RESOURCES L.L.C.	\$236.75	ATHLETIC SERVICE
	PPEL	LASER RESOURCES L.L.C.	\$22,500.00	ADMIN EQUIP
	GENERAL	LASER RESOURCES L.L.C.	\$13,150.44	ADMIN SERVICE
	GENERAL	LASER RESOURCES L.L.C.	\$872.24	ADMIN SUPPLIES
	NON STUDENT AGENCY	LASER RESOURCES L.L.C.	\$4.46	COMM ENG SERVICE
	GENERAL	LASER RESOURCES L.L.C.	\$6.07	MAINT SERVICE
469517	GENERAL	LASER RESOURCES L.L.C.	\$468.95	ADMIN SERVICE
	ATHLETIC	LEAD EM VP LLC	\$200.00	INSTR SERVICE
469518	GENERAL	LEADING EDGE LAMINATING	\$1,251.28	ADMIN SUPPLIES
469519	GENERAL	LEARNING ALLY INC	\$11,956.50	INSTR SUPPLIES
	GENERAL	LEARNING ALLY INC	\$11,956.57	INSTR SERVICE

469520	GENERAL	LEARNING A-Z	\$2,245.00	INSTR SUPPLIES
469521	GENERAL	SAW LEE	\$60.00	INSTR REFUNDS
469522	GENERAL	LIGHTSPEED TECHNOLOGIES INC	\$60.00	ADMIN SUPPLIES
	GENERAL	LIGHTSPEED TECHNOLOGIES INC	\$144.00	ADMIN SUPPLIES
469523	ATHLETIC	DEKARLO LONG	\$77.00	INSTR OFFICIALS
469524	ATHLETIC	CHRIS LYNCH	\$180.00	INSTR OFFICIALS
469525	GENERAL	MACKIN EDUCATIONAL RESOURCES	\$1,414.45	MEDIA BOOKS
469526	GENERAL	MAIL SERVICES LLC	\$6,229.51	ADMIN SERVICE
469527	ACTIVITY	MARTIN BROTHERS	\$468.52	INSTR SUPPLIES
	ACTIVITY	MARTIN BROTHERS	\$865.06	INSTR SUPPLIES
	GENERAL	MARTIN BROTHERS	\$3,356.13	INSTR SUPPLIES
469528	ACTIVITY	BRIAN MCCALLISTER	\$180.00	INSTR SERVICE
469529	GENERAL	CHRISTINE MCCLAIN	\$32.46	OTHER DISBURSEMENT
469530	ACTIVITY	MENARDS	\$94.93	INSTR SUPPLIES
	GENERAL	MENARDS	\$1,669.12	MAINT SUPPLIES
	GENERAL	MENARDS	\$158.89	MAINT SUPPLIES
	GENERAL	MENARDS	\$664.18	INSTR SUPPLIES
	GENERAL	MENARDS	\$97.39	MAINT SUPPLIES
469531	ATHLETIC	JASON MERTES	\$190.00	INSTR OFFICIALS
469532	GENERAL	MICHAEL MERTZ	\$25.63	INSTR TRAVEL
469533	PPEL	MIDWEST AUTOMATIC FIRE SPRINKLER	\$4,386.53	MAINT SERVICE
469534	PPEL	MIDWEST COMPUTER PRODUCTS INC.	\$18,029.50	INSTR EQUIP
469535	GENERAL	MIDWEST REHABILITATION SERVICES	\$300.00	ADMIN SERVICE
469536	GENERAL	MMIT BUSINESS SOLUTIONS GROUP	\$185.63	ADMIN SERVICE
	GENERAL	MMIT BUSINESS SOLUTIONS GROUP	\$107.01	MAINT SERVICE
	GENERAL	MMIT BUSINESS SOLUTIONS GROUP	\$393.72	ADMIN SERVICE
469537	ATHLETIC	MICHAEL MORRISON	\$77.00	INSTR OFFICIALS
469538	GENERAL	HILARY MULLEN	\$61.25	INSTR TRAVEL
469539	ATHLETIC	C. CALVIN MURDOCK	\$420.00	INSTR SERVICE
469540	ATHLETIC	JOHN NAGEL	\$77.00	INSTR OFFICIALS
469541	ACTIVITY	NATIONAL SPEECH AND DEBATE ASSOC	\$26.00	INSTR DUES
469542	GENERAL	ALBERT D NEPLL	\$1,227.13	ADMIN TRAVEL
469543	GENERAL	NOODLE TOOLS INC	\$230.34	ADMIN SUPPLIES
	GENERAL	NOODLE TOOLS INC	\$230.34	MEDIA BOOKS
	GENERAL	NOODLE TOOLS INC	\$460.66	MEDIA SUPPLIES
	GENERAL	NOODLE TOOLS INC	\$230.33	MEDIA SUPPLIES
	GENERAL	NOODLE TOOLS INC	\$230.33	MEDIA SUPPLIES
469544	GENERAL	PATRIOT APPAREL INC	\$386.00	INSTR SUPPLIES
469545	GENERAL	OFFICE DEPOT	\$988.29	INSTR SUPPLIES
	GENERAL	OFFICE DEPOT	\$774.53	INSTR SUPPLIES
	GENERAL	OFFICE DEPOT	\$117.25	ADMIN SUPPLIES
	GENERAL	OFFICE DEPOT	\$4.48	MAINT SUPPLIES
	GENERAL	OFFICE DEPOT	\$180.79	INSTR SUPPLIES
469546	GENERAL	ANDRIJANA OMEROVIC	\$4.71	OTHER DISBURSEMENT
469547	GENERAL	OPC DIRECT	\$4,900.93	ADMIN SUPPLIES
469548	ATHLETIC	SHAWN OSTLUND	\$77.00	INSTR OFFICIALS
469549	GENERAL	KADEE PAGLIAI	\$409.59	OTHER DISBURSEMENT
469550	GENERAL	THE PAPER CORPORATION	\$5,751.60	ADMIN SUPPLIES
	GENERAL	THE PAPER CORPORATION	\$1,781.18	ADMIN SUPPLIES
469551	PPEL	PAR INDUSTRIES LLC	\$2,016.96	INSTR SERVICE
469552	ATHLETIC	DAN PAULSON	\$220.00	INSTR OFFICIALS
469553	GENERAL	DAGAN PEACOCK	\$199.18	OTHER DISBURSEMENT
469554	GENERAL	JOHN PEDDICORD	\$120.31	ADMIN TRAVEL
469555	GENERAL	J W PEPPER	\$1,875.81	INSTR SUPPLIES
469556	GENERAL	PER MAR SECURITY & RESEARCH CORP	\$7,564.20	MAINT SERVICE
469557	GENERAL	PERFICUT COMPANIES INC	\$422.45	MAINT SERVICE
	GENERAL	PERFICUT COMPANIES INC	\$837.00	MAINT SERVICE
469558	ATHLETIC	FLOYD PERRINE	\$177.00	INSTR OFFICIALS
469559	ATHLETIC	MARK PETERSON	\$120.00	INSTR OFFICIALS
469560	GENERAL	PIONEER VALLEY BOOKS	\$49.50	INSTR SUPPLIES
469561	GENERAL	PLTW	\$6,400.00	INSTR SERVICE
469562	GENERAL	PLUMB SUPPLY CO.	\$627.26	MAINT SUPPLIES
	GENERAL	PLUMB SUPPLY CO.	(\$114.94)	MAINT SUPPLIES
469563	GENERAL	POSITIVE PROOF	\$95.95	ADMIN SUPPLIES

469564	GENERAL	POWERSCHOOLS HOLDINGS LLC	\$300.00	ADMIN SERVICE
469565	GENERAL	PREMIER A&B SERVICES	\$16.18	MAINT SUPPLIES
	GENERAL	PREMIER A&B SERVICES	\$69.50	MAINT SUPPLIES
469566	ACTIVITY	NICHOLAS QUAMME	\$1,200.00	INSTR SERVICE
469567	ATHLETIC	KURT RENAUD	\$160.00	INSTR OFFICIALS
469568	GENERAL	RESOURCE SERVICES INC	\$170.91	MAINT SUPPLIES
	GENERAL	RESOURCE SERVICES INC	\$1,010.00	MAINT SERVICE
469569	ACTIVITY	REV ROBOTICS LLC	\$1,020.98	INSTR SUPPLIES
469570	NON STUDENT AGENCY	REVTRAK	\$2,543.75	COMM ENG SERVICE
469571	GENERAL	FRANK RIEMAN MUSIC INC	\$2,222.05	INSTR SERVICE
	ACTIVITY	FRANK RIEMAN MUSIC INC	\$1,720.30	INSTR SUPPLIES
469572	GENERAL	RISER INC	\$400.00	MAINT SERVICE
	GENERAL	RISER INC	\$450.00	MAINT SERVICE
469573	NON STUDENT AGENCY	DAVID RITTMAN	\$250.00	INSTR SUPPLIES
	ATHLETIC	DAVID RITTMAN	\$100.00	INSTR OFFICIALS
	NON STUDENT AGENCY	DAVID RITTMAN	\$3,600.00	INSTR SERVICE
469574	ATHLETIC	LAURA ROEDER-GRUBB	\$110.00	INSTR OFFICIALS
469575	ATHLETIC	TODD M ROORDA	\$185.00	INSTR OFFICIALS
469576	GENERAL	SAVVAS LEARNING CO LLC	\$23,611.50	INSTR BOOKS
469577	GENERAL	SAYDEL CONSOLIDATED SCHOOL DIST	\$331,002.63	INSTR TUITION
469578	PPEL	SCHIPPERS ELECTRIC LLC	\$2,880.00	MAINT SERVICE
469579	GENERAL	SCHOLASTIC INC/MAGAZINES	\$1,683.21	INSTR SUPPLIES
469580	GENERAL	SAI-SCHOOL ADMINISTRATORS OF IA.	\$200.00	ADMIN SERVICE
469581	GENERAL	SCHOOL DATEBOOKS	\$330.41	INSTR SUPPLIES
469582	GENERAL	SCHOOL HEALTH CORPORATION	\$61.41	ADMIN SUPPLIES
	GENERAL	SCHOOL HEALTH CORPORATION	\$57.13	INSTR SUPPLIES
469583	GENERAL	SCHOOL SPECIALTY LLC	\$438.98	INSTR SUPPLIES
469584	GENERAL	SCIBA	\$130.00	INSTR DUES
469585	GENERAL	SECURITAS SECURITY SERVICES USA INC	\$5,135.11	MAINT SERVICE
	ATHLETIC	SECURITAS SECURITY SERVICES USA INC	\$1,282.20	INSTR SERVICE
469586	ATHLETIC	JASON SEEHUSEN	\$160.00	INSTR OFFICIALS
469587	GENERAL	SETPPOINT MECHANICAL SERVICES LLC	\$923.36	MAINT SUPPLIES
	GENERAL	SETPPOINT MECHANICAL SERVICES LLC	\$4,695.00	MAINT SERVICE
	PPEL	SETPPOINT MECHANICAL SERVICES LLC	\$7,565.70	CONSTRUCT SERVICE
469588	GENERAL	STEVEN P SHANLEY	\$1,250.00	INSTR SERVICE
469589	GENERAL	CATHY SHELLEY	\$1.11	OTHER DISBURSEMENT
469590	ATHLETIC	SHELTON DEHAAN COMPANY	\$170.00	INSTR SUPPLIES
	ATHLETIC	SHELTON DEHAAN COMPANY	\$170.00	INSTR SERVICE
469591	ATHLETIC	CHRIS SHORT	\$77.00	INSTR OFFICIALS
469592	ATHLETIC	SIGNARAMA - ANKENY	\$314.58	INSTR SUPPLIES
469593	PPEL	SIGNARAMA - URBANDALE	\$12,728.85	CONSTRUCT SUPPLIES
	GENERAL	SIGNARAMA - URBANDALE	\$2,842.83	ADMIN SUPPLIES
469594	ATHLETIC	DAVID SIMMONS	\$180.00	INSTR OFFICIALS
469595	GENERAL	SIMPSON COLLEGE	\$200.00	INSTR SUPPLIES
469596	GENERAL	SITEONE LANDSCAPE SUPPLY LLC	\$688.99	MAINT SUPPLIES
469597	GENERAL	SLEISTER MUSIC	\$4,120.00	INSTR SERVICE
	GENERAL	SLEISTER MUSIC	\$212.61	INSTR SUPPLIES
	ACTIVITY	SLEISTER MUSIC	\$325.00	INSTR SERVICE
469598	PPEL	RALPH N SMITH INC	\$4,603.00	CONSTRUCT SERVICE
469599	GENERAL	SMITH'S SEWER SERVICE INC	\$95.00	MAINT SERVICE
469600	GENERAL	TBP PRODUCTIONS LLP	\$292.50	INSTR SUPPLIES
469601	GENERAL	THINK SOCIAL PUBLISHING INC	\$58.60	INSTR SUPPLIES
469602	ATHLETIC	SOUTHEAST POLK JR. HIGH SCHOOL	\$120.00	INSTR DUES
469603	ACTIVITY	SOUTHEASTERN PERFORMANCE APPAREL	\$480.43	INSTR SUPPLIES
469604	GENERAL	STAGES PUBLISHING INC	\$1,024.74	INSTR SUPPLIES
469605	ATHLETIC	SHAUN STERN	\$110.00	INSTR OFFICIALS
469606	ATHLETIC	ROB A STILES	\$160.00	INSTR OFFICIALS
469607	GENERAL	STONER MUSIC INC	\$345.00	INSTR SERVICE
469608	ATHLETIC	TIMOTHY D STOVIE	\$77.00	INSTR OFFICIALS
469609	GENERAL	STRATEGIC AMERICA INC	\$5,444.44	ADMIN SERVICE
469610	GENERAL	STREET SMARTS LLC	\$2,830.00	INSTR SERVICE
469611	GENERAL	SWANK MOVIE LICENSING USA	\$550.00	MEDIA SUPPLIES
469612	ATHLETIC	DAVID A. SWANSON	\$80.00	INSTR OFFICIALS
469613	ATHLETIC	TEAM DYNAMICS LLC	\$1,688.00	INSTR SUPPLIES

469614	SAVE - CP	TERRACON	\$9,355.50	CONSTRUCT SERVICE
	SAVE - CP	TERRACON	\$1,599.00	CONSTRUCT SERVICE
469615	GENERAL	THINKING CAP QUIZ BOWL	\$45.00	INSTR DUES
469616	GENERAL	TK ELEVATOR CORP	\$322.92	MAINT SERVICE
469617	ATHLETIC	JOE TOOT	\$115.00	INSTR OFFICIALS
469618	GENERAL	TPRS BOOKS	\$202.00	INSTR SUPPLIES
469619	GENERAL	TRANE COMPANY	\$1,275.50	MAINT SUPPLIES
469620	ACTIVITY	TRESONA MULTIMEDIA LLC	\$980.00	INSTR SERVICE
469621	GENERAL	TRIPLETT OFFICE ESSENTIALS	\$388.60	INSTR SUPPLIES
469622	GENERAL	ULINE	\$184.81	ADMIN SUPPLIES
469623	GENERAL	ERIN VAN DORIN	\$265.69	INSTR TRAVEL
469624	ATHLETIC	CRAIG VAN VARK	\$185.00	INSTR OFFICIALS
469625	GENERAL	VAN WALL EQUIPMENT INC	\$251.77	MAINT SUPPLIES
469626	GENERAL	VERITIV OPERATING CO	\$2,983.39	ADMIN SUPPLIES
469627	GENERAL	VHF SALES INC	\$587.68	MAINT SUPPLIES
469628	GENERAL	VIRCO INC	\$371.39	INSTR SUPPLIES
	GENERAL	VIRCO INC	\$2,584.74	INSTR SUPPLIES
	GENERAL	VIRCO INC	\$9,687.00	ADMIN SUPPLIES
469629	PPEL	CORY VITZTHUM	\$1,600.00	INSTR SUPPLIES
	PPEL	CORY VITZTHUM	\$8,925.60	INSTR SERVICE
469630	GENERAL	WALSH DOOR & HARDWARE	\$179.41	MAINT SUPPLIES
	PPEL	WALSH DOOR & HARDWARE	\$3,550.49	MAINT SERVICE
469631	ATHLETIC	KYLE WARD	\$185.00	INSTR OFFICIALS
469632	GENERAL	WARDS NATURAL SCIENCE INC	\$748.66	INSTR SUPPLIES
469633	ACTIVITY	WAUKEE HIGH SCHOOL	\$300.00	INSTR DUES
469634	ACTIVITY	WAUKEE NORTHWEST HIGH SCHOOL	\$300.00	INSTR DUES
469635	GENERAL	WD DOOR	\$505.00	MAINT SUPPLIES
	GENERAL	WD DOOR	\$675.00	MAINT SERVICE
469636	GENERAL	WEE'S TEES LLC	\$202.50	MEDIA SUPPLIES
	ATHLETIC	WEE'S TEES LLC	\$575.00	INSTR SUPPLIES
469637	GENERAL	WESTSIDE PARTS & SERVICE	\$169.90	MAINT SERVICE
469638	ATHLETIC	JEFFREY WIELAND	\$77.00	INSTR OFFICIALS
469639	ATHLETIC	JIM WILSON	\$237.00	INSTR OFFICIALS
469640	GENERAL	WOODBURN PRESS LLC	\$57.50	ADMIN SUPPLIES
469641	ATHLETIC	WOODLAND HILLS GOLF COURSE	\$3,460.00	INSTR DUES
469642	GENERAL	WOODWIND AND THE BRASSWIND	\$89.00	INSTR SERVICE
		<b>GENERAL FUND SUB-TOTAL</b>	<b>\$5,919,965.75</b>	
16357	GENERAL	CENTURY LINK	\$235.00	ADMIN SERVICE
16358	GENERAL	CITY OF ANKENY - WATER	\$61,649.13	MAINT SERVICE
16359	ATHLETIC	FIRST INTERSTATE BANK	\$2,800.00	ATHLETIC CHANGE CASH
16360	ATHLETIC	FIRST INTERSTATE BANK	\$19,350.00	ATHLETIC CHANGE CASH
16361	GENERAL	UNITED STATES CELLULAR	\$173.96	ADMIN SERVICE
16362	GENERAL	VERIZON WIRELESS	\$797.20	ADMIN SERVICE
16363	GENERAL	WASTE MANAGEMENT OF IOWA	\$6,842.90	MAINT SERVICE
16364	GENERAL	WINDSTREAM	\$247.21	ADMIN SERVICE
16365	ATHLETIC	AGILE SPORTS TECHNOLOGIES	\$13,850.00	INSTR SUPPLIES
16366	GENERAL	ELECTRONIC ENGINEERING CO	\$135.98	ADMIN SUPPLIES
	GENERAL	ELECTRONIC ENGINEERING CO	\$1,343.52	MAINT SUPPLIES
	GENERAL	ELECTRONIC ENGINEERING CO	\$7,740.00	MAINT SERVICE
	GENERAL	ELECTRONIC ENGINEERING CO	\$162.50	MAINT SERVICE
	GENERAL	ELECTRONIC ENGINEERING CO	\$79.11	INSTR SUPPLIES
16367	GENERAL	CENTURY LINK	\$261.21	ADMIN SERVICE
16368	ATHLETIC	FIRST INTERSTATE BANK	\$3,350.00	ATHLETIC CHANGE CASH
16369	ATHLETIC	FIRST INTERSTATE BANK	\$800.00	ATHLETIC CHANGE CASH
16375	GENERAL	TEACHERS ON CALL	\$61,384.54	INSTR SERVICE
	GENERAL	TEACHERS ON CALL	\$3,832.80	ADMIN SERVICE
	GENERAL	TEACHERS ON CALL	\$2,720.25	ADMIN SERVICE
	GENERAL	TEACHERS ON CALL	\$555.92	MEDIA SERVICE
	GENERAL	TEACHERS ON CALL	\$403.00	MEDIA SERVICE
16376	GENERAL	WINDSTREAM	\$180.58	ADMIN SERVICE

16382	ACTIVITY	MASTERCARD	\$8,672.76	SEE P-CARD DETAIL
	GENERAL	MASTERCARD	\$29,528.34	SEE P-CARD DETAIL
	ATHLETIC	MASTERCARD	\$11,253.56	SEE P-CARD DETAIL
	NON STUDENT AGENCY	MASTERCARD	\$562.90	SEE P-CARD DETAIL
	PPEL	MASTERCARD	\$569.99	SEE P-CARD DETAIL
16383	SAVE - CP	STAHL CONSTRUCTION CO.	\$176,668.36	CONSTRUCT SERVICE
16384	SAVE - CP	WASKER DORR WIMMER & MARCOUILLER PC	\$50,000.00	CONSTRUCT
16385	GENERAL	CENTURY LINK	\$128.61	ADMIN SERVICE
	NON STUDENT AGENCY	CENTURY LINK	\$32.32	COMM ENG SERVICE
16386	GENERAL	FIRST INTERSTATE BANK	\$100.00	OTHER CHANGE CASH
16387	GENERAL	OPC DIRECT	\$2,341.44	ADMIN SUPPLIES
16388	ACTIVITY	SAM'S CLUB	\$109.20	INSTR SUPPLIES
	ACTIVITY	SAM'S CLUB	\$99.98	INSTR SUPPLIES
16389	GENERAL	WASTE MANAGEMENT OF IOWA	\$1,689.60	MAINT SERVICE
16390	GENERAL	WINDSTREAM	\$4,616.09	ADMIN SERVICE
16391	ATHLETIC	FIRST INTERSTATE BANK	\$4,400.00	ATHLETIC CHANGE CASH
16392	ATHLETIC	FIRST INTERSTATE BANK	\$4,400.00	ATHLETIC CHANGE CASH
16393	GENERAL	MEDIACOM	\$2,600.00	ADMIN SERVICE
16404	GENERAL	TEACHERS ON CALL	\$107,922.03	INSTR SERVICE
	GENERAL	TEACHERS ON CALL	\$705.25	MEDIA SERVICE
	GENERAL	TEACHERS ON CALL	\$5,000.64	ADMIN SERVICE
	GENERAL	TEACHERS ON CALL	\$2,518.75	ADMIN SERVICE
	ACTIVITY	TEACHERS ON CALL	\$201.50	INSTR SERVICE
	GENERAL	TEACHERS ON CALL	\$454.00	MEDIA SERVICE
16405	GENERAL	WINDSTREAM	\$180.58	ADMIN SERVICE
16406	ATHLETIC	FIRST INTERSTATE BANK	\$2,200.00	ATHLETIC CHANGE CASH
16407	GENERAL	JULIE SANDER	\$83.63	INSTR TRAVEL
		<b>GENERAL FUND SUB-TOTAL</b>	<b>\$605,934.34</b>	
		<b>GENERAL FUND GRAND TOTAL</b>	<b>\$6,525,900.09</b>	
700716	CHILD CARE FUND	FIRST STUDENT INC	\$10,450.00	TRANSP SERVICE
700717	CHILD CARE FUND	JILL M HEIMERMAN	\$139.75	INSTR TRAVEL
700718	CHILD CARE FUND	LASER RESOURCES L.L.C.	\$43.52	ADMIN SERVICE
700719	CHILD CARE FUND	NICOLE LOGSDON	\$66.75	INSTR TRAVEL
		<b>CHILD CARE FUND SUB-TOTAL</b>	<b>\$10,700.02</b>	
20196	CHILD CARE FUND	VERIZON WIRELESS	\$463.14	ADMIN SERVICE
20197	CHILD CARE FUND	MASTERCARD	\$15.50	SEE P-CARD DETAIL
		<b>CHILD CARE FUND SUB-TOTAL</b>	<b>\$478.64</b>	
		<b>CHILD CARE FUND GRAND TOTAL</b>	<b>\$11,178.66</b>	
246687	NUTRITION	AMERICAN BOTTLING COMPANY	\$1,313.66	NUTRITION SUPPLIES
246688	NUTRITION	ANDERSON/ERICKSON DAIRY INC.	\$44,271.11	NUTRITION SUPPLIES
246689	NUTRITION	CAPITAL SANITARY SUPPLY CO INC	\$3,441.81	NUTRITION SUPPLIES
246690	NUTRITION	EMS DETERGENT SERVICES	\$83.74	NUTRITION SUPPLIES
246691	NUTRITION	ITW FOOD EQUIPMENT GROUP LLC	\$997.43	MAINT SERVICE
246692	NUTRITION	HOME DEPOT	\$1,278.96	NUTRITION EQUIP
246693	NUTRITION	LASER RESOURCES L.L.C.	\$169.62	MAINT SERVICE
246695	NUTRITION	LOFFREDO FRESH PRODUCE CO	\$20,672.43	NUTRITION SUPPLIES
246701	NUTRITION	MARTIN BROTHERS	\$97,824.44	NUTRITION SUPPLIES
	NUTRITION	MARTIN BROTHERS	\$8,589.93	NUTRITION SUPPLIES
246702	NUTRITION	PAN O GOLD BAKING CO	\$5,933.80	NUTRITION SUPPLIES
246703	NUTRITION	RAPIDS WHOLESALE INC	\$895.32	NUTRITION SERVICE
246704	NUTRITION	SILVER PRINTING & PROMOTIONS	\$647.70	NUTRITION SUPPLIES
		<b>NUTRITION FUND GRAND TOTAL</b>	<b>\$186,119.95</b>	

This is to certify that the following expenditures have been approved this 7th day of November, 2022

General Fund/Student Activity/Capital Projects/PPEL/Debt Service/SAVE	\$ 6,525,900.09
Childcare Fund	\$ 11,178.66
Nutrition Fund	\$ 186,119.95

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Ryan Weldon, President

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Aaron Johnson, Vice President

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Sarah Barthole

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Joy Burk

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Katie Claeys

---

Joshua Palik

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Amy Tagliareni

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Jennifer Jamison, Board Secretary

**Detail -First Interstate Bank Procurement Cards  
November 1, 2022**

<b>VENDOR</b>	<b>AMOUNT</b>
Clegg Consulting	10,780.00
Hamiltons Theatrical	4,245.10
Hampton Inn	2,051.26
Living History Farms	1,574.00
Canva	1,436.76
NIAAA	1,375.00
Target	1,300.74
Heartland AEA	1,134.79
Leachman Lumber	1,113.54
Fluffy Dance	1,107.00
Airtable.com	1,104.00
Iowa ACTE	1,100.00
DeltaMath.com	1,045.00
Iowa Dept of Public Safety	1,000.00
Lexia Learning Systems	880.00
Lashier Graphics & Signage	763.00
Main Street Café	632.71
Walmart	600.03
Gopher Sport	598.65
Goode Greenhouses	596.05
International DYSL	579.00
Best Buy	569.99
JoAnn Stores	567.97
United Airlines	553.79
Opusevent.com	531.00
Calendly	525.67
Broadway Licensing	524.35
American Airlines	477.30
Menards	455.14
Party City	434.37
Home Depot	432.32
Hy-Vee	399.64
Staples	382.65
Raymond Geddes	379.04
Subway	335.52
4Imprint	328.07
Delta Airlines	323.20
Mary Not Mart	297.00
XC Stats	295.00
SchoolBookings	295.00
Sam's Club	287.82
Brooks Harper Enterprises	285.00
IDI LLC	270.00
Book Outlet	263.87
Napa Auto Parts	259.32
Strawberry Patch	241.84
Gimkit Pro	239.52
Decoding Dyslexia Conf	225.00
Neil Kjos Music	219.15
TeachersPayTeachers.com	218.90

<b>Diane Alber</b>	<b>211.46</b>
<b>QuizIzz Inc</b>	<b>192.00</b>
<b>Webstaurant Store</b>	<b>191.43</b>
<b>95 Percent Group</b>	<b>176.00</b>
<b>Panera</b>	<b>175.89</b>
<b>IWCOA</b>	<b>170.00</b>
<b>Iowa BCA</b>	<b>168.00</b>
<b>Jimmy John's</b>	<b>159.50</b>
<b>GoBilda</b>	<b>158.99</b>
<b>Peterson Electromus</b>	<b>155.00</b>
<b>Senor Wooly</b>	<b>150.00</b>
<b>Flocabulary</b>	<b>138.00</b>
<b>Pet Creature</b>	<b>133.00</b>
<b>Casey's</b>	<b>120.85</b>
<b>PTC Fast LLC</b>	<b>120.00</b>
<b>JW Pepper</b>	<b>119.40</b>
<b>Walcro Inc</b>	<b>115.59</b>
<b>Music Medic</b>	<b>113.97</b>
<b>E-Jazz Lines</b>	<b>113.50</b>
<b>Michael's</b>	<b>111.94</b>
<b>WristCo</b>	<b>110.47</b>
<b>Electronic Engineering</b>	<b>109.98</b>
<b>Language Line, Inc.</b>	<b>102.70</b>
<b>News in French</b>	<b>100.00</b>
<b>Dadant and Sons</b>	<b>99.00</b>
<b>Yoga Ed</b>	<b>99.00</b>
<b>Heggerty Literacy</b>	<b>97.00</b>
<b>Padlet Software</b>	<b>96.00</b>
<b>Rosati's Pizza</b>	<b>95.96</b>
<b>Des Moines Performing Arts</b>	<b>95.00</b>
<b>Heartland Tire and Auto</b>	<b>90.00</b>
<b>MailChimp</b>	<b>90.00</b>
<b>Ikea</b>	<b>87.97</b>
<b>International E-Z Up</b>	<b>81.59</b>
<b>Miravia LLC</b>	<b>78.82</b>
<b>Andy Mark Inc</b>	<b>67.61</b>
<b>All Partitions</b>	<b>67.00</b>
<b>Learning Post</b>	<b>64.72</b>
<b>Mote Technologies</b>	<b>59.40</b>
<b>Pioneer Valley Books</b>	<b>53.63</b>
<b>Ankeny Hardware</b>	<b>53.09</b>
<b>IMSE</b>	<b>50.75</b>

<b>Total</b>	<b>50,603.05</b>
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# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Personnel Report

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**ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>	<b>Type</b>	<b>Upload Date</b>
<a href="#">personnel_report_11.7.22.pdf</a>	Personnel Report 11.7.22	Support Document	11/4/2022



## ANKENY COMMUNITY SCHOOL DISTRICT

### ***Personnel Memorandum*** ***November 7, 2022*** ***AMENDED***

*The buildings to which employees are being assigned upon hire, from and to which employees are transferring and/or being reassigned, and from which they are departing is provided at Board request. **These locations are informational only and based on district needs at the time of the Personnel Memorandum; contracts and employment agreements are between the employee and the district.** Board approval of these internal hires and transitions does not create a contractual relationship between the employee and a particular building nor does it limit the rights and obligations outlined in any relevant collective bargaining agreement.*

## **SY 22-23**

\*pending background check and/or post offer physical assessment

### **Appointments - Classified / Confidential**

<b>Employee</b>	<b>Position</b>	<b>Location</b>	<b>Notes</b>
Lynsey Harris	General Education Associate	Crocker Elementary	
Jordan Bessler	Special Education Associate	Ankeny High	
Mirsada Diehl	Cook I	Northview Middle School	
Meliha Kremic	Cook I	Crocker Elementary	
Lynette Carlson	Lead Associate	Centennial High	Transferred from Special Ed Associate to Lead Associate
Brittany Miller	Kitchen Lead I	Westwood Elementary	Temporary assignment, until position is filled
Fatima Zahra Lazar	Custodian	Southeast Elementary	
Danielle McCann	Cook I	Southeast Elementary	Pending Physical
Lillian Carrillo	Special Education Associate	Heritage Elementary	
Andrijana Omerovic	Cook I	Prairie Trail Elementary	
Lillian McKinney	Special Education Associate	Northeast Elementary	

Debora Franklin	Special Education Associate	Northwest Elementary	Pending Background Check
Tom Wilson	Maintenance Utility	Maintenance	Transfer from Custodian at Southeast Elementary
Angela Van Gorder	Cook I	Crocker Elementary	Pending Physical
<b>Brynn Ligon</b>	<b>Cook I</b>	<b>Westwood Elementary</b>	
<b>Matracea Wagner</b>	<b>Special Education Associate</b>	<b>Rock Creek Elementary</b>	<b>Pending Background Check</b>
<b>Sheriise Rey</b>	<b>Special Education Associate</b>	<b>Ashland Ridge Elementary</b>	<b>Pending Background Check</b>
<b>Rodney Lacey</b>	<b>Special Education Associate</b>	<b>Southview Middle School</b>	<b>Pending Background Check</b>
<b>Aaron Lerberg</b>	<b>General Education Associate</b>	<b>Southview Middle School</b>	<b>Pending background Check</b>

### Resignations - Classified / Confidential

Employee	Position	Location	Notes
Rhyan Meyer	Teacher Associate	Ankeny High	
Cindy Dykstra	Executive Assistant	District Office	Retirement
Racheal Felton	Cook 2	Ankeny High School	Resignation
Craig Doocy	Delivery	Print Shop	Retirement
Audra Cawelti	Special Education Associate	Southeast Elementary	Resignation

### Administrative - Interim Support

Employee	Position	Location	Notes
Lynn Ubben	Interim HR Director Support (coverage during FMLA Leave)	District Office	Approximately 3 days/week from November 11 - January 6, 2023

### Resignations - Administrative

Employee	Position	Location	Notes
Jennifer Lindaman	Assistant Superintendent	District Office	Retirement

<b>Michelle Allen</b>	<b>HRManager-Recruitment and Marketing</b>	<b>District Office</b>	<b>Resignation</b>
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### Appointments - Extra-Curricular

<b>Employee</b>	<b>Position</b>	<b>Location</b>	<b>Notes</b>
Steven Jones	8th Head Girls Swimming	Ankeny High/Centennial High	
Karen Myers	Head Trap Shooting Coach	Centennial High	
Tyler McDonald	9th Head Baseball Coach	Southview	Transferring from 9th Assistant Baseball
Rachel Whiteside	Assistant Girls Softball	Centennial	Transferring from 8th Assistant Softball
<b>Paden Ridgeway</b>	<b>Building Wellness Facilitator</b>	<b>Northwest Elementary</b>	

### Resignations - Extra-Curricular

<b>Employee</b>	<b>Position</b>	<b>Location</b>	<b>Notes</b>
Andrew Kruzich	Head Girls Track	Centennial High	
Natalie Baxley	Assistant Girls Track	Centennial High	
Emily O'Leary	Assistant Girls Track	Centennial High	
Haley Wedemeier	Assistant Girls Track	Centennial High	
McKenzie Wyble	9th Winter Cheerleading	Northview	

## SY 23-24

### Resignations - Extra-Curricular

<b>Employee</b>	<b>Position</b>	<b>Location</b>	<b>Notes</b>
Erin Blessman	10th Head Fall Cheerleading	Centennial High	
Erin Blessman	10th Head Winter Cheerleading	Centennial High	



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Title Programs Approval

**Extended Information:**

- Title I Basic
- Title IIA
- Title III
- Title IV

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**ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>	<b>Type</b>	<b>Upload Date</b>
<a href="#">FY23_Title_Program.pdf</a>	FY23 Title Program	Support Document	11/1/2022

## **FY23 Title Program Applications**

FY23 Title Program allocations have recently been released from the Iowa Department of Education (DE). The Academic Services Department and Business Office are close to finishing work on the budgets to first, solicit public input, prior to submission to the DE and final board approval.

The District's Title IA Basic allocation is used to fund salaries and benefits of 3.0 FTE Interventionists at the three Title I buildings: East, Northwest and Southeast. In addition, we are required to budget a set aside for homeless student assistance of \$100 per eligible Title student, which is approximately \$10,000. This assistance has been in the form of childcare, mileage reimbursement, and PE Uniforms in the past. Total FY23 Title IA allocation is \$301,634 which includes both the district and Nonpublic portions.

The District's Title IA School Improvement allocation is used to provide targeted assistance to East and Southeast Elementary schools. These schools have engaged building leadership teams to conduct a needs assessment and draft a School Improvement Action Plan. Funds are allocated to assist in carrying out the activities contained in each school's improvement plan including instructional supplies and professional development. The FY23 Title IA School Improvement allocation has not yet been released, and there is no Nonpublic component.

The District's Title IIA allocation is used to fund salaries and benefits in support of instructional services. Specifically, this position provides professional development and instructional coaching around the use of instructional technology in K-12 classrooms. The FY23 Title IIA allocation is \$142,387, and the Nonpublic portion is \$7,060.

In alignment with Title IVA guidance, at least 25% of the District's allocation is to be used for safe and healthy students. Another 60% will be allocated to support well rounded education, and the final 15% will be allocated to activities related to effective use of technology. The FY23 Title IVA allocation is \$13,270, and the Nonpublic portion is \$742.

Some of the Title Programs mentioned above also include a nonpublic component. Academic Services Team members hold consultation meetings with the two district nonpublic schools to discuss the nonpublic allocations and identify uses for the funds. The District purchases the items or reimburses nonpublic staff directly for allowable activities, and retains title to any equipment or materials purchased, per federal guidelines.

## Title IA, Basic Programs – Program Budget 2022-23

Ankeny  
In Progress  
(Status last updated by on )



District Share - \$291,258

Remaining \$0

(Click to Expand or Collapse Section)

Allowable Activity SEC. 1114, 20 U.S.C. 6314	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total
1 Required Homeless Set Aside							\$9,000	\$9,000
2 Required Neglected Allocation							\$0	\$0
3 Required Parent Involvement Set Aside (Allocation of at least \$500,000)							\$0	\$0
4 Optional Parent Involvement Set Aside							\$0	\$0
5 Optional Indirect Cost Set Aside							\$0	\$0
6 Optional Preschool Set Aside							\$0	\$0
7 Optional Summer School Set Aside							\$0	\$0
8 Optional Transportation Set Aside							\$0	\$0
9 Optional Administration Set Aside							\$0	\$0
10 Required Nonpublic Parent Involvement Set Aside (Allocation of at least \$500,000)							\$0	\$0
11 Optional Nonpublic Parent Involvement Set Aside							\$0	\$0
12 Optional Nonpublic Administration Set Aside							\$0	\$0
13 Regular school year, Literacy Interventions and Supports	\$206,130	\$76,128	\$0	\$0				\$282,258
<b>Totals</b>	<b>\$206,130</b>	<b>\$76,128</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,000</b>	<b>\$291,258</b>
Select Activity...	\$	\$	\$	\$	\$	\$	\$	Add Detail



### Ankeny - Ankeny Christian Academy Elementary (8504) Equitable Share - \$1,479

Remaining \$0

(Click to Expand or Collapse Section)

Allowable Activity SEC. 1114, 20 U.S.C. 6314	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total
1 Regular school year, Literacy Interventions and Supports	\$1,263	\$216						\$1,479
<b>Totals</b>	<b>\$1,263</b>	<b>\$216</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,479</b>
Select Activity...	\$	\$	\$	\$	\$	\$	\$	Add Detail



### Ankeny - Saint Luke the Evangelist Catholic School (8101) Equitable Share - \$22,202

Remaining \$0

(Click to Expand or Collapse Section)

Allowable Activity SEC. 1114, 20 U.S.C. 6314	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total
1 Regular school year, Literacy Interventions and Supports	\$9,480	\$1,621						\$11,101
2 Regular school year, Math Interventions and Supports	\$9,480	\$1,621						\$11,101
<b>Totals</b>	<b>\$18,960</b>	<b>\$3,242</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,202</b>
Select Activity...	\$	\$	\$	\$	\$	\$	\$	Add Detail

## Title IIA, Supporting Effective Instruction – Program Budget 2022-23

Ankeny  
In Progress  
(Status last updated by on )



District Share - \$142,387

Remaining \$0

(Click to Expand or Collapse Section)

Allowable Activity SEC. 2103, 20 U.S.C. 6613 (b)	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total	
1 Provide professional development on improving teaching and student learning	\$86,437	\$29,121						\$115,558	
2 Provide professional development to effectively teach children in Special Education or English learners			\$9,000					\$9,000	
3 Provide professional development to promote high-quality instruction and instructional leadership in STEM			\$8,829					\$8,829	
4 Provide professional development on effective strategies to integrate rigorous academic content, career and technical education, and work-based learning			\$9,000					\$9,000	
<b>Totals</b>	<b>\$86,437</b>	<b>\$29,121</b>	<b>\$26,829</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$142,387</b>	
Select Activity...	\$	\$	\$	\$	\$	\$	\$		Add Detail

Allowable Activity SEC. 2103, 20 U.S.C. 6613 (b)	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total	
1 Provide professional development on improving teaching and student learning			\$1,838					\$1,838	
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,838</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,838</b>	
Select Activity...	\$	\$	\$	\$	\$	\$	\$		Add Detail



Ankeny - Ankeny Christian Academy Elementary (8504) Equitable Share - \$2,530

Remaining \$0

(Click to Expand or Collapse Section)

Allowable Activity SEC. 2103, 20 U.S.C. 6613 (b)	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total	
1 Provide professional development on improving teaching and student learning			\$2,530					\$2,530	
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,530</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,530</b>	
Select Activity...	\$	\$	\$	\$	\$	\$	\$		Add Detail



Ankeny - Saint Luke the Evangelist Catholic School (8101) Equitable Share - \$2,778

Remaining \$0

(Click to Expand or Collapse Section)

Allowable Activity SEC. 2103, 20 U.S.C. 6613 (b)	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total	
1 Provide professional development on improving teaching and student learning			\$2,778					\$2,778	
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,778</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,778</b>	
Select Activity...	\$	\$	\$	\$	\$	\$	\$		Add Detail

## Title IVA, Student Support and Academic Enrichment – Program Budget 2022-23

Ankeny  
In Progress  
(Status last updated by on )



### Section 4107 Well-Rounded Educational Opportunities Budget Detail

(Click to Expand or Collapse Section)

Allowable Activity SEC. 4107. 20 U.S.C. 7117	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total	
1 Training counselors to effectively use labor market information to assist students with college and career planning			\$3,650					\$3,650	
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,650</b>	
Select Activity...	\$	\$	\$	\$	\$	\$	\$		<a href="#">Add Detail</a>



### Section 4108 Safe and Healthy Students Budget Detail

(Click to Expand or Collapse Section)

Allowable Activity SEC. 4108. 20 U.S.C. 7118	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total	
1 Providing safe and healthy learning environments, such as integrated systems of student and family supports	\$10,156	\$1,736						\$11,892	
<b>Totals</b>	<b>\$10,156</b>	<b>\$1,736</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,892</b>	
Select Activity...	\$	\$	\$	\$	\$	\$	\$		<a href="#">Add Detail</a>



### Section 4109 Effective Use of Technology Budget Detail

(Click to Expand or Collapse Section)

Allowable Activity SEC. 4109. 20 U.S.C. 7119	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total	
1 Technology infrastructure: Purchasing devices, equipment, and software applications				\$2,700				\$2,700	
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,700</b>	
Select Activity...	\$	\$	\$	\$	\$	\$	\$		<a href="#">Add Detail</a>



### Ankeny - Ankeny Christian Academy (8503) Equitable Share | Section 4107 Well-Rounded Educational Opportunities Budget Detail

(Click to Expand or Collapse Section)

Allowable Activity SEC. 4107. 20 U.S.C. 7117	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total	
1 Providing hands-on learning and exposure to STEM to enhance student understanding of the STEM subjects				\$166				\$166	
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$166</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$166</b>	
Select Activity...	\$	\$	\$	\$	\$	\$	\$		<a href="#">Add Detail</a>



### Ankeny - Ankeny Christian Academy (8503) Equitable Share | Section 4108 Safe and Healthy Students Budget Detail

(Click to Expand or Collapse Section)

Allowable Activity SEC. 4108. 20 U.S.C. 7118	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total	
1 Providing safe and healthy learning environments, such as integrated systems of student and family supports				\$166				\$166	
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$166</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$166</b>	
Select Activity...	\$	\$	\$	\$	\$	\$	\$		<a href="#">Add Detail</a>

Ankeny - Ankeny Christian Academy (8503) Equitable Share | Section 4109 Effective Use of Technology Budget Detail

(Click to Expand or Collapse Section)

Allowable Activity SEC. 4109.20 U.S.C. 7119	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total
1 Technology infrastructure: Purchasing devices, equipment, and software applications				\$59				\$59
Totals	\$0	\$0	\$0	\$59	\$0	\$0	\$0	\$59
Select Activity...	\$	\$	\$	\$	\$	\$	\$	Add Detail

Ankeny - Ankeny Christian Academy Elementary (8504) Equitable Share | Section 4107 Well-Rounded Educational Opportunities Budget Detail

(Click to Expand or Collapse Section)

Allowable Activity SEC. 4107.20 U.S.C. 7117	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total
1 Providing hands-on learning and exposure to STEM to enhance student understanding of the STEM subjects				\$221				\$221
Totals	\$0	\$0	\$0	\$221	\$0	\$0	\$0	\$221
Select Activity...	\$	\$	\$	\$	\$	\$	\$	Add Detail

Ankeny - Ankeny Christian Academy Elementary (8504) Equitable Share | Section 4108 Safe and Healthy Students Budget Detail

(Click to Expand or Collapse Section)

Allowable Activity SEC. 4108.20 U.S.C. 7118	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total
1 Providing safe and healthy learning environments, such as integrated systems of student and family supports				\$220				\$220
Totals	\$0	\$0	\$0	\$220	\$0	\$0	\$0	\$220
Select Activity...	\$	\$	\$	\$	\$	\$	\$	Add Detail

Ankeny - Ankeny Christian Academy Elementary (8504) Equitable Share | Section 4109 Effective Use of Technology Budget Detail

(Click to Expand or Collapse Section)

Allowable Activity SEC. 4109.20 U.S.C. 7119	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total
1 Technology infrastructure: Purchasing devices, equipment, and software applications				\$78				\$78
Totals	\$0	\$0	\$0	\$78	\$0	\$0	\$0	\$78
Select Activity...	\$	\$	\$	\$	\$	\$	\$	Add Detail

Ankeny - Saint Luke the Evangelist Catholic School (8101) Equitable Share | Section 4107 Well-Rounded Educational Opportunities Budget Detail

(Click to Expand or Collapse Section)

Allowable Activity SEC. 4107.20 U.S.C. 7117	Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total
No detail records for this section have been entered. Please enter your first record on the next line and click 'Add Detail'.								
Select Activity...	\$	\$	\$	\$	\$	\$	\$	Add Detail



Ankeny - Saint Luke the Evangelist Catholic School (8101) Equitable Share | Section 4108  
Safe and Healthy Students Budget Detail

(Click to Expand or Collapse Section)

Allowable Activity SEC. 4108, 20 U.S.C. 7118		Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total
1	Programs or activities to improve instructional practices for developing relationship-building skills and preventing coercion, violence, or abuse			\$592					\$592
Totals		\$0	\$0	\$592	\$0	\$0	\$0	\$0	\$592
Select Activity...		\$	\$	\$	\$	\$	\$	\$	<a href="#">Add Detail</a>



Ankeny - Saint Luke the Evangelist Catholic School (8101) Equitable Share | Section 4109  
Effective Use of Technology Budget Detail

(Click to Expand or Collapse Section)

Allowable Activity SEC. 4109, 20 U.S.C. 7119		Salaries 1xx	Benefits 2xx	Purchased Services 3xx through 5xx	Supplies 6xx	Property 7xx	Debt Service and Misc. Objects 8xx	Other Items 9xx	Line Total
No detail records for this section have been entered. Please enter your first record on the next line and click 'Add Detail'.									
Select Activity...		\$	\$	\$	\$	\$	\$	\$	<a href="#">Add Detail</a>



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

**Title:** Out-of-state Travel Request

**Extended Information:** • Ankeny High School Show Choir to Bloomington, MN, January 28, 2023

ATTACHMENTS:			
File Name	Description	Type	Upload Date
<a href="#">AHS Show Choir 1.28.23.pdf</a>	AHS Show Choir	Support Document	10/26/2022

Ankeny Community School District  
306 SW School Street  
Ankeny, Iowa 50023

Dear Dr. Pruitt & ACSD Board of Education:

On behalf of the Ankeny High School Vocal Music Department, I am requesting out-of-state travel permission for Ankeny High School Show Choirs to travel to Bloomington, Minnesota to compete in the Bloomington Gold Show Choir Competition at Bloomington Kennedy High School on Saturday, January 28, 2023. A driving scheduling philosophy of show choir events in our program is a desire and commitment to seeing as many different choirs as possible during the season. This outstanding competition, only three hours away, is a good fit for this philosophy and we look forward to the opportunity for our students to meet new friends and compete with show choirs from other areas of the Midwest.

Below are preliminary details of the trip:

- Dates: Saturday, January 28, 2023 (One day trip, no overnight stay given the only three hour distance)
- Participants: AHS Show Choirs (Visual Adrenaline, Perpetual Motion, Intensity)
  - o Approximately 160 singer/dancers
  - o Approximately 30 band members
  - o Approximately 15 crew members
- Staff Participants: Ben Walters, Adam Brown, Nick Oswald, Emma Feldhans
- Cost: No additional to cost to students.

Having already received the approval of our activities director, I thank you for your consideration of this out-of-state travel request. If you have any questions regarding this performance opportunity please feel free to contact me at your convenience.

Sincerely,

Ben J. Walters  
Director of Choral Activities  
Ankeny High School  
[ben.walters@ankenyschools.org](mailto:ben.walters@ankenyschools.org)



# ANKENY COMMUNITY SCHOOL DISTRICT

## Item Cover Sheet

**Title:** Contracts and Agreements

**Extended Information:** **NEW**

- Impact Community Action Partnership, Inc. - October 13, 2022- October 12, 2023 - No Cost
- Ace Hardware, Inc - October 17, 2022 - October 16, 2023 - No Cost
- Tiger Stop -2022-23 for \$4374.00
- Leader in Me Agreement - 2022-2023 Adding Terrace Learning Center - \$3,950.00
- Heart of America Shows 2023 - ACHS Show Choir Competition in New York - March 24-25, 2023 - Paid for by Student Fundraising
- Davis Churchman - Professional Services Agreement - ACHS Show Choir Choreography - August 11-14, 2022 - \$2,500.00
- FFA Enrichment - Future Ready Night - November 7, 2022 - \$2,070.00
- Avant - License for Seal of Biliteracy - 2022-2023 - \$5,152.50
- Grant Luther - Professional Services Agreement - SVMS 8th Grade Show Choir Choreographer - November 12, 2022 -\$750.00
- Johnston Community School District - Inter-Agency Agreement for Special Education Instructional Program - 2022-2023 School Year (4)
- SVPA Architects, Inc - Stadium Phase 3 -Proposal for Design Services - Approximately \$5.9 to \$6.3 million
- Literati Book Fair - Northeast Elementary - Feb. 22, 2023 - March 1, 2023
- Jennifer Petsche - Professional Services Agreement - Aug. 1-14, 2022 for \$2,500.00
- Quizizz - Canvas Add-on Tool for Teachers - One year - \$22,750.00

**RENEWAL**

- Bravo Greater Des Moines - 2022-2023 Passport to Culture: Student Arts Experience - No Cost
- Amplified IT, LLC - Google Workspace for Education Plus License Renewal - Nov. 1, 2022 - Nov. 1, 2023 for \$60,940.00
- ACSD - Inter-Agency Agreement for Provision of Supporting Documentation (Medicaid) - 2022-2023 School Year - Woodward-Granger CSD (1), Glenwood CSD (1), Ogden CSD (1), Johnston CSD (2), Clarke CSD (1), Southeast Polk CSD (1), and Newton CSD (1)
- ACSD - Inter-Agency Contract for Special Education Transportation Services - 2022-2023 School Year - Des Moines CSD (2) and Colo Nesco CSD (1)

**Previously approved on Oct. 17, 2022** - Attaching with the schools and numbers: ACSD Inter-Agency Contract for Special Education Instructional Program - 2022-2023 School year - Bondurant-Farrar CSD (4), Carlisle CSD (1), Chariton CSD (1), Clarke CSD (1), Des Moines CSD (17), Glenwood CSD (1), Johnston CSD (3), Lamoni CSD (1), Marshalltown CSD (3), Newton (1), North Polk CSD (4), Ogden CSD (2), Saydel CSD (2), SEP (3), and Woodward-Granger CSD (1)  
Superintendent's Recommendation: Approve and accept the contracts and agreements as presented.

**Summary:**

**IMPACT and Ace Hardware** - Work Experience to increase exposure to careers in interest areas, increase workplace readiness skills and how it aligns to a students post-secondary vision.

**Tiger Stop** - Is a system for Northview's workshop using Perkins funding - Perkins team has approved purchase.

**Leader in Me Agreement** - We are adding Terrace Learning Center to our Leader in Me contract.

**BRAVO Greater Des Moines - Passport to Culture** - This funding provides our elementary students with the opportunity to attend field trips.

**Amplified IT, LLC** - This is our annual Google licensing. We are upgrading to education plus package to gain access to Meet features, etc.

**FFA Enrichment Center - Future Ready Night** - Future Ready Night and Career Showcase is an event for 8-12th grade students and parents. There will be sessions on various "Career and Academic Planning Topics" as well as "Postsecondary Topics" that historically parents have attended. In an effort to attract more students to attend the event, we are adding a Career Showcase to the event which will include Ankeny area professionals available to talk with students regarding their careers.

## Fiscal Impact:

### ATTACHMENTS:

File Name	Description	Type	Upload Date
<a href="#">IMPACT - Ed.Agreement.pdf</a>	IMPACT	Support Document	10/17/2022
<a href="#">ACE Hardware.pdf</a>	Ace Hardware	Support Document	10/17/2022
<a href="#">Tiger Stop - Perkins.pdf</a>	Tiger Stop	Support Document	10/18/2022
<a href="#">LiM Membership Terrace Early Learning Center.pdf</a>	Leader In Me Agreement - Terrace Learning Center	Support Document	10/21/2022
<a href="#">Heart of America Registration Redacted.pdf</a>	Heart of America - Show Choir Trip	Support Document	10/25/2022
<a href="#">Davis Churchman - Professional Service Agreement - ACHS.pdf</a>	Davis Churchman - Professional Service Agreement	Support Document	10/25/2022
<a href="#">FFA Enrichment - Future Ready Night - Contract 11.7.2022.pdf</a>	FFA Enrichment Center - Future Ready Night	Support Document	10/28/2022
<a href="#">FFA Enrichment - Future Ready Night- Operating Policies.pdf</a>	FFA Enrichment Center - Future Ready Night	Support Document	10/28/2022
<a href="#">AVant price quote 2022-23.pdf</a>	Avant	Support Document	10/28/2022
<a href="#">Grant Luther Choreographer - SVMS.pdf</a>	Grant Luther - Professional Services Agreement	Support Document	10/28/2022
<a href="#">Johnston CSD - Inter-Agency Agreement for Sp.Ed - 2022-23 Redacted.pdf</a>	Johnston CSD - Inter-Agency Special Education Agreement	Support Document	10/28/2022
<a href="#">Stadium Phase 3 - Proposal for Design Services.pdf</a>	SVPA Architects - NVMS Stadium Improvements Phase 3	Support Document	11/2/2022
<a href="#">Literati Book Fairs MOU - NE Elementary.pdf</a>	Literati Book Fair - NE Spring 2023	Support Document	11/2/2022
<a href="#">Jennifer Petsche - Choreographer.pdf</a>	Jennifer Petsche - Professional Service Agreement	Support Document	11/4/2022
<a href="#">Quizizz Contract - Canvas.pdf</a>	Quizizz	Support Document	11/4/2022
<a href="#">Bravo - 22-23 Passport to Culture.pdf</a>	Bravo - Passport to Culture Agreement	Support Document	10/21/2022
<a href="#">Amplified IT LLC - Google Workspace - Freshbooks-estimate Redacted.pdf</a>	Amplified IT, LLC - Google License Renewal	Support Document	10/25/2022
<a href="#">Medicaid Contract Non-Resident REV.pdf</a>	ACSD Special Education Inter-Agency Contracts for Provision of Supporting Documentation	Support Document	10/28/2022
<a href="#">Sped Transport-Contracts REV21.pdf</a>	ACSD Special Education Inter-Agency Contracts for Transportation Services 2021-2022	Support Document	10/28/2022
<a href="#">SPED Contract REV.pdf</a>	ACSD Special Education Inter-Agency Contracts	Support Document	10/28/2022

**EDUCATION AGREEMENT BETWEEN  
Impact Community Action Partnership, Inc.  
AND  
ANKENY COMMUNITY SCHOOL DISTRICT**

The Education Agreement (“Agreement”) is entered into between **Impact Community Action Partnership, Inc.** (“Company”) and Ankeny Community School District (“District”) effective as of October 13, 2022.

**RECITALS**

1. Company is a community based food pantry located in Ankeny, Polk County, Iowa.
2. Company has an interest in supporting educational programs for the development of professionals in its field and has agreed to provide administrative staff and facilities for the on-site learning and development of District students (“Students”).
3. District, in its educational program for the development of career-readiness skills, has the responsibility of providing educational opportunities for Students enrolled in the Secondary & BEYOND Program (“Program”) who require site-based learning experience in order to complete the Program.
4. The parties desire to enter into this Agreement to set forth the terms and conditions under which each party and Student(s) shall conduct themselves in order to provide appropriate experiences for Students at Company.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

**A. SCOPE OF SITE-BASED LEARNING ASSIGNMENT**

1. Scope of Assignment. Student(s) engaged in site-based learning for Company shall perform assignment(s) as described herein (“Assignment”): EX: stocking shelves and cleaning in a retail store environment.
2. Duration of Assignment. Unless otherwise agreed to in writing by the Parties, the Student assignments covered by this Agreement shall be completed during one academic semester.

**B. RESPONSIBILITIES AND DUTIES OF DISTRICT**

1. Placement of Students. District shall initiate communication with Company to identify site-based learning opportunities. District and Company shall collaborate to identify the skills and competencies needed by Students for success in a site-based learning experience at Company. District shall provide to Company for the experience Students who, in District’s discretion, possess the mutually-identified skills and competencies.

2. Preparation and Supervision of Students. District shall provide necessary preparatory instruction and ongoing consultation and support to Students who engage in site-based learning to ensure proper application of principle and theory during the Program.
3. Policies and Procedures. District shall become reasonably familiar with Company, and with its policies, procedures and standards identified by Company as relevant for the site-based learning experience, including but not limited to the policy for dress and conduct so as to ensure it can reinforce same with Students engaged in site-based learning for Company.
4. Planning Program. District shall collaborate with Company to plan the Program, including but not limited to the schedule for site-based learning, the scope of learning to be accomplished in the site-based learning experiences, and the objectives related to Program participation.
5. Supervision and Evaluation of Students.
  - a. District shall designate an appropriate person who will serve as supervisor of the Student, in cooperation with the Company. District may provide Company with an opportunity to provide feedback on Student work.
  - b. District shall regularly monitor and evaluate the Program-related performance of each Student during the time of their participation in the Program.
  - c. District shall keep an accurate record of Student's attendance and shall notify Company of Student absence(s) as soon as practicable.
  - d. District, in its discretion and professional judgment and in alignment with its policies, shall remove from the Program any Student who demonstrates that they are not competent and/or qualified to participate in the Program. District shall solely be responsible for taking any necessary disciplinary action related to Student performance.
6. Modification of Assignments. District may at any time and in alignment with its policies and procedures end any Student's participation in the Program and/or change any Student's Program Assignment. District shall notify Company as soon as practicable should any such modification become necessary.
7. Notification to and Assurances from Students and Parents/Guardians. Prior to authorizing a Student to participate in the Program, District agrees to collect from Student's parent or legal guardian a signed consent form that includes but is not necessarily limited to Student's agreement to comply with Company's relevant policies, procedures and standards for conduct.
8. Insurance. District shall secure and maintain during the term of this Agreement comprehensive general and professional liability insurance and property damage insurance and shall ensure coverage applies to Students participating in the Program.

Upon request by Company, District shall provide a certificate of insurance evidencing such coverage.

### C. RESPONSIBILITIES AND DUTIES OF COMPANY

1. Duty to Company's Clients and/or Customers. Company shall retain responsibility for the quality and provision of services to Company's clients and/or customers. Company shall retain ultimate administrative authority consistent with the established policies of the Company for all Student activities which influence the operation of the Company and the direct or indirect care of Company's customers and/or clients.
2. Provision of Learning Experiences. Company, through its designated employees, shall serve as a resource to which Students may be assigned for education. Company shall designate a representative who will cooperate with District in planning and managing implementation of the relevant Assignment(s) and shall identify appropriate staff to support with implementation of site-based learning experiences for Students in the Company facilit(ies) where learning will occur.
3. Orientation and Training. Company shall provide relevant orientation to Students related to Company's policies, procedures, and rules of conduct, and expectations for attire when present at the site-based learning location. Company may, when required by law and/or internal Company policy, also require Students to attend additional training. Company shall notify District as soon as practicable of any orientation and/or training requirements not explicitly set forth in the terms of this Agreement.
4. Supervision of Students. Company shall provide adequate and appropriate staff to supervise Students engaged in Assignments for the Program so as to create a safe and educational experience for Students. Company shall provide designated staff with information related to the Program, Student(s)' Assignments, and expectations for Student behavior while on Company property and shall establish and education staff about the parameters for appropriate interaction with Students while they are present under the terms of this Agreement. Company shall be solely responsible for failure to comply with this section and/or for any violations thereof by its employees, agents, and/or assignees.
5. Access to Company Facilities. Company, in its discretion, may determine what access Students may have to Company facilities. Company shall be solely responsible for the safety and security of the facilities accessed and/or capable of being accessed by Students.
6. Treatment of Illness/Injuries. If Student(s) sustain non-emergency injuries and/or become ill with a non-emergency illness while at Company for the Program, Company shall contact District representative to ensure appropriate next steps aligned with District policy. In emergency situations, Company shall contact appropriate first responders and notify the District as soon as practicable.
7. Work Product. Any work product created while under the supervision of the Company as part of the Program shall remain the property of the Company.
8. Right to Refuse. Company shall have the right to refuse the placement of any Student(s) unless such refusal is prohibited by law. Company shall be solely responsible for such decisions to refuse placement.

#### **D. RELATIONSHIP BETWEEN THE PARTIES**

1. Status and Authority of Students. Student Assignments shall be of an educational and training nature and shall not be construed as a substitute for the services of an employee of Company. However, Students shall not, by virtue of their participation in Program, be precluded from seeking employment with Company unrelated to their Assignment.
2. Wages and Benefits. Company shall not be required to pay wages to Students for activities in the Program at Company, nor shall it be required to pay any workers' compensation benefits for any injury sustained during a placement at Company. Company shall be solely responsible for ensuring compliance with this provision of the Agreement.
3. No Partnership. This Agreement shall not be interpreted or construed to create an association, joint venture, agency relationship, and/or partnership among the Parties or to impose any partnership obligation or partnership liability upon any Party. No Party shall have any right, power or authority to enter into any agreement or undertaking for, or act on behalf of, or to act as or be an agent or representative of, or to otherwise bind, any other Party. Neither party, by virtue of this Agreement, assumes any liability for any debts or obligations of either a financial or a legal nature incurred by the other party to this Agreement.
4. Assignment. The Parties acknowledge that the nature of the on-site learning experience is unique and personal to Students. As such, neither party may transfer, assign or otherwise convey its rights or obligations under this Agreement without the written consent of the other party. Any attempt to transfer, assign or otherwise convey any rights or obligations in violation of this Section shall be void. Subject to the provisions of this Section regarding assignment, the terms, covenants, and conditions contained herein shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.

#### **E. TERM AND TERMINATION**

1. Term. The Term of this Agreement shall be for one (1) year, commencing on 10/13/2022
2. Termination. The Agreement may be terminated by either party without cause by providing thirty (30) days' advance written notice of termination. This Agreement may be immediately terminated as necessary for the health or safety of Company's employees and/or Students. Company agrees that it will continue to work with District in a manner mutually agreeable to the parties regarding any Students who are participating in the Program at the time of the Agreement's termination. In the event of a material breach of this Agreement, the non-breaching party may terminate this Agreement after providing 10 days' written notice to the breaching party if a cure is not effected within such 10-day notice period.

#### **F. GENERAL PROVISIONS**

1. Educational Records. Company shall limit its employees' and/or agents' access to Students' educational records to those persons for whom access is essential to the performance of services. Company shall, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974, as amended.

2. Indemnification. Company shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Agreement or negligent or other wrongful conduct in the performance of this Agreement by Company and/or by damages or injuries caused by Student(s) who are acting on behalf of the Company or who are acting with the actual or apparent authorization of the Company, are negligent, and cause injury to a person or property.
  
3. Media Release. Company authorizes and grants permission to District, as well as its agents, representatives, and others working under its authority, to take and use Company's photographed, video recorded, and/or live-streamed image, likeness, voice, and name for any and all purposes associated with Company's participation in Program, including marketing, commercial, or advertising purposes, and in any and all forms of media, without further consideration. Company understands and agrees that Company has no rights to any benefits derived from the use of such image, likeness, voice, or name.
  
4. Notice. Whenever under the terms of this Agreement written notice is required or permitted to be given by any party to any other party, such notice shall be in writing and shall be deemed to have been sufficiently given if personally delivered, delivered by a national overnight courier service (such as Federal Express), transmitted by electronic facsimile or deposited in the United States Mail, in a properly stamped envelope, certified or registered mail, return receipt requested, addressed to the party to whom it is to be given, at the address hereinafter set forth. Any party hereto may change its address by written notice in accordance with this Section:  

If to Company:	<b>Impact Community Action Partnership, INC.</b> 3226 University Avenue Des Moines, Iowa 50311  Ankeny Community School District Attn: Erin VanDorin 306 SW School Street Ankeny, Iowa 50023
If to District:	
  
5. Entire Agreement. This Agreement supersedes all previous contracts or agreements between the parties with respect to the same subject matter and constitutes the entire agreement between the parties hereto. There are no agreements, representations, or warranties between or among the parties other than those set forth in this Agreement or the documents and agreements referred to in this Agreement.
  
6. Waiver. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach hereof.
  
7. Headings for Convenience Only. The paragraph headings or captions are for identification purposes only and do not limit or construe the contents of the paragraphs.

8. Choice of Law. This Agreement shall be construed and governed under the laws of the State of Iowa, and any action relating to this Agreement shall only be commenced in the Iowa District Court in Polk County, or in the United State District Court for the Southern District of Iowa.
9. Severability. If any section, provision or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision or part thereof not found to be invalid or unconstitutional.
10. Amendment. This Agreement may be amended only in writing signed by all parties hereto.
11. Authority to Enter into Agreement. Each Party represents and warrants to the other that it has the right, power and authority to enter into and perform its obligation under this Agreement. It has taken all requisite action (corporate, statutory, or otherwise) to approve execution, delivery and performance of this Agreement, and this Agreement constitutes a legal and binding obligation upon itself in accordance with its terms. All the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors, assigns, and legal representatives.

*[Remainder of page intentionally left blank; signature page follows]*

WHEREFORE, the parties have executed this Agreement as of the date first above listed.

**Impact Community Action Partnership, INC.**

**ANKENY COMMUNITY SCHOOL  
DISTRICT**

By: Julie Heck

Name: Julie Heck

Title: Chief Operating Officer

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

Name: \_\_\_\_\_

Title: President, Board of Education

**EDUCATION AGREEMENT BETWEEN  
G & S Hardware, dba ACE Hardware of Ankeny  
AND  
ANKENY COMMUNITY SCHOOL DISTRICT**

The Education Agreement (“Agreement”) is entered into between Ace Hardware, Inc. and Ankeny Community School District (“District”) effective as of October 17, 2022

**RECITALS**

1. Company is a hardware retail store located in Ankeny, Polk County, Iowa.
2. Company has an interest in supporting educational programs for the development of professionals in its field and has agreed to provide administrative staff and facilities for the on-site learning and development of District students (“Students”).
3. District, in its educational program for the development of career-readiness skills, has the responsibility of providing educational opportunities for Students enrolled in the Secondary & BEYOND Program (“Program”) who require site-based learning experience in order to complete the Program.
4. The parties desire to enter into this Agreement to set forth the terms and conditions under which each party and Student(s) shall conduct themselves in order to provide appropriate experiences for Students at Company.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

**A. SCOPE OF SITE-BASED LEARNING ASSIGNMENT**

1. Scope of Assignment. Student(s) engaged in site-based learning for Company shall perform assignment(s) as described herein (“Assignment”): stocking shelves, cleaning in a retail store environment, fronting/facing of shelves & customer service.
2. Duration of Assignment. Unless otherwise agreed to in writing by the Parties, the Student assignments covered by this Agreement shall be completed during one academic semester.

**B. RESPONSIBILITIES AND DUTIES OF DISTRICT**

1. Placement of Students. District shall initiate communication with Company to identify site-based learning opportunities. District and Company shall collaborate to identify the skills and competencies needed by Students for success in a site-based learning experience at Company. District shall provide to Company for the experience Students who, in District’s discretion, possess the mutually-identified skills and competencies.

2. Preparation and Supervision of Students. District shall provide necessary preparatory instruction and ongoing consultation and support to Students who engage in site-based learning to ensure proper application of principle and theory during the Program.
3. Policies and Procedures. District shall become reasonably familiar with Company, and with its policies, procedures and standards identified by Company as relevant for the site-based learning experience, including but not limited to the policy for dress and conduct so as to ensure it can reinforce same with Students engaged in site-based learning for Company.
4. Planning Program. District shall collaborate with Company to plan the Program, including but not limited to the schedule for site-based learning, the scope of learning to be accomplished in the site-based learning experiences, and the objectives related to Program participation.
5. Supervision and Evaluation of Students.
  - a. District shall designate an appropriate person who will serve as supervisor of the Student, in cooperation with the Company. District may provide Company with an opportunity to provide feedback on Student work.
  - b. District shall regularly monitor and evaluate the Program-related performance of each Student during the time of their participation in the Program.
  - c. District shall keep an accurate record of Student's attendance and shall notify Company of Student absence(s) as soon as practicable.
  - d. District, in its discretion and professional judgment and in alignment with its policies, shall remove from the Program any Student who demonstrates that they are not competent and/or qualified to participate in the Program. District shall solely be responsible for taking any necessary disciplinary action related to Student performance.
6. Modification of Assignments. District may at any time and in alignment with its policies and procedures end any Student's participation in the Program and/or change any Student's Program Assignment. District shall notify Company as soon as practicable should any such modification become necessary.
7. Notification to and Assurances from Students and Parents/Guardians. Prior to authorizing a Student to participate in the Program, District agrees to collect from Student's parent or legal guardian a signed consent form that includes but is not necessarily limited to Student's agreement to comply with Company's relevant policies, procedures and standards for conduct.
8. Insurance. District shall secure and maintain during the term of this Agreement comprehensive general and professional liability insurance and property damage insurance and shall ensure coverage applies to Students participating in the Program.

Upon request by Company, District shall provide a certificate of insurance evidencing such coverage.

### C. RESPONSIBILITIES AND DUTIES OF COMPANY

1. Duty to Company's Clients and/or Customers. Company shall retain responsibility for the quality and provision of services to Company's clients and/or customers. Company shall retain ultimate administrative authority consistent with the established policies of the Company for all Student activities which influence the operation of the Company and the direct or indirect care of Company's customers and/or clients.
2. Provision of Learning Experiences. Company, through its designated employees, shall serve as a resource to which Students may be assigned for education. Company shall designate a representative who will cooperate with District in planning and managing implementation of the relevant Assignment(s) and shall identify appropriate staff to support with implementation of site-based learning experiences for Students in the Company facilit(ies) where learning will occur.
3. Orientation and Training. Company shall provide relevant orientation to Students related to Company's policies, procedures, and rules of conduct, and expectations for attire when present at the site-based learning location. Company may, when required by law and/or internal Company policy, also require Students to attend additional training. Company shall notify District as soon as practicable of any orientation and/or training requirements not explicitly set forth in the terms of this Agreement.
4. Supervision of Students. Company shall provide adequate and appropriate staff to supervise Students engaged in Assignments for the Program so as to create a safe and educational experience for Students. Company shall provide designated staff with information related to the Program, Student(s)' Assignments, and expectations for Student behavior while on Company property and shall establish and education staff about the parameters for appropriate interaction with Students while they are present under the terms of this Agreement. Company shall be solely responsible for failure to comply with this section and/or for any violations thereof by its employees, agents, and/or assignees.
5. Access to Company Facilities. Company, in its discretion, may determine what access Students may have to Company facilities. Company shall be solely responsible for the safety and security of the facilities accessed and/or capable of being accessed by Students.
6. Treatment of Illness/Injuries. If Student(s) sustain non-emergency injuries and/or become ill with a non-emergency illness while at Company for the Program, Company shall contact District representative to ensure appropriate next steps aligned with District policy. In emergency situations, Company shall contact appropriate first responders and notify the District as soon as practicable.
7. Work Product. Any work product created while under the supervision of the Company as part of the Program shall remain the property of the Company.
8. Right to Refuse. Company shall have the right to refuse the placement of any Student(s) unless such refusal is prohibited by law. Company shall be solely responsible for such decisions to refuse placement.

#### **D. RELATIONSHIP BETWEEN THE PARTIES**

1. Status and Authority of Students. Student Assignments shall be of an educational and training nature and shall not be construed as a substitute for the services of an employee of Company. However, Students shall not, by virtue of their participation in Program, be precluded from seeking employment with Company unrelated to their Assignment.
2. Wages and Benefits. Company shall not be required to pay wages to Students for activities in the Program at Company, nor shall it be required to pay any workers' compensation benefits for any injury sustained during a placement at Company. Company shall be solely responsible for ensuring compliance with this provision of the Agreement.
3. No Partnership. This Agreement shall not be interpreted or construed to create an association, joint venture, agency relationship, and/or partnership among the Parties or to impose any partnership obligation or partnership liability upon any Party. No Party shall have any right, power or authority to enter into any agreement or undertaking for, or act on behalf of, or to act as or be an agent or representative of, or to otherwise bind, any other Party. Neither party, by virtue of this Agreement, assumes any liability for any debts or obligations of either a financial or a legal nature incurred by the other party to this Agreement.
4. Assignment. The Parties acknowledge that the nature of the on-site learning experience is unique and personal to Students. As such, neither party may transfer, assign or otherwise convey its rights or obligations under this Agreement without the written consent of the other party. Any attempt to transfer, assign or otherwise convey any rights or obligations in violation of this Section shall be void. Subject to the provisions of this Section regarding assignment, the terms, covenants, and conditions contained herein shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.

#### **E. TERM AND TERMINATION**

1. Term. The Term of this Agreement shall be for one (1) year, commencing on October 17, 2022
2. Termination. The Agreement may be terminated by either party without cause by providing thirty (30) days' advance written notice of termination. This Agreement may be immediately terminated as necessary for the health or safety of Company's employees and/or Students. Company agrees that it will continue to work with District in a manner mutually agreeable to the parties regarding any Students who are participating in the Program at the time of the Agreement's termination. In the event of a material breach of this Agreement, the non-breaching party may terminate this Agreement after providing 10 days' written notice to the breaching party if a cure is not effected within such 10-day notice period.

#### **F. GENERAL PROVISIONS**

1. Educational Records. Company shall limit its employees' and/or agents' access to Students' educational records to those persons for whom access is essential to the performance of services. Company shall, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974, as amended.

2. Indemnification. Company shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Agreement or negligent or other wrongful conduct in the performance of this Agreement by Company and/or by damages or injuries caused by Student(s) who are acting on behalf of the Company or who are acting with the actual or apparent authorization of the Company, are negligent, and cause injury to a person or property.
3. Media Release. Company authorizes and grants permission to District, as well as its agents, representatives, and others working under its authority, to take and use Company's photographed, video recorded, and/or live-streamed image, likeness, voice, and name for any and all purposes associated with Company's participation in Program, including marketing, commercial, or advertising purposes, and in any and all forms of media, without further consideration. Company understands and agrees that Company has no rights to any benefits derived from the use of such image, likeness, voice, or name.
4. Notice. Whenever under the terms of this Agreement written notice is required or permitted to be given by any party to any other party, such notice shall be in writing and shall be deemed to have been sufficiently given if personally delivered, delivered by a national overnight courier service (such as Federal Express), transmitted by electronic facsimile or deposited in the United States Mail, in a properly stamped envelope, certified or registered mail, return receipt requested, addressed to the party to whom it is to be given, at the address hereinafter set forth. Any party hereto may change its address by written notice in accordance with this Section:

If to Company:

**G & S Hardware,  
dba ACE Hardware of Ankeny**  
Att: Chris Sterk  
3020 SW Oralabor Road  
Ankeny, Iowa 50023

If to District:

Ankeny  
Community  
School District  
Attn: Erin Van  
Dorin  
306 SW  
School  
Street  
Ankeny,  
Iowa 50023

5. Entire Agreement. This Agreement supersedes all previous contracts or agreements between the parties with respect to the same subject matter and constitutes the entire agreement between the parties hereto. There are no agreements, representations, or warranties between or among the parties other than those set forth in this Agreement or the documents and agreements referred to in this Agreement.
6. Waiver. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach hereof.
7. Headings for Convenience Only. The paragraph headings or captions are for identification purposes only and do not limit or construe the contents of the paragraphs.

8. Choice of Law. This Agreement shall be construed and governed under the laws of the State of Iowa, and any action relating to this Agreement shall only be commenced in the Iowa District Court in Polk County, or in the United State District Court for the Southern District of Iowa.
9. Severability. If any section, provision or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision or part thereof not found to be invalid or unconstitutional.
10. Amendment. This Agreement may be amended only in writing signed by all parties hereto.
11. Authority to Enter into Agreement. Each Party represents and warrants to the other that it has the right, power and authority to enter into and perform its obligation under this Agreement. It has taken all requisite action (corporate, statutory, or otherwise) to approve execution, delivery and performance of this Agreement, and this Agreement constitutes a legal and binding obligation upon itself in accordance with its terms. All the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors, assigns, and legal representatives.

*[Remainder of page intentionally left blank; signature page follows]*

WHEREFORE, the parties have executed this Agreement as of the date first above listed.

**G&S Hardware, dba Ace Hardware of Ankeny**

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

Name: Chris Sterk

Title: Owner

**ANKENY COMMUNITY SCHOOL  
DISTRICT**

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

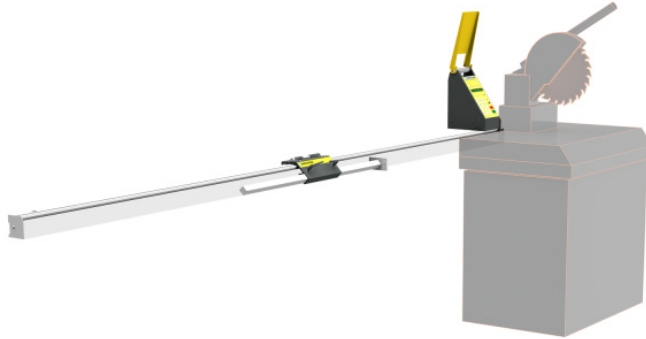
Name: \_\_\_\_\_

Title: President, Board of Education  
\_\_\_\_\_



# TigerStop®

fast and accurate...every time



BILLING INFORMATION	SHIPPING INFORMATION	TIGERSTOP QUOTE
<p>Contact Name: Christopher Stotz</p> <p>Company: Ankeny Community Schools</p> <p>Customer Code:</p> <p>Address: 2220 NW State Street</p> <p>City: Ankeny</p> <p>State: IA</p> <p>Zip: 50023</p> <p>Country: Un</p> <p>Phone:</p> <p>Email: christopher.stotz@ankenyschools.org</p> <p>Accounting Contact Name:</p> <p>Accounting Contact Email:</p>	<p>Name: Christopher Stotz</p> <p>Company: Ankeny Community Schools</p> <p>Address: 2220 NW State Street</p> <p>City: Ankeny</p> <p>State: IA</p> <p>Zip: 50023</p> <p>Country: Un</p> <p>Phone:</p> <p>Email: christopher.stotz@ankenyschools.org</p>	<p>Quote Number: 053122699</p> <p>Quote Date: May 31, 2022</p> <p>Quote Expires: October 31, 2022</p> <p>PO Number:</p> <p>Salesperson(s):</p> <ul style="list-style-type: none"> <li>Ed Turanzas</li> </ul> <p>Epicor ID: 9906</p>

QTY	PART NO.	DESCRIPTION	WEIGHT (LBS.)	PRICE (USD)
1	SG12	SawGear 12: working length 12' (3.6 meters) overall length 14' (4.1 meters). Includes 4 BM brackets. (BV)	80.00	3,999.00
1	TIGERCARE-SG12	TigerCare+ is the gold standard of customer service! No more waiting in queues, 2 year warranty on parts, free overnight shipping on electronics, 500 free customer service hours, and more!	0.00	375.00

RETURN ON INVESTMENT RESULTS		TOTALS (USD)	
Annual Savings:	21,265 per year	Sub Total:	4,374.00
ROI:	177 % net of depreciation	Sales Tax:	TBD
Payback Period:	6.8 months net of depreciation	Shipping:	TBD
ROI calculation may not reflect actual payback and no warranty expressed or implied is made.		Total:	4,374.00
		Weight:	80.00 lbs

COMMENTS
Are there any Educational Discounts for a Public School?

## Terms & Conditions of Purchase and Sale

By submitting a Purchase Order for the purchase of TigerStop, LLC/Precision Automation, Inc. products, Buyer acknowledges and agrees to comply with and be bound by the following terms and conditions.

### Governing Terms

All products and services offered for sale by TigerStop, LLC/Precision Automation, Inc. ("Seller") are sold subject to the terms and conditions stated herein. These terms and conditions shall apply to the sale of the products and/or services described in the Seller's Quoter, Order Acknowledgment, Invoice, or other contract documentation to which these terms and conditions are attached or incorporated by reference. Except as expressly agreed by an authorized representative of Seller in writing, no other terms and conditions, including any terms and conditions attached to, or contained within, Buyer's request for quotation, acknowledgment, purchase order or other contract documentation shall apply. Buyer's acceptance of the products or services delivered by Seller shall constitute an affirmation by Buyer that the terms and conditions set forth herein govern the purchase and sale of the goods or services. The terms of this contract shall supersede any additional, different or conflicting terms proposed by Buyer or contained on Buyer's purchase order or any document or instrument submitted by Buyer.

### Prices, Taxes, Payment, Terms, & Freight Rates

All prices are firm unless otherwise agreed to in writing. Seller reserves the right to change the prices and specifications of its products at any time without notice. Any tax, duty, custom or other fee of any nature imposed upon this transaction by any federal, state or local governmental authority shall be paid by Buyer in addition to the price quoted or invoiced. In the event Seller is required to prepay any such tax, Buyer will reimburse Seller. All sales shall be 100% prepaid unless Buyer has credit terms with Seller. An interest charge equal to 1 1/2% per month (18% per year) will be added to invoices outstanding beyond thirty (30) days after shipment. In addition, Seller reserves the right to require pre-paid payment terms from any Buyer whose account is overdue or who has unsatisfactory credit. Seller may also refuse to sell to any person until overdue accounts are paid in full.

Freight rates are subject to change and may require re-quoting closer to ship date. Buyers are welcome to coordinate their own freight.

### Delivery and Shipment

Seller will make a good faith effort to complete delivery of the products as indicated by Seller in writing, but Seller accepts no liability for any losses or for general, special or consequential damages arising out of delays in delivery. All shipping and handling costs shall be paid by Buyer, and if prepaid by Seller, the amount thereof shall be reimbursed to Seller. All products are shipped Free Carrier (FCA) TigerStop, LLC, 12909 NE 95th Street, Vancouver, WA 98682, Prepay and Add (Incoterms 2010). Risk of loss shall transfer to the Buyer upon tender of goods to Buyer, Buyer's representative, or common carrier. The cost of any special packing or special handling caused by Buyer's requirements or requests shall be added to the amount of the order. Notwithstanding the foregoing, title in and to all products shall remain in Seller until full payment is made by Buyer and received by Seller. Any claims for shortages and/or damage to delivered products must be made to the carrier in accordance with the carrier's claims policy, but not more than thirty (30) days after delivery of the product to the carrier.

### Destination Control Statement

These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

### Systems and Integrations

Buyer agrees to sign off on the equipment certifying that the equipment meets their specifications prior to shipment. On-site installation and/or training at Buyer's facility are not included unless otherwise specifically stated. However, Buyer must have systems or integrations installed by certified technician prior to Seller providing direct technical support.

### On-Site Installation & Training

On-site installation and training are not included with any TigerStop, LLC/Precision Automation, Inc. machine, system or integration unless otherwise specifically stated.

If on-site installation or training is specifically stated, this does not include network or IT installation, training or setup.

TigerStop will under no conditions drill into a customer's floor, terminate power/air/dust or chip collection, or modify/fabricate any custom components during installation. TigerStop is not responsible for any IT work on components purchased 3rd party.

It is the Buyer's sole responsibility to determine power and other facility requirements, to have work area fully prepared and machine available during normal business hours. If these conditions are not met, then any additional time for installation or training will be billed at additional Buyer's expense.

All TigerStop Saw Systems (including the TigerSaw 1000, the TigerSaw 2000, the TigerRip 1000, the TigerAngle, the TigerSaw Miter, the TigerSaw Ferrous, and all other fully automatic saw systems manufactured by TigerStop LLC) and AIK2 products must be installed/integrated/updated/serviced by a TigerStop Certified Technician and in accordance with the then-current installation or other requirements and the TigerStop Installation Checklist for that product (the "Installation Checklist"). Attached as Exhibit A are the requirements for certification by TigerStop.

### After Sale Support

If Buyer's account is past due, all direct support from Seller will be suspended.

Seller provides telephone and email support during TigerStop, LLC/Precision Automation, Inc. normal business hours: Monday – Friday 6:00 AM – 4:00 PM Pacific Time. Support provided outside of these hours may be available on a case-by-case basis at an additional cost.

Software support is only provided by the Seller for TigerStop, LLC/Precision Automation, Inc. proprietary software purchased from TigerStop, LLC/Precision Automation, Inc. and after certified training has been provided.

#### Inspection and Acceptance

All products delivered shall be examined by Buyer promptly upon receipt. Buyer shall be deemed to have accepted the products unless a valid written notice of rejection, due to defect in the goods or non-conformance to the order, is received by Seller within ten (10) days of Buyer's receipt of goods. No such claims made after such period shall be considered by Seller.

#### Return Policy

Buyer must obtain a return goods authorization ("RGA") from Seller before returning any product eligible for return. No return of eligible products will be accepted by Seller without a RGA, which will be issued at Seller's sole discretion. Special order products may not be returned for any reason if non-defective. All authorized returned products must be unused and resalable, in factory-original shipping cartons and must be complete with all packing materials. If returned products are claimed to be defective, Buyer must notify Seller of the nature of the defect prior to returning the product. All items not eligible for return will be returned to Buyer, transportation costs collect. Product returned to Seller by Buyer for no fault of Seller may be subject to a restocking/handling fee.

#### Limited Warranty & Limitations of Liability & Damages

Each TigerStop, LLC/Precision Automation, Inc. product is warranted against defects in material and workmanship for a period of twelve (12) months from the date the product is enabled or the equivalent of 2080 hours of production use, whichever shall first occur. In the event that a product is not enabled within thirty six (36) months from shipment date the warranty shall lapse. If a product is enabled before thirty six months (36) and after thirty (30) months, the warranty shall be in effect until thirty six (36) months from shipment date.

Seller's liability under this warranty shall be limited to repairing or replacing, at the discretion of Seller, defective parts or components. Consumables, such as wear on painted surfaces, window finish and condition, light bulbs, seals, chip removal system, etc. are not covered. Seller-specified maintenance procedures must be adhered to and recorded in order to maintain this warranty. The warranty is voided if the machine is subjected to mishandling, misuse, neglect, accident, improper installation, poor or improper power conditions, improper maintenance, or improper operation or application, or if the machine was improperly repaired or serviced by the customer or by an unauthorized service technician. Seller-specified installation and maintenance procedures must be adhered to and recorded in order to maintain this warranty. Shipping damage and non-functional cosmetic damage are non-warrantable.

TigerStop, LLC/Precision Automation, Inc. saw systems (limited to TigerSaw1000, TigerSaw2000, TigerSaw Miter, TigerSaw Ferrous, TigerRip 1000, TigerAngle, and all other fully or semi-automatic saw systems manufactured by TigerStop LLC) are warranted for on-site labor during the warranty period. Only Seller may authorize and schedule any on-site labor. Buyer is responsible for all travel and living expenses associated with on-site labor. All TigerStop, LLC Saw Systems must be enabled within six (6) months from shipment.

With the exception of the foregoing warranty, SELLER MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH REGARD TO ANY PRODUCT OR ITS COMPONENTS AND HEREBY EXPRESSLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY, SUITABILITY OR FITNESS FOR AN PARTICULAR PURPOSE OR USE, OR NON-INFRINGEMENT. Warranty is non-transferrable from the original registered owner to any other party. Optionally purchase one (1) year extended warranties are available and shall be subject to the same terms of duration as original warranty. Seller's liability under this agreement shall be limited to repairing or replacing, at the discretion of Seller, parts or components.

All spare part(s) are warranted for thirty (30) days from invoice date. Warranty spare parts will be shipped for free, either ground or overnight, depending on customer's preference. For all non-warranty spare part(s), items will be invoiced in full at time of order and require full payment prior to shipment. All warranty spare part(s) will be invoiced in full at time of order and secured with buyer's authorized credit card. Payment will not be charged to buyer's credit card immediately. If warranty part(s) are not returned within thirty (30) days from invoice date, the buyer's authorized credit card will be processed for full invoice amount. Additionally, if warranty part(s) are returned and warranty is denied, the buyer's authorized credit card will be processed for full invoice amount. All other warranty terms apply.

No action, regardless of form, arising out of the purchase of Seller's product may be brought by Buyer more than one (1) year after the cause of action has accrued. Under no circumstances, and in no event, will Seller be liable for personal injury or property damage or any other loss, damage, cost of repairs or incidental, punitive, special, consequential, or liquidated damages of any kind, whether based upon warranty, contract, strict liability, negligence or any other cause of action arising in connection with the design, manufacture, sale, transportation, installation, use or repair of the products sold by Seller. Buyer hereby acknowledges and agrees that under no circumstances, and in no event, shall Seller's liability, if any, exceed the net sales price of the defective product(s); no additional allowance shall be made for the labor or expense of repairing or replacing defective products or workmanship or damage resulting from the same. Except as expressly set forth in this paragraph, peripherals and tools, including, but not limited to, power saws, computers, printers, communication devices, and touch screens integrated into TigerStop, LLC/Precision Automation, Inc. products are not warranted by Seller and are covered solely by the original equipment manufacturer's warranty. TigerStop, LLC/Precision Automation, Inc. shall not be responsible or liable for the condition or any such integrated product or for the duration, or extent of any warranty on an integrated product. All questions and inquiries about integrated product warranties or repairs should be directed to the original equipment manufacturer.

Seller is not liable to Buyer or any customer of buyer for loss of profits, lost data, lost products, loss of revenue, loss of use, cost of downtime, business good will or any other incidental or consequential damage, wherein an action in contract or tort, arising out of or related to the machine or components.

Buyer agrees, to the fullest extent permitted by law, to pay all costs both direct and indirect that TigerStop, LLC may incur in the event that any action or lawsuit arises from use of TigerStop Products in violation of Buyer's representations contained herein. This includes but is not

limited to any loss, costs, damages or judgements, including costs and attorneys' fees incurred to prepare and respond to any such suit or action.

In the event of sale or transfer of the TigerStop Product, Buyer agrees that they will remain liable for any suit or action that may arise out of the product's use, regardless of title.

#### Warning

Buyer is warranting that installation of TigerStop Products will be done by a person trained in the safe design and installation of automation products, and in the safe operation of power equipment. In addition, buyer warrants that such installation will meet all legally required safety requirements and guidelines. Buyer further warrants that proper guarding and safety devices will be provided on all sides of the equipment to preclude unintended access during operation. Buyer further warrants that Buyer has consulted with and have followed the recommendations of a qualified safety engineer.

Buyer acknowledges that TigerStop Products are components intended for use in conjunction with potentially dangerous machinery. The use of TigerStop Products does not make other machinery safe. TigerStop Products are not intended to substitute, in any manner, for safe operating practices in general, or for safety features present in other machines designed to make those machines as safe as possible. **TIGERSTOP PRODUCTS, IF USED OR INSTALLED IMPROPERLY, MAY CAUSE PERSONAL INJURY OR DEATH AND SHOULD ONLY BE OPERATED BY PERSONS TRAINED IN THEIR SAFE OPERATING PROCEDURES.** Illustrations of TigerStop Products in use do not show, and are not intended to show, all safety features and practices necessary for their safe operation.

Buyer also acknowledges that TigerStop Products must be installed in accordance with all local, state, and federal regulations. Only properly trained personnel should install TigerStop Products onto other equipment to ensure a safe and proper work station. TigerStop Products should not be operated without proper training, both in the operation of TigerStop Products, and in the operation of related equipment.

#### Indemnification

Buyer agrees to indemnify and hold harmless Seller from and against any and all claims, liabilities, damages, costs and expenses (including reasonable attorneys' fees and litigation expenses) arising from or related to (i) the purchase, use and/or distribution of products supplied by Seller in violation of the terms and conditions of this Agreement, (ii) the negligence or lack of due care by Buyer, Buyer's customers, agents, employees or invitees, in whole or in part, in the use of Seller's products or integrated products.

#### Exports

Buyer represents that it will not knowingly export, either directly or indirectly, any product or service to any country for which approval is required, without the prior written approval of the office of Export Administration of the U.S. Dept. of Commerce or any other applicable U.S. Government Agency.

#### Destination Control Statement

These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

#### Governing Law

These Terms and Conditions shall be governed by and construed in accordance with the laws (other than those relating to conflict of laws questions) of the State of Washington. Venue for any dispute shall be in Clark County, Washington.

#### Non-Waiver

Seller's failure to insist upon the strict performance of any term or condition herein shall not be deemed a waiver of any of Seller's rights or remedies hereunder, nor of its right to insist upon the strict performance of the same or any other term herein in the future. No waiver of any term or condition hereunder shall be valid unless in writing and signed by Seller.

#### Patent Rights & Used of Technical Information

Any specifications, drawings, reprints, technical information or data furnished by TigerStop, LLC/Precision Automation, Inc. or one of its suppliers shall remain property of TigerStop, LLC/Precision Automation, Inc. and shall be kept confidential and shall be returned to TigerStop, LLC/Precision Automation, Inc. upon request. Any exceptions must be approved by TigerStop, LLC/Precision Automation, Inc. in writing.

#### Force Majeure

Neither Seller nor Buyer shall be liable for delays in performance dues to causes beyond the control and without the fault or negligence of the party whose performance is affected, including but not limited to acts of God, labor disputes or the government. Force majeure shall not relieve Buyer's payment obligations.

#### Limit of Liability

All rights reserved. The information contained in the TigerStop, LLC/Precision Automation, Inc. manual has been validated and reviewed for accuracy. No patent liability is assumed with respect to the use of the information contained herein. While every precaution has been taken in the preparation of this manual, the manufacturer assumes no responsibility for errors or omissions.

#### Copyright

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of Seller. TigerStop is a registered trademark of TigerStop, LLC/Precision Automation, Inc.

#### Entire Agreement

This document, together with the Software License Agreement and the Code Enabling Agreement, constitutes the entire, complete, and

exclusive agreement between the parties with respect to the subject matter hereof and contains all the agreements and conditions of sale; no course of dealing or usage of the trade shall be applicable unless expressly incorporated herein. The terms and conditions contained herein may not be added to, modified, superseded or otherwise altered except by a written modification signed by Seller. All transactions shall be governed solely by the terms and conditions contained herein. In the event that any portion of these Terms & Conditions is deemed to be unlawful, it is agreed that all other parts shall remain in full force and effect. These Terms & Conditions cover all products produced, distributed or sold by TigerStop, LLC/Precision Automation, Inc.

#### Acknowledgement

Buyer must acknowledge receipt of this complete document titled, Terms & Conditions of Purchase and Sale, by signing below and sending the signed document to Seller or the referenced order will not be released for production or shipment.

## EXHIBIT A TO TERMS AND CONDITIONS

### TIGERSTOP TECHNICIAN CERTIFICATION REQUIREMENTS FOR TIGERSTOP SAW SYSTEMS AND AIK2 PRODUCTS

All TigerStop Saw Systems (including the TigerSaw 1000, the TigerSaw 2000, the TigerRip 1000, the TigerAngle, the TigerSaw Miter, the TigerSaw Ferrous, and all other fully automatic saw systems manufactured by TigerStop LLC) and AIK2 products must be installed/integrated/updated/serviced by a TigerStop Certified Technician and in accordance with the then-current installation or other requirements and TigerStop Installation Checklist for that product (the "Installation Checklist"). To become and remain a TigerStop Certified Technician, an individual must meet the following requirements:

1. Attend and successfully complete, at the technician's (or his employer's) sole cost and expense, a TigerStop Technician Training class at TigerStop's headquarters in Vancouver, Washington.
2. At least annually thereafter, be re-certified according to TigerStop requirements, which may include attending and successfully completing, at the technician's (or his employer's) sole cost and expense, a technical training class conducted by a TigerStop employee in which updates and revisions to the TigerStop installation requirements and checklists are presented.
3. In connection with each installation of a TigerStop product, follow the installation requirements and complete and return to TigerStop the applicable Installation Checklist for that product. In connection with the integration, upgrade or technical servicing of a TigerStop product, comply with all TigerStop requirements for such activities.
4. Sign and return TigerStop Certified Technician Certificate.

Signature:

Print Name:

Title:

Company Name:

Date:

**\*\*\*ATTENTION! Please email your Resale Certificate/Tax Exemption Paperwork to [orders@tigerstop.com](mailto:orders@tigerstop.com) to avoid any order processing delays. Thank you!\*\*\***

**EXHIBIT A TO TERMS AND CONDITIONS****TIGERSTOP TECHNICIAN CERTIFICATION REQUIREMENTS FOR TIGERSTOP SAW SYSTEMS AND AIK2 PRODUCTS**

All TigerStop Saw Systems (including the TigerSaw 1000, the TigerSaw 2000, the TigerRip 1000, the TigerAngle, the TigerSaw Miter, the TigerSaw Ferrous, and all other fully automatic saw systems manufactured by TigerStop LLC) and AIK2 products must be installed/integrated/updated/serviced by a TigerStop Certified Technician and in accordance with the then-current installation or other requirements and TigerStop Installation Checklist for that product (the "Installation Checklist"). To become and remain a TigerStop Certified Technician, an individual must meet the following requirements:

1. Attend and successfully complete, at the technician's (or his employer's) sole cost and expense, a TigerStop Technician Training class at TigerStop's headquarters in Vancouver, Washington.
2. At least annually thereafter, be re-certified according to TigerStop requirements, which may include attending and successfully completing, at the technician's (or his employer's) sole cost and expense, a technical training class conducted by a TigerStop employee in which updates and revisions to the TigerStop installation requirements and checklists are presented.
3. In connection with each installation of a TigerStop product, follow the installation requirements and complete and return to TigerStop the applicable Installation Checklist for that product. In connection with the integration, upgrade or technical servicing of a TigerStop product, comply with all TigerStop requirements for such activities.
4. Sign and return TigerStop Certified Technician Certificate.



## Leader in Me® Agreement

This Leader in Me Agreement ("Agreement") is entered into as of the date given below (the "Effective Date") by and between Franklin Covey Client Sales, Inc., whose address is 2200 West Parkway Blvd., Salt Lake City, Utah 84119 ("FranklinCovey"), and the following organization ("Client"):

**Organization:** Terrace Learning Center

**Contact Person:** Sheila Schmidt

**Address:** 310 NW School St

**Telephone:** 515-965-9670

**City, State, Zip:** Ankeny, Iowa  
50023-1738

**Email:** sheila.schmidt@ankenyschools.org

### Details of Services and Materials

FranklinCovey shall provide Client the training, coaching, and materials (the "Services") to be included in the Leader in Me® network of Schools. Details of the Services are described in the following table:

Deliverable	Start Date	End Date	Invoice Date	Amount	Quantity	Total
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#### Membership

Annual School Membership	10/24/2022	7/31/2023	10/24/2022	\$5,119.83	1	\$3,950.00
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**Total Investment**

**\$3,950.00**

Client may contact FranklinCovey via email or purchase order to purchase additional products and/or services, which shall be subject to the terms and conditions of this Agreement. If Client issues a purchase order and there is a conflict between the purchase order terms and this Agreement, this Agreement shall control. If this Agreement is executed by Client after the Invoice Dates above, FranklinCovey may adjust the Invoice Dates based on the Effective Date. Such change shall not affect the Total Investment.

IN WITNESS HEREOF, all Parties have executed the foregoing Agreement by their duly authorized representatives.

#### Franklin Covey Client Sales, Inc.

Signature: \_\_\_\_\_

Printed Name: Sausha Pond

Title: Client Engagement Coordinator

#### Terrace Learning Center

Signature: \_\_\_\_\_

Printed Name: Ryan Weldon

Title: Board President

Effective Date: \_\_\_\_\_

## Terms and Conditions

**Grant of Rights To Portal:** FranklinCovey hereby grants Client a limited, non-exclusive, non-transferable, revocable license for Client teachers and/or staff for whom an annual license fee has been paid ("Users") to access the Leader in Me® Online portal ("Portal"). Access to the Portal shall be available only to Users. Users will receive a unique registration code from an authorized representative of Client (e.g., Principal) prior to logging into the Portal. Client and Users agree not to make the Portal available in any manner to the general public, non-parties to this Agreement, students, or any other individual who is not a User.

**Intellectual Property License:** FranklinCovey hereby grants to Client a limited, non-exclusive license (the "License") to use the FC IP (defined below) only in connection with the delivery or promotion of FranklinCovey's *Leader in Me* solution within Client's school. For clarity, and by way of example only, the FC IP may be used with lesson plans, bulletin boards, posters, tee shirts, pins, songs, and other similar uses. However, FC IP may not be used with planners/agendas, unless such planners/agendas are purchased through SDI Innovations. Further, Client shall not use a FranklinCovey trademark, such as "The Leader in Me®," in or as a domain name. The License to the FC IP shall not be sublicensed, assigned, or transferred by Client. All works created by Client using the FC IP shall be deemed derivative works ("Derivative Works"), and are owned by FranklinCovey and may be used only pursuant to the License granted herein. "FC IP" shall mean the Leader in Me trademarks and other materials provided to Client by FranklinCovey, including intellectual property associated with The 7 Habits®. Client shall effectively communicate to its staff, employees, teachers, and anyone else who may have access to or receive the FC IP, that such FC IP is copyright- and/or trademark-protected and the proprietary property of FranklinCovey, and that neither Client nor its employees shall modify, reproduce, file share, email, distribute to a third party, or publicly post (Slide Share, YouTube, etc.) the FC IP and any Derivative Works created by Client or its employees except as expressly provided for herein.

**Measurable Results Assessment:** The Leader in Me process includes a voluntary survey whereby staff, parents, and students are asked questions related to leadership, culture, and academics. An authorized person from Client will be provided a URL link of the survey questions to share with staff, parents, and students. Personally identifiable information ("PII") will not be collected as part of the survey, but in the event information is categorized as PII, FranklinCovey will not permit disclosure outside of its own organization and it will take all commercially practicable measures to destroy PII when it is no longer needed. Survey results will be compiled in an aggregate form and shared with third parties, such as donors and sponsors. Survey results may also be used for research.

**Leadership Development:** Principals Development Track and Lighthouse Coordinator Development Track provide an opportunity for Users to attend professional development. Client is responsible for all travel expenses incurred by Users attending such professional development.

**Scheduling a Consultant.** Contact FranklinCovey via email preferably thirty (30) days in advance to schedule a FranklinCovey consultant. Once scheduled, the cancellation/rescheduling provisions will apply.

**Cancellation/Rescheduling Fees.** Fifteen (15) calendar days' notice is required to cancel or reschedule a scheduled consultant. If Client provides fewer than fifteen days' notice, Client will be billed a cancellation fee of 75% or a rescheduling fee of 25% of the consultant fee to cover costs incurred by FranklinCovey, as well as any travel costs imposed on FranklinCovey as a result of such cancellation or rescheduling. Client will not be assessed a cancellation/rescheduling fee for any consultant services canceled or rescheduled by FranklinCovey.

**Term, Termination, and Events of Termination:** The term of this Agreement shall commence on the Effective Date and terminate on the End Date identified in the table above. If Client terminates for convenience, FranklinCovey shall not refund any invoiced amounts. Either party may terminate this Agreement if the other party materially breaches the Agreement, and such material breach remains uncured after the non-breaching party has provided thirty (30) days' written notice of such breach. Upon termination of this Agreement for any reason, Client shall immediately (a) discontinue all use of the FC IP; and (b) discontinue all use of Derivative Works.

**Payment Terms:** FranklinCovey shall invoice Client for all fees as identified in the table(s) above, which fees are nonrefundable and non-prorateable, including shipping and handling, and sales and use taxes (unless Client submits proof of its tax-exempt status to FranklinCovey). All shipments are FOB Shipping Point. Payment terms are net 30 from the invoice date. Fees are subject to an annual price increase.

**Audio:** Client is responsible for providing a conference line for live online Services, when needed. Such conference line is provided at Client's sole cost and expense.

**Recordings:** Client shall not make or allow to be made any audio and/or video recordings of the Services. Client shall inform the audience and otherwise take reasonable actions to ensure that no recordings of the Services are made.

**Leader in Me Notifications:** FranklinCovey may send to teachers, staff, and employees via email or other means promotional materials, product updates, upcoming events, and other information pertinent to the Leader in Me process. Anyone receiving such information may opt out at any time.

**Copyright:** FranklinCovey owns or controls all intellectual property rights, proprietary rights, and copyrights to all Services and materials provided for in this Agreement, and Client shall communicate the same to recipients of the Services ("Participants"). Client's and/or Participants' unauthorized use, reuse, copying, reproduction, recording, transmittal, modification, or revision of the Services and/or materials, if applicable, shall constitute a breach of this Agreement and/or federal copyright law. Any materials provided for herein are intended for personal use only by Participants and are not for resale, distribution to a third-party, file sharing, or public display. Nothing in this Agreement implies a grant of license for Client to use the concepts and materials outside the scope of the Agreement.

**Modification of Agreement:** All amendments or modifications to this Agreement must be in writing and signed by the parties hereto. The person executing this Agreement on behalf of Client warrants that he/she is authorized to enter into this Agreement and has authority to bind Client.

**Affirmative Action/Equal Opportunity Employer:** FranklinCovey complies with the EEO Clause of EO 11246, as amended, and the provisions of 41 CFR Section 60-300.5(a); 41 CFR Section 60-741.5(a); 41 CFR Section 60-1.4(a) and (c); 41 CFR Section 60-1.7(a); 48 CFR Section 52.222-54(e); and 29 CFR Part 471, Appendix A to Subpart A, with respect to affirmative action program and posting requirements.

**Force Majeure:** Neither Client nor FranklinCovey shall be required to perform any term, condition, or covenant of this Agreement so long as such performance is delayed or prevented by acts of God, material or labor restriction by any governmental authority, civil riot, floods, hurricanes, or other natural disasters, or any other cause not reasonably within the control of Client or FranklinCovey.

**Entire Agreement:** This Agreement represents the entire understanding between the parties and supersedes all prior agreements, whether written or oral, relating to the subject matter hereof. In the event any terms contained in any subsequent purchase order (or similar document) sent or received in connection with this Agreement are inconsistent with the terms of this Agreement, the terms of the Agreement shall prevail.

# REGISTRATION

FOR 2023 HEART OF AMERICA SHOWS

## REGISTER

Please enter the details below

Which competition would you like to enter? \*

New York City (March 25, 2023)

Director Name \*

Nolan Henkle

Director Email \*

nolan.henkle@ankenyschools.org

School Name \*

Ankeny Centennial High School

Director Cell Phone \*

[REDACTED]

School Phone \*

5159659610

Address \*

2220 NW State Street

City \*

Ankeny

State \*

Iowa

## CONTACT INFORMATION:

Contact information

Address: 5343 W Vermont  
Street, Ste 200 Indianapolis, IN  
46224

Phone: 317.683.0933

Email: [info@hoashowchoir.com](mailto:info@hoashowchoir.com)

## 2023 REGISTRATION:

CHICAGO

NASHVILLE

ORLANDO

NEW YORK CITY

## HOA NEWS:



#0029856

Your venue is the Sheraton Times Square, an urban retreat in the heart of Midtown NYC. Please Note: Hotel room occupancy below are per person.

Room Occupancy	1 Night	2 Nights	3 Night	4 Night	5 Night
Quad	\$335	\$410	\$485	\$560	\$635
Triple	\$360	\$460	\$560	\$660	\$760
Twin	\$410	\$560	\$710	\$860	\$1,010
Single	\$560	\$860	\$1,160	\$1,460	\$1,760

How many nights will your group need at Sheraton Times Square?

- ☐ 1 Night Stay  
☒ 2 Night Stay  
☐ 3 Night Stay  
☐ 4 Night Stay  
☐ 5 Night Stay

Which night(s) are you staying at Sheraton Times Square?

- ☐ Wednesday, March 22, 2023  
☐ Thursday, March 23, 2023  
☒ Friday, March 24, 2023  
☒ Saturday, March 25, 2023  
☐ Sunday, March 26, 2023  
☐ Monday, March 27, 2023  
☐ Tuesday, March 28, 2023

\* Pricing includes hotel, competition, critique and awards. For full pricing information please click here (<https://www.hoachoir.com/downloads/2023-pricing.pdf>).

## Tour Operator

Are you using a Tour Operator to plan your travel?

- ☒ Yes  
☐ No  
☐ I'm interested in speaking with a representative from the official travel partner of HOA, Music Travel Consultants.

Tour Operator Company Name



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REGISTER

Lin Warren

Contact Email Address

lin.warren@musicfestivals.com

Contact Phone Number

800-331-8579

## Deposit

\$2,000 non-refundable deposit due 45 days prior to event. You will receive information on how to

# TERMS AND CONDITIONS



Heart of America, LLC (hereinafter "Heart of America", "HOA", "we", "us", "our") is an event production company specializing in student performing groups. We are passionate about creating space for student performers. We look forward to producing a unique, professional experience for our clients (hereinafter "participant", "you").

**CONTRACT.** We draw your attention to the Terms and Conditions below, these Terms and Conditions including all documents, correspondence and the terms and conditions of our suppliers form the basis of the contract with you. Before registering with us you must ensure that you have read and understood these Terms and Conditions (and asked any questions you may have). **Please be aware that these Terms and Conditions contain waivers of liability as well as waiver of class action and venue selection and notice clauses.** By asking us to reserve your spot, you are accepting all the Terms and Conditions laid out below and acknowledging that you have read the Terms of this Contract and agree with them.

You represent and warrant that (a) you are of sufficient age to use our services and website and can create binding legal obligations in connection with your use, (b) you are legally authorized to act on behalf of those you represent, including minors, and accept these terms and conditions on their behalf, and (c) the information supplied by you or members of your group is true and correct.

**VIOLATIONS BY YOU.** You agree that any violation of any or our Terms and Conditions may result in (a) the cancellation of your reservation or purchase, (b) your forfeiture of any monies paid for your reservation or purchase, and (c) you being denied access to the applicable event and/or travel related product or service.

**CHANGES TO THESE TERMS AND CONDITIONS.** HOA reserves the right, in our sole discretion, to change these Terms and Conditions at any time. If we make a material change, we will notify you via the email address you provide to us above. The current terms will apply to your reservation. You must therefore be familiar with the terms in effect at the time you make your reservation and any changes that occur before the performance date. Your continued use of our services including continuing to use or maintain any reservation after notice of any changes to the Terms and Conditions constitutes your consent to the changes.

**COVID 19 RELEASE OF LIABILITY.** By making a reservation for an event at this time, you acknowledge the highly contagious nature of COVID-19 and voluntarily assume the risk for yourself and any minors traveling with you, that you or they may be exposed to or infected by COVID-19 by traveling to the event, or performance and/or participation in the event, and that such exposure or infection may result in personal injury, illness, permanent disability, and death even if such injuries or losses occur in a manner that is not foreseeable at the time you book your tour. You acknowledge that exposure to such viruses or disease is an inherent risk of traveling and participating in the event that cannot be controlled or eliminated by HOA.

You acknowledge that due to the uncertainty of travel, and governmental restrictions at this time, your event may be postponed or cancelled, or changes may be made to itineraries and event schedules due to closures of certain sites or activities, for which there may be no refund. You may also be required to quarantine upon arrival in some locations. Some locations and/or venues may require you to have a vaccination or proof of negative testing. You are responsible for understanding these requirements and must not rely on HOA to provide these details. You understand that you may become sick before, during, or after the event and may not be able to travel and such cancellation or interruption will be subject to our cancellation terms below, for which we will not be liable.

You agree that due to uncertainty caused by COVID 19, HOA has strongly encouraged the purchase of travel protection coverage including cancel for any reason coverage if and when available, and that should you fail to purchase travel protection coverage, HOA shall not be liable to any losses howsoever arising.

You, for yourself, and any minors traveling with you, and on behalf of your and their heirs, assigns, personal representatives and next of kin (The Releasers), HEREBY RELEASE, AND HOLD HARMLESS Heart of America LLC, its members, officers, agents, and/or employees, suppliers, and other participants (RELEASEES), of from and against any and all claims, damages, demands, losses, and liability arising out of or related in any way, in whole or in part to any POSTPONEMENT, CANCELLATION, CHANGES, INJURY, DISABILITY, DEATH OR ANY OTHER LOSS you may suffer due to exposure, infection, spread, closure, and travel restrictions related to COVID- 19, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law. The terms of this HOLD HARMLESS AND RELEASE OF ALL LIABILITY paragraph, shall survive any termination or cancellation of this Contract, whether by operation of law or otherwise.

# TERMS AND CONDITIONS (CONTINUED)



**DEPOSIT.** \$2000 due NOW to secure your spot. A payment schedule will be set up for you at a later date. Note: Your spot is not secured until HOA receives your application and deposit and has confirmed receipt of both.

**CANCELLATION SCHEDULE:** \$2,000 deposit is fully refundable up to 365 days prior to date of the event. After 365 days of the event, the deposit is used to secure hotels, equipment, adjudicators and other expenses associated with producing the event and is non refundable. Additionally, cancelling between Sept 1, 2021 and Dec 31, 2021 will result in a 50% cancellation penalty in addition to the full deposit. Cancelling after Dec 31, 2021 will result in a 100% of costs penalty. Suppliers may choose to provide a voucher or credit in lieu of refund. We are not responsible for a supplier's failure to pay a refund or for supplier bankruptcy or insolvency.

**If the reason for cancellation is covered under the terms of your travel protection plan you may be able to reclaim these charges, for this reason we strongly encourage the purchase of a travel protection plan including additional cancel for any reason coverage.**

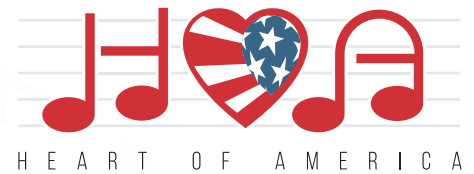
**PAYMENT SCHEDULE:** Heart of America has agreed on a deposit schedule with suppliers on your behalf, to provide the experience you expect at the price we have agreed upon. Prices and services are guaranteed only on the condition that deposits are received from the customer in accordance with a payment schedule to be determined within a month of registration/deposit. If the customer anticipates any delays, it is important to contact Heart of America immediately. If an invoice becomes 30 days past due, the customer will incur a \$100 late fee. If an invoice becomes 60 days past due, the customer will incur a \$200 late fee. If full payment is not received 30 days prior to the event, the customer will incur a \$500 late fee. Failure to make a payment may result in the cancellation of your reservation. In such a case this would be considered a cancellation by you and the cancellation terms and fees as described below would be in effect.

**CREDIT CARD PAYMENT.** While we do accept major credit cards including Visa, Mastercard, American Express and Discover, participants must provide to us a click authorization for every payment. Your authorization is an agreement for us to charge your card and an acknowledgement and agreement to these terms and conditions including the cancellation terms. As such you agree not to make any improper chargebacks. In certain cases, you have the ability to dispute charges with credit card companies ("chargebacks"). Before initiating a chargeback, we ask you first to call us to discuss any questions or concerns about our charges. We will work with you in attempting to resolve your concerns. By using our service to make a reservation, you accept and agree to our cancellation policy. HOA retains the right to dispute any chargeback that is improper and recover any costs, including attorney's fees related to improper chargebacks. Additionally, in the event of an improper chargeback, we retain the right to cancel any travel reservation related to that improper chargeback. The following chargeback scenarios are improper, and we retain the right to investigate and rebut any such chargeback claims:

- Chargebacks resulting from non-cancellable reservations, whether or not the reservation is used.
- Chargebacks resulting from charges authorized by family, friends, associates or other third parties with direct access to your credit card. This does not include credit card fraud.
- Chargebacks arising from inconsistency or inaccuracy with regard to the supplier's product description.
- Chargebacks resulting from force majeure or other circumstances that are beyond the control of HOA or the Supplier.
- Chargebacks resulting because you do not agree with the cancellation policy.

**SUBSTITUTIONS AND CHANGES IN GROUP SIZE:** Substitutions will be allowed up to 15 days prior to departure at no additional charge. Name changes or substitutions within two weeks of the event are subject to a \$50 per change fee. The cancellation of an individual with no substitution will follow the same cancellation schedule as the group (see above).

# TERMS AND CONDITIONS (CONTINUED)



**CHANGES AND CANCELLATION BY THE SUPPLIER.** We will inform you as soon as reasonably possible if a supplier needs to make a significant change to your confirmed booking or to cancel. We will also liaise between you and the supplier in relation to any alternative arrangements offered by the supplier, but we will have no further liability to you.

If between planning time and/or during actual travel, circumstances require changes, HOA and its suppliers, reserve the right to cancel or vary any itinerary and substitute components of any event, including but not limited to hotels and accommodations of comparable quality, if air schedule or surface transportation charges, security matters, and/or other events make such alterations necessary. Suppliers may substitute equipment, stage space, or location depending on any variety of factors, including the specifications and size of the event or your group. Alternatives will be offered whenever possible. HOA cannot be held responsible for any closures, necessary changes, or curtails for any reason. These changes will not be considered material changes and will not be considered cause for cancellation by the participant. Normal cancellation penalties still apply to the event and/or trip that has been changed.

**NO REFUND FOR UNUSED ARRANGEMENTS.** As HOA's prices are based on contract rates, there will not be any refund for any unused portion of a reservation. If you cancel while the trip is in progress, there is no refund for the unused portion.

**FORCE MAJEURE.** HOA assumes no liability for, any loss, damage, delay, or cancellation resulting in whole or in part from an Act of God or any other force majeure condition, including, without limitation: fire, volcanic eruption, hurricane, environmental pollution or contamination, inclement weather, earthquake, low or high water levels, flood, water or power shortages or failures, tropical storms or hurricanes, riots or civil commissions or disturbances, and any other acts of a similar nature, sabotage, arrests, strikes or labor disruptions, restraint of rulers or peoples, expropriations, acts of terrorism, war, insurrection, quarantine restrictions, government health advisories, epidemics, pandemics, or warnings or alerts of any kind of nature, government restrictions and/or government closure of event or venue space, government seizures, refusal or cancellation or suspension or delay of any government authority or any license, permit or authorization, damages to its facilities or the travel supplier and its facilities, or any other unforeseen circumstances or any other factors unforeseen by HOA that impacts negatively on, or hampers, its ability to fulfill any of its contractual conditions. In the circumstances amounting to force majeure, we will not be required to refund any money to you, although if we can recover any monies from our suppliers, we will refund these to you without any charge by HOA.

**DISCLAIMER:** Heart of America, LLC, and its employees, shareholders, agents, and representatives use third party suppliers to arrange trips, transportation, sightseeing, lodging, and all other services related to your trip. HOA is an independent contractor and is not an employee, agent, or representative of any of these suppliers. HOA does not own, manage, operate, supervise, or control any event space, transportation, vehicle, airplane, hotel or restaurants, or any other entity that supplies services related to your trip. All suppliers are independent contractors and are not agents or employees or representatives of HOA. Heart of America Entertainment LLC and its employees are not liable for any negligent or willful act or failure to act of any person, or any other third party not under its control. Without limiting the foregoing, Heart of America accepts no responsibility for any risk or resulting injury, delay, inconvenience, damage, or death which results from criminal activity, weather or other acts of God, accidents, disease, epidemics, illness, the provision of inappropriate or no medical attention, the demands of indoor or outdoor activities, strikes, political or civil unrest, overbooking, structural or other defective conditions in hotels or other lodging facilities, acts of terrorism, insurrection or revolt, or any other event beyond its direct control. Heart of America in its sole discretion reserves the right to decline to accept any participant as a member of these trips.

# TERMS AND CONDITIONS (CONTINUED)



**ASSUMPTION OF RISK/WAIVER.** Participant is aware that participating and traveling to an event such as participant is undertaking on the trip may involve inherent risks. Inherent risks include, but are not limited to, risk of injury or death from: motor vehicles collisions, animals, roadway hazards, slips, and falls, criminal or terrorist acts, government actions, tainted food, or non-potable water; injuries at the venue due to falls other injury while performing, faulty equipment, electrical or lighting issues, exposure to airborne illness; exposure to the elements, including heat, cold, sun, water, and wind; your own negligence and/or the negligence of others, including event staff, other travelers, HOA and its employees, agents and/or representatives; accidents or illness occurring in remote places where there are no available medical services; fatigue, chill, overheating, and/or dizziness; known or unknown medical conditions, physical excursion for which you are not prepared or other such accidents; the negligence or lack of adequate training of any third-party providers who seek to assist with medical or other help either before or after injuries have occurred; and the adequacy of medical attention once provided. Participant understands the description of these risks, is not complete and that unknown or unanticipated risks may result in injury, illness, or death. In order to partake of the enjoyment and excitement of the event and trip, participant is willing to accept the risks and uncertainty involved as being an integral part of the event and travel. Participant hereby accepts and assumes full responsibility for any and all risks of illness, injury or death and of the negligence of HOA and agrees to and shall hold harmless and fully release Heart of America, LLC its owners, members, agents and assigns (together HOA) from any and all claims associated with the trip, including any claims of third party negligence and/or the negligence of HOA and participant hereby covenants not to sue HOA for any such claims or join any lawsuit or action that is suing HOA. This agreement also binds your heirs, legal representatives, and assigns. The terms of this HOLD HARMLESS AND RELEASE OF ALL LIABILITY paragraph, shall survive any termination or cancellation of this Contract, whether by operation of law or otherwise.

**YOUR CONDUCT AND INDEMNIFICATION.** Heart of America reserves the right in its sole discretion to terminate any participant who does not abide by its rules and regulations, and/or whose conduct is deemed to be such as to endanger the participant; the success of the program; or the welfare of other participants, staff members and/or third parties. In the event of such termination, the participant will be sent home at the expense of the participant, the amount of which shall be determined exclusively by Heart of America. In the event of such termination, there will be no refund whatsoever. The participant is personally liable to Heart of America for any damages caused by improper conduct.

**PHOTOGRAPHIC/VIDEOGRAPHIC LIKENESS.** Each participant agrees to be recorded and/or photographed and authorizes Heart of America to use such material for promotional purposes.

**TRAVEL PROTECTION PLAN,** Travel protection is the responsibility of the traveling party. Travel Protection Coverage including additional cancel for any reason coverage is strongly recommended. Such plan should cover Trip Cancellation or Interruption, Medical Expense, Emergency Evacuation/Repatriation, and Baggage. Travel protection plans can help protect you in the event of loss of non-refundable trip deposits and payments that result from cancellation or trip interruption (due to a covered reason such as injury or illness before or during the trip). It also helps with reimbursement for medical emergency costs (including very costly medical evacuation costs), missed connections and baggage loss. Travel Protection Plans including cancel for any reason coverage must be purchased in close conjunction with your travel purchase.

HOA is not qualified to answer technical questions about the benefits, exclusions, and conditions of travel insurance plans. HOA cannot evaluate the adequacy of the prospective insured's existing insurance coverage. If you have any questions about your travel protection, call your insurer or insurance agent or broker.

Declining to purchase an adequate travel protection plan could result in the loss of your travel cost and/or require more money to correct the situation. You also acknowledge that without this coverage, there may be no way to recoup any losses, costs or expenses incurred. If you choose to travel without adequate coverage, we will not be liable for any of your losses howsoever arising, for which trip protection plan coverage would otherwise have been available.

Heart of America Entertainment provides liability insurance for the event ONLY and does not cover your losses in the event you are unable to attend due to accident, weather, or personal decision.

# TERMS AND CONDITIONS (CONTINUED)



**GOVERNING LAW/SUBMISSION TO JURISDICTION. JURY WAIVER/NOTICE OF CLAIM.** This Agreement and all attachments hereto and the rights of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Indiana exclusive of conflict or choice of law rules. Any claims shall be brought in a court of competent jurisdiction located in Indiana. You agree that you will only bring claims against HOA in your individual capacity and not as a plaintiff or class member in and purported class action or representative proceeding. HOA shall not in any case be liable for other than compensatory damages, and your payment of a deposit on a trip means that you agree to these conditions of sale and expressly waive any right to punitive damages. **You understand and agree that no claims will be considered and that you will not bring suit against HOA unless you have first provided a typewritten notice of claim to HOA within 30 days after the trip or cancellation of the trip.**

**SEVERABILITY.** In the event any provision or part of these Terms and Conditions are found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Contract will be inoperative.

**ENTIRE AGREEMENT.** The terms set forth in this agreement supersede any oral agreement or any information that may be found on sales brochures, invoices, statements or other documentation. Any amendment to this agreement must be made in writing and signed by both parties. By signing or typing your name below, you agree to these terms and validate the info is accurate to the best of your knowledge. This document was updated on 03/2021

## PROFESSIONAL SERVICES AGREEMENT

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**WHEREAS**, ANKENY COMMUNITY SCHOOL DISTRICT (“District”), an Iowa public school district, intends to contract with Davis Churchman (“Vendor”) to provide Chaos Choreography for 2022-2023 to the District.

**THEREFORE**, in consideration of the mutual promises and representations set forth herein, the parties enter into this Professional Services Agreement (“Agreement”) and agree as follows:

### **I. SCOPE OF SERVICES**

- A. District shall engage Vendor for the term of this Agreement to provide  
Chaos Choreography for 2022-2023

### **II. RELATIONSHIP OF THE PARTIES**

- A. Notwithstanding anything in this Agreement to the contrary, Vendor will be solely and exclusively responsible for providing services under this Agreement. All staffing and operations associated with the provision of the services are the sole and exclusive responsibility of Vendor.
- B. Neither Vendor, nor any of its personnel, shall be considered an agent and/or an employee of District for any purpose. Vendor does not have any authority to enter into any contract, assume any obligations, and/or make any warranties or representations on behalf of District.
- C. District is not responsible for deducting from payments to Vendor any amounts for taxes, insurance, and/or other similar items relating to Vendor's work with respect to this Agreement. Accordingly, Vendor shall be responsible for payment of all taxes arising out of Vendor's activities in accordance with this Agreement, including but not limited to, any relevant federal and/or state income tax, Social Security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees as required. Vendor shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to Vendor under the terms of this Agreement.

- D. No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to Vendor. The payroll or employment taxes that are subject to this paragraph include, but are not limited to, FICA (Social Security tax), FUTA (federal unemployment tax), federal income tax, state income tax and state unemployment insurance tax.
- E. Vendor, its agents, and its employees are not eligible for, and shall not participate in, any employee pension, health, disability and/or other fringe benefit plan of the District.
- F. District shall in no way be responsible for the acts or omissions of Vendor, its employees, and/or agents.

### **III. ASSIGNMENT**

- A. Vendor acknowledges that Vendor's services are unique. Accordingly, Vendor may not assign Vendor's rights and/or delegate Vendor's duties and/or obligations under this Agreement to any third party without express prior written consent of District.

### **IV. TERM AND TERMINATION**

- A. Agreement shall begin on 8/11/22 and shall continue in effect through 8/14/22 unless earlier terminated by either party in accordance with Section IV.B of this Agreement.
- B. This Agreement may be terminated by either party, without cause, upon thirty (30) days written notice. Either party may terminate this Agreement, with cause, immediately. Upon termination, Vendor shall be compensated for all services rendered prior to the date of termination.

### **V. PAYMENT**

- A. District shall pay Vendor a total of \$2500 to complete the work outlined in the Scope of Services. Said payment shall be paid no later than 11/15
- B. Vendor shall direct invoices to: Ankeny Community School District, ATTN: Business Office, 306 SW School Street, Ankeny, Iowa 50023.

- C. District shall render payment to Vendor via check within 30 days of receipt of said invoice.

## **VI. BACKGROUND CHECKS**

- A. Vendor shall ensure that any and all of its employees and/or agents who are present on District property and/or who interact in-person and/or virtually with District students, staff, and/or other identified stakeholders complete and pass an industry-standard criminal history background check and all sound screening practices, including but not limited to legally-required Sex Offender Registry Certificate of Compliance, prior to the start date. Vendor agrees to work with the District's Business Office on completion of the above.
- B. The cost of background check(s) required under this Agreement will be borne by District.
- C. Unsatisfactory results of the background check(s) may result in Vendor's, its agent(s'), and/or its employee(s') disqualification from performance of services under this Agreement and/or immediate termination of this Agreement. District shall have sole discretion to determine if the results from the background check(s) meet District standards.

## **VII. CONFIDENTIALITY**

- A. In the performance of services under this Agreement, Vendor, its employees, and/or its agents may have access to and/or receive and/or be entrusted with confidential information. All such material is considered secret and will be available to Vendor in strict confidence.
- B. Except in the performance of its services, Vendor, its employees, and/or agents, shall not, directly or indirectly, for any reason whatsoever, disclose and/or use any such confidential material until such material ceases, through no fault whatsoever of Vendor, to be confidential because it has become public knowledge or part of the public domain.
- C. Upon termination of this Agreement by any means, or whenever requested by District, Vendor shall promptly deliver to District any and all of the confidential material not previously delivered that may be and/or at any previous time(s) have been in Vendor's possession and/or under Vendor's control. Vendor agrees that this confidentiality provision shall survive and continue after the termination of this Agreement for any reason whatsoever.
- D. Vendor shall limit its employees' and/or agents' access to students' educational records to those persons for whom access is essential to the performance of services carried out under the Agreement. Vendor shall, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974, as amended.

## **VIII. INTELLECTUAL PROPERTY**

- A. District shall own all rights, titles, and interests, including all related Intellectual Property

Rights, in and to work product, including any suggestions, ideas, enhancement requests, feedback, recommendations and/or other information provided by Vendor and/or any other party relating to the services covered by this agreement.

- B. District name and logo(s) are trademarks of District, and no right or license is granted to Vendor use them other than in the provision of services for District under the terms of this Agreement.

## **IX. INSURANCE**

- A. No workers' compensation insurance and/or any other type of insurance (including, but not limited to, professional liability insurance) has been or will be obtained by District on account of Vendor.
- B. Vendor shall maintain insurance and practices in alignment with *Appendix A: Vendor's Minimum Insurance Requirements*. Upon request of District, Vendor shall provide proof of said insurance coverage.

## **X. INDEMNIFICATION**

- A. Vendor shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and/or expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Agreement or negligent or other wrongful conduct in the performance of this Agreement by Vendor or as a result of failure to pay any employment or income taxes arising out of Vendor's performance of Services for the District.

## **XI. AMENDMENTS**

- A. This Agreement may only be supplemented, amended or revised in writing by mutual agreement of the parties.

## **XII. GOVERNING LAW**

- A. This Agreement shall be governed by and construed pursuant to the laws of the State of Iowa. Any claim or dispute which may arise out of this Agreement shall be heard in a court of competent jurisdiction in Polk County, Iowa, unless otherwise agreed by the parties.

## **XIII. SEVERABILITY**

- A. If any provision of this Agreement is determined to be invalid by a court of competent jurisdiction, then such provision shall be deemed null and void, but without invalidating the remaining provisions.

## **XIV. ENTIRE AGREEMENT**

- A. This Agreement constitutes the complete and entire agreement between the parties and no other representations, promises or agreements, oral or otherwise, shall be of any force or effect.

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

**Ankeny Community School District**

By: \_\_\_\_\_  
**Ryan Weldon**  
President, Board of Education  
Ankeny Community School District  
306 SW School Street  
Ankeny, Iowa 50023

Date: \_\_\_\_\_

By: L. David Christman

Date: 10/21/2022



FFA Enrichment Center  
1055 SW Prairie Trail Parkway  
Ankeny, IA 50023  
(515) 965-7372

## Rental Contract

### Ankeny Community Schools - Future Ready Night • 200 Guests • Monday, 11/7/2022

#### General Information

<b>Event Type:</b>	Conference/Summit	
<b>Room Use:</b>	Large Conf. Room - 106	1:00pm-9:00pm Tentative Set Up: Up to 30 Rounds of 8 (TBA) : No Stage. Podium and Standard AV  HDMI Hook Ups in Room  Set Up for event: 1pm - 5pm Event Time: 5pm - 8pm Tear Down: 8pm - 9pm (tentative schedule)
	Large Conf. Room - 107	1:00pm-9:00pm Tentative Set Up: Up to 30 Rounds of 8 (TBA) : No Stage. Podium and Standard AV  HDMI Hook Ups in Room
	Meeting Room - 108	FFA to provide tables and chairs (no linens/coverings) 1:00pm-9:00pm Classroom Set Up : Rooms 108 - 115 Wall Closed: Up to 32 seats with 11 additional Chairs if needed (preplan for additional set up)
	Meeting Room - 109	11 - 12 sessions planned (TBA) : Each Session - 25 minutes (TBA) 1:00pm-9:00pm
	Meeting Room - 112	1:00pm-9:00pm
	Meeting Room - 113	1:00pm-9:00pm
	Meeting Room - 114	1:00pm-9:00pm
	Meeting Room - 115	1:00pm-9:00pm
	Meeting Room - 209	1:00pm-9:00pm
	Meeting Room 212	1:00pm-9:00pm
	JD Exhibit Hall - 101	1:00pm-9:00pm Vendors - Up to 30 Vendors - 1 6ft table with 1 chair chair each (a stack of chairs near stairs for additional seating ONLY if needed. No registration at this time
	Meeting Room - 208	FFA to provide 6ft tables and chairs (no linens/coverings) 1:00pm-9:30pm
<b>Services:</b>		

#### Terms & Conditions

**Rental Contract Issue Date: October 26, 2022**

The FFA Enrichment Center is holding, on a tentative basis, the arrangement terms beneath. When signed and returned by Renter/Group, this Rental Contract will be considered definite and a N/A security deposit is required to secure the requested dates. The security deposit will be refunded the following calendar month after the listed event date, minus any fees per the FFA Enrichment Center's Policies and

Procedures. Please sign the enclosed copy and return with the security deposit by [N/A. The security deposit is payable to: **FFA Enrichment Center**. The full payment of the rental fee is due by rental fee checks are payable to: **FFA Enrichment Center**. If you would like to pay the security deposit or rental fee by credit card, please contact the FFA Enrichment Center. Credit card payments can be accepted from Visa, Mastercard, or Discover.

## RENTER/GROUP INFORMATION

EVENT NAME: Ankeny Community Schools - Future Ready Night

EVENT DATE: November 7, 2022

ONSITE CONTACT:

EVENT CONTACT INFORMATION

NAME: Amy Steenhoek

ADDRESS: 1102 N Ankeny Blvd Ankeny IA 50023

PHONE: (515) 964-9604

EMAIL: amy.steenhoek@ankenyschools.org

## OTHER TERMS & CONDITIONS

By signing this Rental Contract, you acknowledge for Renter/Group that Renter/Group will comply with all of the terms in the **FFA Enrichment Center's Policies and Procedures, the terms of which are incorporated herein by reference.**

If Renter/Group is an agency or branch of the state government of the State of Iowa, the Renter/Group acknowledges and agrees the attached Addendum For Contract With State/Government Agency applies to change the terms of this Rental Contract in conformance with the Addendum. Is Renter/Group an agency or branch of the state government of the State of Iowa (check the line to the left of yes or no)? Yes \_\_\_\_\_ No

Please return any room that is used to the original format and help us keep our building clean . An additional fee may be assessed for spaces left in an unsatisfactory condition and/or for any damages incurred. Fees will be determined accordingly by the FFA Enrichment Center staff. If the event is cancelled per request of the client, additional cancellation fees may apply as indicated by the facility cancellation policy found in the **FFA Enrichment Center's Policies and Procedures.**

Room Use: 1:00p--9:00p Large Conf. Room - 106, 1:00p--9:00p Large Conf. Room - 107, 1:00p--9:00p Meeting Room - 108, 1:00p--9:00p Meeting Room - 109, 1:00p--9:00p Meeting Room - 112, 1:00p--9:00p Meeting Room - 113, 1:00p--9:00p Meeting Room - 114, 1:00p--9:00p Meeting Room - 115, 1:00p--9:30p Meeting Room - 208, 1:00p--9:00p Meeting Room - 209, 1:00p--9:00p Meeting Room 212, 1:00p--9:00p JD Exhibit Hall - 101

Number of Guests: 200

Total Estimated Costs: \$2,070.00

Preferred or Non-Preferred Caterer: \_\_\_\_\_

My duly-authorized signature below on behalf of Renter/Group indicates I have read, understand and agree to, on behalf of Renter/Group, all the FFA Enrichment Center policies and procedures, including, but not limited to, the following subjects:

Hours of Operation

Security/ Payments

Room Information /AV Technology

Room Configuration and Set Ups

Facility Cancellation

Preferred and Non Preferred Catering

Self-Catering

Alcohol

Event Liability Insurance

Decoration Policy

Deliveries /Storage Policy

Closure of Premises/Inclement Weather

Smoking

Parking/Security Policy

Conduct/Damages

Indemnities Policy

Signature  
Jennifer McTaggart  
FFA Enrichment Center Staff

Signature for Renter/Group

Printed Name:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

### Summary of Charges

Room Rentals	Charge	200 + or -	Count	Total	Time
Entire First Floor (full) Weekday	\$3,000.00 per event		1	\$3,000.00	
	1st Floor Exclusive				
Meeting Room - Single (half-day) Weekday	\$150.00 per event		3	\$450.00	
	208, 209, 212 (5pm - 8pm) Additional Sessions				
DMACC Sponsorship Discount	Charge	200 + or -	Count	Total	Time
DMACC Sponsorship Discount - 40%	(\$1,380.00) per event		1	(\$1,380.00)	
<u>Per Guest Charges Only</u>		<u>Total Charges</u>			
<b>Total: \$0.00</b>		<b>Total: \$2,070.00</b>			



FFA Enrichment Center  
1055 SW Prairie Trail Parkway  
Ankeny, IA 50023  
(515) 965-7372

## Operating Policies

### Ankeny Community Schools - Future Ready Night • 200 Guests • Monday, 11/7/2022

#### General Information

<b>Event Type:</b>	Conference/Summit	
<b>Room Use:</b>	Large Conf. Room - 106	1:00pm-9:00pm Tentative Set Up: Up to 30 Rounds of 8 (TBA) : No Stage. Podium and Standard AV
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	Meeting Room - 208	FFA to provide 6ft tables and chairs (no linens/coverings) 1:00pm-9:30pm

**Services:**

#### Operating Policies

**The FFA Enrichment Center, owned and operated by the Iowa FFA Foundation, is a multipurpose conference, training and educational facility adjoining the Des Moines Area Community College (DMACC), Ankeny Campus.**

**Purpose:**

The FFA Enrichment Center is dedicated to providing a high-quality learning environment and support services for educational programs and events hosted by recognized members and partners of the Iowa Agricultural Education family and organizations affiliated with Des Moines Area Community College.

The FFA Enrichment Center is open and welcome to the general public. However, the primary purpose of the FFA Enrichment Center is to help the Iowa FFA Foundation fulfill the education and development needs of the Iowa FFA Association, Iowa Association of Agricultural Educators (IAAE), Professional Agricultural Students of Iowa (PAS), Iowa FFA Alumni, and DMACC Agricultural Programs. Scheduling preference is given to these aforementioned associations, their key business and industry supporters and like-minded organizations sharing similar mission and values.

#### **Eligibility for Use:**

In addition to the previously mentioned primary users, the space and services are available to support official functions of, but not limited to contract training programs, other local, state and federal governmental agencies, educational institutions, career and technical education organizations and agribusiness. Reservations for training and business purposes will take top priority. Reservations for wedding receptions or other large celebrations are allowed within the facility. The FFA Enrichment Center reserves the right to deny use of the facility to organizations that hold values opposed to those of the Iowa FFA Foundation.

#### **Hours:**

Regular hours of operation are from 8:00am to 5:00pm with extended hours from 6:00am to midnight to accommodate rental clients. Event reservations can be made during these hours:

- Morning (7:30 a.m.- 12:00 noon)
- Afternoon (12:00 p.m. -5:00 p.m)
- Evening (5:00 p.m. – 10:00 p.m)

**Any event starting in one timeframe and finishing in another will be charged for the entire day.**

Exceptions to set hours require approval by the FFA Enrichment Center.

#### **Holidays:**

The FFA Enrichment Center is closed in observation of the following eight (8) holidays.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

If an event must reserve the facility on a holiday, an exception to the closure may be granted by the Executive Director based on FFA Enrichment Center staff availability to provide service. Any event requiring a holiday reservation will be charged a fee 1.5 times the normal rental rates to pay for the additional costs of being open on a holiday (custodial, utilities, EC staff, etc).

#### **Fees:**

The Iowa FFA Foundation FFA Enrichment Center Committee reviews recommendations annually from the staff and recommends any change in rates they believe are prudent business practice. The Iowa FFA Foundation Board of Directors will review these recommendations and have final oversight of the posted rates. Once approved, updated rates will be included in this document annually as Attachment A. Any deviation from these rates will require written approval by the Executive Director.

#### **Bids:**

To be able to attract and secure events, occasionally package bids will need developed. These bids will conform to standard posted rates and all policies of the FFA Enrichment Center. Rates approved by the Iowa FFA Foundation FFA Enrichment Center Committee and Board of Directors represent the maximum rate for an event. Deviation from these approved rates can occur for the competitive bid of an event, but require the written approval of the Executive Director.

#### **Event Reservations/Scheduling Priorities:**

To reserve space and/or services, contact FFA Enrichment Center staff by phone, e-mail or by stopping by the FFA Enrichment Center office. After a space/service request is received, staff will check availability for the preferred dates. If space is available, it will be put on a temporary hold for two weeks to allow time for a Rental Agreement to be processed accordingly.

Before rooms or services can be guaranteed, a Rental Agreement (including proper authorization, specific billing and key-contact information) must be completed and signed by the client. The Rental Agreement and a security deposit must be completed and returned to FFA Enrichment Center staff within 10 business days to officially reserve the rental space. **If the Rental Agreement is not finalized within this period, the temporary space may be released and made available to others.**

FFA Enrichment Center will have first right of refusal to schedule events in the shared and common space on the first floor of the FFA Enrichment Center. Requests from Team Ag. Ed. Partners (FFA, IAAE, PAS and Alumni) are eligible to be booked as far in advance as

known. DMACC will have the ability to schedule classes and conferences up to a year in advance around the FFA/Ag Ed calendar. **Requests from groups outside of Iowa Team Ag Ed and DMACC may reserve space up to one year from the event date. If additional advance booking is required by non-Team Ag. Ed. groups or individuals, the following guidelines are required.**

1. Large Celebrations/Wedding may only book a maximum of 18 months in advance of their date
  - a. 0-12 months – Standard rental fees
  - b. 13-18 months in advance - Early booking fee of 50 percent rental rate added.
2. One-time events are able to rent the facility with minimum rental invoices:
  - a. 13-18 months in advance - minimum of \$3,000 total invoice
  - b. 19-24 months in advance – minimum of \$4,000 total invoice
3. Frequent Clients (2+ events per year) are able to rent the facility:
  - a. 13-24 months in advance - minimum of \$2,500 invoice

**Discounts:**

The FFA Enrichment Center offers limited discounts on room rental rates only. There are not discounts offered on any items other than room rental rates (i.e. Ala Carte items, staging, etc). The chart below illustrates room rental discounts.

<b><u>Discounts</u></b>	<b><u>Group(s)</u></b>
10%	Non-Profit Groups
10%	Educational Groups
40%	Team Ag.Ed.
40%	DMACC sponsored/hosted event
100%	DMACC event
100%	FFA Foundation event
100%	Team Ag.Ed. – Meetings

**Discount Eligibility**

To be eligible to receive a discount the following criteria must be fully met. Any event may only qualify for one discount – discounts cannot be grouped together (for example a non-profit educational group would at most receive one (1) 20 percent discount, not two (2) or 40 percent).

**Non-Profit:**

All organizations who have been given “Non-Profit Exempt” status by the United States IRS will be eligible to receive the Non-Profit Discount. Those seeking this discount must present a copy of their IRS tax determination letter to FFA Enrichment Center staff prior to signing the final rental agreement. The tax determination letter will be kept on file for future events with this organization.

**Educational Group:**

To receive the educational group discount, the renter must be representing a Public or Private College or University, Community College or public/parochial school district. A federal W9 form representing this organization will be required and all invoices for any rental events will be directed to this designated educational institution.

Team Ag.Ed. Events and Meetings:

Only available to Iowa FFA Alumni Association, Iowa FFA Association, Iowa Association of Agricultural Educators and Iowa PAS organizations. When a registration fee is charged for an event, the event will be charged at the 60 percent rate (40% discount). When a registration fee is not charged (i.e. Board meetings, etc.) the event will receive a 100 percent discount for room rental fees.

**DMACC sponsored/hosted events:**

DMACC President at his/her sole discretion is able to pre-approve events to receive a discount of up to 40 percent. When this discount is approved, FFA retains 100 percent of the rental fee and does not provide the 60/40 revenue split to DMACC. The DMACC President is waiving their invoice percentage.

**DMACC events:**

As part of the agreed upon lease for the land the FFA Enrichment Center was constructed, DMACC is able to hold internal events for DMACC within the common space of the FFA Enrichment Center. These events are only for DMACC; organizations partnering with DMACC will not be eligible for this discount but would remain eligible for the 40 percent discount provided as a DMACC Sponsored/Hosted Event.

**Iowa FFA Foundation events:**

All events hosted by the Iowa FFA Foundation and/or FFA Enrichment Center will be reserved at the 100 percent discounted rate. Any deviation from this would require artificial inflation of both Foundation expenses and revenue – which is not in congruence with generally accepted accounting principles (GAAP) of the United States, which the Iowa FFA Foundation fully adopts.

**Security Deposits: N/A**

Security deposits are required for all non-corporate events held at the FFA Enrichment Center. The security deposit payment is required when the Rental Agreement (Contract) is returned to the FFA Enrichment Center Events Coordinator. **If the security deposit is not paid with the return of the Rental Agreement, the temporary space will be held for a maximum of five (5) additional business days. If the security deposit has not been submitted after these five (5) business days, the space hold will be released and made available to others.**

Security deposits will be 25% of the total rental fee. **Security deposits are payable to the FFA Enrichment Center.** Accepted methods of payment are cash, check, money order, cashier's check, MasterCard, Visa or Discover.

#### **Invoices/Payments: NET 30**

The total invoice for non-corporate events is due 5 business days prior to the event date. Final payments for corporate events with approved credit must be paid within 30 days of the event. A penalty of 1.5% will be charged each month the payment. All rental payments are payable to the FFA Enrichment Center. Accepted methods of payment are cash, check, money order, cashier's check, MasterCard, Visa or Discover.

#### **Facility Cancellation Policy:**

The client must notify FFA Enrichment Center Staff in writing or by email if it becomes necessary to cancel a reservation. The following timeline and cancellation fees will apply:

<b><u>Cancellation Date</u></b>	<b><u>Cancellation Fee</u></b>
90 days prior to event	Free
61-90 days prior to event	20% of contract
31-60 days prior to event	30% of contract
16-30 days prior to event	40% of contract
05-15 days prior to event	100% of contract

#### **Room Information:**

Rooms in the facility can be rented for half day, full day or multiple days.

Staff will work to schedule appropriate meeting rooms, equipment, and other services to meet the unique needs of each group served. ALL rooms are equipped with standard AV equipment. Other equipment is available a la carte. FFA Enrichment Center staff reserves the right to change the location of meeting rooms to meet daily operational requirements (with respectful notification and still meeting individual needs).

Accommodating requests for different room set-up is limited by the configuration of the room. Sample layouts are available from the FFA Enrichment Center staff. All final set-ups are required two weeks prior to the event date or upon immediate booking if with two weeks of the event date. **Additional fees may be charged for changing layout(s) within 48 hours of the event.**

**The Large Conference Space** can be divided into two large rooms. This space is set up with banquet rounds. When combined, this space accommodates up to 480 in banquet rounds. A separate sound system with ceiling speakers is located in both large rooms. Each zone includes a large motorized projector and projection screen. Theater seating will accommodate 700. Extra chairs may be rented from a third-party vendor by renter.

The Meeting Rooms are configured in a traditional classroom format with instructor stations, whiteboards, projector wall screens, ceiling mounted projector and table/chairs. Meeting rooms will accommodate 32 in the traditional classroom format. Tables may be removed to accommodate up to 50 in theater style. Some adjoining meeting rooms have flexible walls to open and accommodate a larger group of 64 or up to 100 in theater style.

**The Communications Center** currently holds a computer lab in standard classroom set up with 24 available computers. Free wireless computer access is available throughout the facility.

**The Expo Hall** is a two-story open area that serves as an informal gathering space ideal for registration, exhibits, receptions and suitable for small trade shows. Staff will work to meet programming needs while ensuring adequate traffic flow and minimizing noise disruption for all users.

For more options on equipment or services, please request an a la carte options handout. If other equipment or services are needed beyond what the FFA Enrichment Center can provide, these items may be rented through a third-party vendor with approval of FFA Enrichment Center staff. Equipment brought in or rented is solely the renter's responsibility and the FFA Enrichment Center or DMACC will be liable if lost, broken or stolen. All outside equipment must be removed immediately following the event.

#### **Table and Chair Inventory:**

The FFA Enrichment Center provides basic tables and chairs to be used during events. FFA Enrichment Center staff will try to accommodate room setups for all rental parties the day of their event and will provide a list of event rental companies to handle frequent additional needs clients may have. The following list is the FFA Enrichment Center's inventory of chairs and tables:

Black Chairs (22" W, 13" L, & 32" Tall) – Conference Room: 480, Meeting Rooms: 32/room  
Round tables (5' diameter) – 60  
Classroom desks – 96  
6' tables – 22  
8' tables – 5

#### **Catering:**

The FFA Enrichment Center allows "open catering" to all licensed caterers. A list of "Preferred Caterers" will be provided to renters. Our "Preferred Caterers" are familiar with the facility and our policies and provide excellent services, but renters are under no obligation to utilize the services of those Preferred Caterers. Any group wishing to bring its own food to the Center must sign a hold-harmless waiver provided by the FFA Enrichment Center.

### **Catering Arrangements:**

Arrangements for all catering details are to be made directly between the renting party and the caterer.

### **Catering Cancellations:**

Cancellations regarding catering and food service are to be handled directly with the caterer; individual caterers' policies will apply.

### **\*Self-Catering:**

The FFA Enrichment Center allows clients to supply food and beverage for their own events based on their individual needs. While this may not be practical for some events, others may deem this appropriate for their needs. (i.e. supplying a bag of pretzels or candies for a strategic planning session or a parent making potato salad for a graduation party). The FFA Enrichment Center charges a fee based on the volume of attendees to allow this service. The fee structure is as follows:

<b><u>Estimated Attendance</u></b>	<b><u>Fee</u></b>
0-50 guests (Classroom)	Free
51-200 (Single Conference Room)	\$250
201+ (Combined Conference Room)	\$500

This fee allows renters the use of FFA Enrichment Center kitchen, coolers, ice and supplies. Self-catered events must abide by the same cleanliness and use guidelines as events professional catered.

### **Catering Fees**

Our "Preferred Caterers" are charged 10% of their client billing to cater at the FFA Enrichment Center. Licensed caterers that are not part of our "Preferred Caterers" list will be charged 18% of their client billing. This allows the FFA Enrichment Center to offer multiple catering options to our clients. This cost covers the use of the kitchen and facility.

<b><u>Caterer Status</u></b>	<b><u>Fee</u></b>
Preferred Status	10%
No Preferred Status	18%

All caterers who have catered at the facility will be sent an invoice at the end of each month for their business at the FFA Enrichment Center. Payment will be due on the 15th of the following month. (Ex. February's business payment will be due the 15th of March.)

### **Preferred Catering Applications**

The FFA Enrichment Center limits its list of Preferred Caterers and all applicants undergo extensive review by FFA Enrichment Center staff. All interested caterers who wish to be considered for the Preferred Caterers list will be required to fill out a FFA Enrichment Center catering application by October 31 each year. All applicants will be required to submit completed applications with a non-refundable application fee of \$25. All interested caterers are required to demonstrate their abilities at the annual Jingle Bites Tasting event. Specific details for the event will be provided to all applicants.

All caterers selected for the Annual Preferred Caterers list will be required to pay a marketing fee of \$250. The application fee will be applied towards the marketing fee for the selected caterers.

### **Requirements of Preferred Caterers**

As the Preferred Caterers and the FFA Enrichment Center enter into a partnership together to provide exceptional service to our clients, there are a few requirements caterers are expected to follow.

1. All caterers are required to place the FFA Enrichment Center's logo on their catering website showing that they are a Preferred Caterer of the Center. The logo will need to be placed on the Caterers' website starting on January 1 to December 31 of the designated year. Logos may be placed early; however, if removed from the Annual Preferred Caterer list, the logo must be removed on within five (5) business days of December 31.
2. All Catering Guidelines provided below must be followed at every event.
3. Caterers must check in with FFA Enrichment Center staff two (2) weeks prior to the event for confirmations and arrival times. (If the event is booked with less than two weeks from the start of the event, the caterer must contact FFA Enrichment Center staff as soon as possible.)
4. Give the client a positive experience to reflect an enjoyable and pleasant experience at the FFA Enrichment Center and with the caterer.
5. Remit 10% of the clients invoice to the FFA Enrichment Center on time monthly. Copies of the catering invoices for each event must be submitted to FFA Enrichment Center staff within 5 business days of the event.

Caterers' that fail to complete any of the listed items will receive one written performance warning. If negative performance should continue, said Caterer not following these requirements will immediately have their "Preferred" status revoked for the remainder of the annual year and will not be eligible to apply to be on the Preferred list for one annual year. If a third issue arises regarding any policy or procedure, the caterer will be not be allowed to cater at the FFA Enrichment Center for one year from the date of the third infraction. Any caterer that violates these policies and procedures will not be refunded any fees paid to the FFA Enrichment Center.

### **Catering Kitchen Use Guidelines**

All caterers/renting parties must adhere by the following guidelines:

- 1) All users must sign in with FFA Enrichment Center Staff upon arrival
- 2) Kitchen must be returned to the state in which you found it
- 3) Wipe down all surfaces and appliances used including sinks, prep tables, refrigerator, freezer and warmers using cleaning

materials provided by the FFA Enrichment Center

- 4) Sweep and mop the floor
- 5) Remove all trash, leftover food and personal belongings
- 6) Remove all alcohol and containers at the conclusion of the event

The FFA Enrichment Center is not liable for any injuries incurred while using the catering kitchen. Caterers and the renting party that fail to complete any of the listed items, and/or damage to any of our appliances or equipment and/or missing/stolen items from the kitchen area will result in an appropriate fee for the client to be determined by FFA Enrichment Center staff. This additional fee will be deducted from the client's security deposit. The FFA Enrichment Center notes the client may choose to seek reimbursement of this fee from the caterer depending on the circumstances. The FFA Enrichment Center is not liable for any injuries incurred while caterer and/or renting party is/are using the catering kitchen.

#### **FFA Enrichment Center Snack & Beverage Service:**

The FFA Enrichment Center can cater a limited availability of snacks and beverages for clients.

**Small Snack Basket:** \$25 per basket (assorted chips, trail mix, crackers, granola bars, cookies and treats)

**Large Snack Basket:** \$45 per basket (assorted chips, trail mix, crackers, granola bars, cookies and treats)

**Soda/Pop/Bottled Water:** The FFA Enrichment Center as part of the DMACC campus services Pepsi products. Pepsi, Diet Pepsi, Mt. Dew, Diet Mt. Dew, Sierra Mist and bottled water.

**Teas & Lemonade:** The FFA Enrichment Center serves hot tea and iced tea. Hot water with an assortment of premium teas are available for service at any event. In addition, iced tea and lemonade is also available in 1.5, 3 and 5-gallon quantities. Iced tea and lemonade service includes cups, napkins and other items needed for service.

**Coffee:** The FFA Enrichment Center serves coffee (both standard and decaffeinated) in 1.5, 3 and 5-gallon quantities to our guests. Coffee service include cups, lids, cup sleeves, stirrers, an assortment of sugars and creamers and items needed to consume the beverage.

#### **FFA Enrichment Center AdHoc additions:**

The FFA Enrichment Center offers limited availability of additional items for clients to make their events easier. The list of these items is attached as Attachment B.

#### **FFA Enrichment Center Alcohol Policy:**

- (1) All state laws and local statutes regarding the possession, use and distribution of alcohol must be observed by all parties utilizing the Iowa FFA Foundation and/or the FFA Enrichment Center.
- (2) Only those persons of legal age to consume alcoholic beverages shall be served. Any individual may be asked to provide identification. It is the solely the renter's obligation to ensure the legal age of all who are served.
- (3) No alcohol shall be served at student-sponsored events.
- (4) Independent contractors may, upon sufficient proof of a liquor license and dram shop insurance in good standing, and the execution of a defend and hold harmless agreement to the Iowa FFA Foundation's and/or the FFA Enrichment Center's and Des Moines Area Community College's benefit, sell and serve alcoholic beverages.  
FFA Enrichment Center  
A division of the Iowa FFA Foundation
- (5) In the absence of such coverage as described in (4) above, beer, wine and other alcoholic beverages may only be served on a complimentary basis.
- (6) Beer is allowed to be served in aluminum cans or in a keg. No bottles or other container shall be allowed for the sale or consumption of beer.
- (7) All events at which alcoholic beverages are sold or served must be approved in advance in writing by the FFA Enrichment Center. Such authorization shall in no way constitute an admission of the Iowa FFA Foundation's and/or the FFA Enrichment Center's or Des Moines Area Community College's liability or responsibility for claims which may arise out of such sale or service.
- (8) Whenever alcoholic beverages are served, non-alcoholic beverages also should be available.
- (9) Events which alcohol will be served -- require additional security, at the renter's expense, contracted through Securitas provider for Des Moines Area Community College and arranged through the FFA Enrichment Center at a rate of \$50 per hour.
- (10) Any violation of this policy will result in prosecution under Iowa law when applicable, as well as disciplinary action by the Iowa FFA Foundation and/or the FFA Enrichment Center as deemed appropriate by the Iowa FFA Foundation Board of Directors.
- (11) All alcohol and containers must be removed by the renter at the conclusion of the event at which it is served. The renter must provide supervision of alcohol at all times. The FFA Enrichment Center is not responsible for any alcohol.

#### **Event Liability Insurance:**

A certificate of liability insurance is required for all events where alcohol is present and/or for large events, as requested by FFA Enrichment Center staff and such certificate shall be provided to the FFA Enrichment Center. The certificate of liability insurance should name FFA Enrichment Center, Iowa FFA Foundation, and Des Moines Area Community College as additional insureds for the period of time the facility is being used and must cover General Liability/Personal Liability for \$1,000,000.00 (one million dollars) per occurrence. The certificate of liability insurance must be received by FFA Enrichment Center staff at least 48 hours prior to the event.

The Renter is liable for any damage done to the FFA Enrichment Center or equipment during their rental period.

Instructions for providing liability insurance:

1. Contact your insurance company (or an insurance company if you don't already have one).
2. Ask them to provide a Certification of Liability Insurance in the minimum amount of \$1,000,000.00 (one million dollars) in \$500,000.00 increments. Insurance plans or umbrella policies often offer this at no charge or at a nominal charge.

3. Name the FFA Enrichment Center, 1055 SW Prairie Trail Parkway, Ankeny, Iowa 50023, the Iowa FFA Foundation and Des Moines Area Community College as additional insureds for the date of the event for General Liability and any other coverages available or required.
4. Should you choose to have a caterer, please have them complete and provide a Certificate of Liability as well, and name the FFA Enrichment Center, the Iowa FFA Foundation, and Des Moines Area Community College as additional insureds for the date of the event.
5. Completed certificates can be e-mailed to [jennifer@ffaenrichmentcenter.com](mailto:jennifer@ffaenrichmentcenter.com) or faxed to (515)965-7373, and must be received by FFA Enrichment Center staff before the event.

**Conduct/Damages:**

The orderly behavior of attendees is the responsibility of the renter according to full compliance with the rules and regulations. The renter assumes full responsibility of attendees and any hired entertainment.

Renter are responsible for restitution of all damages to the FFA Enrichment Center inflicted by their group. Both willful and accidental damages will be accessed and brought to the attention of the FFA Enrichment Center staff. Staff will complete a damage report including event, event date, detailed description of damage (with pictures) and a repair/replacement estimate for each accident where the security deposit will be withheld.

**Indemnity; Limitation on Liability**

Renter hereby agrees to indemnify, defend, and hold harmless the Iowa FFA Foundation and Des Moines Area Community College and their respective officials, officers, directors, agents, employees, successors and assigns from and against any and all claims, damages, expenses, costs (including, without limitation, reasonable attorneys' fees) and liabilities (collectively, "Claims") arising or alleged to arise from (i) any breach of this Contract by Renter, (ii) any alleged or actual violation or infringement by Renter or its employees, agents, or contractors of any copyright or other intellectual property right of a third party in connection with the event or activities occurring at the event, (iii) the use or occupancy of the FFA Enrichment Center by Renter, its directors, officers, employees, agents, contractors, exhibitors, invitees, guests or patrons, and (iv) the acts or omissions, or violation of any applicable law, rule, regulation or order, of or by Renter or any of its directors, officers, employees, agents, contractors, exhibitors, invitees, guests or patrons. Notwithstanding the foregoing, the obligations of Renter in this paragraph shall not apply to the extent claims arise out of the gross negligence or intentional misconduct of the Iowa FFA Foundation or Des Moines Area Community College or their employees or agents.

But for ADA compliance as specified herein below, the FFA Enrichment Center makes no warranty or representation to Renter of any kind, express or implied, regarding the suitability of or compliance with applicable laws by the premises, or any portion thereof, for any aspect of the use Renter expects or intends to make of the premises.

Renter agrees that the premises shall be delivered by the FFA Enrichment Center to the Renter "AS IS" and "WITH ANY AND ALL FAULTS" and without warranty, express or implied, as to the merchantability or fitness for the use thereof for any particular purpose.

The FFA Enrichment Center shall not be liable under any circumstances to the Renter or to any third party for any indirect, special, punitive or consequential damages, or loss of revenue or profits, arising in connection with this Contract, even if the Iowa FFA Foundation or Des Moines Area Community College has been advised of the possibility of such damages. Furthermore, the FFA Enrichment Center shall not be responsible or liable for any injury or death to person or loss or damages to property sustained by Renter, its employees, agents, exhibitors, contractors, or any other person claiming through Renter resulting from any condition, accident or occurrence in or upon the premises, unless such injury loss or damage is due to the gross negligence or intentional misconduct of the Iowa FFA Foundation or Des Moines Area Community College or their employees or agents.

This Indemnity; Limitation on Liability section shall survive any expiration or termination of this Contract.

**Allowable Signs/Decorations:**

All decorations must be approved and coordinated in advance with FFA Enrichment Center staff.

- Signs and/or decorations will not be allowed to be attached or hung on the walls or ceilings unless pre-approved materials are used and approved by FFA Enrichment Center staff.
- Painters' tape and Post-It flip chart pages are the only items that may be affixed to the wall.
- Nails, hooks, tacks, screws, bolts and Command Hooks may not be used on any surface, wall, floor, or furnishings at the FFA Enrichment Center.
- Helium balloons, confetti, glitter, fog machines and bubble machines will never be permitted as decorations in the FFA Enrichment Center.
- All posters and banners for outside use must be pre-approved by FFA Enrichment Center staff.
- All candles must be enclosed in a hurricane, votive, or floating in water. All decorations must be cleaned up and removed at the end of the event.

**Deliveries/Storage:**

The FFA Enrichment Center does not permit any deliveries to be made to the facility prior to the event date due to lack of storage space and liability concerns. All deliveries arriving prior to the event date will be refused. The FFA Enrichment Center cannot assume any responsibility for items left by the caterer, rental company or client.

**Closure of Premises/Weather Related Closures/Unforeseen Circumstances:**

In the event of impossibility of performance due to strikes, accidents, acts of God including, but not limited to, extreme winter weather and tornadoes, government regulation, civil disorder, curtailment or other emergencies that make it illegal, impossible, or extremely ill-advised to provide the FFA Enrichment Center facilities, this Contract will be terminated and the FFA Enrichment Center would only be liable for repayment of the deposit.

In the event of weather related closures in the area that do not make the FFA Enrichment Center's performance illegal, impossible, or extremely ill-advised, upon the wishes of the client, the planned events will still be held as scheduled.

If the event must be postponed by the Renter due to an emergency situation, the event may be rescheduled without penalty on a space available basis. In such a case:

- Damage/Security Deposit will be transferred to the new booking
- Cancellations of postponed or rescheduled events will be subject to cancellation policy
- FFA Enrichment Center/DMACC is not liable for any costs incurred by the client as a result of postponement, rescheduling, or cancellation

**Tobacco Policy:**

The FFA Enrichment Center is a Tobacco Free facility. This facility is on DMACC property, therefore smoking is not allowed in cars, parking lots or outside of the facility. Individuals must leave the DMACC grounds to smoke.

**Parking/Security:**

Free parking is available to guests. Parking at FFA Enrichment Center is based on space availability. There are several free parking lots nearby the center within walking distance in case of over-flow parking needs. Fire, traffic and public safety requirements must be observed. Security is available all hours of the day. The number for DMACC security is 515-964-6500.

**ADA Accesibility:**

This facility is ADA compliant. Every effort will be made to accommodate accessibility needs.



## Price Quote

Account Name	Ankeny Community School District	Created Date	10/26/2022
Contact Name	Pam Carlin	Expiration Date	11/26/2022
Quote Number	00021332	Billing Preference	Standard Billing
		Invoice Payment Terms	Upon Receipt
Billing Contact	Nikki Aplin	Prepared By	Roger Burt
Billing Address	306 SW School	Phone	+1 801388-8084
Billing City State Zip	Ankeny, IA 50023	Email	roger.burt@avantassessment.com
Billing Email	<a href="mailto:nicole.aplin@ankenyschools.org">nicole.aplin@ankenyschools.org</a>		

Product	Quantity	List Price	Discount Price	Extended List	Extended Discount
Avant STAMP 4S or STAMP WS - Language TBD (Except Hebrew)	225.00	\$79.90	\$22.90	\$17,977.50	\$5,152.50
Total Price					\$5,152.50

Please sign and return this Price Quote to confirm the purchase.

- **Standard Billing** – I agree to be invoiced upon Avant's receipt of signed Price Quote or Purchase Order. If tests taken exceed the order quantity, I agree to be invoiced for the additional tests at the rate stated on this quote at the time the overage is incurred. If tests taken are fewer than the order quantity, I understand that a Test Credit will be issued to my account for any unused test. Test Credits are valid until June 30 of the following school year. *Example: For an order placed during the 2022-2023 School Year, tests would be valid until June 30, 2024.*
- I have reviewed the Price Quote and agree to the cost and terms listed therein.
- I agree to be invoiced according to the terms outlined in this quote.
- I have confirmed that the Billing Contact and associated information is accurate and up-to-date.

Accepted by (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **PROFESSIONAL SERVICES AGREEMENT**

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**WHEREAS**, ANKENY COMMUNITY SCHOOL DISTRICT ("District"), an Iowa public school district, intends to contract with Grant Luther ("Vendor") to provide Choreography Services to the District.

**THEREFORE**, in consideration of the mutual promises and representations set forth herein, the parties enter into this Professional Services Agreement ("Agreement") and agree as follows:

### **I. SCOPE OF SERVICES**

- A. District shall engage Vendor for the term of this Agreement to provide Choreography

### **II. RELATIONSHIP OF THE PARTIES**

- A. Notwithstanding anything in this Agreement to the contrary, Vendor will be solely and exclusively responsible for providing services under this Agreement. All staffing and operations associated with the provision of the services are the sole and exclusive responsibility of Vendor.
- B. Neither Vendor, nor any of its personnel, shall be considered an agent and/or an employee of District for any purpose. Vendor does not have any authority to enter into any contract, assume any obligations, and/or make any warranties or representations on behalf of District.
- C. District is not responsible for deducting from payments to Vendor any amounts for taxes, insurance, and/or other similar items relating to Vendor's work with respect to this Agreement. Accordingly, Vendor shall be responsible for payment of all taxes arising out of Vendor's activities in accordance with this Agreement, including but not limited to, any relevant federal and/or state income tax, Social Security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees as required. Vendor shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to Vendor under the terms of this Agreement.

- D. No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to Vendor. The payroll or employment taxes that are subject to this paragraph include, but are not limited to, FICA (Social Security tax), FUTA (federal unemployment tax), federal income tax, state income tax and state unemployment insurance tax.
- E. Vendor, its agents, and its employees are not eligible for, and shall not participate in, any employee pension, health, disability and/or other fringe benefit plan of the District.
- F. District shall in no way be responsible for the acts or omissions of Vendor, its employees, and/or agents.

### **III. ASSIGNMENT**

- A. Vendor acknowledges that Vendor's services are unique. Accordingly, Vendor may not assign Vendor's rights and/or delegate Vendor's duties and/or obligations under this Agreement to any third party without express prior written consent of District.

### **IV. TERM AND TERMINATION**

- A. Agreement shall begin on 11/12/22 and shall continue in effect through 11/12/22 unless earlier terminated by either party in accordance with Section IV.B of this Agreement.
- B. This Agreement may be terminated by either party, without cause, upon thirty (30) days written notice. Either party may terminate this Agreement, with cause, immediately. Upon termination, Vendor shall be compensated for all services rendered prior to the date of termination.

### **V. PAYMENT**

- A. District shall pay Vendor a total of \$750 to complete the work outlined in the Scope of Services. Said payment shall be paid \$750
- B. Vendor shall direct invoices to: Ankeny Community School District, ATTN: Business Office, 306 SW School Street, Ankeny, Iowa 50023.

- C. District shall render payment to Vendor via check within 30 days of receipt of said invoice.

## **VI. BACKGROUND CHECKS**

- A. Vendor shall ensure that any and all of its employees and/or agents who are present on District property and/or who interact in-person and/or virtually with District students, staff, and/or other identified stakeholders complete and pass an industry-standard criminal history background check and all sound screening practices, including but not limited to legally-required Sex Offender Registry Certificate of Compliance, prior to the start date. Vendor agrees to work with the District's Business Office on completion of the above.
- B. The cost of background check(s) required under this Agreement will be borne by District.
- C. Unsatisfactory results of the background check(s) may result in Vendor's, its agent(s'), and/or its employee(s') disqualification from performance of services under this Agreement and/or immediate termination of this Agreement. District shall have sole discretion to determine if the results from the background check(s) meet District standards.

## **VII. CONFIDENTIALITY**

- A. In the performance of services under this Agreement, Vendor, its employees, and/or its agents may have access to and/or receive and/or be entrusted with confidential information. All such material is considered secret and will be available to Vendor in strict confidence.
- B. Except in the performance of its services, Vendor, its employees, and/or agents, shall not, directly or indirectly, for any reason whatsoever, disclose and/or use any such confidential material until such material ceases, through no fault whatsoever of Vendor, to be confidential because it has become public knowledge or part of the public domain.
- C. Upon termination of this Agreement by any means, or whenever requested by District, Vendor shall promptly deliver to District any and all of the confidential material not previously delivered that may be and/or at any previous time(s) have been in Vendor's possession and/or under Vendor's control. Vendor agrees that this confidentiality provision shall survive and continue after the termination of this Agreement for any reason whatsoever.
- D. Vendor shall limit its employees' and/or agents' access to students' educational records to those persons for whom access is essential to the performance of services carried out under the Agreement. Vendor shall, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974, as amended.

## **VIII. INTELLECTUAL PROPERTY**

- A. District shall own all rights, titles, and interests, including all related Intellectual Property

Rights, in and to work product, including any suggestions, ideas, enhancement requests, feedback, recommendations and/or other information provided by Vendor and/or any other party relating to the services covered by this agreement.

- B. District name and logo(s) are trademarks of District, and no right or license is granted to Vendor use them other than in the provision of services for District under the terms of this Agreement.

## **IX. INSURANCE**

- A. No workers' compensation insurance and/or any other type of insurance (including, but not limited to, professional liability insurance) has been or will be obtained by District on account of Vendor.
- B. Vendor shall maintain insurance and practices in alignment with *Appendix A: Vendor's Minimum Insurance Requirements*. Upon request of District, Vendor shall provide proof of said insurance coverage.

## **X. INDEMNIFICATION**

- A. Vendor shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and/or expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Agreement or negligent or other wrongful conduct in the performance of this Agreement by Vendor or as a result of failure to pay any employment or income taxes arising out of Vendor's performance of Services for the District.

## **XI. AMENDMENTS**

- A. This Agreement may only be supplemented, amended or revised in writing by mutual agreement of the parties.

## **XII. GOVERNING LAW**

- A. This Agreement shall be governed by and construed pursuant to the laws of the State of Iowa. Any claim or dispute which may arise out of this Agreement shall be heard in a court of competent jurisdiction in Polk County, Iowa, unless otherwise agreed by the parties.

## **XIII. SEVERABILITY**

- A. If any provision of this Agreement is determined to be invalid by a court of competent jurisdiction, then such provision shall be deemed null and void, but without invalidating the remaining provisions.

## **XIV. ENTIRE AGREEMENT**

- A. This Agreement constitutes the complete and entire agreement between the parties and no other representations, promises or agreements, oral or otherwise, shall be of any force or effect.

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

**Ankeny Community School District**

By: \_\_\_\_\_  
**Ryan Weldon**  
President, Board of Education  
Ankeny Community School District  
306 SW School Street  
Ankeny, Iowa 50023

Date: \_\_\_\_\_

By: \_\_\_\_\_  
*Grant Luther*  
Grant Luther  
Choreographer, Freelance  
219 East Grand Ave Apt 529  
Des Moines, IA 50309

Date: 10/26/22

# ***Johnston Community School District***

6510 NW 62<sup>nd</sup> Ave., P.O. Box 10  
Johnston, IA 50131

## **Inter-Agency Agreement for Special Education Instructional Program 2022-2023 School Year**

This agreement is entered into between ***Ankeny Community School District*** (hereinafter "Resident LEA") and the ***Johnston Community School District*** (hereinafter "Receiving LEA").

The Resident LEA wishes to obtain special education and related services for a resident student entitled to such programs and services, through an agreement with the Receiving LEA. The Receiving LEA agrees to provide these services at cost to the Resident LEA.

1. The student listed below will be provided special education and related services under this Agreement:

<u>Student's Name</u>	<u>Grade</u>	<u>Level</u>	<u>Date of Birth</u>	<u>Entry Date</u>	<u>Exit Date</u>
██████████	█	L1	██/██/██	8/24/2022	

Other information Receiving LEA desires:

2. The special education program and related services shall be provided in accordance with the Federal and State Laws governing such services (including the Individuals with Disabilities Education Act, Iowa Code Chapters 256B, 257 and 273 and Iowa Administrative Code Chapter 281-241) and in accordance with the student's individualized education program ("IEP").
3. At all times, the Resident LEA shall remain responsible for providing the student a free appropriate public education ("FAPE"), including special education and related services. The Receiving LEA shall develop and/or implement an IEP in accordance with the rules of the Iowa Department of Education and with an opportunity for input from the Resident LEA; however, the Resident LEA remains responsible for insuring the student is receiving a free appropriate public education and shall be the responsible party in any dispute relating to the provision of special education and related services.
4. A designated representative of the Resident LEA shall be given notice and an opportunity to participate in IEP meetings regarding the student identified above and shall be given progress reports as given to the parents of the students and at other times as requested by the Resident LEA.
5. The Receiving LEA reserves the right to limit enrollment to those students for whom appropriate programming and space is available in the Receiving LEA's programs, as determined by the Receiving LEA.
6. The Receiving LEA reserves the right to enforce its discipline policy, attendance policy, and all other policies and procedures relating to student enrollment and conduct.

7. The cost of all special education and related services shall be paid by the Resident LEA to the Receiving LEA and shall be equal to the actual costs incurred in providing all such special education and related services and programs. Payment of these actual costs will be determined and paid in the following manner:
- A. The Receiving LEA shall provide the Resident LEA with an estimate of the actual cost of services and programs of the current contracted school year. The estimated cost shall be determined by multiplying the special education weighting (1.72, 2.21, or 3.74) by the Receiving LEA's per pupil cost times the number of students served by the Receiving LEA for each weighted category. Cost will be prorated, if service is for less than one full school year.
  - B. Tuition and/or transportation estimated costs shall be forwarded to the sending agency at the close of each semester.
  - C. The Receiving LEA shall provide the Resident LEA with an itemized final statement of actual costs of service and itemized payments received toward that cost for the current school year.
  - D. The Resident LEA shall pay the Receiving LEA within thirty-one (31) calendar days of receipt of an invoice.
8. The rights and responsibilities created in this agreement may not be assigned with express written consent and may not be entered by any third-party beneficiary or any other person other than the Resident LEA and the Receiving LEA.

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**Board President**  
**Resident Local Education Agency**

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**Date**

*Katie Tiede*

**10/17/2022**

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**Board President**  
**Johnston Community School District**

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**Date**



www.svpa-architects.com  
Phone 515.327.5990

1466 28th Street, Suite 200  
West Des Moines, Iowa 50266

Project: 22016 Ankeny CSD Stadium Improvements – Phase 3

Proposal for Design Services

October 10, 2022

Tim Simpkins, Director of Construction  
Ankeny Community School District  
306 SW School Street  
Ankeny, IA 50023

Dear Tim and ACSD School Board:

On behalf of SVPA Architects Inc., we want to express our appreciation for the opportunity to work with the Ankeny Community School District (ACSD). Our entire team is excited to provide professional design services to complete the third phase of the Stadium project. Once the facility is complete, it will be one of the premier complexes in the state. We value the working relationship we have developed with the ACSD school district and look forward to providing client-focused professional design services.

### PROJECT DESCRIPTION

The ACSD has been committed to completing Phase 3 of the Ankeny Stadium vision based on the original concepts that were designed back in 2014. Our team has updated the project scope to include a two-story building for Team Rooms on the lower walkout track level and the upper floor be a meeting rooms to be utilized by the district for a variety of events such as team meetings, educational meetings, and events focused on stadium activities. The team room and meeting facility will be located at the north end of the stadium, tucked into the grade to allow walkout access from the track/field elevation and grade access to the upper level from the north. The team rooms will accommodate both the home and visiting athletic teams, each including restrooms, showers, and training room access. Other main level amenities are centrally located changing rooms, restrooms, showers, and lockers for referees. The upper level will include restrooms and storage areas to accommodate larger meeting events the space will have direct view of the stadium with outdoor patios overlooking the complex. The large meeting room will be able to be divided with movable partitions into three spaces.

### PROJECT BUDGET

Based on an updated cost opinion prepared by Stecker-Harmsen late August of 2022 the Total Cost of Construction was estimated to be within the range of \$5.3 to \$5.7 million. Owner soft costs were estimated in the range of an additional \$500,000 to \$700,000 for a Total Project Cost of approximately \$5.9 to \$6.3 million. These values are based on the probable construction costs estimated for the 2022 construction season. Unanticipated material cost fluctuations and unpredictable construction inflation could affect the market at the time of bid issuance.

### SCOPE OF SERVICE

SVPA Architects Inc. proposes to provide complete basic services including completion of previously started Schematic Design, Design Development, Construction Documents, Bidding/ Negotiation and Construction Administration phases for the architectural, interior design, structural, mechanical, electrical, plumbing and limited fire protection engineering for project scope of work described herein. Consulting services will be included under SVPA's fee for our proposed limited design services as follows.

- Architecture and Interior Design: SVPA Architects Inc.
- Civil and Landscape: Civil Design Advantage (CDA)
- Structural Engineering: To be Determined
- Mechanical, Electrical, & Plumbing Engineering: Bluestone Engineering

### PROJECT SCHEDULE



www.svpa-architects.com  
Phone 515.327.5990

1466 28th Street, Suite 200  
West Des Moines, Iowa 50266

Project: 22016 Ankeny CSD Stadium Improvements – Phase 3

Proposal for Design Services

SVPA understands the Ankeny Community School District is interested in completing the third and final phase of the stadium project with the goal of having the facility complete for the Fall 2024 football and school year. The project schedule has development of the design and documents beginning once the district accepts this proposal, with documents ready for public hearing and Bidding at the end of February 2023.

### FEE STRUCTURE

SVPA Architects Inc. proposes to establish Basic Compensation for the design services listed above based on **6.8%** of the Total Cost of Construction for the project. Based on the Total Cost of Construction budget of \$5,500,000, we propose a stipulated sum fixed fee of **\$374,000**. The district has paid for approximately \$11,350 of Schematic and budgeting design services for this project which is indicated below. Our fee shall remain fixed if the Total Cost of Construction is within +/-10% of the anticipated budget. If the scope of the project cost exceeds +10% SVPA would be allowed to adjust our fee accordingly based on 6.8% of the Total Cost of Construction.

The Total Cost of Construction shall include site development costs, demolition if required, general building core & shell construction, interior finishes and mechanical, electrical, plumbing, technology rough-in, construction manager fees, (if used) overhead, profit and construction contingency. Fixtures, furnishings, and equipment designed or specified by the SVPA Architects team shall also be included in the Total Cost of Construction. Based on the scope of work and budget assumptions listed above, the breakdown of the total fees per design phase will be as follows:

<b>Schedule of Fees per Design Phase</b>	<b>%Total</b>	<b>Fixed Fee</b>
Schematic Design Phase (paid \$11,350):	15%	\$56,100
Design Development Phase:	15%	\$56,100
Construction Documents Phase:	45%	\$168,300
Bid/Negotiation Phase:	5%	\$18,700
Construction Administration Phase:	18%	\$67,320
Closeout Phase	2%	\$7,480
<b>Total:</b>	<b>100%</b>	<b>\$374,000</b>

Monthly invoices will be submitted based on the percentage of work completed per design phase. Invoices are due to be paid within 30 days of receipt; prompt payment is always appreciated. Amounts unpaid 45 days after the invoice date shall bear interest at a rate of 1% monthly. If Additional Services are requested beyond the scope of services outlined above, they will be billed per our attached hourly rates. The hourly rates may be modified periodically, but not more often than once a year, in accordance with our compensation policies and team member advancement. Reimbursable expenses for items such as jurisdictional review fees, printing and shipping are in addition to compensation for basic services and will be billed at 1.0 times cost directly to the Owner.

Thank you for the opportunity to provide this proposal to Ankeny Community School District. If you need any additional information or clarification of our proposal, my direct number is 515-280-2409. It is exciting to see the long range vision and plan for the Stadium get closer to completion with Phase 3, thank you for the opportunity to be part of this outstanding Athletic complex.

Sincerely,

Thad N. Long, AIA  
Vice President

SVPA Architects Inc.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

/2

Project: #22016 Ankeny Stadium Phase 3

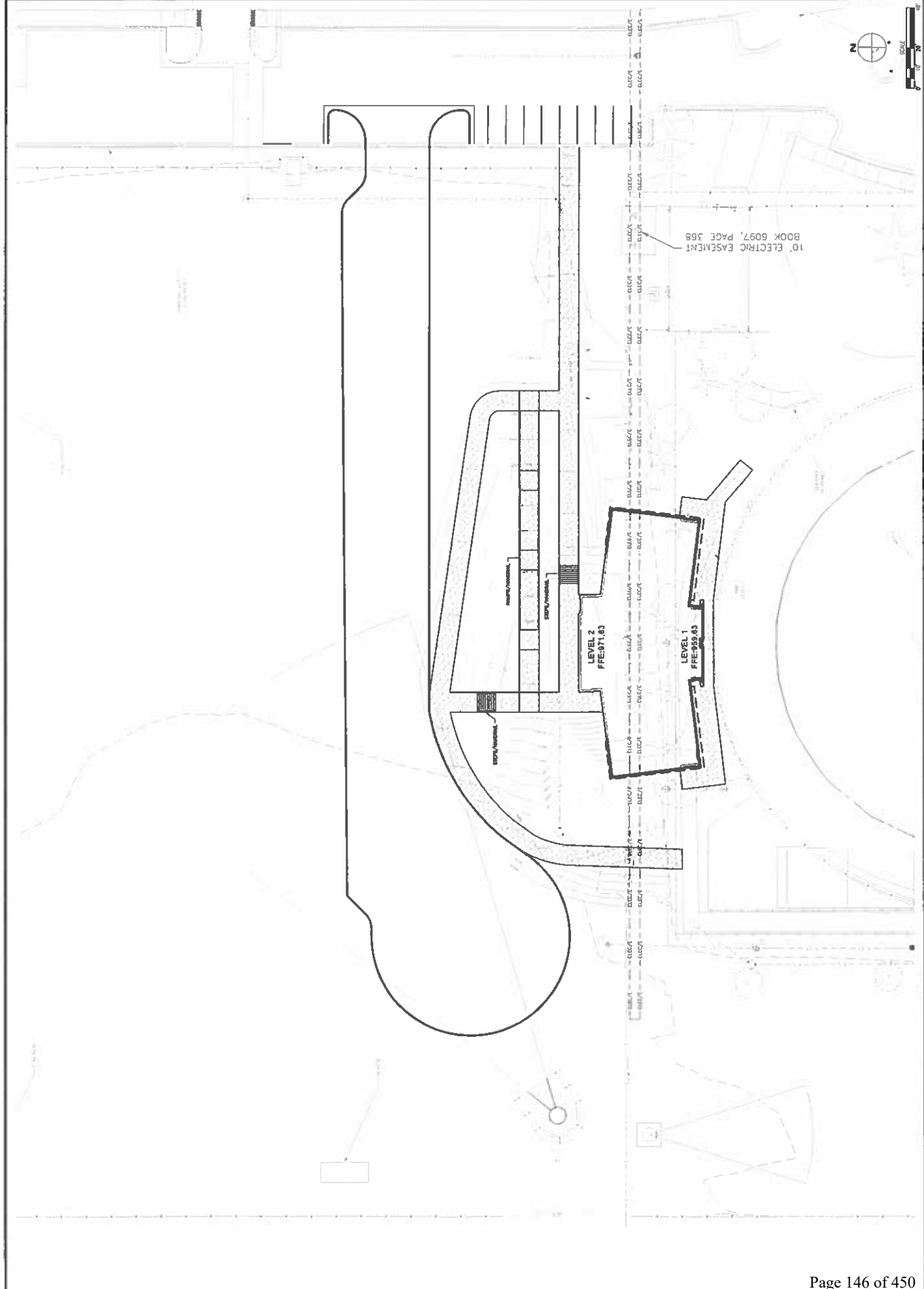
Milestone Schedule

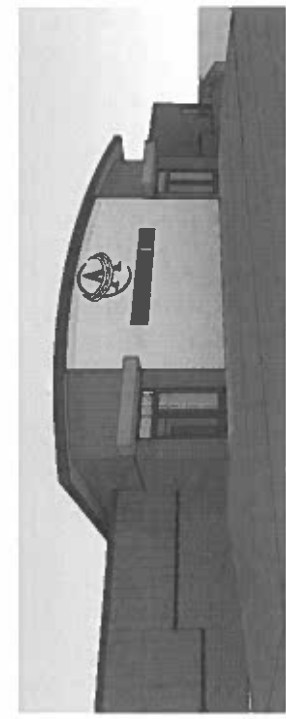
October 10, 2022

Scope of Service: Complete Basic:(SD) (DD) (CD) (Bid) (CA)

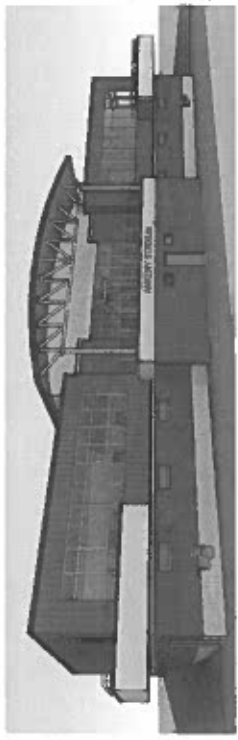
ID	Task – Design Phase	Duration	Start	Finish
0	Owner/School Board Approval - Proceed into Design			<b>10/17/2022</b>
<b>1</b>	<b>Schematic Design Phase (SD)</b>	<b>4 weeks</b>	<b>10/17/2022</b>	<b>11/21/2022</b>
1.1	75% SD Coordination/Pricing Set			10/20/2022
1.2	Budget Estimate/Owner Review (SD)	2.5 weeks	11/4/2022	11/21/2022
1.3	<b>100% Schematic Design Set</b>			<b>11/17/2022</b>
1.4	Owner/School Board Approval (SD)			<b>11/21/2022</b>
<b>2</b>	<b>Design Development Phase (DD)</b>	<b>6 weeks</b>	<b>11/22/2022</b>	<b>1/17/2023</b>
2.1	80% DD Coordination Set			12/12/2022
2.2	<b>100% Design Development Set</b>			<b>12/30/2022</b>
2.3	Owner/School Board Approval (DD)			<b>1/03/2023</b>
<b>3</b>	<b>Construction Documents Phase (CD)</b>	<b>6 weeks</b>	<b>1/04/2023</b>	<b>2/16/2023</b>
3.1	90% CD Coordination Check Set			2/02/2023
3.2	Finalize Bid Packages & Budget Estimates	2 weeks	2/02/2023	2/16/2023
3.3	<b>100% Construction Documents Set</b>			<b>2/16/2023</b>
3.4	Owner/School Board Public Hearing			<b>2/21/2023</b>
<b>4</b>	<b>Bidding Phase</b>	<b>4 weeks</b>	<b>2/22/2023</b>	<b>4/03/2023</b>
4.1	Issue Bid Documents			<b>2/22/2023</b>
4.2	Prebid Meeting			3/09/2023
4.3	<b>Bid Date</b>	<b>4 weeks</b>	<b>2/22/2023</b>	<b>3/23/2023</b>
4.4	Owner/School Board Approve Bids			<b>4/03/2023</b>
<b>5</b>	<b>Construction Phase</b>	<b>14 Months</b>	<b>4/03/2023</b>	<b>7/14/2024</b>
5.1	Material Procurement & Shop Drawings		4/03/2023	TBD
5.2	Mobilize / Construction Start	12 Months	6/1/2023	6/14/2024
5.3	Substantial Completion			<b>6/14/2024</b>
<b>6</b>	<b>Owner Move-In (final punch list)</b>	<b>2 weeks</b>	<b>6/14/2024</b>	<b>6/28/2024</b>
6.1	Owner/School Board Final Completion & Acceptance			<b>7/2/2024</b>

Refer to attached Gant Construction Progress Schedule (prepared by Ball Team)

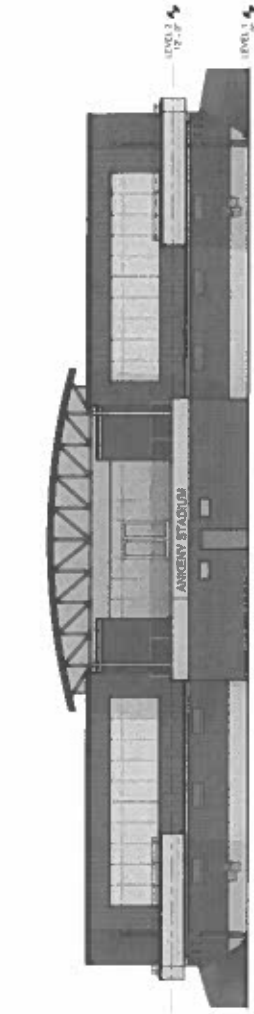




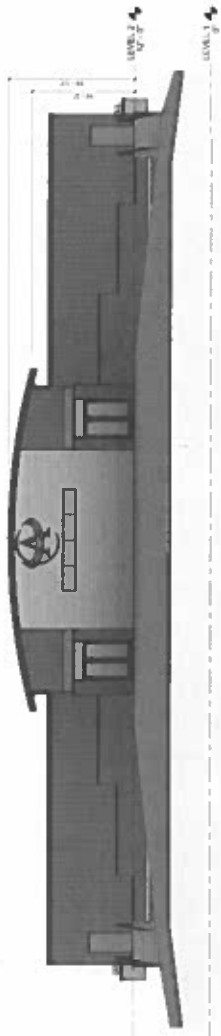
1 OPTION #1 - NORTH ENTRY



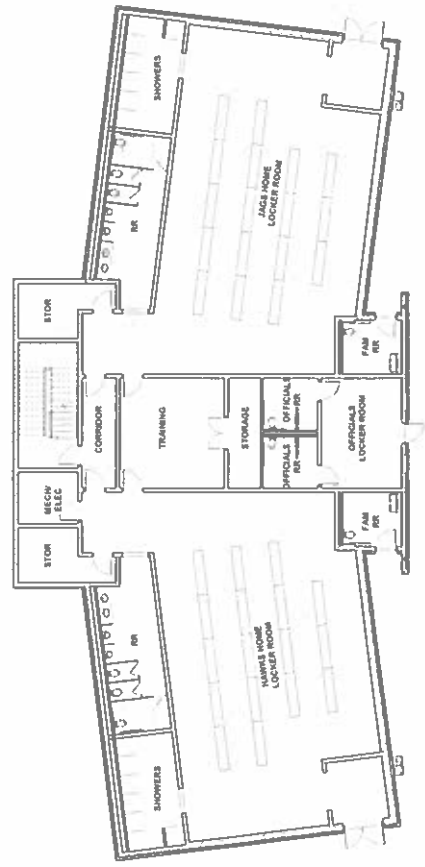
3 OPTION #1 - FIELD SIDE



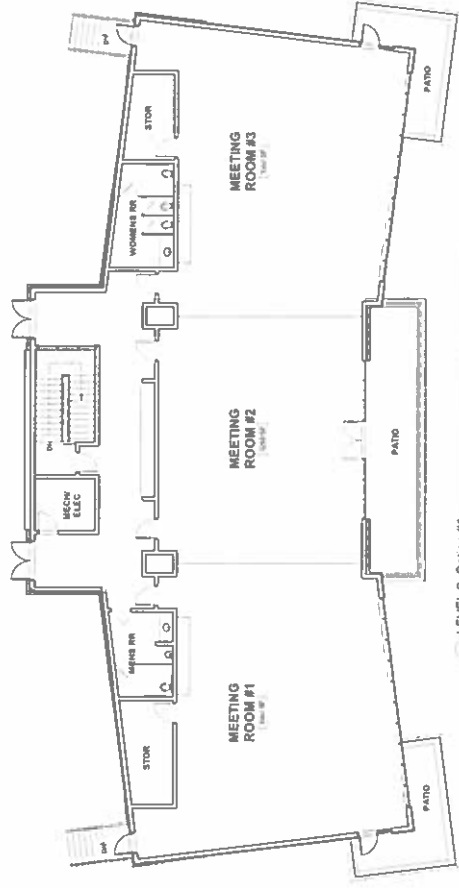
2 OPTION #1 - SOUTH



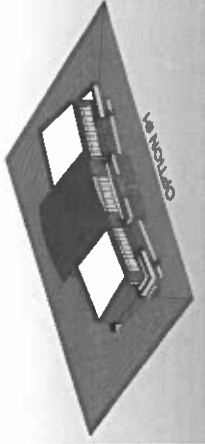
4 OPTION #1 - NORTH



5 LEVEL 1, Option #1



6 LEVEL 2, Option #1



AREA ROOM SCHEDULE GROSS

LEVEL	AREA
Option #1	
OPTION #1 - LEVEL 1	6815 SF
OPTION #1 - LEVEL 2	13777 SF
Option #2	
OPTION #2 - LEVEL 1	6419 SF
OPTION #2 - LEVEL 2	3119 SF
	9538 SF

**ANKENY STADIUM**  
- PHASE 3  
PROJECT NUMBER: 1000000000  
CITY: IOWA CITY  
ISSUED: 06/10/2016  
SCHEMATIC DESIGN  
06/10/2016  
REVISIONS

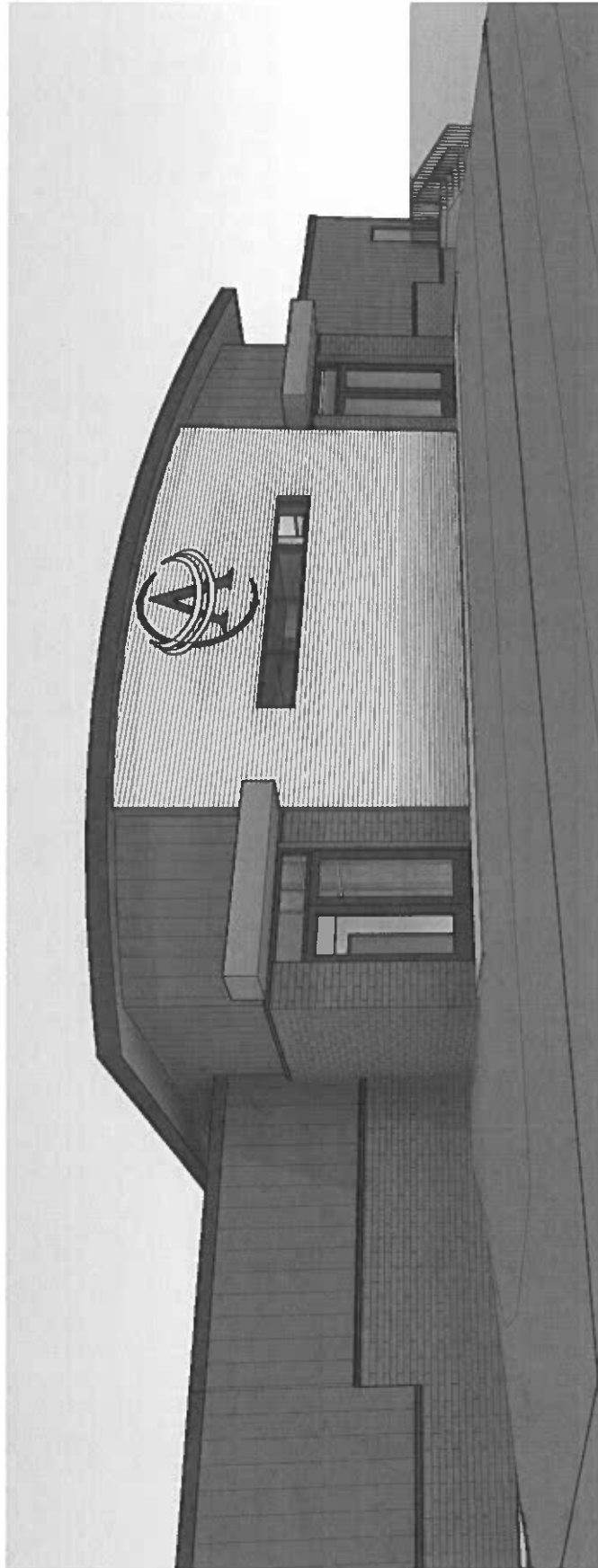
NOT FOR CONSTRUCTION

22016

OPTION #1

A001







# Literati Book Fairs

**Thank you for investing in the reading culture at your school and agreeing to host a Literati Book Fair!**

We look forward to partnering with you to help your students learn to love reading! A love of reading is critical to the success of all children, in school and in life. We are excited to bring Literati Book Fairs to your school and provide your students with access to books they want to read. Thank you for your partnership in this endeavor!

This Memo of Understanding outlines the terms of the partnership between NORTHEAST ELEMENTARY SCHOOL ("School") and Literati Book Fairs ("Literati"). **School** is scheduled to run a Literati Book Fair: 2023-02-22 - 2023-03-01.

## FAIR PLANNING

### Literati will:

- Provide a Literati Event Coordinator to help you plan your fair from beginning to end.

### School will:

- Provide a Book Fair Coordinator who will be the primary contact between **School** and **Literati**. The Book Fair Coordinator will be responsible for recruiting and leading volunteers to assist with the fairs.
- Provide access to an electrical outlet and Ethernet or Wi-Fi.

## FAIR DELIVERY AND PICK UP LOCATION

### Literati will:

- Deliver your fair up to three days prior to the start date and pick up no later than three days after the end date.

*All **Literati** team members have passed a pre-employment background check and drug screen as a condition of employment.*

*All **Literati** vehicles, owned or leased, will be properly insured in accordance with all applicable laws and regulations. All legally required documentation will be present on all vehicles.*

### School will:

- Provide a location on the first floor of the school building or access to an elevator for upper-level delivery. This is necessary to safely deliver your fair.
- Ensure fair location provided has access to an electrical outlet.

## MARKETING

### Literati will:

- Provide creative and fun marketing materials to publicize and promote your fair.
- Provide ideas and strategies to build excitement and involvement at your fair to generate a successful and engaging literacy event.

### School will:

- Agree to promote the book fair through various communication channels (social media, school webpage, newsletters, provided print marketing, etc).

## PRODUCT

### Literati will:

- Partner with **School** to provide a fair that is appropriate to your enrollment, grade span, reading levels, and interests, with tabletop display selections that best fit your school community.
- Provide cases and pre-merchandised displays that will be simple to set up and display in your chosen location.

### School will:

- Agree that **Literati** will be the sole provider of books being sold during the scheduled fair date.
- Set up the fair upon delivery and repack upon completion.
- Return all unsold items.
- Provide the **Literati** cash registers access to a live Ethernet port or secure Wi-Fi network connection.
- **Acknowledge the Literati Book Fair is not tax-exempt. Tax will need to be collected at time of purchase.**

## FINANCIAL PROCESS AND WRAP-UP

### Literati will:

- Provide a Point-of-Sale System (POS), which will allow you to easily track sales and take multiple payment forms, including all major credit cards, cash, checks, and **Literati** gift cards.
- Walk you through all financial paperwork and assist **School** with choosing the best rewards.

### School will:

- **Collect sales tax if required by state law.**
- Complete fair closeout and remit payment within 10 business days of the fair.
- Complete a feedback survey providing **Literati** with a recap of improvement opportunities.

## CUSTOMER REWARDS

### Literati will:

- Provide **School** with the easiest fair setup, saving you time to dedicate to your students. **Literati** will provide expertly curated stories and artistic displays to spark imaginations, strengthen literacy skills, and inspire a school-wide passion for reading that will last well beyond your Book Fair week.
- Help you determine the best profit and rewards options based on the specific needs of your students. Speak with your Literati Representative for additional details.

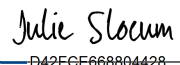
***Literati** reserves the right to update and modify the rewards program without notice. For the latest information, please talk to your Literati Representative.*

As this is your Book Fair, we would like to schedule time to review your fair to better understand the opportunities to serve you.

Please sign below and return to your Literati Representative to ensure your fair is scheduled. We appreciate the opportunity to be your partner on this literacy journey.

X \_\_\_\_\_  
Book Fair Coordinator/School Principal

\_\_\_\_\_  
Date

DocuSigned by:  
X   
D42FGE668804428...  
Literati Representative

11/2/2022 | 9:24 AM PDT

\_\_\_\_\_  
Date

NORTHEAST ELEMENTARY SCHOOL  
\_\_\_\_\_  
School Name

**This Memo of Understanding will expire 30 days from date sent.**

## PROFESSIONAL SERVICES AGREEMENT

---

**WHEREAS**, ANKENY COMMUNITY SCHOOL DISTRICT ("District"), an Iowa public school district, intends to contract with Jennifer Petsche ("Vendor") to provide Chaos choreography for 2022-2023 to the District.

**THEREFORE**, in consideration of the mutual promises and representations set forth herein, the parties enter into this Professional Services Agreement ("Agreement") and agree as follows:

### **I. SCOPE OF SERVICES**

- A. District shall engage Vendor for the term of this Agreement to provide  
Chaos choreography for 2022-2023

### **II. RELATIONSHIP OF THE PARTIES**

- A. Notwithstanding anything in this Agreement to the contrary, Vendor will be solely and exclusively responsible for providing services under this Agreement. All staffing and operations associated with the provision of the services are the sole and exclusive responsibility of Vendor.
- B. Neither Vendor, nor any of its personnel, shall be considered an agent and/or an employee of District for any purpose. Vendor does not have any authority to enter into any contract, assume any obligations, and/or make any warranties or representations on behalf of District.
- C. District is not responsible for deducting from payments to Vendor any amounts for taxes, insurance, and/or other similar items relating to Vendor's work with respect to this Agreement. Accordingly, Vendor shall be responsible for payment of all taxes arising out of Vendor's activities in accordance with this Agreement, including but not limited to, any relevant federal and/or state income tax, Social Security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees as required. Vendor shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to Vendor under the terms of this Agreement.

- D. No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to Vendor. The payroll or employment taxes that are subject to this paragraph include, but are not limited to, FICA (Social Security tax), FUTA (federal unemployment tax), federal income tax, state income tax and state unemployment insurance tax.
- E. Vendor, its agents, and its employees are not eligible for, and shall not participate in, any employee pension, health, disability and/or other fringe benefit plan of the District.
- F. District shall in no way be responsible for the acts or omissions of Vendor, its employees, and/or agents.

### III. ASSIGNMENT

- A. Vendor acknowledges that Vendor's services are unique. Accordingly, Vendor may not assign Vendor's rights and/or delegate Vendor's duties and/or obligations under this Agreement to any third party without express prior written consent of District.

### IV. TERM AND TERMINATION

- A. Agreement shall begin on 8/11/22 and shall continue in effect through 8/14/22 unless earlier terminated by either party in accordance with Section IV.B of this Agreement.
- B. This Agreement may be terminated by either party, without cause, upon thirty (30) days written notice. Either party may terminate this Agreement, with cause, immediately. Upon termination, Vendor shall be compensated for all services rendered prior to the date of termination.

### V. PAYMENT

- A. District shall pay Vendor a total of \$2500 to complete the work outlined in the Scope of Services. Said payment shall be paid no later than 11/15/22
- B. Vendor shall direct invoices to: Ankeny Community School District, ATTN: Business Office, 306 SW School Street, Ankeny, Iowa 50023.

- C. District shall render payment to Vendor via check within 30 days of receipt of said invoice.

## **VI. BACKGROUND CHECKS**

- A. Vendor shall ensure that any and all of its employees and/or agents who are present on District property and/or who interact in-person and/or virtually with District students, staff, and/or other identified stakeholders complete and pass an industry-standard criminal history background check and all sound screening practices, including but not limited to legally-required Sex Offender Registry Certificate of Compliance, prior to the start date. Vendor agrees to work with the District's Business Office on completion of the above.
- B. The cost of background check(s) required under this Agreement will be borne by District.
- C. Unsatisfactory results of the background check(s) may result in Vendor's, its agent(s'), and/or its employee(s') disqualification from performance of services under this Agreement and/or immediate termination of this Agreement. District shall have sole discretion to determine if the results from the background check(s) meet District standards.

## **VII. CONFIDENTIALITY**

- A. In the performance of services under this Agreement, Vendor, its employees, and/or its agents may have access to and/or receive and/or be entrusted with confidential information. All such material is considered secret and will be available to Vendor in strict confidence.
- B. Except in the performance of its services, Vendor, its employees, and/or agents, shall not, directly or indirectly, for any reason whatsoever, disclose and/or use any such confidential material until such material ceases, through no fault whatsoever of Vendor, to be confidential because it has become public knowledge or part of the public domain.
- C. Upon termination of this Agreement by any means, or whenever requested by District, Vendor shall promptly deliver to District any and all of the confidential material not previously delivered that may be and/or at any previous time(s) have been in Vendor's possession and/or under Vendor's control. Vendor agrees that this confidentiality provision shall survive and continue after the termination of this Agreement for any reason whatsoever.
- D. Vendor shall limit its employees' and/or agents' access to students' educational records to those persons for whom access is essential to the performance of services carried out under the Agreement. Vendor shall, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974, as amended.

## **VIII. INTELLECTUAL PROPERTY**

- A. District shall own all rights, titles, and interests, including all related Intellectual Property

Rights, in and to work product, including any suggestions, ideas, enhancement requests, feedback, recommendations and/or other information provided by Vendor and/or any other party relating to the services covered by this agreement.

- B. District name and logo(s) are trademarks of District, and no right or license is granted to Vendor use them other than in the provision of services for District under the terms of this Agreement.

#### **IX. INSURANCE**

- A. No workers' compensation insurance and/or any other type of insurance (including, but not limited to, professional liability insurance) has been or will be obtained by District on account of Vendor.
- B. Vendor shall maintain insurance and practices in alignment with *Appendix A: Vendor's Minimum Insurance Requirements*. Upon request of District, Vendor shall provide proof of said insurance coverage.

#### **X. INDEMNIFICATION**

- A. Vendor shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and/or expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Agreement or negligent or other wrongful conduct in the performance of this Agreement by Vendor or as a result of failure to pay any employment or income taxes arising out of Vendor's performance of Services for the District.

#### **XI. AMENDMENTS**

- A. This Agreement may only be supplemented, amended or revised in writing by mutual agreement of the parties.

#### **XII. GOVERNING LAW**

- A. This Agreement shall be governed by and construed pursuant to the laws of the State of Iowa. Any claim or dispute which may arise out of this Agreement shall be heard in a court of competent jurisdiction in Polk County, Iowa, unless otherwise agreed by the parties.

#### **XIII. SEVERABILITY**

- A. If any provision of this Agreement is determined to be invalid by a court of competent jurisdiction, then such provision shall be deemed null and void, but without invalidating the remaining provisions.

#### **XIV. ENTIRE AGREEMENT**

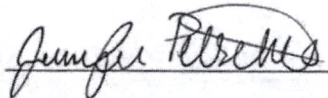
- A. This Agreement constitutes the complete and entire agreement between the parties and no other representations, promises or agreements, oral or otherwise, shall be of any force or effect.

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

**Ankeny Community School District**

By: \_\_\_\_\_  
**Ryan Weldon**  
President, Board of Education  
Ankeny Community School District  
306 SW School Street  
Ankeny, Iowa 50023

Date: \_\_\_\_\_

By: 

Date: 10/14/2022





# Quizizz Multi-School Quote - Secondary Schools

Prepared for:

Ankeny Community Schools  
PO Box 189  
Ankeny, IA 50021

## Description of services:

Quizizz is a learning platform built to help teachers achieve 100% student engagement with live and asynchronous gamified quizzes, class polls, interactive lessons, study tools, and more.

This quote includes unlimited platform access by teachers, students, parents, and administrators during the duration of your license, as well as Canvas integration, collaboration features, report access, priority support service, and staff onboarding.

Number of students supported: **6500**

Description	Price per Student	Total Price per Year	Total Plan Price
<b>Single year plan</b> (12 months)	\$3.50	\$22,750	\$22,750
<b>Three year plan</b> (36 months)	\$3.25	\$21,125	\$63,375

## Next Steps

1. Please review this quote and confirm your plan length and any adjustments that need to be made.
2. When you're ready to move forward, let us know and we'll finalize an order form.



## 2022-23 Passport to Culture: Student Arts Experiences Fund Agreement

*This is a sample award agreement. Please complete the agreement at <https://bravogreaterdesmoines.smaply.io/>*

### Fund Eligibility

District or School Name:

Award Purpose: Arts and Culture Field Expenses

Eligible Reimbursement Amount:

Funding Period: September 2022– June 2023

**District or School Administrator Contact Information. This person will receive communications during the funding period.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Please Print

Title: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE KEEP BRAVO UPDATED OF ANY ADMINISTRATOR CHANGES. FAILURE TO DO SO MAY RESULT IN LOSS OF ELIGIBILITY FOR FUTURE YEARS.**

### Funding Terms

- I. TAX-EXEMPT: District or school represents and warrants that it is a tax-exempt organization under the U.S. Internal Revenue Code.
- II. FUNDING: District or school represents and warrants that it intends to use the Award funds in the manner indicated in the [2022-23 Passport to Culture Educator Overview](#) to support approved arts and culture field or in-class experiences.
- III. REPORTS and REIMBURSEMENT: District or school shall complete and submit field experience reports to account for allocated funds by June 5, 2023. Once reports are submitted and approved, schools and districts will be reimbursed by Bravo up to eligible reimbursement amount for approved expenses from experiences as outlined in the [2022-23 Passport to Culture Educator Overview](#).
- V. MONITORING AND EVALUATION: Bravo Greater Des Moines may conduct an evaluation of the program funded by this Award, which may include site visits to observe the District or school's program procedures and operations.
- VI. PUBLICITY AND LOGO USE: District or school may recognize Bravo Greater Des Moines for its allocation. The Bravo Greater Des Moines logo is available upon request.
- VII. COMPLIANCE: Failure to comply with terms of contract may result in loss of eligibility for future years.

\_\_\_\_\_  
Authorized School or District Signature

\_\_\_\_\_  
Date



Amplified IT, LLC  
757-774 -5047

PO Box 7850  
Norfolk, Virginia  
23509-7850  
United States

Prepared For  
Ankeny Community School District  
306 SW School Street  
PO Box 189  
Ankeny, IA  
50021

Estimate Date  
10/11/2022

Estimate Number  
00186825

Description	Rate	Qty	Line Total
GOO-EDP-0002 Google Workspace for Education Plus - Google Workspace for Education Plus (Student): One year license for Google Workspace for Education Plus Licensed Domains: ankenyschools.org License Term: 2022-11-02 - 2023-11-01	\$5.00	12188	\$60,940.00
GOO-EDP-0001 Google Workspace for Education Plus - Google Workspace for Education Plus (Staff): One year license for Google Workspace for Education Plus Licensed Domains: ankenyschools.org License Term: 2022-11-02 - 2023-11-01	\$0.00	3047	\$0.00
Subtotal			60,940.00
Tax			0.00
Estimate Total (USD)			\$60,940.00

#### Notes

Student Enrollment Verification Letters are required for all first time Education Standard and Education Plus orders. These letters confirm the number of students at your institution. This must align with the number of licenses you intend to buy, and must be returned with your PO before we complete your order.

Please note as required by Google you must purchase Google Workspace for Education and Google Voice from the same Reseller. All quotes are subject to Google confirmation of staff or student population size.

## Terms

Please note that this document contains our current best estimate of pricing. Prices may change over time. While we always try to keep our customers in the loop, we reserve the right to change pricing before purchase without notice. An updated estimate can be requested at any time.

Please send purchase orders to [info@amplifiedit.com](mailto:info@amplifiedit.com) or fax to 757-585-3550. If possible, please also include a copy of your organization's tax-exempt certificate with your purchase order. An exemption certificate is required to process Google Voice orders.

Amplified IT issues electronic invoices only. Please include an accounts payable email address with your purchase order to avoid billing delays. Full payment is required within 30 days of invoice. Otherwise, if you wish to pay by credit card please advise us with your order and note that a 3% service fee will be added to the invoice to cover payment processing charges.

The purchase of these products and services are bound by the relevant terms of services, privacy and data notices found here:

<https://www.amplifiedit.com/work-with-us/>

A copy of our W-9 form may also be downloaded from the link above.

Accepted payment methods:



WHEN PAYING BY EFT PLEASE, EMAIL A PAYMENT REMITTANCE NOTICE TO:  
[EFTremit@amplifiedit.com](mailto:EFTremit@amplifiedit.com) | EFT Authorization forms may also be sent to this address.



By cheque: Please make payable to Amplified IT, LLC | PO Box 7850 | Norfolk, VA 23509-7850

By Credit Card: To cover the cost of accepting card payments (including FIS Integrated Payables and other P-Card/SUA programs) we require an 3% service charge. Contact us to add this fee prior to sending a card payment at [ar.ait@amplifiedit.com](mailto:ar.ait@amplifiedit.com).

# ***Ankeny Community School District***

306 S.W. School Street  
Ankeny, Iowa 50023

## **Inter-Agency Agreement for Provision of Supporting Documentation 2022-2023 School Year**

This agreement is entered into between ***Resident Community School District*** (hereinafter, "Resident District") and the ***Ankeny Community School District*** (hereinafter, "Ankeny").

In consideration for Ankeny providing special education services to the named student(s) below, Resident District shall bear certain costs. Ankeny will provide educational records as described in this agreement to Resident District to facilitate Resident District's ability to obtain Medicaid reimbursement to support payment for these services.

### **Student Name**

### **DOB**

- 1) Ankeny will provide Resident District with attendance record(s) and documentation of daily services provided to the student(s) named above.
- 2) Ankeny and Resident District shall take reasonable, industry-standard practices to maintain the confidentiality of records related to the named student(s) as outlined in the Family Education Records Privacy Act (FERPA) and Health Information Privacy and Portability Act (HIPPA).
- 3) Ankeny will provide Resident District with the indicated documents in the form and manner typically used by Ankeny to document similar metrics and services that it provides to its own resident students.
- 4) Ankeny will submit a copy of the attendance record(s) and documentation of daily services given for the student(s) named herein to the Resident District via U.S. mail and/or e-mail in a timely manner. Ankeny makes no representation as to whether the services documented in the records provided are Medicaid-reimbursable and will not review the documents or to otherwise prepare the included information for billing or claims submission.
- 5) Resident District will be responsible for obtaining/maintaining copies of any necessary adjunct documents such as Individual Education Plans (IEPs), health care plans, behavior plans, and/or ICD-10 documentation. Resident District will also be responsible for securing parental consent.
- 6) Resident District will be solely responsible for submitting claims for Medicaid reimbursement and for auditing any procedures or records to insure compliance with any applicable laws or regulations.
- 7) Resident District agrees to indemnify and hold harmless Ankeny for any claims and/or causes of action, including but not limited to, reasonable attorney fees and expenses relating to Ankeny's maintenance and provision of records.

- 8) Resident District agrees to pay Ankeny an annual administrative fee of \$700.00 for maintaining and providing records under the terms of this agreement. Payment shall be made no later than thirty calendar days of invoice.
- 9) Termination of agreement: This agreement may be terminated as follows:
- a) Mutual Agreement- By mutual written agreement at any time
  - b) Without Cause- By either party, effective at any time after the first full year, upon not less than sixty (60) days prior written notice to the other party
  - c) For Cause- By either party, at any time, upon not less than thirty (30) days prior written notice specifying the default giving rise to the request to terminate. The party allegedly in default will have the opportunity to cure the alleged breach or default within the notice period. As used herein, default means the bankruptcy of either party or the failure by either party to perform any material covenants, conditions, and/or obligations of this agreement.
  - d) Duration-This agreement is binding for the 2022-2023 school year and will be annually reviewed thereafter.

Signed:

\_\_\_\_\_  
Board President  
Resident School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President  
Ankeny Community School District

\_\_\_\_\_  
Date

# **Ankeny Community School District**

306 S.W. School Street  
Ankeny, Iowa 50023

## **Inter-Agency Contract for Special Education Transportation Services 2022-23 School Year**

This agreement is entered into by the **Ankeny Community School District** (hereinafter "Resident LEA") and the **Resident Community School District** (hereinafter "Receiving LEA") on behalf of:

**Student's Name**

**DOB**

**Entry Date**

We, the undersigned, as authorized agents for the Resident LEA and Receiving LEA, do hereby content and agree to the following for each special education student listed above (hereinafter "Designated Students"):

### **CONDITION I**

The Receiving LEA shall provide transportation services for Designated Students in accordance with the State of Iowa Department of Education Rules and Regulations and in accordance with state law governing such services and the delivery thereof (Chapters 273, 281 and 442). The Receiving LEA shall retain the right to limit enrollment to those students for whom appropriate space is available in the Receiving LEA's programs, as determined by the Receiving LEA.

### **CONDITION II**

Resident LEA shall pay the actual cost incurred for providing of the services and programs outlined in Condition I to the Receiving LEA. Payment of these actual costs will be determined and paid in the following manner:

1. The Receiving LEA shall provide the Resident LEA with an itemized final statement of actual costs of service and itemized payments received toward that cost on or before July 15<sup>th</sup> of the current school year. The Resident LEA shall pay the Receiving LEA within thirty-one (31) days of receipt of an invoice.

\_\_\_\_\_  
President, Board of Education  
Resident Local Education Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Board of Education  
Ankeny Community School District

\_\_\_\_\_  
Date

# **Ankeny Community School District**

306 S.W. School Street  
Ankeny, Iowa 50023

## **Inter-Agency Contract for Special Education Instructional Program 2022 - 2023 School Year**

This agreement is entered into between **Resident Community School District** (hereafter the "Resident LEA") and the **Ankeny Community School District** (hereafter "Receiving LEA").

Resident LEA wishes to provide special education programs and related services to the resident students entitled to such programs and services listed below (hereafter "Designated Student(s)"), and intends to obtain these programs and services through Receiving LEA, which intends to provide these services to Resident LEA at cost.

1. The student(s) listed below will be provided special education and related services under this agreement:

<b>Student Name</b>	<b>DOB</b>	<b>Weight</b>	<b>Begin Date</b>	<b>End Date</b>
---------------------	------------	---------------	-------------------	-----------------

2. Special education and related services shall be provided in accordance with the federal and state laws and regulations governing such services (including the Individuals with Disabilities Education Act, Iowa Code Chapters 256B, 257 and 273, and Iowa Administrative Code Chapter 281-241.
3. At all times, Resident LEA shall remain responsible for providing a free appropriate public education (FAPE), including special education and related services. Receiving LEA shall develop and/or implement an IEP in accordance with the rules of the Iowa Department of Education and with opportunity for input from Resident LEA. Resident LEA remains responsible for insuring the student is receiving a free appropriate public education (FAPE).
4. Representatives of Resident LEA shall attend and participate in IEP meetings and other meetings regarding Designated Student(s) and shall be responsible parties in any dispute relating to the provision of special education and related services for Designated Student(s). A representative of Receiving LEA will also attend and participate in IEP meetings, but Receiving LEA shall not be responsible as the Resident LEA or area education agency in any dispute relating to the provision of special education and related services.
5. Receiving LEA reserves the right to limit enrollment to those students for whom appropriate programming and space is available in Receiving LEA programs.
6. Receiving LEA reserves the right to enforce its discipline policy, attendance policy, and all other policies and procedures relating to student enrollment and conduct, including with regard to Designated Student(s). Receiving LEA reserves the right to take action relating to all students, including Designated Student(s), including, when appropriate exclusion or expulsion from Receiving LEA programs/activities. If a Designated Student is excluded, Resident LEA - and not Receiving LEA - will be responsible for any continuing programs or services.

7. The cost of all special education and related services shall be paid by Resident LEA to Receiving LEA and shall be equal to the actual costs incurred in providing all such special education and related services and programs. Payment of these actual costs will be determined and paid in the following manner:
- A. Receiving LEA shall provide Resident LEA with an estimate of the actual cost of services and programs for Designated Student(s) for the current contracted school year. The estimated cost shall be determined by multiplying the special education weighting (1.72, 2.21, or 3.74) times ACSD's per pupil cost (\$7413.00) times the number of students served by Receiving LEA for each weighted category. Cost will be prorated if service is for less than one full school year.
  - B. Tuition and/or transportation invoices shall be forwarded to the sending agency at the close of each semester. Resident LEA shall make final payment to Receiving LEA within 30 days of receipt of final invoice.
  - C. Receiving LEA shall provide Resident LEA with an itemized final statement of actual costs of service and itemized payments received toward that cost on or before July 15 of the current school year.
- Receiving LEA will document those services that are Medicaid eligible for Resident LEA, if Resident LEA makes a written request for such documentation.
8. The rights and responsibilities created in this agreement may not be assigned without express written consent and may not be entered by any third party beneficiary or any other person other than authorized agents for Resident LEA and Receiving LEA.
9. Either party may terminate this agreement with or without cause by providing ten (10) calendar days' written notice to the other party.

\_\_\_\_\_  
**Board President**  
**Resident Local Education Agency**

\_\_\_\_\_  
**Board President**  
**Ankeny Community School District**

\_\_\_\_\_  
**Reviewed by Director of Special Education**  
**Ankeny Community School District**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please sign and return one of the enclosed copies*



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Public Hearing - East and Northeast Elementary Schools Partial Re-Roofing Project

---

**ATTACHMENTS:**

File Name	Description	Type	Upload Date
No Attachments Available			



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

---

**Title:** Approve the plans, specs and form of contract for East and Northeast Elementary Schools Partial Re-Roofing Project

**Extended Information:** Superintendent's Recommendation: Approve the plans, specs, and form of contract for East and Northeast Elementary Schools Partial Re-Roofing Project as recommended.

---

#### ATTACHMENTS:

File Name	Description	Type	Upload Date
<a href="#">2217 TOTAL Ankeny CSD East Northeast ReRoofing Project - Final PDF Drawings 9-9-22.pdf</a>	East and Northeast Elementary Partial Re-Roofing Plans	Support Document	11/2/2022
<a href="#">East Northeast Roofing Specs.pdf</a>	East and Northeast Elementary Partial Re-Roofing Specs	Support Document	11/2/2022



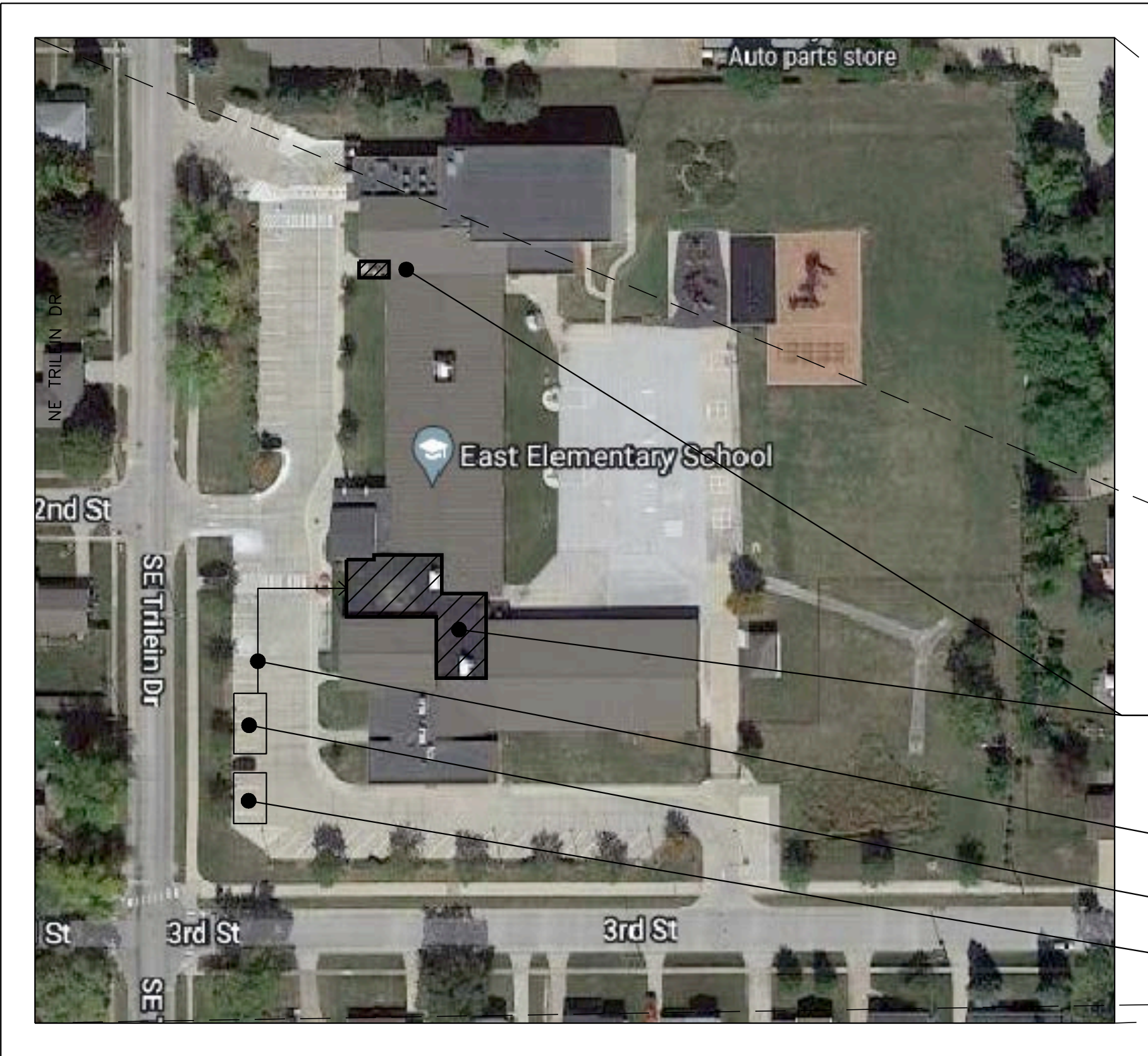
# ANKENY COMMUNITY SCHOOLS EAST ELEMENTARY SCHOOL & NORTHEAST ELEMENTARY SCHOOL RE-ROOFING PROJECT



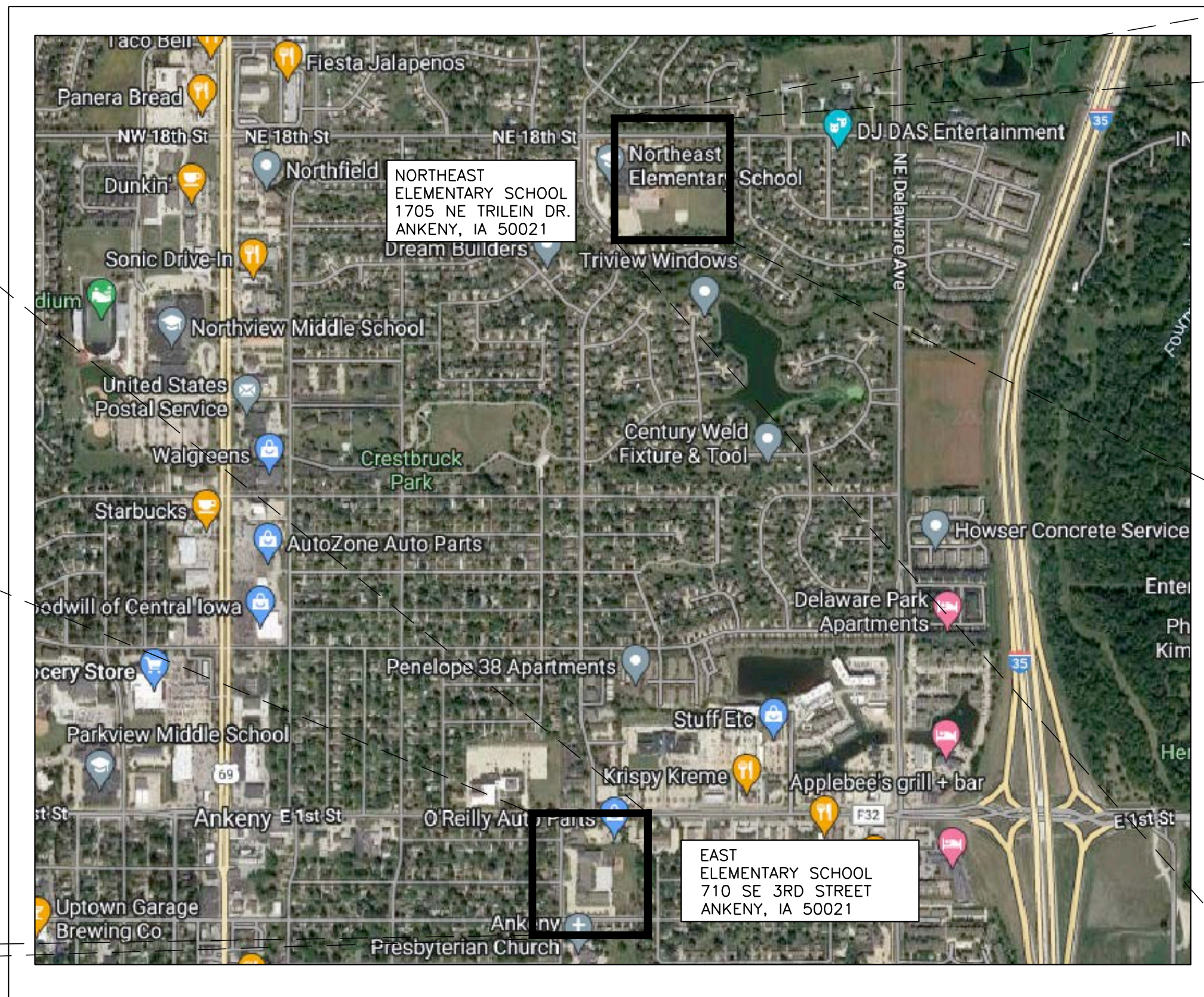
EAST ELEMENTARY SCHOOL - FRONT VIEW



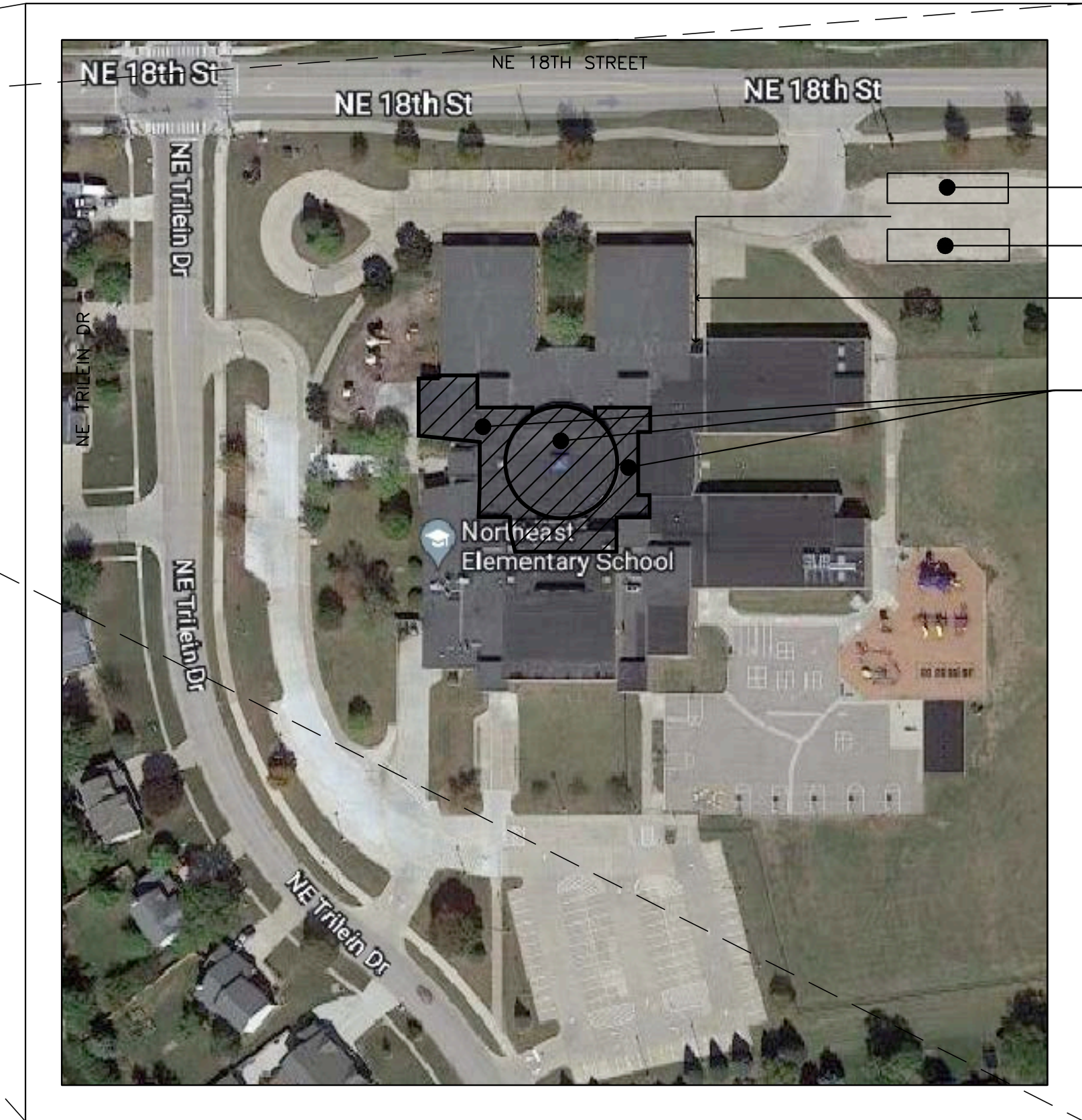
NORTHEAST ELEMENTARY SCHOOL - FRONT VIEW



EAST ELEMENTARY  
SCHOOL  
PROJECT AREA  
SITE ACCESS ROUTE  
CONTRACTOR PARKING AREA  
CONTRACTOR STAGING AREA



ARIEL VICINITY MAP  
NO SCALE  
NORTH



NORTHEAST  
ELEMENTARY SCHOOL  
PROJECT AREA  
CONTRACTOR PARKING AREA  
CONTRACTOR STAGING AREA  
SITE ACCESS ROUTE

NORTHEAST SITE MAP  
NO SCALE  
NORTH

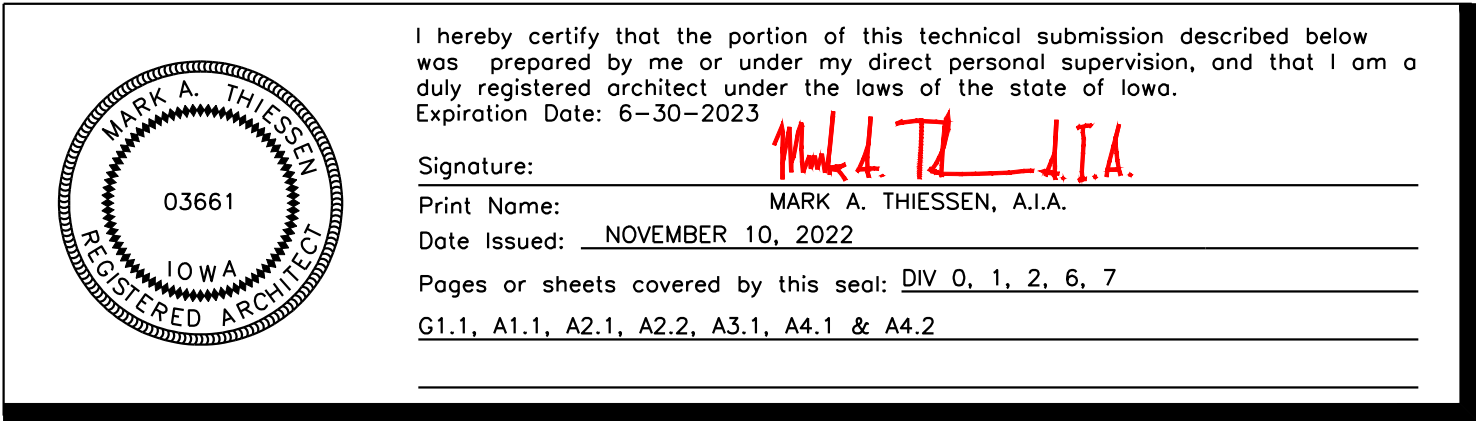
EAST SITE MAP  
NO SCALE  
NORTH

## CONTACT LIST

OWNER:  
ANKENY COMMUNITY SCHOOL DISTRICT  
306 SW SCHOOL STREET  
ANKENY, IOWA 50023

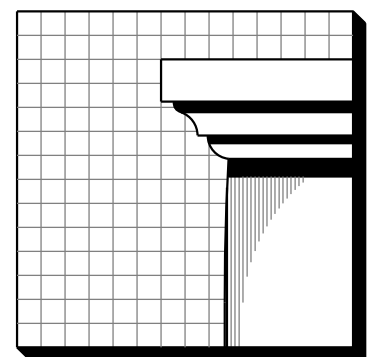
OWNER REPRESENTATIVE / CONTACT:  
ANKENY COMMUNITY SCHOOL  
FACILITY MANAGEMENT  
306 SW SCHOOL STREET  
ANKENY, IOWA 50316  
CELL: (515) 371-0603  
CONTACT: TIM SIMPKINS  
EMAIL: TIM.SIMPKINS@ANKENYSCHOOLS.ORG

ARCHITECT:  
ANGELO ARCHITECTURAL ASSOCIATES, LLC  
12314 RIDGEVIEW DRIVE  
URBANDALE, IOWA 50323  
PHONE: (515) 250-6950  
CONTACT: MARK A. THIESSEN - ARCHITECT  
EMAIL: mthiessen1@mchsi.com



## INDEX TO DRAWINGS

- |      |  |
|------|--|
| G1.1 | COVER SHEET                                    |
| A1.1 | EAST ELEMENTARY SCHOOL - ROOF PLAN             |
| A2.1 | EAST ELEMENTARY SCHOOL - ROOF DETAILS KEYNOTES |
| A2.2 | EAST ELEMENTARY SCHOOL - ROOF DETAILS          |
| A3.1 | NORTHEAST ELEMENTARY SCHOOL - ROOF PLAN        |
| A4.1 | NORTHEAST ELEMENTARY SCHOOL - ROOF DETAILS     |
| A4.2 | NORTHEAST ELEMENTARY SCHOOL - ROOF DETAILS     |



**ANGELO**  
ARCHITECTURAL  
ASSOCIATES, LLC  
12314 RIDGEVIEW DRIVE  
URBANDALE, IA 50323  
PH: (515) 250-6950  
mthiessen1@mchsi.com

OWNER:



PROJECT:  
ANKENY COMMUNITY  
SCHOOL DISTRICT -  
EAST & NORTHEAST  
ELEMENTARY SCHOOL  
RE-ROOFING PROJECT

PROJECT LOCATIONS:  
EAST ELEMENTARY  
710 3RD SE STREET  
ANKENY, IA 50021

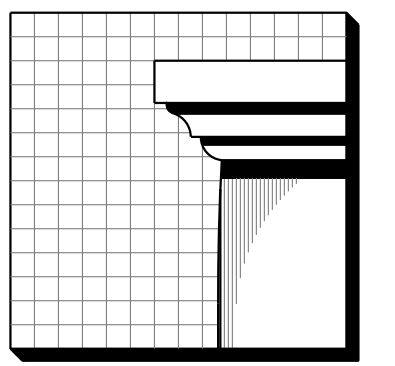
&  
NORTHEAST  
ELEMENTARY SCHOOL  
1705 NE TRILEIN DRIVE  
ANKENY, IA 50021

COVER SHEET

JOB NO. 2217

NOVEMBER 10, 2022

G1.1



# ANGELO ARCHITECTURAL ASSOCIATES, LLC

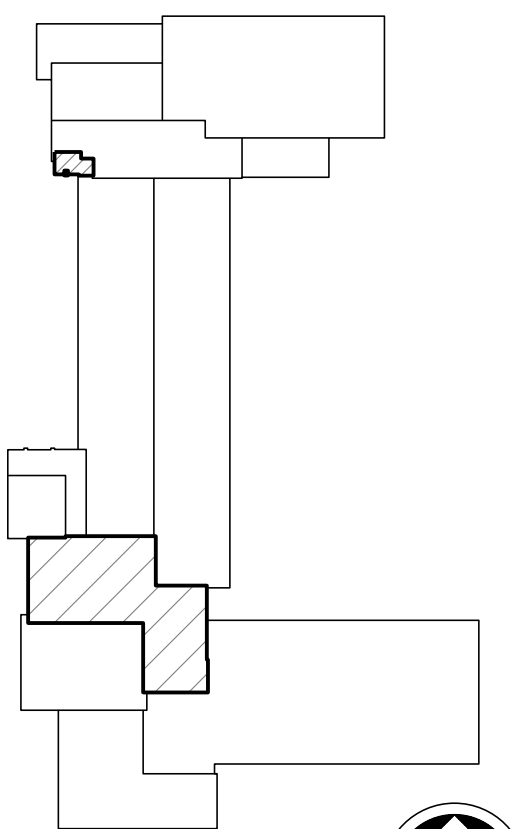
12314 RIDGEVIEW DRIVE  
URBANDALE, IA 50323  
PH: (515) 250-6950  
mthiessena1@mchsi.com

OWNER:



## PROJECT: ANKENY COMMUNITY SCHOOL DISTRICT - EAST & NORTHEAST ELEMENTARY SCHOOL RE-ROOFING PROJECT

PROJECT LOCATIONS:  
EAST ELEMENTARY  
710 3RD SE STREET  
ANKENY, IA 50021  
&  
NORTHEAST  
ELEMENTARY SCHOOL  
1705 NE TRILEIN  
DRIVE  
ANKENY, IA 50021



KEY PLAN

## EAST ELEMENTARY ROOF PLAN

JOB NO. 2217  
NOVEMBER 10, 2022

# A1.1

### ROOF SYSTEM NOTES:

- (X) EXISTING ROOF ASSEMBLY: THE EXISTING ORIGINAL ROOF IS A FULLY ADHERED EPDM MEMBRANE ON 3/4" T. FIBERBOARD, OVER MULTIPLE LAYERS RIGID INSULATION ON 5/8" GYPSUM THERMAL BARRIER ON STRUCTURAL STEEL DECK. REMOVE EXIST. WET 3/4" FIBERBOARD 3" TO 6" RIGID INSULATION & GYPSUM THERMAL BARRIER ONLY WHERE DETERMINED TO BE WET AND REPLACE WITH NEW 5/8" THICK GYPSUM THERMAL BARRIER & LOOSE Laid POLYISOCYANURATE FLUSH WITH EXISTING FIBER BOARD. ROOFING CONTRACTOR SHALL IDENTIFY AREAS OF WET FIBERBOARD, INSULATION & GYPSUM THERMAL BARRIER DURING MEMBRANE REMOVAL. CONTACT OWNER AND ARCHITECT FOR APPROVAL. ALLOW FOR 1000 SF OF INSULATION AND THERMAL BARRIER REMOVAL AND PROVIDE UNIT COST FOR ADDITIONAL WORK. SEE SPECIFICATIONS FOR ADD OR DEDUCT UNIT PRICING.
- (A) TYPICAL NEW ROOF INSTALLATION WITH INTERIOR ACCOUSTICAL CEILINGS BELOW: REMOVE EXIST. FULLY ADHERED EPDM MEMBRANE ROOF AND PREFINISHED METAL ROOF FLASHING AS SHOWN ON DRWS. & ALL FASTENERS. REMOVE AND REPLACE EXIST. WET ROOF SYSTEM AS INDICATED IN EXISTING ROOF ASSEMBLY NOTE ABOVE. INSTALL NEW FULLY ADHERED 60 MIL EPDM MEMBRANE ROOF OVER NEW 1/2" HIGH DENSITY(120 PS) POLYISOCYANURATE PROTECTION BOARD ADHERED TO NEW 1" THICK BLACK PAPER FACED POLYISOCYANURATE INSULATION BOARD AND MECHANICALLY SCREW FASTEN TO EXISTING SUBSTRATE CONSISTING OF 3/4" THICK FIBER BOARD, 3" TO 6" THICK RIGID INSULATION BOARD ON 5/8" GYPSUM THERMAL BARRIER ON 1 1/2" THICK CORRUGATED FLAT STRUCTURAL STEEL DECK. SCREWS SHALL NOT PENETRATE TOP FLUTE OF METAL DECK MORE THAN 1" TO PREVENT DAMAGE TO ELEC. CONDUIT BELOW. VERIFY LOCATION OF ELECTRICAL CONDUIT AND METAL DECK FLUTES BELOW PRIOR TO INSTALLATION. DAMAGE TO ELECTRICAL CONDUIT OR EQUIPMENT BELOW STRUCTURAL METAL DECK SHALL BE REPAIRED AT NO COST TO THE OWNER.
- (B) TYP. ENTRY NEW ROOF INSTALLATION: REMOVE EXISTING EPDM ROOF MEMBRANE & ANY WET INSULATION. EXIST. METAL ROOF EDGE FLASHING TO REMAIN. SCREW FASTEN 1/2" THICK, HIGH DENSITY POLYISOCYANURATE BOARD THRU EXIST. ROOF INSULATION INTO STEEL ROOF DECKING. ADHERE NEW FULLY ADHERED 60 MIL TPO MEMBRANE ROOF OVER NEW 1/2" HIGH DENSITY (120 PS) POLYISOCYANURATE PROTECTION BOARD. (NO NEW ROOF INSULATION BOARD SINCE CLERESTORY WINDOWS ARE ONLY 3 1/2" ABOVE ROOF.)

### GENERAL NOTES:

- PROTECT ALL EXISTING BUILDING FACADES, ROOFING, FLASHING, DOORS AND WINDOWS ADJACENT TO WORK AREA FROM DAMAGE. DAMAGE TO EXISTING BUILDING WILL BE REPAIRED TO ORIGINAL CONDITION OR BETTER AT NO COST TO THE OWNER.
- REMOVE ALL ADHESIVE, SEALANT OR TAR FROM SURFACES OF NEW OR EXISTING MATERIALS. TOUCH-UP ALL METAL FLASHING SCRAPES WITH TOUCH-UP PAINT AND REMOVE ALL FASTENERS FROM THE ROOF. REMOVE ALL TRASH FROM THE ROOF AND SWEEP CLEAN NEW MEMBRANE. REMOVE ALL DIRT, FOOTPRINTS, SEALANT AND ADHESIVES FROM NEW MEMBRANE ROOF AND NEW METAL FLASHING PRIOR TO SCHEDULING PUNCH-LIST INSPECTION.
- CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS PRIOR TO BIDDING. DIMENSIONS SHOWN ON PLAN INDICATE APPROXIMATE ROOF SIZES

### TYPICAL ROOF CONSTRUCTION NOTES:

- (1A) EXIST. PRE-FINISHED METAL FASCIA / GRAVEL STOP FLASHING TO REMAIN. PROTECT FROM DAMAGE. INSTALL NEW FASCIA / GRAVEL STOP FLASHING & NEW 5 3/4" WIDE EPDM SEAM TAPE FLASHING TO NEW 60 MIL EPDM MEMBRANE FLASHING PER DETAILS: 1/A2.2
- (1B) REMOVE EXIST. PRE-FINISHED METAL PARAPET CAP FLASHING. & EPDM MEMBRANE FLASHING. THEN INSTALL NEW 1/2" O.S.B. WOOD SHITC TO INSIDE FACE & TOP OF PARAPET WALL. THEN INSTALL NEW EPDM REINF. STRIP. RUN @ INSIDE ROOF CORNER & EXTEND NEW FIELD MEMBRANE UP & OVER THE EDGE OF THE PARAPET A MIN 2". LAPPING STANDING EAM COUNTER FLASHING & INSTALL NEW PARAPET CAP FLASHING PER DETAILS: 2/3/A2.2 COLOR: BUTLER MEDIUM BRONZE
- (2) REMOVE EXIST. PRE-FINISHED METAL COUNTER FLASHING & ROOF MEMBRANE FLASHING. THEN INSTALL NEW EPDM REINF. STRIP. RUN @ INSIDE ROOF CORNER & EXTEND NEW FIELD MEMBRANE UP EXIST. MASONRY WALL MIN. 12" AND THEN INSTALL NEW ALUM. TERM. BAR, SEALANT & NEW PRE-FINISHED 24 GA. COUNTER FLASHING & CONT. MATCH BUTLER MEDIUM BRONZE) & SEAL TO EDGE OF COUNTER FLASHING. SEE DETAIL: 4/A2.2
- (3) EXIST. 1'-4" W. METAL RIDGE FLASHING TO REMAIN. PROTECT FROM DAMAGE. PREP & CLEAN EACH JOINT, APPROX. 10'-0" O.C. U.N.O. ON EXIST METAL RIDGE FLASHING TO ADHERE NEW 5 1/2" W. EPDM SEEM TAPE TO CENTER OF EACH JOINT SO EACH JOINT IS SEALED WATER TIGHT. THEN INSTALL NEW PREFINISHED 24 GA. 7" WIDE COLOR BUTLER MEDIUM BRONZE SEAM FLASHING WITH HUGGED / CRIMMED EDGES
- (4) REMOVE EXIST. WET ROOF SYSTEM COMPRISED OF, 3/4" T. FIBER COVER BOARD WET ±3 TO 6" THICK RIGID ROOF INSULATION & 5/8" T. GYP. BD. THERMAL BARRIER WHEN ROOF MEMBRANE IS REMOVED DURING RE-ROOFING OPERATION. INSTALL NEW 5/8" TYPE 'X' GYP. BD. THERMAL BARRIER, 3" TO 6" +/- THICK POLYISOCYANURATE TAPERED INSULATION IN MULTIPLE LAYERS TO MATCH TOP OF WOOD FIBERBOARD ELEVATION & SLOPE. REFER TO DETAIL: 2/A2.2. THEN INSTALL NEW ROOF SYSTEM PER KEYNOTE 'A' OVER NEW INSULATION.
- (5A) CUT EXIST. ROOF CURB DOWN TO 2" ABOVE NEW ROOF & INSTALL NEW OVERFLOW SCUPPER, COLLECTOR HEAD, & DOWNSPOUT.
- (5B) EXIST. SCUPPER MEMBRANE FLASHING, PREFINISHED METAL FLASHING AND COLLECTOR HEAD TO REMAIN. PROTECT FROM DAMAGE. COLOR: METALIC SILVER FOR ANY NEW FLASHING ROOF EDGE FLASHING. AS REQ'D FOR ROOF TYPE 'B'
- (6A) REMOVE EXIST. 2'-6" L. X 2'-6" W. X 3/4" T. GROUND RUBBER WALK-WAY PADS & DISPOSE OF OFF-SITE & INSTALL NEW EPDM 2'-6" WIDE X 2'-6" PADS FULLY ADHERED ON ALL EDGES TO FULLY ADHERED EPDM ROOF MEMBRANE IN THE SAME LOCATION AS THE EXIST. WALKWAY PADS.
- (6B) PROVIDE 2'-6" SQUARE EPDM WALK PADS AROUND (2) LARGE MECHANICAL ROOF TOP UNITS, SEE PLAN FOR LOCATION AND EXTENT OF WORK
- (7) LARGE EXIST. ROOF TOP UNIT TO REMAIN. EXIST. EPDM ROOF MEMBRANE TO REMAIN TO 1'-0" OUT FROM MECH. CURB TO MAINTAIN EXIST. WATER TIGHT SEAL. INSTALL NEW REINF. STRIP & 60 MIL EPDM MEMBRANE. PER DETAIL: 3/A2.2
- (8) EXIST. ROOF DRAIN TO REMAIN. TERMINATE PER DETAIL: 9/A2.2 AND INSTALL NEW CAST IRON GRATE WITH (2) COATS PAINT AS SPECIFIED. COLOR 1B0
- (9A) EXIST. STEEL PIPE PLUMBING VENT (NO-RAISE) THROUGH ROOF TO REMAIN. REMOVE EXIST. EPDM BOOT FLASHING, CLEAN AND PREP VENT PIPE & INSTALL NEW EPDM BOOT FLASHING PER DETAIL: 6/A2.2 AND ROOF MEMBRANE MANUFACTURERS INSTALLATION INSTRUCTIONS
- (9B) EXIST. STEEL PIPE PLUMBING VENT (RAISE) THROUGH ROOF TO REMAIN. REMOVE EXIST. EPDM BOOT FLASHING, CLEAN AND PREP VENT PIPE & INSTALL NEW PVC VENT PIPE EXTENSION TO 16" MIN ABOVE NEW ROOF ELEVATION. INSTALL NEW EPDM BOOT FLASHING PER DETAIL: 7/A2.2 SIM. AND ROOF MEMBRANE MANUFACTURERS INSTALLATION INSTRUCTIONS
- (9C) REMOVE EXIST. CAPPED STEEL PIPE TO 12" BELOW EXIST. ROOF. FILL REMAINING PIPE WITH INSULATION & INSTALL NEW RIGID INSULATION OVER PIPE. THEN INSTALL NEW ROOF SYSTEM PER NOTE 'A'.
- (9D) REMOVE EXIST. ABANDONED CAPPED 3/4" DIA. GAS LINE TO 2" BELOW EXIST. ROOF & CAP GAS LINE, THEN INSTALL NEW RIGID INSULATION OVER CAPPED GAS PIPE. THEN INSTALL NEW ROOF SYSTEM PER NOTE 'A'.
- (10) EXIST 1 1/2" DIA. CONDUIT & LOOSE WIRE TO REMAIN. PROTECT FROM DAMAGE.
- (11) REMOVE EXIST. EPDM PIPE FLASHING & INSTALL NEW EPDM PIPE FLASHING AROUND EXIST. 1" DIA. STEEL PIPE CONDUIT.
- (12) EXIST. PRE-FINISHED METAL DOWNSPOUT TO REMAIN. PROTECT FROM DAMAGE.

### ROOF CONSTRUCTION KEY:

- THIS HATCH INDICATES EXISTING STANDING SEAM METAL ROOF AREAS TO REMAIN. NO WORK UNLESS INDICATED OTHERWISE. PROTECT THESE AREAS FROM DAMAGE DURING CONSTRUCTION. DAMAGE TO ROOFING, FLASHING ETC. SHALL BE REPAIRED AT NO COST TO THE OWNER. WHERE NEW ROOF MEMBRANE OR FLASHING MEETS EXISTING CONTRACTOR SHALL INSTALL WATER TIGHT
- HEAVIER LINES INDICATE ROOF AREAS TO BE RE-ROOFED AS OUTLINED IN DRAWINGS AND SPECIFICATIONS
- THIS HATCH INDICATES EXISTING ROOF AREAS TO REMAIN. NO WORK INDICATED. PROTECT THESE AREAS FROM DAMAGE DURING CONSTRUCTION. DAMAGE TO ROOFING, FLASHING ETC. SHALL BE REPAIRED AT NO COST TO THE OWNER. WHERE NEW ROOF MEMBRANE OR FLASHING MEETS EXISTING CONTRACTOR SHALL INSTALL WATER TIGHT

### EXISTING ROOF CORE KEYNOTES:

- RC#1 ROOF CORE #1: TOTAL THICKNESS: 3 3/4" +/- 60 MIL EPDM ROOF MEMBRANE OVER (1) LAYER OF 1" WOOD FIBER BOARD, OVER 2 3/4" POLYISOCYANURATE INSULATION BOARD, OVER ASPHALT VAPOR BARRIER ON 1 1/2" THICK STEEL ROOF DECK. ROOF SYSTEM DRY IN ROOF CORE #1
- RC#2 ROOF CORE #2: TOTAL THICKNESS: 3" +/- 60 MIL EPDM ROOF MEMBRANE OVER (1) LAYER OF 1" WOOD FIBER BOARD, OVER 2" POLYISOCYANURATE INSULATION BOARD, OVER ASPHALT VAPOR BARRIER ON 1 1/2" THICK STEEL ROOF DECK. ROOF SYSTEM WET IN ROOF CORE #2
- RC#3 ROOF CORE #3: TOTAL THICKNESS: 5" +/- 60 MIL EPDM ROOF MEMBRANE OVER (1) LAYER OF 1" WOOD FIBER BOARD, OVER 4" POLYISOCYANURATE INSULATION BOARD, OVER ASPHALT VAPOR BARRIER ON 1 1/2" THICK STEEL ROOF DECK. ROOF SYSTEM DRY IN ROOF CORE #3

### APPROX. ROOF AREAS:

ROOF B: 4,955 SQFT  
ROOF F: 195 SQFT  
TOTAL: 5,150 SQFT  
WET AREA: 1,200 SQFT  
(ALL AREAS ARE APPROXIMATES CONTR. TO VERIFY PRIOR TO BIDDING)

### 3 NORTH ENLARGED ROOF PLAN SCALE: 1/8" = 1'-0"

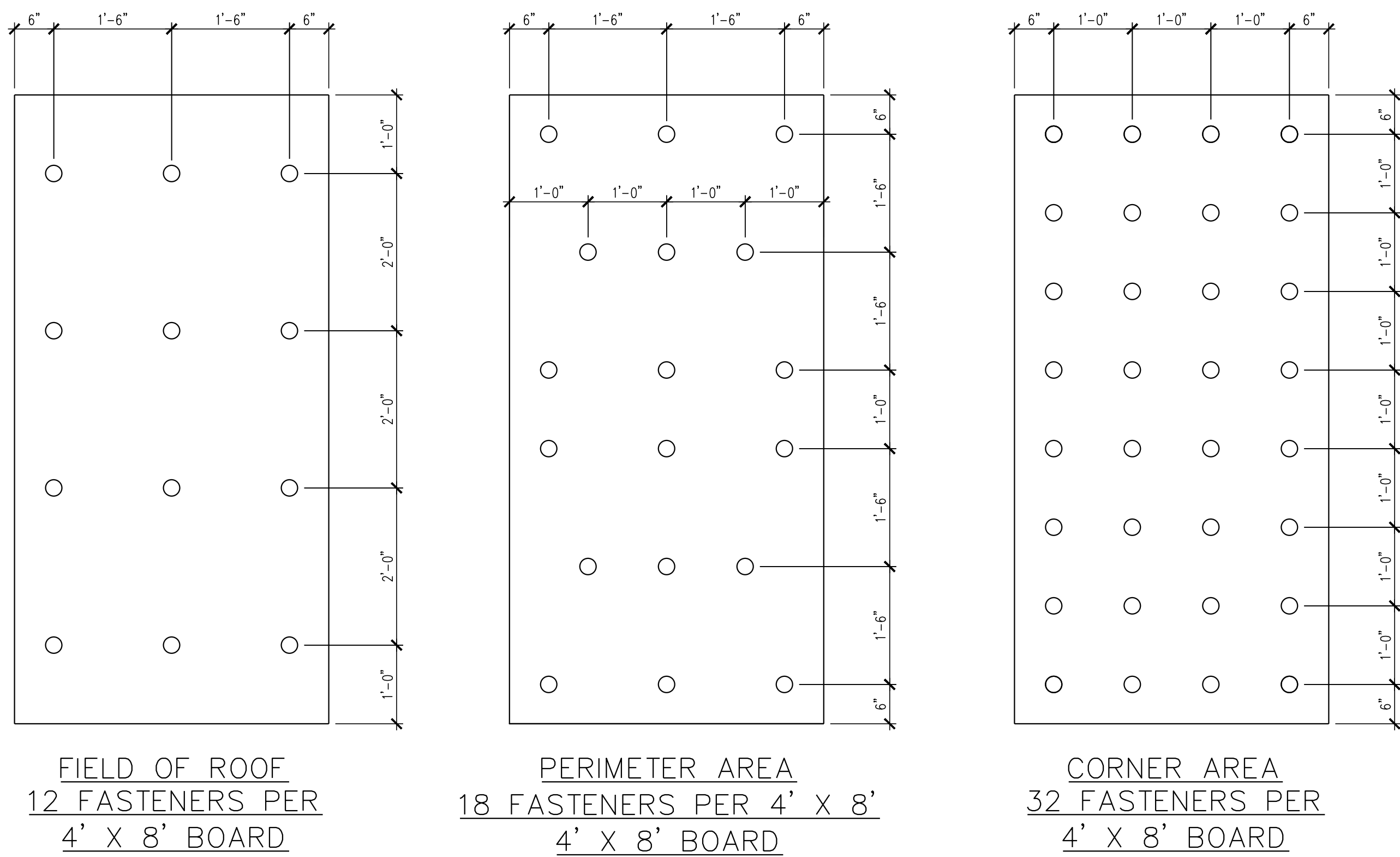


### 2 SOUTH ENLARGED ROOF PLAN SCALE: 1/8" = 1'-0"



### 1 OVERALL ROOF PLAN SCALE: 1/16" = 1'-0"



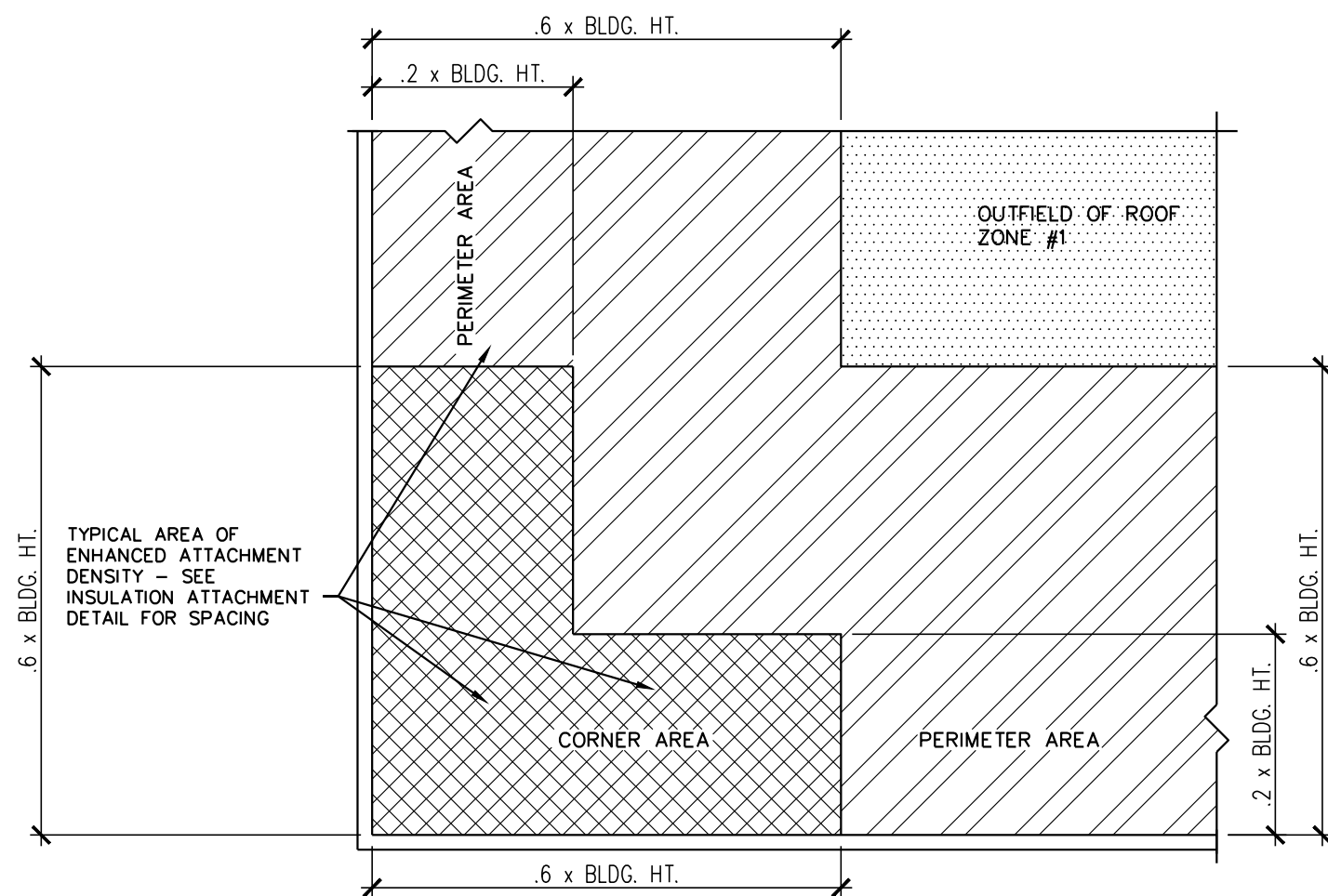


- NOTES:
1. SCREWS AND PLATES TO BE PLUMB AND SEATED PROPERLY WITHOUT BREAKING FACERS.
  2. FASTENERS SHALL PENETRATE EXIST. CONCRETE DECK AS REQ'D. TO PROVIDE SECURELY FASTENED INSULATION PER ROOF MANUFACTURER'S REQUIREMENTS SO AS TO PROVIDE SPECIFIED ROOF WARRANTY PROJECT SPECIFICATION.

COVER BOARD & INSULATION FASTENER ATTACHMENT PATTERNS

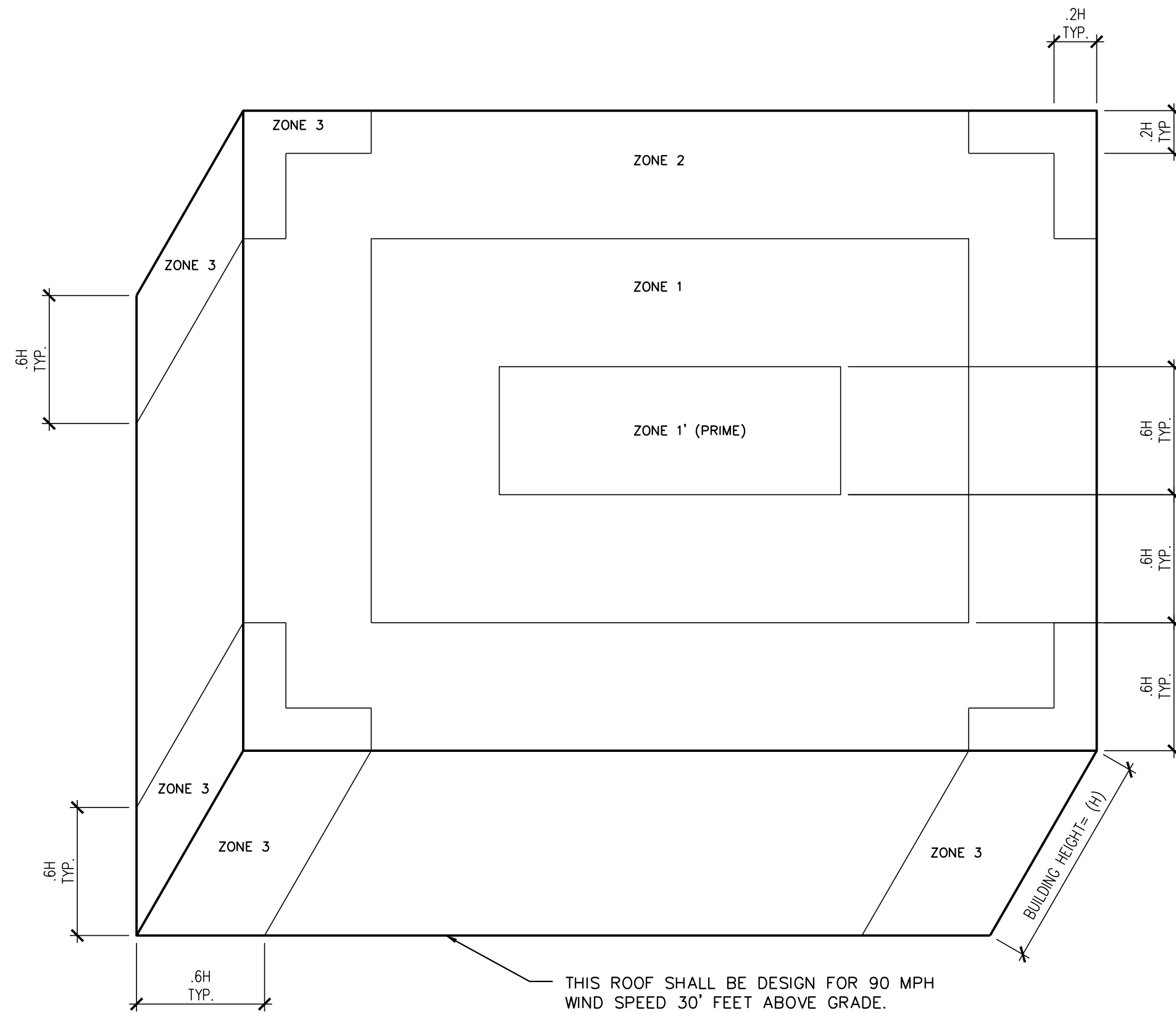
### 3 COVER BOARD & INSULATION FASTENER DETAIL

SCALE: NOT TO SCALE



### 2 COVER BOARD & INSULATION FASTENER PLAN

SCALE: NONE



### 1 MIN. WINDLOAD MODEL AS REQ'D BY I.B.C.

SCALE: NONE

THIS DETAIL REPRESENTS THE (4) DIFFERENT WIND UP LIFT ZONES ON THIS ROOF.

### FULLY ADHERED EPDM ROOF SYSTEM DETAIL

#### KEYNOTES:

- (N1) INSTALL NEW 60 MIL. E.P.D.M. MEMBRANE ROOF FULLY ADHERED TO HIGH DENSITY POLYSOCYANURATE PROTECTION BOARD PER ROOF MANUFACTURER'S REQUIREMENTS. MEET A U.L. WIND UPLIFT OF 90 MPH.
- (N11) NEW 60 MIL EPDM MEMBRANE FLASHING ADHERED TO THE EXIST. SUBSTRATE.
- (N12) SCREW FASTEN NEW EPDM REINFORCING STRIP W/ ADHESIVE INTO EXIST. PARAPET WALL AS REQ'D. BY ROOF MANUFACTURER.
- (N2) NEW 1/2" T. X 4'-0" X 8'-0" SHEETS OF HIGH DENSITY (120 PSF) POLYSOCYANURATE PROTECTION BOARD ADHERED TO NEW INSULATION WITH LOW RISE FOAM ADHESIVE PER MANUFACTURER'S REQUIREMENTS. MEET A U.L. WIND UPLIFT OF 90 MPH.
- (N3) INSTALL NEW 1" T. FELT FACE POLYSOCYANURATE, & SCREW FASTEN SECURELY TO EXIST. METAL DECK W/ 3" MIN. DIA. WASHERS PER ROOF MANUFACTURER'S REQUIREMENTS THRU EXIST. INSULATION & THERMAL BARRIER INTO EXIST. STEEL ROOF DECK. MEET A U.L. WIND UPLIFT OF 90 MPH.
- (N13) WHERE EXIST. WET INSULATION & ROOF SYSTEM WERE REMOVED AS NOTED ON ROOF PLAN, SHEET A1.1, REPLACE W/ NEW LOOSE LAID, 5/8" T. GYPSUM BOARD THERMAL BARRIER PER SPEC & TAPERED POLYISO INSULATION BOARD FLUSH W/ TOP OF EXIST. WOOD FIBER BOARD TO MATCH SURROUNDING SLOPE OF ROOF & SCREW FASTEN NEW THERMAL BARRIER & ROOF INSULATION TO METAL DECK AS REQ'D. IN SPEC. THEN INSTALL THE NEW ROOF SYSTEM.
- (N4) INSTALL NEW PEEL & STICK SEAM TAPE PER ROOF MANUFACTURER'S REQUIREMENTS FOR 20 YEAR WARRANTY W/ ROOFING SEALANT CONT. ON BOTH EDGES. ARCHITECT WILL MAKE CONTR. INSTALL THIS SEALANT.
- (N5) **CONTRACTORS PAY ATTENTION: THIS IS REQ'D. BY ARCHITECT:**  
LAP SEAL ON EDGE OF SEAM TAPE. PROVIDE & INSTALL CONT. BEAD OF ROOFING LAP SEALANT (COLOR BLACK) REQUIRED BY ARCHITECT EVEN IF NOT REQUIRED BY ROOF MANUFACTURER'S WARRANTY ON BOTH SIDES OF SEAM TAPE EDGES.
- (N6) NEW 1/2" T. O.S.B. WOOD SHEATHING SECURELY ATTACHED W/ NON-CORROSIVE 1 1/2" LONG WOOD DECKING SCREWS @ MAX. 12" O.C. EACH WAY & EACH EDGE.
- (N7) NEW CONTINUOUS 20 GA MIN. GALVANIZED STEEL FLASHING CLIP EXTEND OVER TOP OF WALL/PARAPET MIN. 2 1/2" SECURELY ANCHORED TO WOOD BLOCKING AT 6" O.C. MAX WITH 1 1/4" NON CORROSIVE GALV. ROOFING NAILS AS SHOWN IN DETAIL.
- (N8) NEW 24 GA. PREFINISHED (COLOR: BUTLER MEDIUM BRONZE TO MATCH EXIST. COLOR FLASHING COLOR) METAL FASCIA / GRAVEL STOP ROOF EDGE FLASHING W/ HEMMED BOTTOM EDGE. HOOKED ON BOTTOM EDGE TO FLASHING CLIP & NAILED TO WOOD BLKG. @ 6" O.C. MAX. W/ 1 1/2" GALV. ROOFING NAILS. PROVIDE 4" WIDE SEAM COVERS WITH SAME PROFILE W/ HUGGED EDGES EACH SIDE OF SEAM COVER SET IN SEALANT.
- (N81) NEW 24 GA. PREFINISHED (COLOR: BUTLER MEDIUM BRONZE TO MATCH EXIST. COLOR FLASHING COLOR) METAL PARAPET FLASHING W/ HEMMED BOTTOM EDGES. HOOKED OUTSIDE BOTTOM EDGE TO FLASHING CLIP & SCREW FASTEN TO BACK SIDE OF PARAPET WALL W/ COLOR MATCHED GASKETED S.S. CREW FASTENERS @ 24" O.C. MAX. PROVIDE 4" WIDE SEAM COVERS WITH SAME PROFILE W/ HUGGED EDGES EACH SIDE OF SEAM COVER SET IN SEALANT.
- (N82) NEW 24 GA. PREFINISHED METAL COUNTER FLASHING WITH 30 DEG. OUTBEND AND INSTALL CONTINUOUS BEAD OF TOOLED COLOR MATCH SEALANT WHERE NEW FLASHING MEETS EXIST. BRICK VENEER. INSTALL NEW COUNTER FLASHING OVER EXIST. ROOF MEMBRANE. TERMINATION AND FLASHING, ATTACH TO EXIST. BRICK VENEER WITH GASKETED TAPCON SCREW FASTENERS AT 24" O.C. MAX.
- (N9) NEW CONTINUOUS METAL ROOF TERMINATION BAR WITH FASTENERS DRILLED AND SCREWED AT 6" O.C. HAMMERED WEDGE ANCHORS NOT ALLOWED.
- (N10) INSTALL NEW MASTIC BLACK SEALANT AT EXPOSED E.P.D.M. FLASHING SEAMS JUST ABOVE TERMINATION BAR.
- (N11) INSTALL NEW CONT. BEAD OF POLYURETHANE SEALANT (COLOR BRONZE) @ TOP OF NEW PRE-FINISHED METAL COUNTER FLASHING, W/ POSITIVE DRAINAGE.
- (N111) INSTALL NEW CONT. BEAD OF POLYURETHANE SEALANT (COLOR SILVER) BTWN. NEW & EXIST. FLASHING.

### TYPICAL ROOF

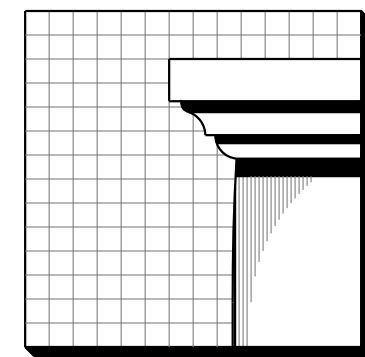
#### DEMOLITION KEYNOTES:

- (D1) REMOVE EXIST. 60 MIL EPDM ROOF MEMBRANE & MEMBRANE FLASHING PRIOR TO INSTALLING NEW ROOF SYSTEM. CHECK FIBER BOARD & INSULATION FOR WETNESS.
- (D2) REMOVE EXIST. METAL PARAPET FLASHING & FLASHING CLIP & ALL FASTENERS.
- (D3) REMOVE EXIST. METAL COUNTER FLASHING, SEALANT & ALL SCREW FASTENERS.
- (D4) CUT OUT & REMOVE ALL WET INSULATION & ROOF SYSTEM AS NOTED ON ROOF PLAN, SHEET A1.1. FOR ALL WET AREAS OF ROOF SYSTEM, REPLACE WITH NEW LOOSE LAID, 1/2" T. GYPSUM BOARD THERMAL BARRIER PER SPEC & TAPERED POLYISO INSULATION BOARD FLUSH WITH TOP OF EXIST. WOOD FIBER BOARD TO MATCH SURROUNDING SLOPE OF ROOF.

### TYPICAL EXISTING CONSTRUCTION

#### KEYNOTES:

- (E1) EXISTING 1" THICK WOOD FIBER COVER BOARD TO REMAIN, IF SYSTEM IS DRY. REMOVE IF WET, SEE KEYNOTE 'D4'.
- (E2) EXISTING MULTIPLE LAYERS OF FLAT & TAPERED ROOF INSULATION TO REMAIN, IF ROOF SYSTEM IS DRY. VARIES FROM 4" TO 3" +/- THICK.
- (E3) KEYNOTE NOT USED
- (E4) EXISTING 1 1/2" T. 22GA. STEEL ROOF DECK TO REMAIN.
- (E5) EXISTING STEEL BAR JOIST ROOF FRAMING OR STEEL BEARING ANGLE TO REMAIN.
- (E6) EXISTING 2X WOOD ROOF EDGE OR EXPANSION JT. BLKG. TO REMAIN.
- (E7) EXIST. METAL STUD WALL FRAMING W/ BRICK VENEER TO REMAIN PROTECT BRICK VENEER FROM DAMAGE. IF DAMAGED CONTR. SHALL REPLACE AT NO ADDITIONAL COST TO OWNER.
- (E8) EXIST. MASONRY WALL WITH BRICK VENEER TO REMAIN.
- (E9) EXIST. METAL ROOF EDGE FASCIA / GRAVEL STOP FLASHING TO REMAIN, COLOR: (BUTLER MEDIUM BRONZE).
- (E10) EXIST. PRE-FINISHED (BUTLER MEDIUM BRONZE) STANDING SEAM METAL ROOF & COUNTER FLASHING TO REMAIN. PROTECT FROM DAMAGE.



# ANGELO

## ARCHITECTURAL ASSOCIATES, LLC

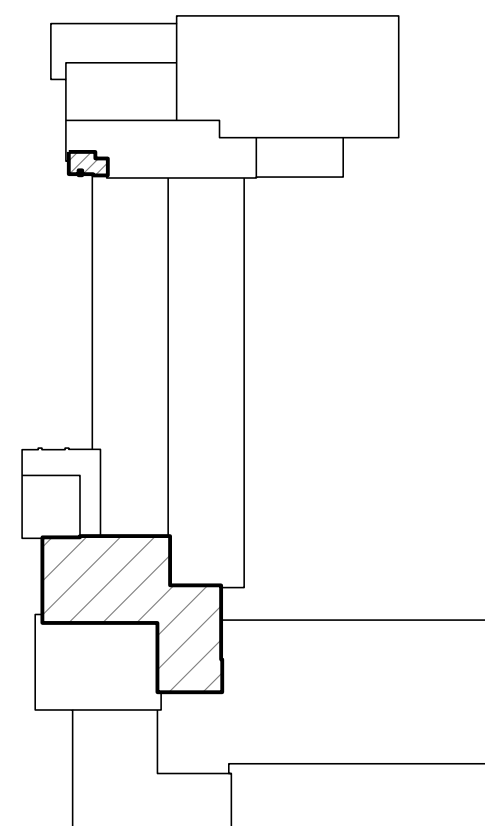
12314 RIDGEVIEW DRIVE  
URBANDALE, IA 50323  
PH: (515) 250-6950  
mthiessena1@mchsi.com

OWNER:



## PROJECT: ANKENY COMMUNITY SCHOOL DISTRICT - EAST & NORTHEAST ELEMENTARY SCHOOL RE-ROOFING PROJECT

PROJECT LOCATIONS:  
EAST ELEMENTARY  
710 3RD SE STREET  
ANKENY, IA 50021  
&  
NORTHEAST  
ELEMENTARY SCHOOL  
1705 NE TRILEIN  
DRIVE  
ANKENY, IA 50021



### KEY PLAN

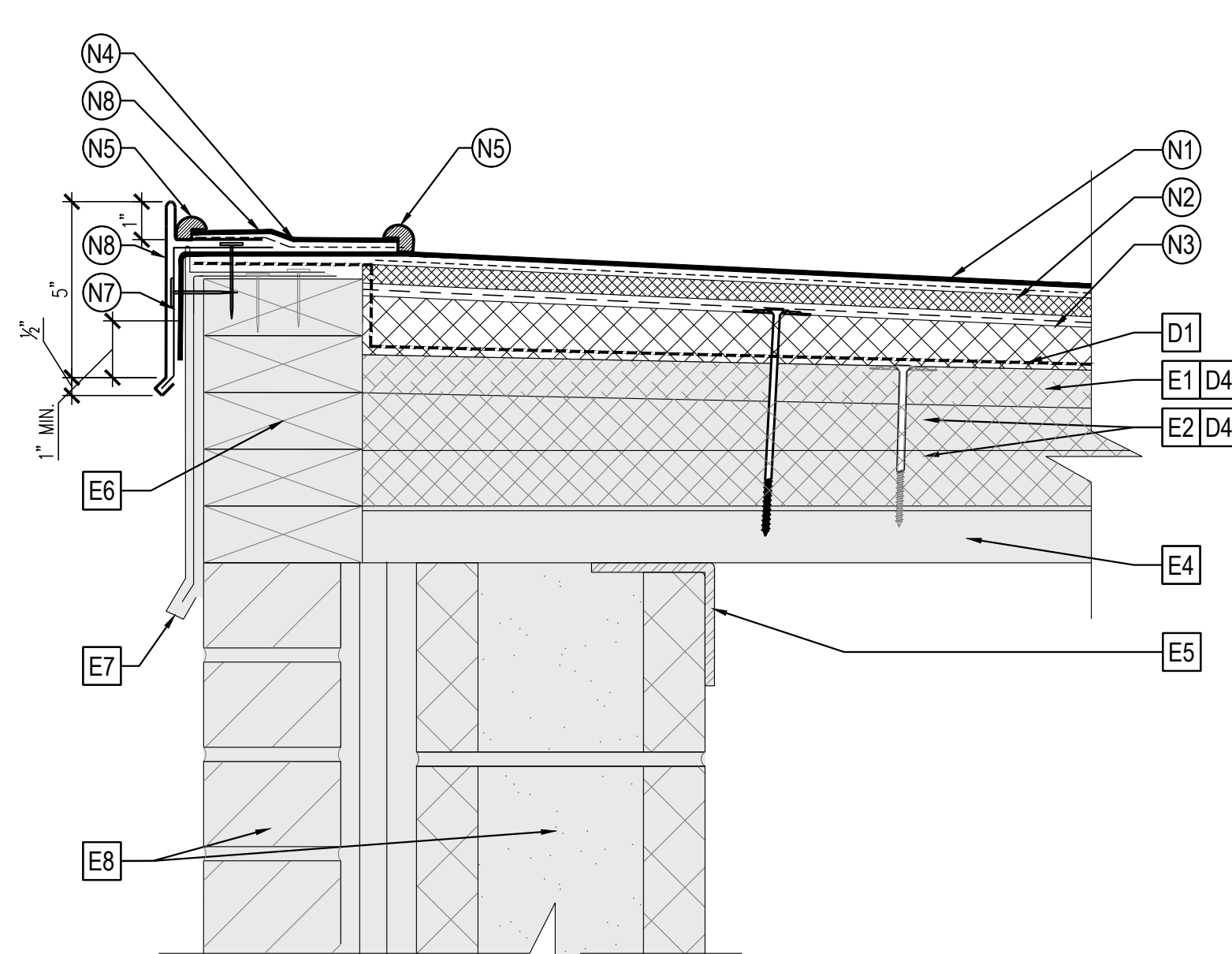


## EAST ELEMENTARY ROOF DETAIL KEYNOTES

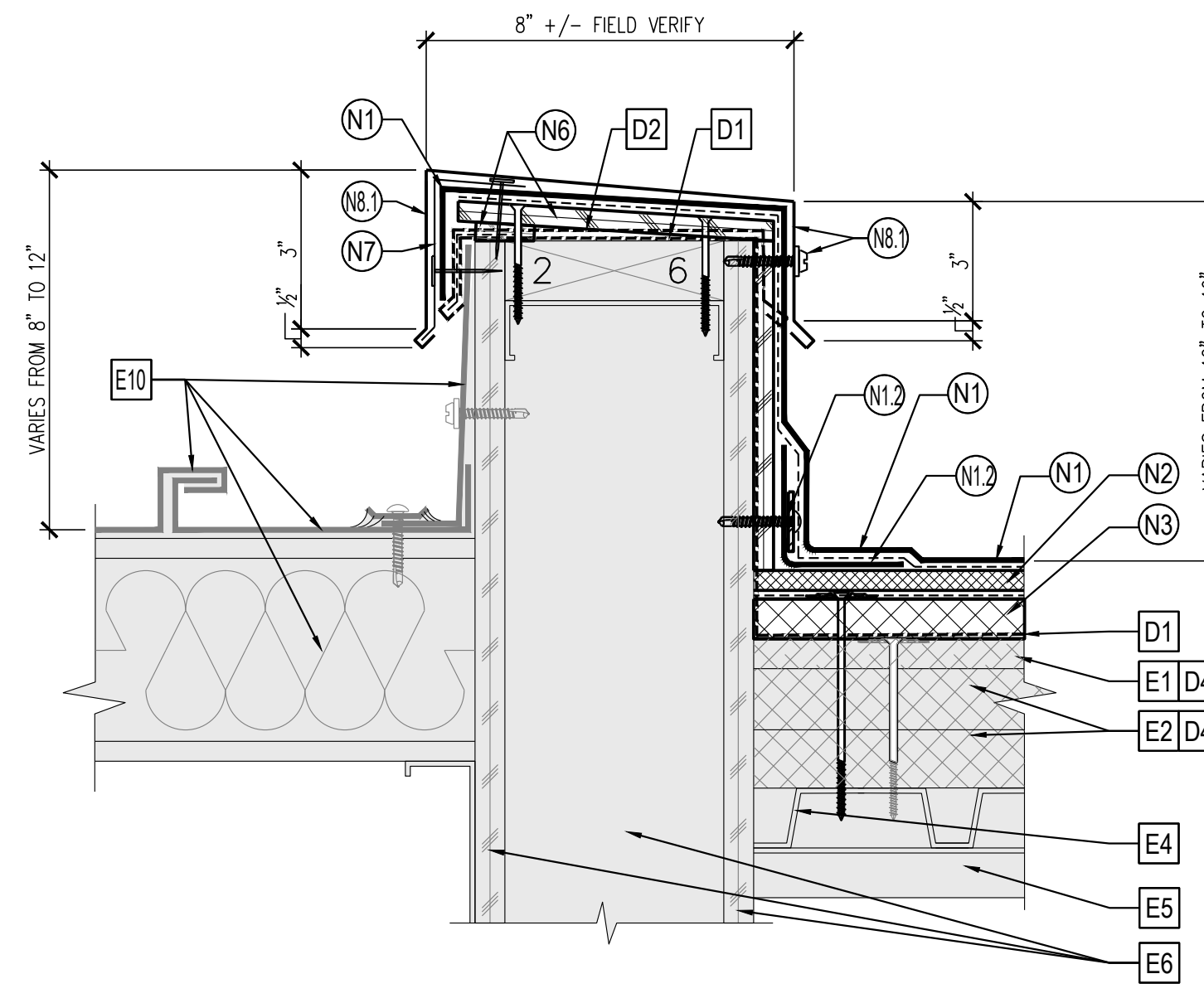
JOB NO. 2217

NOVEMBER 10, 2022

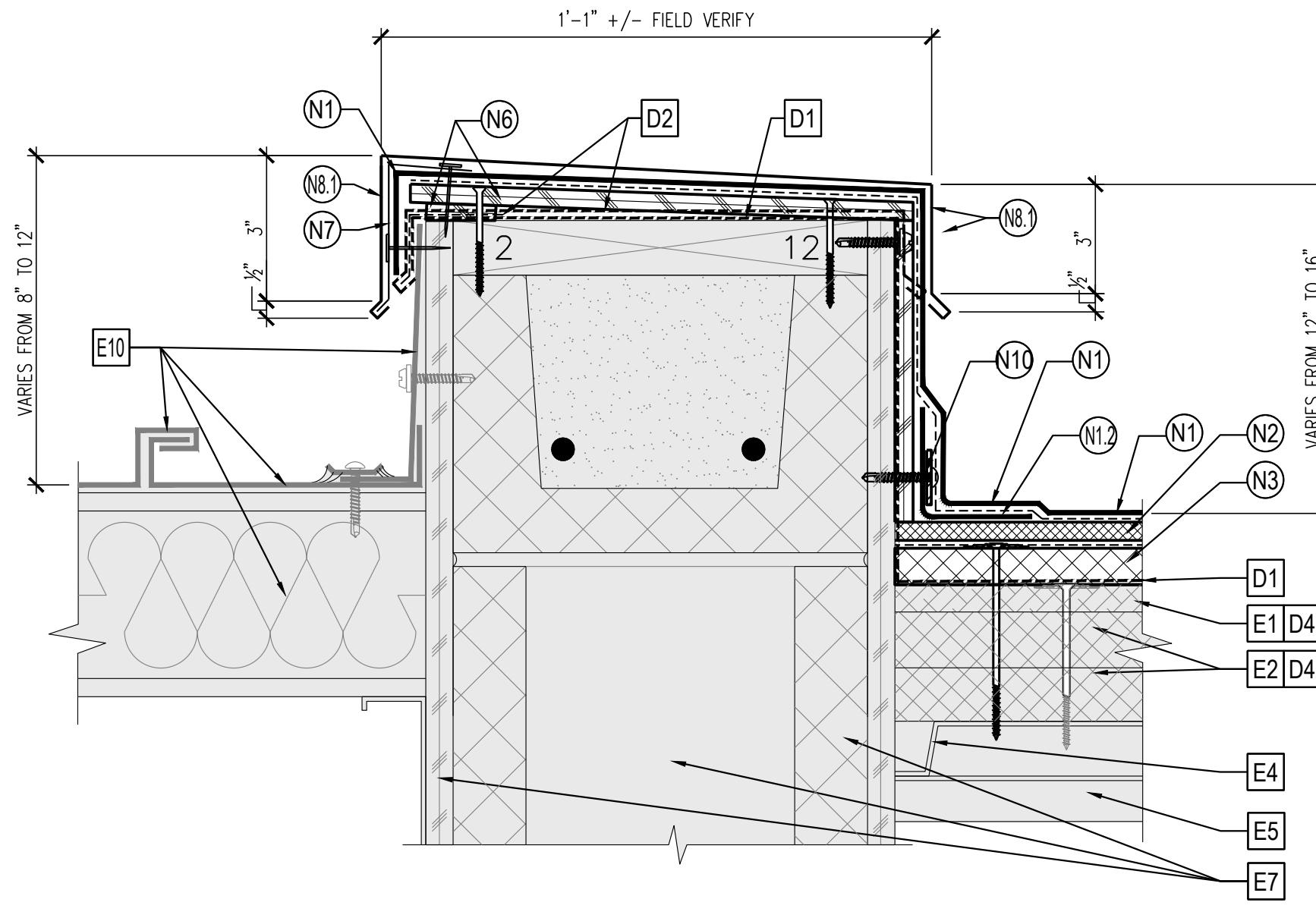
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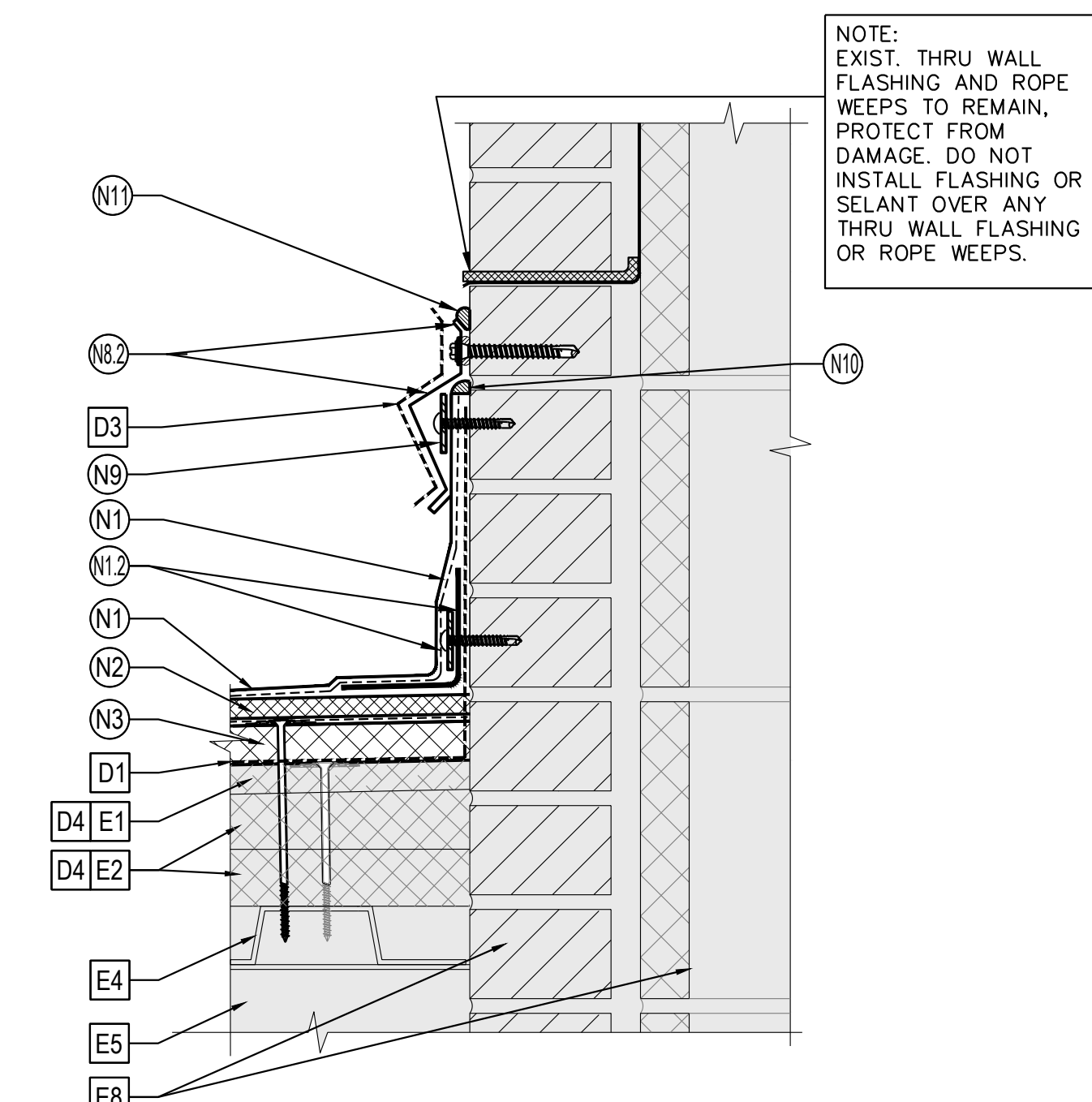
1 TYP. SCREW FASTEN INSULATION BOARD & FULLY ADHERE ROOF MEMBRANE DETAIL  
SCALE: 3" = 1'-0"



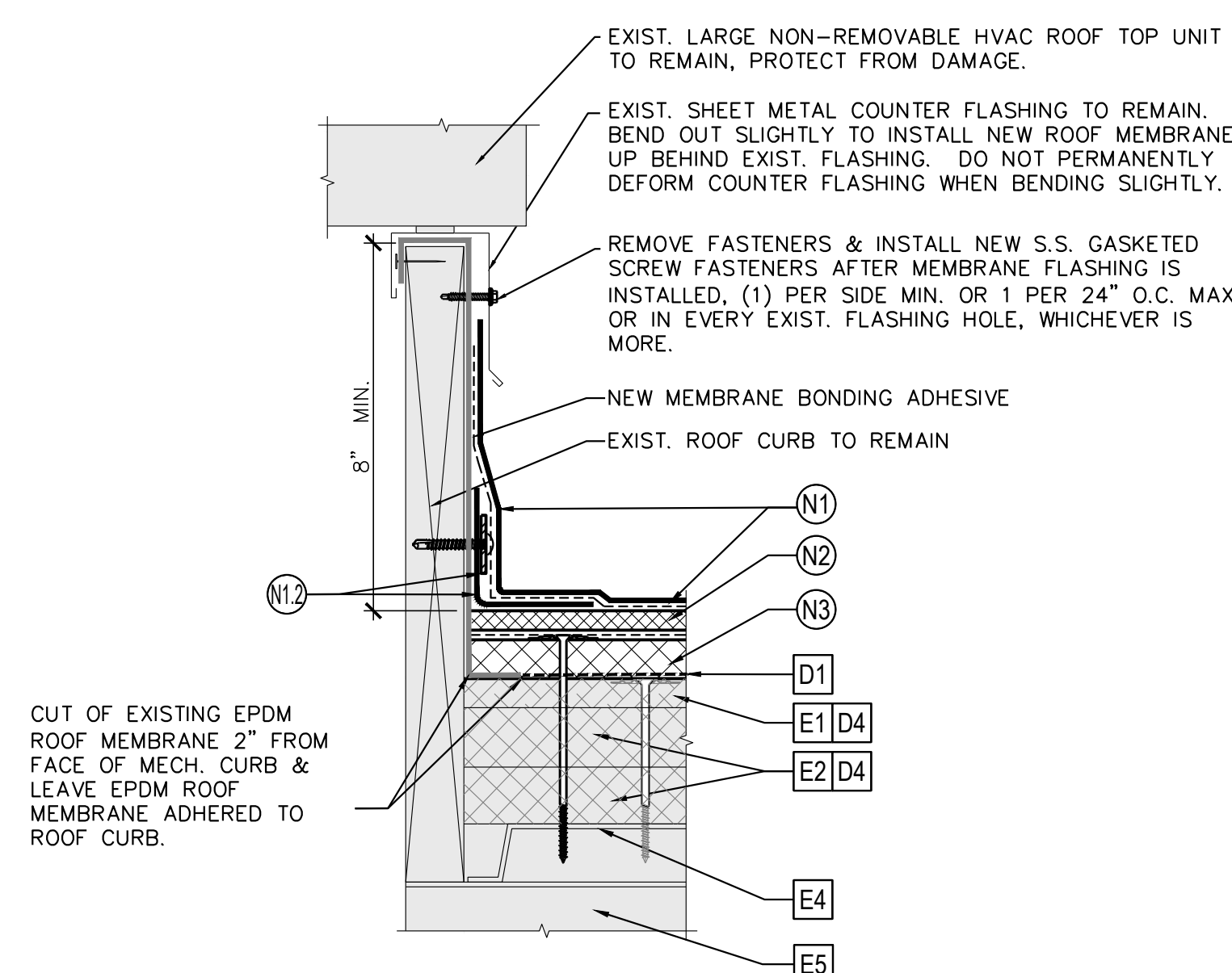
2 PARAPET CURB ROOF FLASHING DETAIL, TYP. @ METAL STUD WALL FRAMING  
SCALE: 3" = 1'-0"



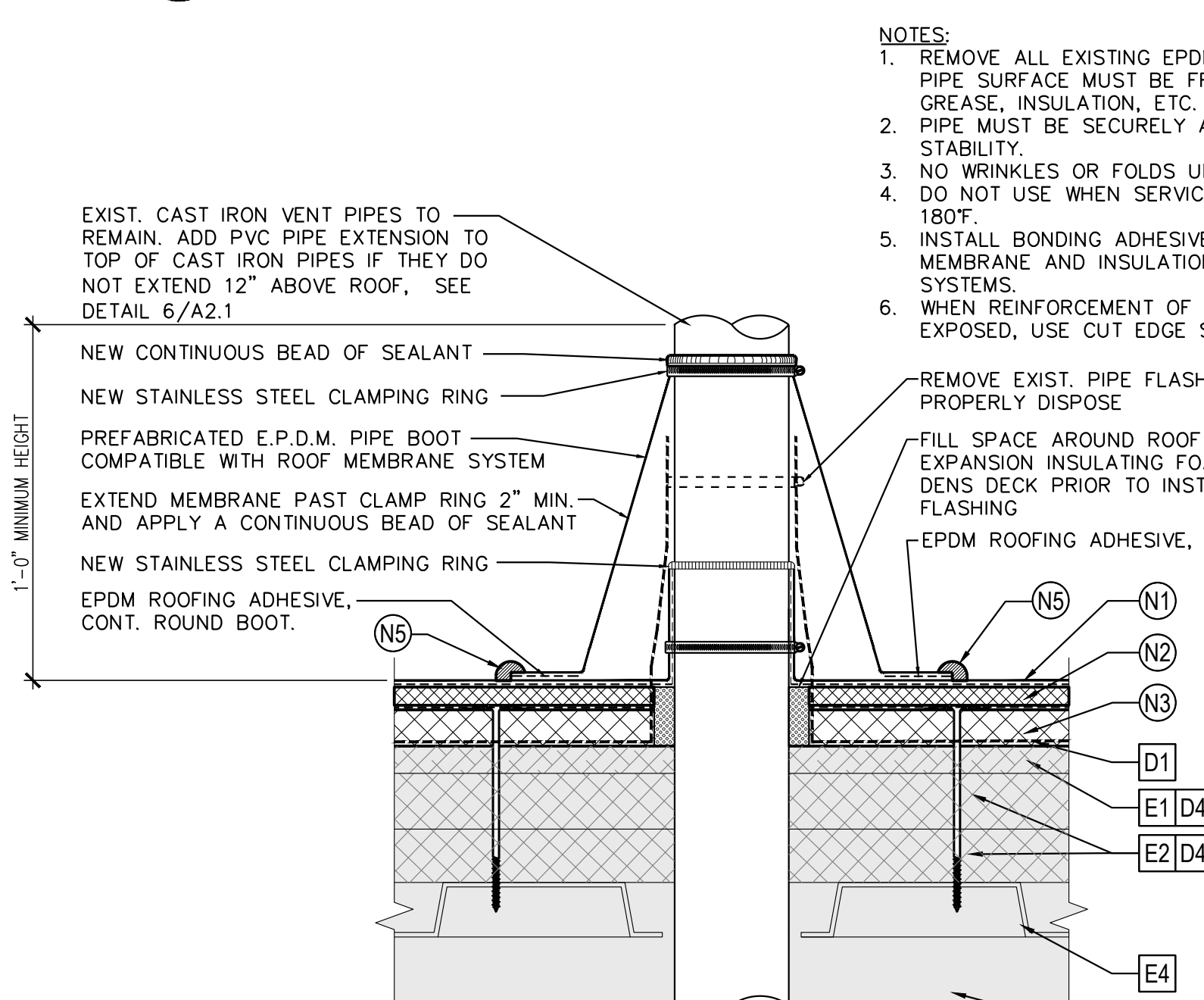
3 PARAPET CURB ROOF FLASHING DETAIL, TYP. @ CONC. MASONRY BLOCK PARAPET WALL  
SCALE: 3" = 1'-0"



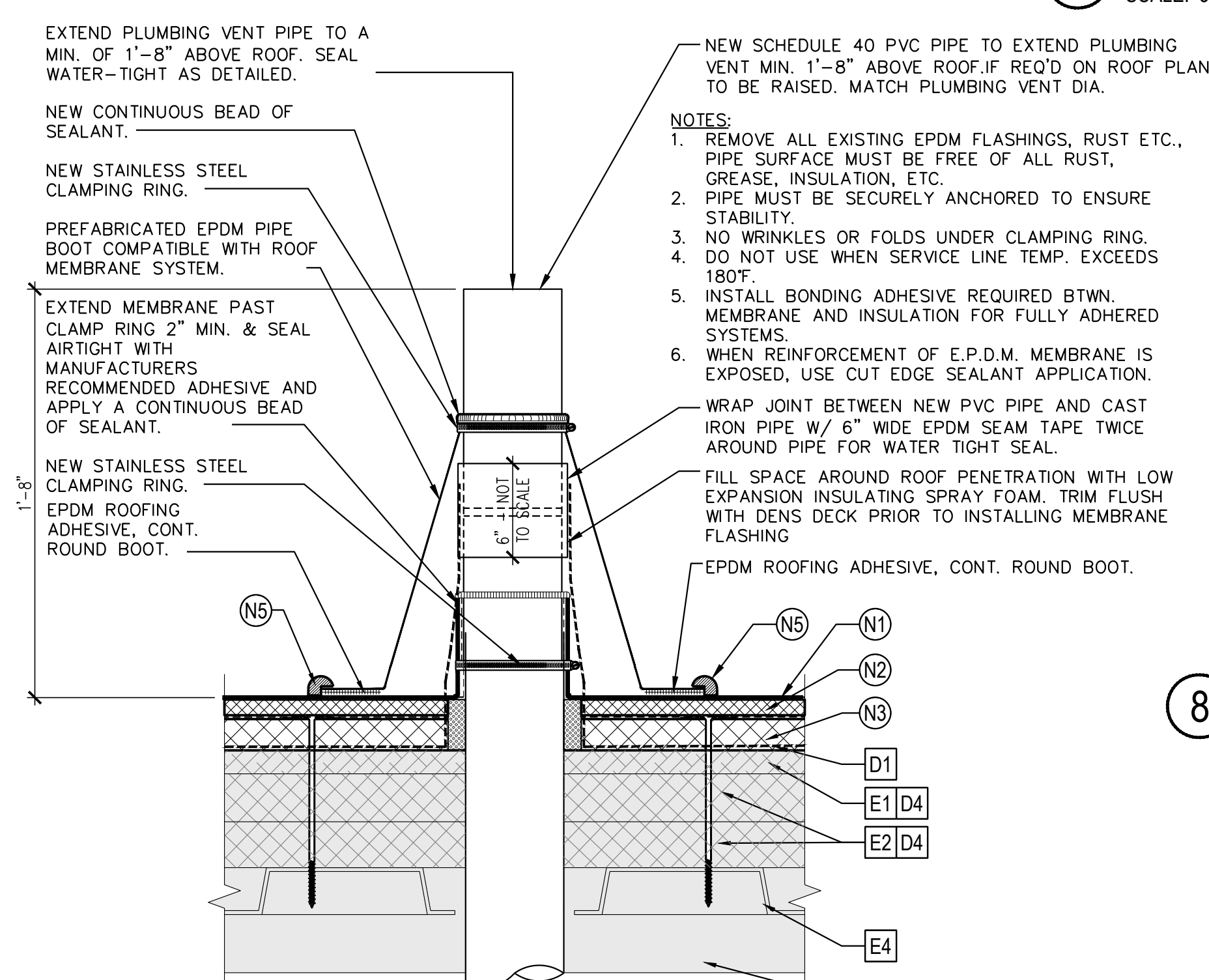
4 NEW ROOF / WALL COUNTER FLASHING TYP.  
SCALE: 3" = 1'-0"



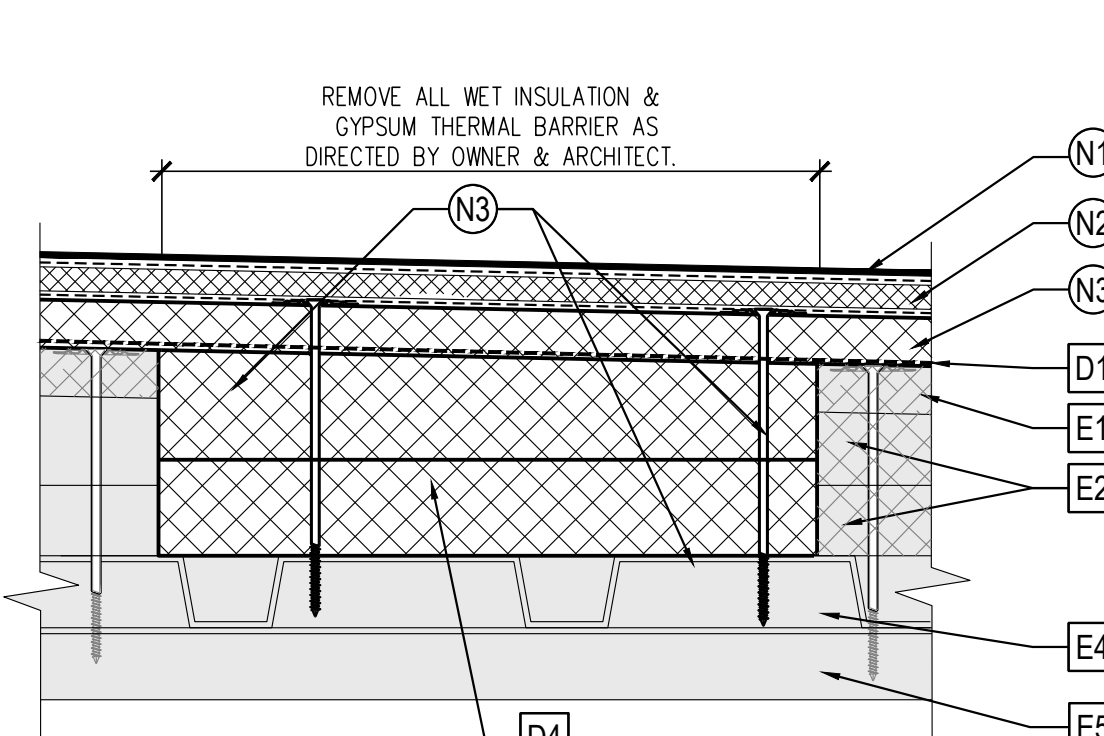
5 ROOF CURB FLASHING AT MECH. EQUIP.  
SCALE: 3" = 1'-0"



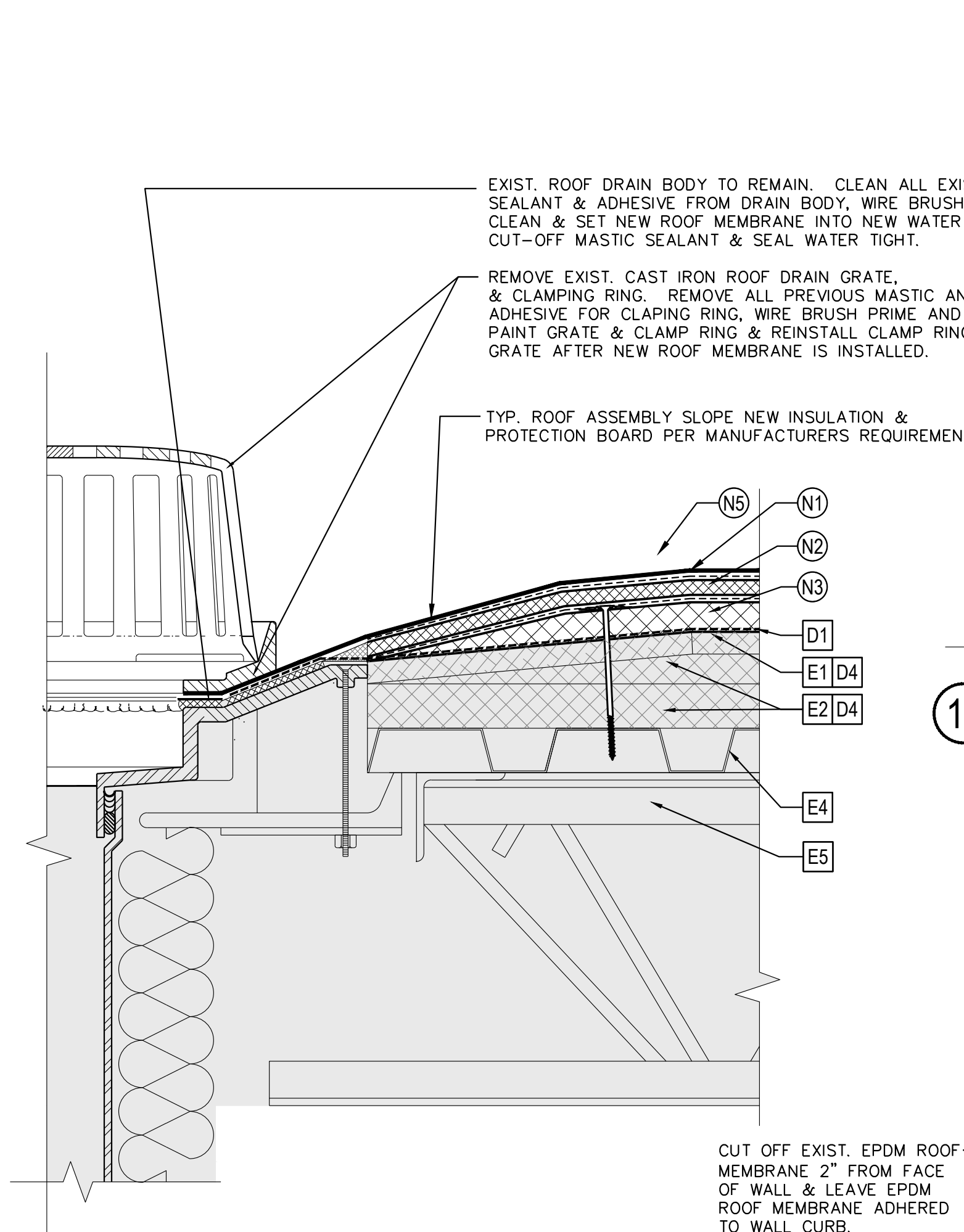
6 VENT PIPE PENETRATION FLASHING DETAIL @ (NO-RAISE) VENTS, TYP.  
SCALE: 3" = 1'-0"



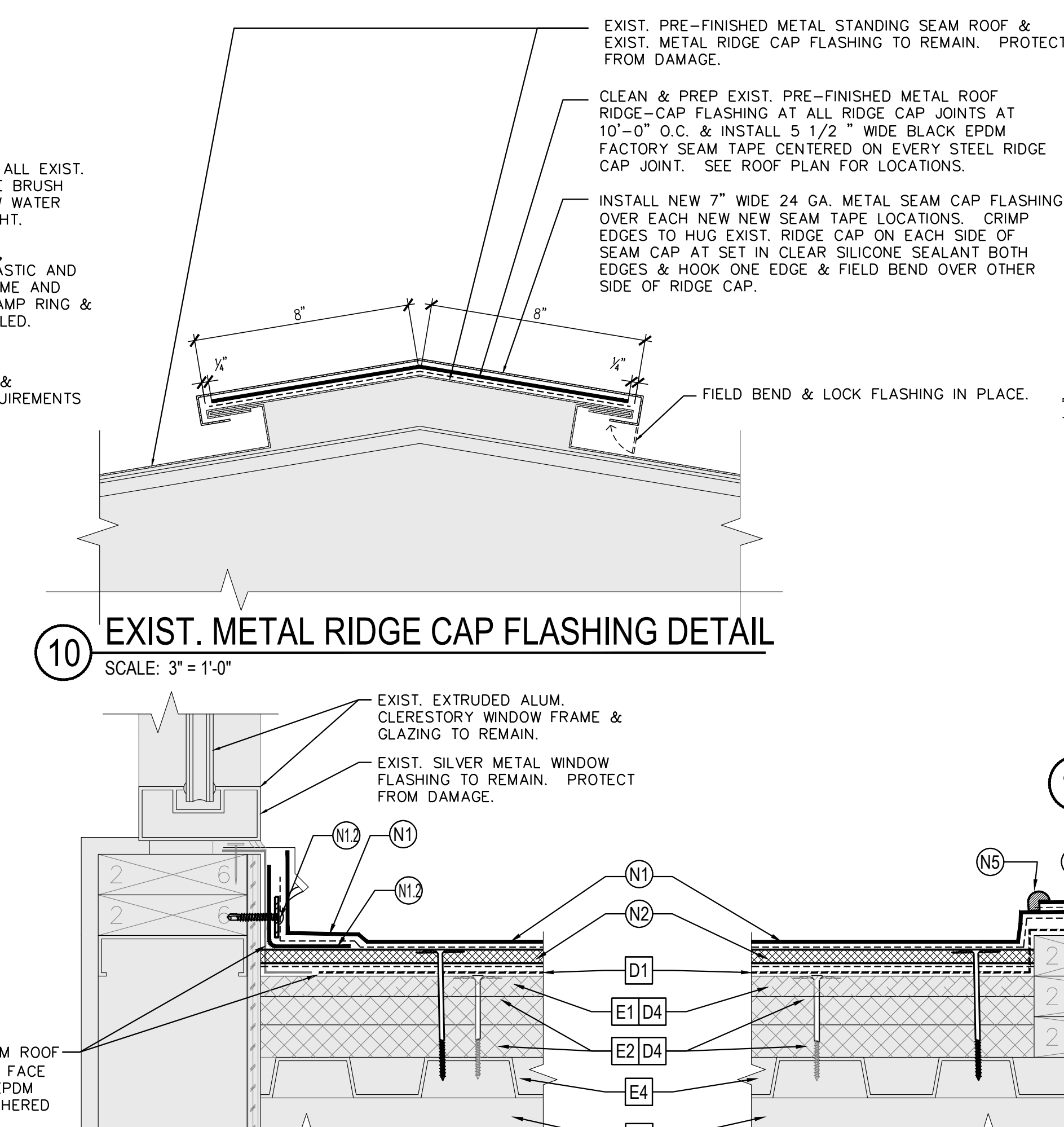
7 VENT PIPE PENETRATION FLASHING DETAIL @ (NEW RAISED) VENTS, TYP.  
SCALE: 3" = 1'-0"



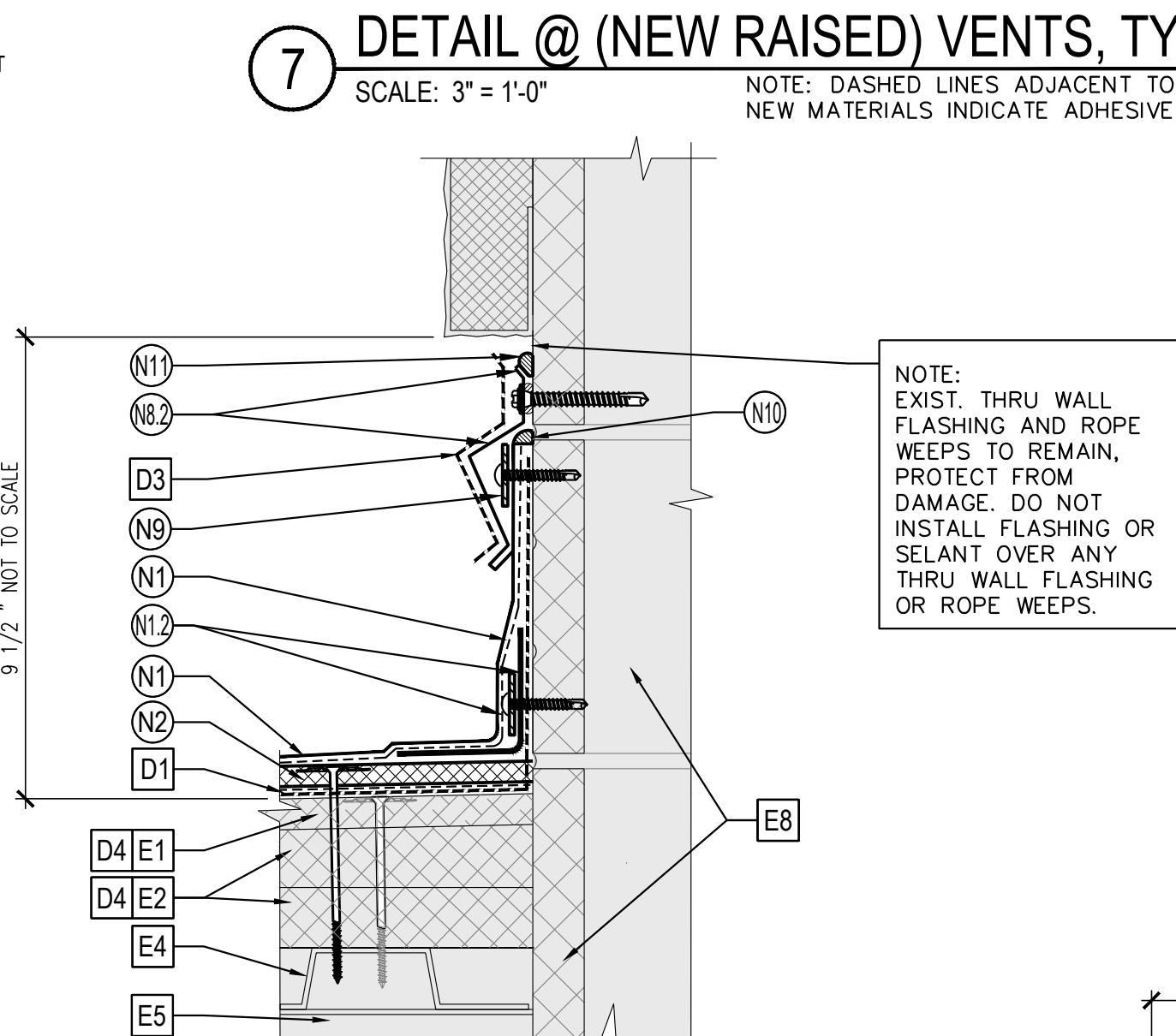
8 NEW INSULATION REPLACEMENT DETAIL @ WET ROOF SYSTEM, TYP.  
SCALE: 3" = 1'-0"



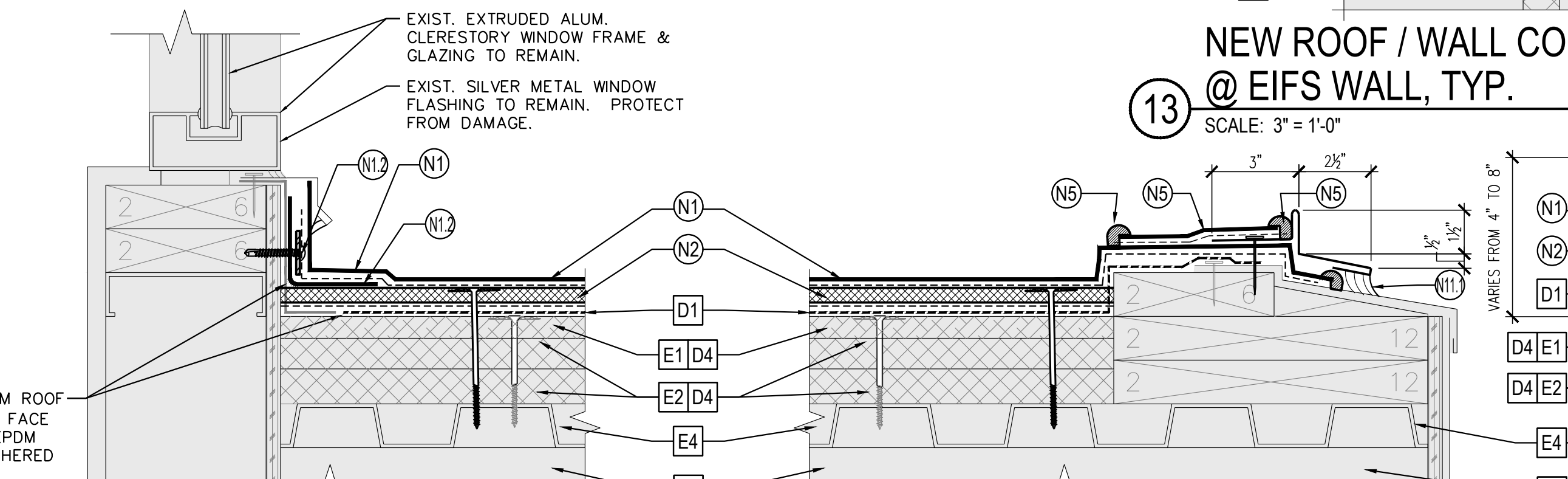
9 ROOF DRAIN DETAIL  
SCALE: 3" = 1'-0"



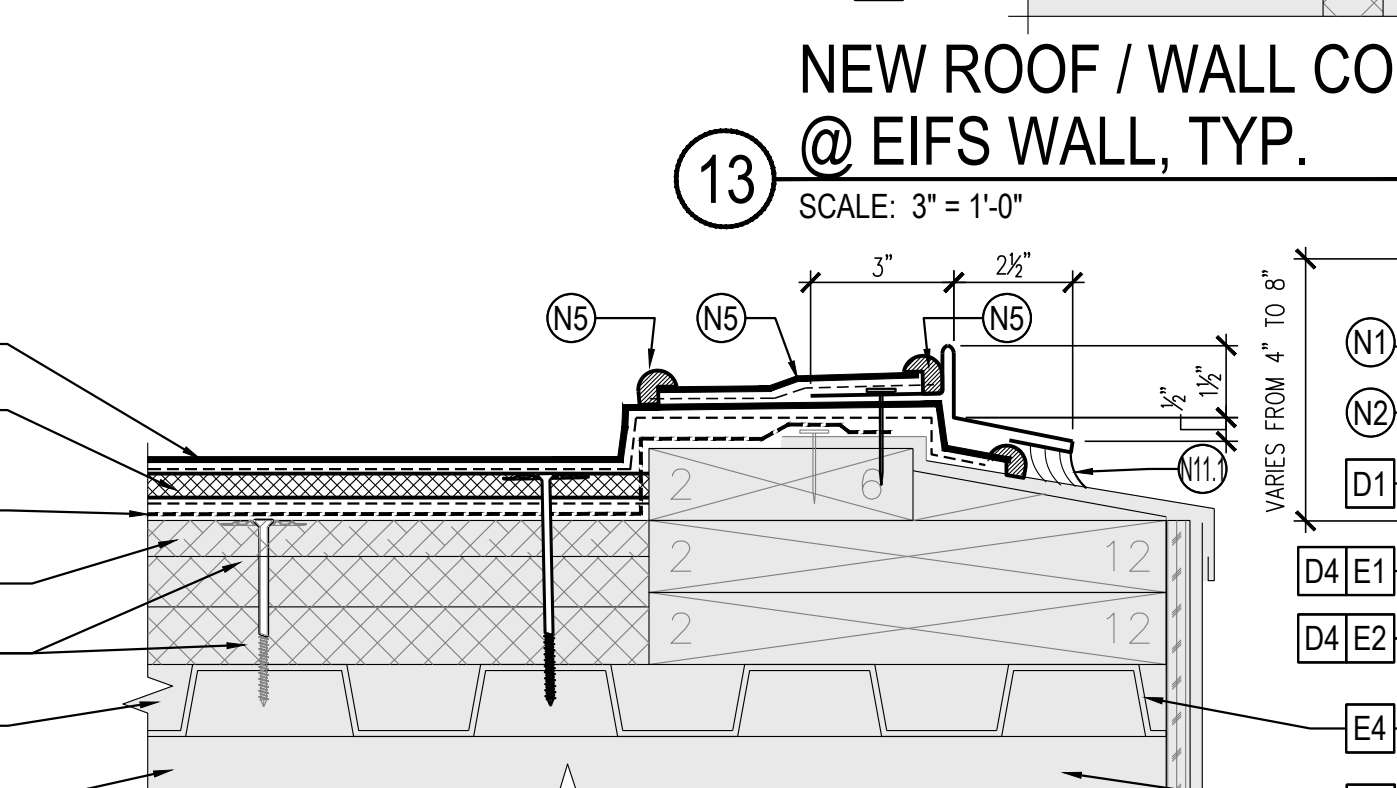
10 EXIST. METAL RIDGE CAP FLASHING DETAIL  
SCALE: 3" = 1'-0"



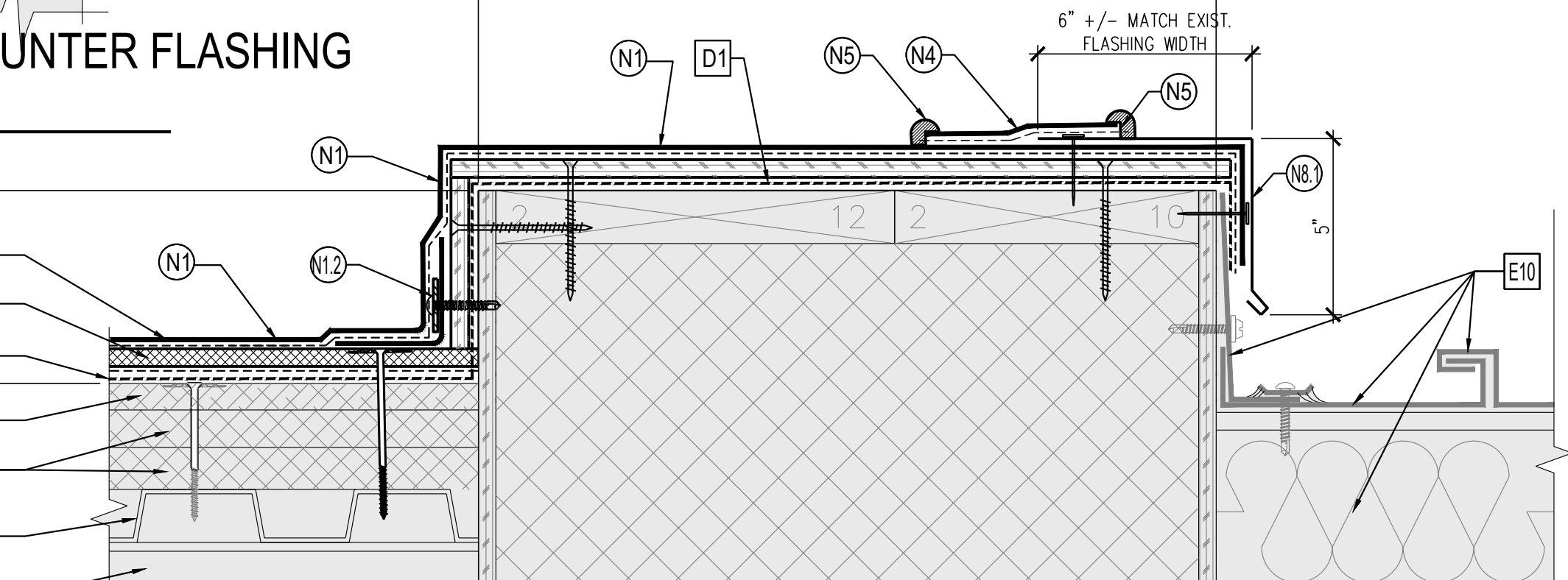
13 NEW ROOF / WALL COUNTER FLASHING @ EIFS WALL, TYP.  
SCALE: 3" = 1'-0"



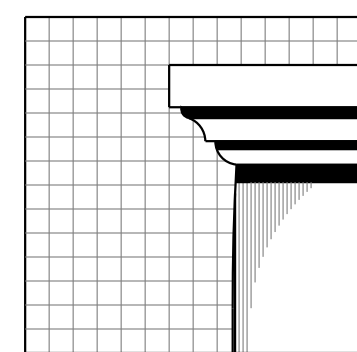
11 ENTRY ROOF 'F' COUNTER FLASHING DETAIL  
SCALE: 3" = 1'-0"



12 ENTRY ROOF 'F' FLASHING ROOF EDGE DETAIL  
SCALE: 3" = 1'-0"



14 ENTRY ROOF 'F' TRANSITION BTWN. EPDM & STANDING SEAM ROOF  
SCALE: 3" = 1'-0"



# ANGELO

## ARCHITECTURAL ASSOCIATES, LLC

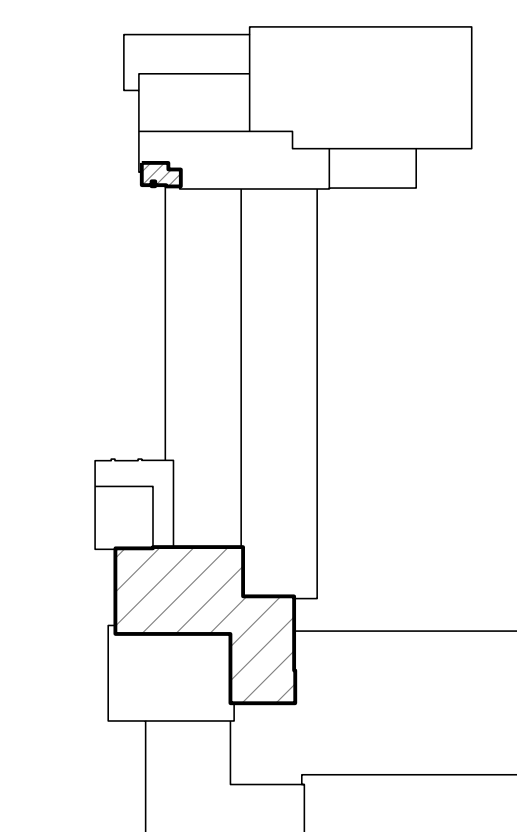
12314 RIDGEVIEW DRIVE  
URBANDALE, IA 50323  
PH: (515) 250-6950  
mthiessena1@mchsi.com

OWNER:



PROJECT:  
ANKENY COMMUNITY  
SCHOOL DISTRICT -  
EAST & NORTHEAST  
ELEMENTARY SCHOOL  
RE-ROOFING PROJECT

PROJECT LOCATIONS:  
EAST ELEMENTARY  
710 3RD SE STREET  
ANKENY, IA 50021  
&  
NORTHEAST  
ELEMENTARY SCHOOL  
1705 NE TRILEIN  
DRIVE  
ANKENY, IA 50021

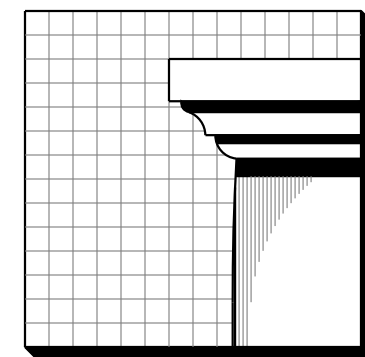


KEY PLAN NORTH

EAST ELEMENTARY  
ROOF DETAILS

JOB NO. 2217  
NOVEMBER 10, 2022

A2.2



# ANGELO

## ARCHITECTURAL ASSOCIATES, LLC

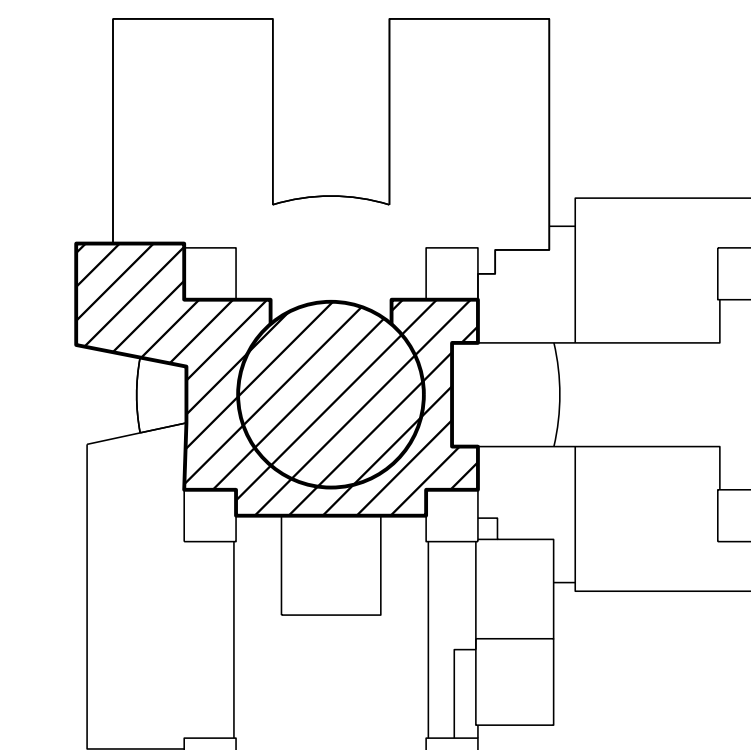
12314 RIDGEVIEW DRIVE  
URBANDALE, IA 50323  
PH: (515) 250-6950  
mthiessena1@mchsi.com

OWNER:



## PROJECT: ANKENY COMMUNITY SCHOOL DISTRICT - EAST & NORTHEAST ELEMENTARY SCHOOL RE-ROOFING PROJECT

PROJECT LOCATIONS:  
EAST ELEMENTARY  
710 3RD SE STREET  
ANKENY, IA 50021  
&  
NORTHEAST  
ELEMENTARY SCHOOL  
1705 NE TRILEIN  
DRIVE  
ANKENY, IA 50021



## KEY PLAN

## NORTHEAST ELEMENTARY ROOF PLAN

JOB NO. 2217

NOVEMBER 10, 2022

# A3.1

### EXISTING ROOF CORE KEYNOTES:

- RC#1** ROOF CORE #1: TOTAL THICKNESS: 3 7/8" +/-  
60 MIL EPDM ROOF MEMBRANE OVER (1) LAYER OF 1/4"  
CEMENTITIOUS COVER BOARD, OVER 3" POLYISOCYANURATE  
INSULATION BOARD, OVER 6 MIL POLY VAPOR BARRIER ON 5/8"  
T. GYPSUM BOARD THERMAL BARRIER, ON 1 1/2" THICK STEEL  
ROOF DECK.  
ROOF SYSTEM DAMP IN ROOF CORE #1
- RC#2** ROOF CORE #2: TOTAL THICKNESS: 3 1/4" +/-  
60 MIL EPDM ROOF MEMBRANE OVER (1) LAYER OF 1/4"  
CEMENTITIOUS COVER BOARD, OVER 3" POLYISOCYANURATE  
INSULATION BOARD, OVER 6 MIL POLY VAPOR BARRIER ON 1  
1/2" THICK STEEL ROOF DECK.  
ROOF SYSTEM DRY IN ROOF CORE #2, BUT WAS WET AT ONE  
POINT.
- RC#3** ROOF CORE #2: TOTAL THICKNESS: 4" +/-  
60 MIL EPDM ROOF MEMBRANE OVER (1) LAYER OF 1/4"  
CEMENTITIOUS COVER BOARD, OVER 3 3/4" POLYISOCYANURATE  
INSULATION BOARD, OVER 6 MIL POLY VAPOR BARRIER ON 5/8"  
T. GYPSUM BOARD THERMAL BARRIER, ON 1 1/2" THICK STEEL  
ROOF DECK.  
ROOF SYSTEM DRY IN ROOF CORE #3

ROOFING CONTR. SHALL PROVIDE 8'-0"  
WIDE X 2" THICK PLYWOOD PROTECTION  
SHEETING ON 1" T. RIGID INSULATION  
BOARD.

### APPROX. ROOF AREAS:

ROOF A.4: 8,980 SQFT  
ROOF E: 5,855 SQFT  
TOTAL: 14,835 SQFT  
WET AREA: 500 SQFT  
(ALL AREAS ARE APPROXIMATES CONTR.  
TO VERIFY PRIOR TO BIDDING)

### ROOF SYSTEM NOTES:

EXISTING ROOF ASSEMBLIES: THE EXISTING ORIGINAL ROOF IS FULLY  
ADHERED EPDM MEMBRANE ON 1/4" THICK CEMENTITIOUS COVER BOARD, ON  
3" TO 4" OF RIGID POLYISOCYANURATE INSULATION ON 6 MIL POLY VAPOR  
BARRIER, ON 5/8" GYPSUM THERMAL BARRIER ON 1 1/2" STEEL DECK.  
REMOVE EXIST. ROOF MEMBRANE & REMOVE ANY WET 1/4" THICK  
CEMENTITIOUS COVER BOARD, 3" TO 4" THICK INSULATION AND GYPSUM  
THERMAL BARRIER. REPLACE WITH NEW 5/8" THICK GYPSUM THERMAL  
BARRIER & (2) LAYERS OF 1 1/2" +/- THICK SCREW FASTENED  
POLYISOCYANURATE FLASH WITH EXISTING COVER BOARD & MATCHING EXIST.  
ROOF SLOPE. ROOFING CONTRACTOR SHALL IDENTIFY AREAS OF COVER  
BOARD, WET INSULATION AND GYPSUM THERMAL BARRIER DURING  
MEMBRANE REMOVAL AND CONTACT OWNER AND ARCHITECT FOR APPROVAL  
FOR WET AREAS NOT INDICATED AS "WET" ON ROOF PLAN. PROVIDE UNIT  
COST FOR ADDITIONAL "WET" INSULATION REMOVAL & REPLACEMENT OF NEW  
INSULATION. SEE SPECIFICATIONS FOR ADD OR DEDUCT UNIT PRICING.

- A** TYPICAL NEW ROOF INSTALLATION WITH INTERIOR ACOUSTICAL CEILINGS  
BELOW:  
REMOVE EXIST. FULLY ADHERED EPDM ROOF MEMBRANE & PRE-FINISHED  
METAL ROOF EDGE FLASHING AND ALL FASTENERS. REMOVE AND  
REPLACE EXIST. WET INSULATION AS INDICATED IN EXISTING ROOF  
ASSEMBLY NOTE ABOVE.  
INSTALL NEW FULLY ADHERED 60 MIL EPDM ROOF MEMBRANE OVER NEW  
1/2" HIGH DENSITY (120 PSI) POLYISOCYANURATE PROTECTION BOARD  
ADHERED W/ LOW RISE FOAM ADHESIVE TO NEW 1" THICK FELT FACED  
POLYISOCYANURATE INSULATION BOARD & MECHANICALLY SCREW FASTEN  
TO EXISTING SUBSTRATE CONSISTING OF 1/4" THICK CEMENTITIOUS COVER  
BOARD, 3" TO 4" THICK RIGID INSULATION BOARD ON 6 MIL POLY VAPOR  
BARRIER, ON 5/8" GYPSUM THERMAL BARRIER ON 1 1/2" THICK  
CORRUGATED SLOPED STRUCTURAL STEEL DECK. SCREWS SHALL NOT  
PENETRATE TOP FLUTE OF METAL DECK MORE THAN 1" TO PREVENT  
DAMAGE TO ELEC. CONDUIT BELOW. ROOFING CONTR. SHALL GET  
PERMISSION TO ENTER SCHOOL, RAISE EXIST. ACOUSTIC CEILING TILE TO  
IDENTIFY LOCATION OF ELECTRICAL CONDUITS IN DECK FLUTES OR TIGHT  
TO STEEL DECKING. VERIFY LOCATION OF ELECTRICAL CONDUIT & METAL  
DECK FLUTES BELOW PRIOR TO INSTALLATION OF SCREW FASTENING NEW  
ROOF INSULATION. DAMAGE TO ELECTRICAL CONDUIT OR EQUIPMENT  
BELOW STRUCTURAL METAL DECK SHALL BE REPAIRED AT NO COST TO  
THE OWNER.

- B** TYPICAL NEW ROOF INSTALLATION WITH INTERIOR ACOUSTICAL CEILINGS  
BELOW:  
REMOVE EXIST. FULLY ADHERED EPDM ROOF MEMBRANE & PRE-FINISHED  
METAL ROOF EDGE FLASHING AND ALL FASTENERS. REMOVE AND  
REPLACE EXIST. WET INSULATION AS INDICATED IN EXISTING ROOF  
ASSEMBLY NOTE ABOVE.  
INSTALL NEW FULLY ADHERED 60 MIL EPDM ROOF MEMBRANE OVER NEW  
1/2" HIGH DENSITY (120 PSI) POLYISOCYANURATE PROTECTION BOARD  
ADHERED W/ LOW RISE FOAM ADHESIVE TO NEW 1" THICK FELT FACED  
POLYISOCYANURATE INSULATION BOARD & MECHANICALLY SCREW FASTEN  
TO EXISTING SUBSTRATE CONSISTING OF 1" THICK FIBER BOARD, 3" TO  
4" THICK RIGID INSULATION BOARD ON 1 1/2" THICK CORRUGATED  
SLOPED STRUCTURAL STEEL DECK. NEW SCREWS ARE ALLOWED TO  
PENETRATE EXISTING EXPOSED ACOUSTIC STEEL ROOF DECK AND SHOW  
ON INTERIOR OF BUILDING CEILING.

### TYPICAL ROOF CONSTRUCTION NOTES:

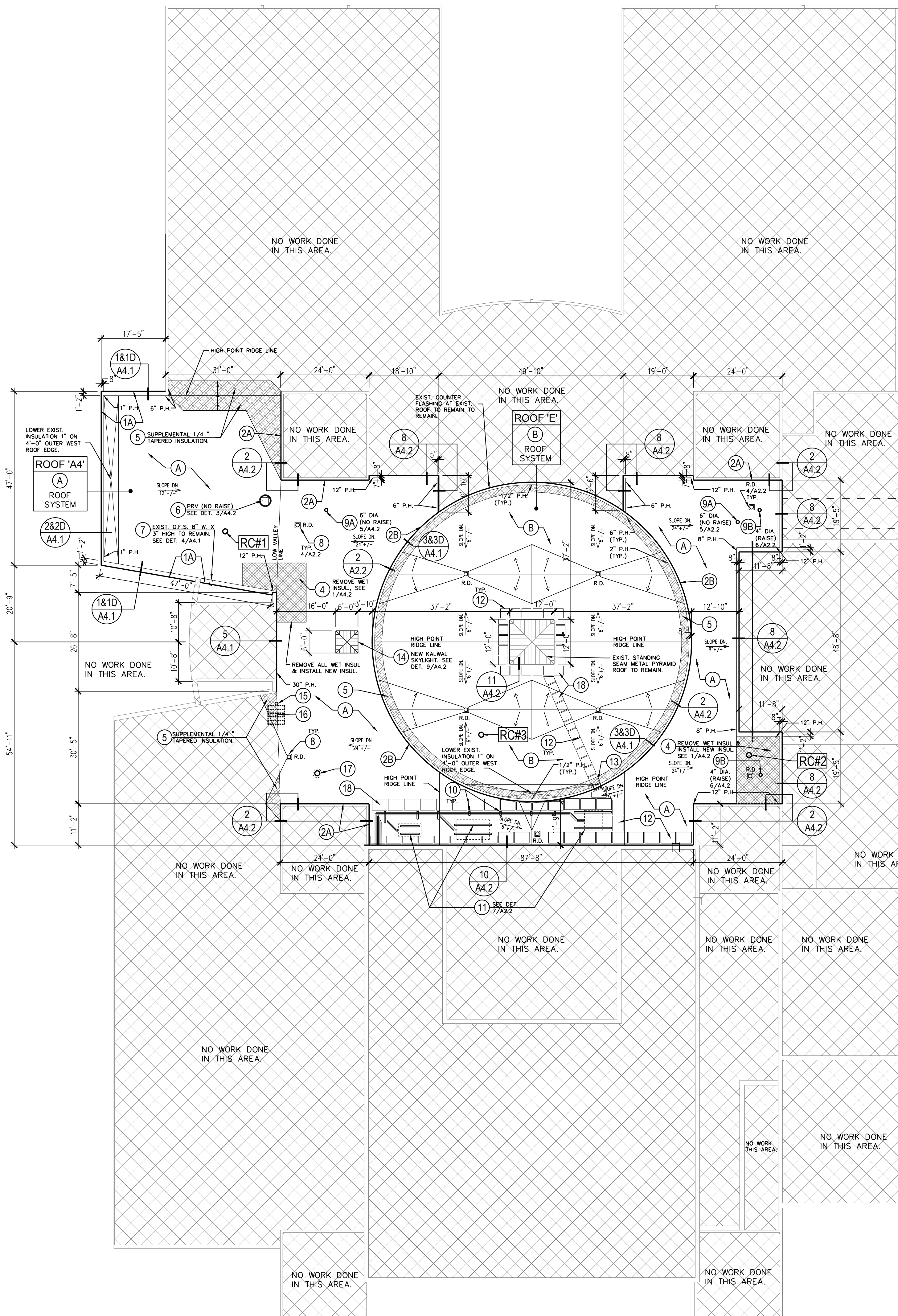
- 1A** REMOVE EXIST. PRE-FINISHED METAL FASCIA / GRAVEL STOP  
FASCIA FLASHING & EXIST. MEMBRANE FLASHING. INSTALL NEW 60  
MIL EPDM MEMBRANE FLASHING & NEW 24 GA. PRE-FINISHED  
METAL FASCIA / GRAVEL STOP ROOF EDGE FLASHING PER DETAIL:  
1.1D.2 & 2D/A4.1.  
COLOR: SLATE GRAY.
- 2A** REMOVE EXIST. PRE-FINISHED STRAIGHT WALL METAL COUNTER  
FLASHING, TERM. BAR, MEMBRANE FLASHING & COMPLETELY  
REMOVE SEALANT FROM FACE OF BRICK. INSTALL NEW TERM BAR  
WITH TOP SEALANT BEAD, MEMBRANE FLASHING & PRE-FINISHED  
METAL COUNTER FLASHING WITH CONTINUOUS SEALANT BEAD ON  
TOP EDGE PER DETAIL: 2/A4.2. COLOR: SLATE GRAY.
- 2B** REMOVE EXIST. PRE-FINISHED CURVED WALL METAL COUNTER  
FLASHING, TERM. BAR, MEMBRANE FLASHING, STEEL EXPOSED  
SCREW @ 12" O.C. & COMPLETELY REMOVE SEALANT FROM FACE  
OF BRICK VENEER. INSTALL NEW CURVE OR SEGMENTED TERM  
BAR W/ TOP SEALANT BEAD, MEMBRANE FLASHING & CURVED OR  
SEGMENTED PRE-FINISHED METAL COUNTER FLASHING WITH  
CONTINUOUS SEALANT BEAD ON TOP EDGE PER DETAIL: 2/A4.2  
COLOR: SLATE GRAY.
- 3** EXIST. EPDM FLASHING AT EXIST. ROOF CURB TO REMAIN.  
INSTALL NEW 60 MIL EPDM MEMBRANE FLASHING UP SIDE &  
OVER TOP & 2" DOWN OTHER SIDE OF EXIST. ROOF CURB PER  
MANUFACTURERS RECOMMENDATIONS. REFER TO DETAIL: 8/A4.2.
- 4** REMOVE EXIST. WET 3/4" THICK WET ROOF SYSTEM:  
CONSISTING OF WET 3/4" T. WOOD FIBER COVER BOARD WET  
ROOF INSULATION & WET 5/8" T. GYP. BD. THERMAL BARRIER  
WHEN EXIST. ROOF MEMBRANE IS REMOVED DURING  
RE-ROOFING OPERATION. INSTALL NEW 5/8" TYPE 'X' GYP.  
BD. THERMAL BARRIER, 4" +/- THICK POLYISOCYANURATE  
INSULATION IN (2) LAYERS APPROX. 4" THICK, FLUSH W/  
EXIST. FIBER BOARD. SCREW FASTEN NEW 1" THICK PAPER  
FACED RIGID POLYISOCYANURATE INSULATION TO STEEL ROOF  
DECK & LOW-RISE FOAM NEW 1/2" THICK HIGH DENSITY (120  
PSI) POLYISOCYANURATE PROTECTION BOARD TO RIGID INSUL.  
& FULLY ADHERED NEW 60 MIL EPDM ROOF MEMBRANE TO  
COVER BD. PER DETAIL: 1/A4.2.
- 5** NEW 1/2" PER FOOT BLACK PAPER FACED POLYISOCYANURATE  
SUPPLEMENTAL TAPERED CRICKET INSUL. INSTALLED OVER NEW  
POLYISOCYANURATE INSUL. AND EXIST. EXPANDED  
POLYSTYRENE INSUL. AND SCREW FASTEN TO EXIST. STEEL  
ROOF DECK. REMOVE EXIST. TAPERED SUPPLEMENTAL INSUL.  
PRIOR TO INSTALLING NEW TAPERED INSUL. SEE ROOF PLAN  
FOR LOCATION & EXTENT OF WORK.
- 6** EXIST. POWER ROOF VENTILATOR (PRV): REMOVE METAL PRV.  
AND EXIST. EPDM MEMBRANE FLASHING INSTALL NEW  
MEMBRANE FLASHING & REINSTALL EXIST. PRV. RE-INSTALL  
EXIST. ELECTRICAL WIRING AS REQUIRED & SECURELY FASTEN TO  
WOOD CURB WITH GASKETED SCREW FASTENERS REFER TO  
DETAIL: 2/A4.2. INSTALL NEW SEALANT AROUND PRV IN  
METAL CAP WHERE ELEC. WIRING PENETRATES THE CAP.
- 7** REMOVE EXIST. OVERFLOW SCUPPER MEMBRANE FLASHING,  
PRE-FINISHED METAL FLASHING AND FLASHING COLLAR.  
INSTALL NEW METAL FLASHING, METAL FLASHING COLLAR  
AND MEMBRANE FLASHING PER ROOF MEMBRANE  
MANUFACTURERS RECOMMENDATIONS AND DETAIL: 4/A2.1.  
COLOR: SLATE GRAY.
- 8** EXIST. ROOF DRAIN TO REMAIN. TERMINATE PER  
DETAIL: 4/A2.2 AND INSTALL NEW CAST IRON GRATE WITH (2)  
COATS PAINT AS SPECIFIED. COLOR: TRD.
- 9A** EXIST. STEEL PIPE PLUMBING VENT THROUGH ROOF TO REMAIN.  
REMOVE EXIST. EPDM BOOT FLASHING, CLEAN AND PREP VENT  
PIPE & INSTALL NEW EPDM BOOT FLASHING PER DETAIL:  
5/A2.2 AND ROOF MEMBRANE MANUFACTURERS INSTALLATION  
INSTRUCTIONS.
- 9B** EXIST. STEEL PIPE PLUMBING VENT THROUGH ROOF TO REMAIN.  
REMOVE EXIST. EPDM BOOT FLASHING, CLEAN AND PREP VENT  
PIPE & INSTALL NEW PVC VENT PIPE EXTENSION TO 1'-8" MIN.  
ABOVE NEW ROOF ELEVATION. INSTALL NEW EPDM BOOT  
FLASHING PER DETAIL: 6/A2.2 & ROOF MEMBRANE  
MANUFACTURERS INSTALLATION INSTRUCTIONS.
- 10** EXIST MECH. EQUIPMENT PIPING RAILS & PIPING TO REMAIN.  
PROTECT FROM DAMAGE. FLASH PIPE RAILS PER DETAIL  
7/A2.2.
- 11** LARGE EXIST. ROOF TOP HVAC UNIT ON EQUIPMENT RAILS TO  
REMAIN. GALV. METAL FLASHING CAP ON EXIST.  
CURBS/RAILS TO REMAIN. INSTALL 60 MIL MEMBRANE  
FLASHING, TERM. BAR & PRE-FINISHED 24 GA. METAL  
COUNTER FLASHING, COLOR SLATE GRAY ON 4 SIDES OF ALL  
EQUIPMENT RAILS PER DETAIL: 7/A2.2.
- 12** REMOVE EXIST. 4' L. X 3' W. X 3" T. GROUND RUBBER WALK-WAY  
PADS & DISPOSE OF OFF-SITE & INSTALL NEW EPDM 2'-6" WIDE X  
2'-6" PADS FULLY ADHERED ON ALL EDGES TO FULLY ADHERED  
EPDM ROOF MEMBRANE IN THE SAME LOCATION AS THE EXIST.  
WALKWAY PADS AS SHOWN ON DETAIL: 8/A2.1.
- 13** EXIST STEEL ROOF LADDER TO REMAIN, PROTECT FROM DAMAGE.
- 14** REMOVE EXIST. 6' X 6' KALWAL FIBERGLASS / ALUM. FRAMED  
SKYLIGHT & EXIST. COUNTER FLASHING & INSTALL NEW 6' X 6'  
KALWAL FIBERGLASS / ALUM. FRAMED SKYLIGHT & NEW 24 GA.  
COUNTER FLASHINGS. SEE DET. 9/A2.2.
- 15** REMOVE EXIST. 3'-0" HIGH X 2" DIA. CAPPED GAS MAIN THAT  
PENETRATES ROOF MEMBRANE TO 12" BELOW ROOF MEMBRANE &  
RE-ROOF OVER PIPE PENETRATION.
- 16** REMOVE EXIST. 4'-0" HIGH X 2" DIA. METAL CONDUIT & ABANDON  
CABLE TV ANTENNA & WIRE THAT PENETRATES ROOF MEMBRANE TO  
12" BELOW ROOF MEMBRANE & RE-ROOF OVER PIPE PENETRATION.
- 17** EXIST. 8" DIA. DOUBLE WALL HOT WATER HEATER INSULATED GALV.  
STEEL FLUE WITH FLASHING COLLAR TO REMAIN.

### ROOF CONSTRUCTION KEY:

- THIS HATCH INDICATES ROOF AREAS TO REMAIN, NO WORK  
INDICATED. PROTECT THESE AREAS FROM DAMAGE DURING  
CONSTRUCTION. DAMAGE TO ROOFING, FLASHING, ETC. SHALL  
BE REPAIRED AT NO COST TO THE OWNER. WHERE NEW  
ROOF MEMBRANE OR FLASHING MEETS EXISTING CONTRACTOR  
SHALL INSTALL WATER TIGHT.
- HEAVIER LINES INDICATE ROOF AREAS TO BE RE-ROOFED AS  
OUTLINED IN DRAWINGS AND SPECIFICATIONS

### GENERAL NOTES:

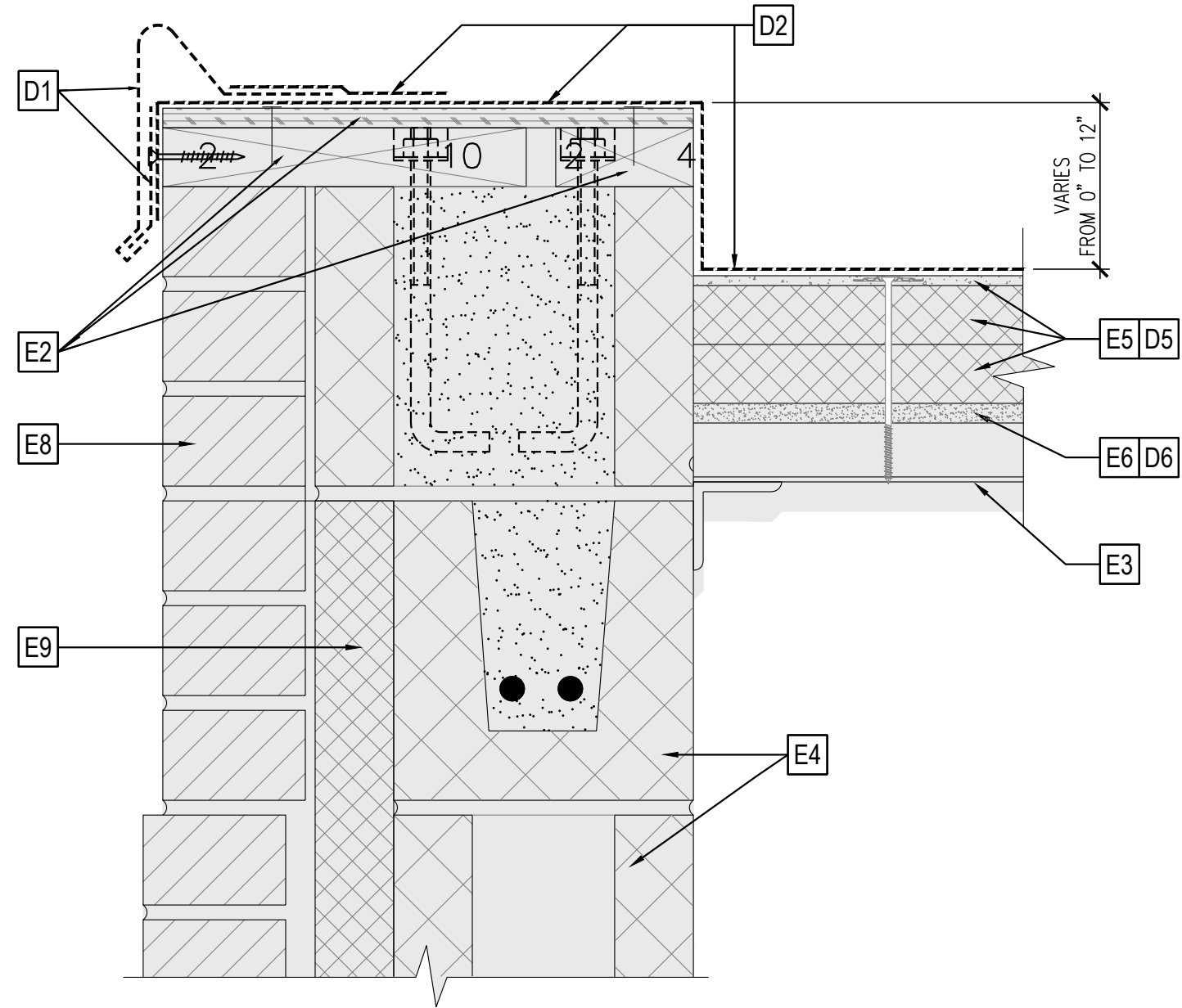
- PROTECT ALL EXISTING BUILDING FACADES, ROOFING, FLASHING,  
DOORS AND WINDOWS ADJACENT TO WORK AREA FROM DAMAGE.  
DAMAGE TO EXISTING BUILDING WILL BE REPAIRED TO ORIGINAL  
CONDITION OR BETTER AT NO COST TO THE OWNER.
- REMOVE ALL ADHESIVE, SEALANT OR TAR FROM SURFACES OF NEW  
OR EXISTING MATERIALS. TOUCH-UP ALL METAL FLASHING  
SCRAPES WITH TOUCH-UP PAINT AND REMOVE ALL FASTENERS  
FROM THE ROOF. REMOVE ALL TRASH FROM THE ROOF AND SWEEP  
CLEAN NEW MEMBRANE. REMOVE ALL DIRT, FOOTPRINTS, SEALANT  
AND ADHESIVES FROM NEW MEMBRANE ROOF AND NEW METAL  
FLASHING PRIOR TO SCHEDULING PUNCH-LIST INSPECTION.
- CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS PRIOR TO  
BIDDING. DIMENSIONS SHOWN ON PLAN INDICATE APPROXIMATE  
ROOF SIZES ONLY.



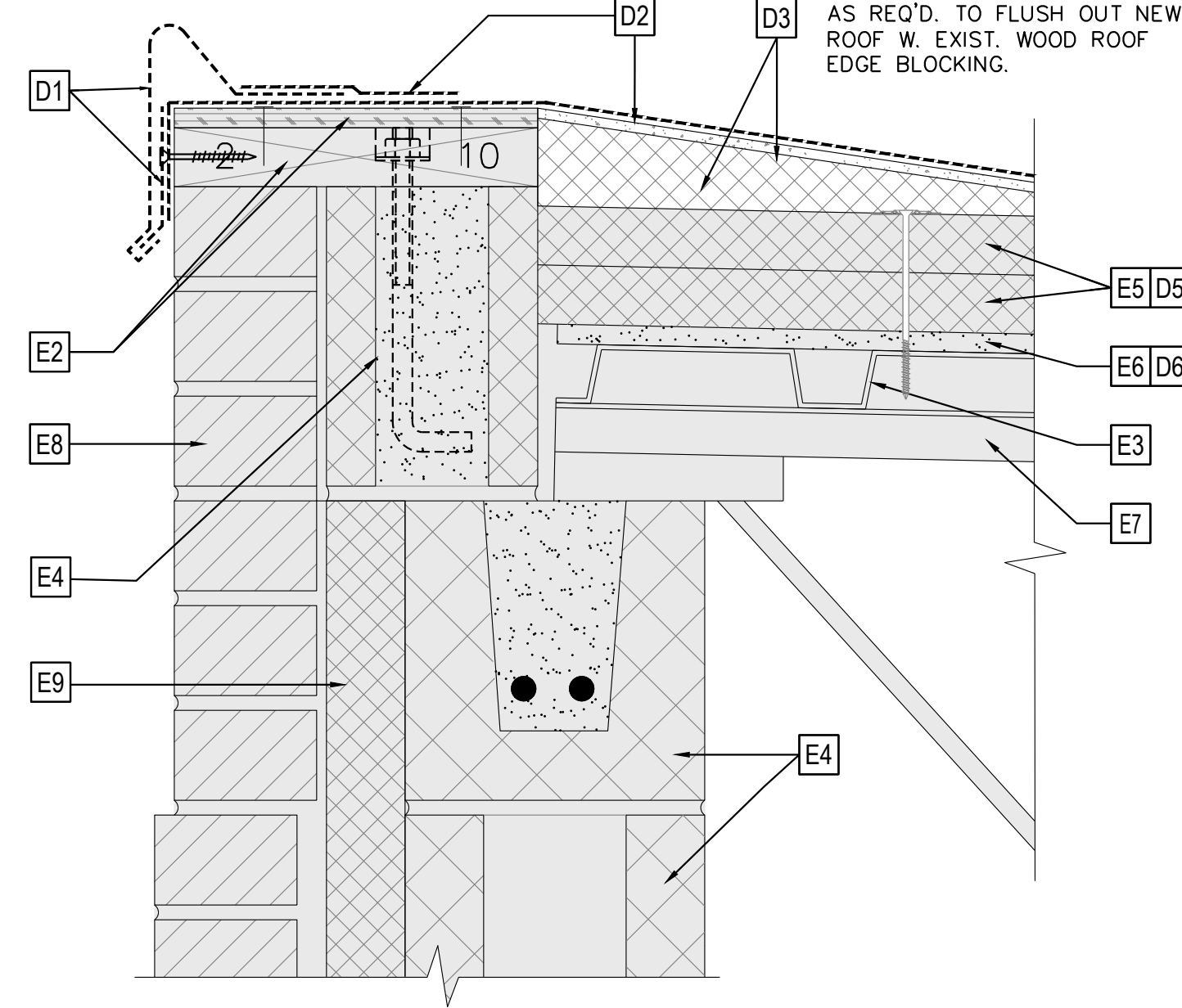
## 1 ROOF PLAN

SCALE: 1/16" = 1'-0"

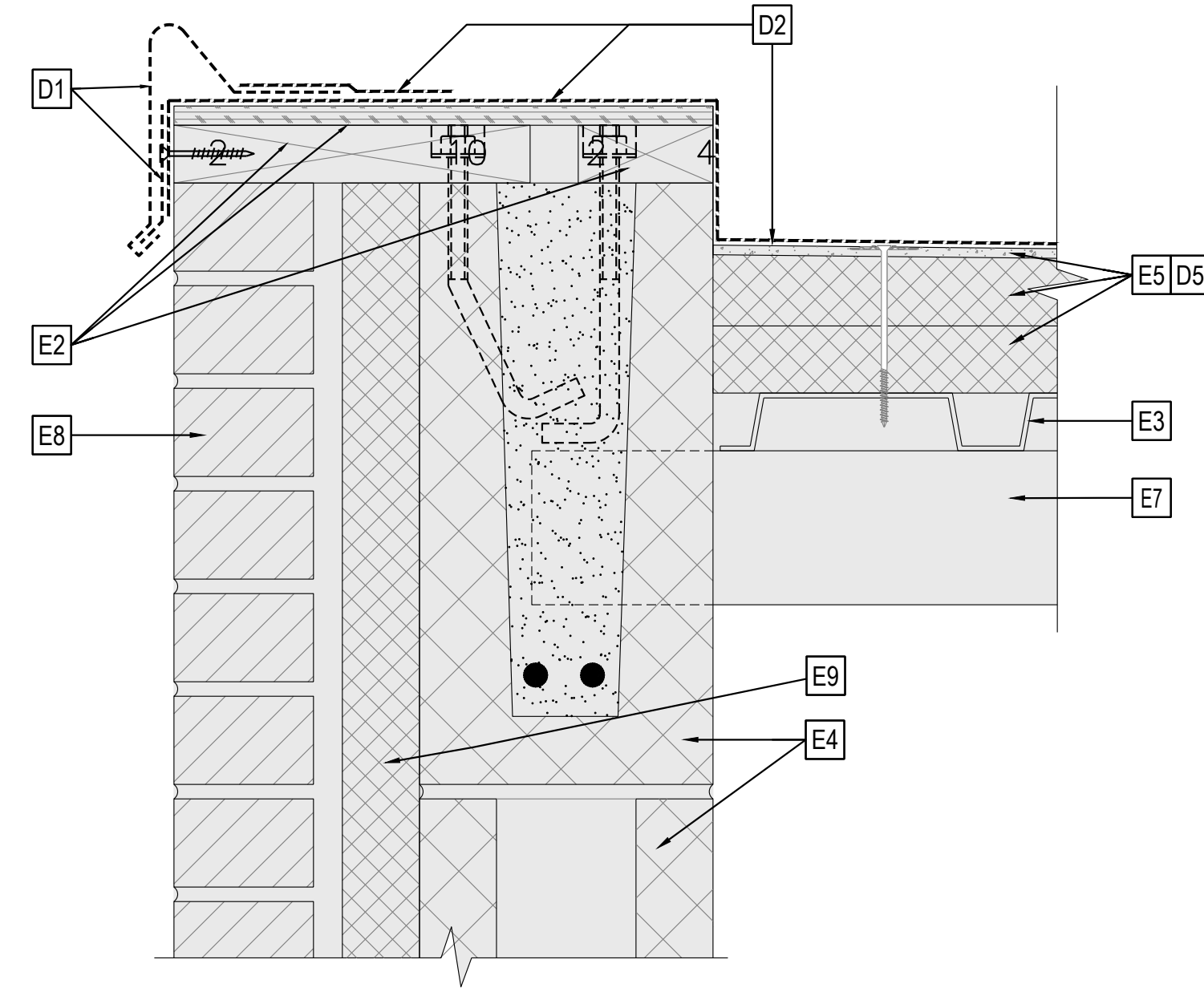




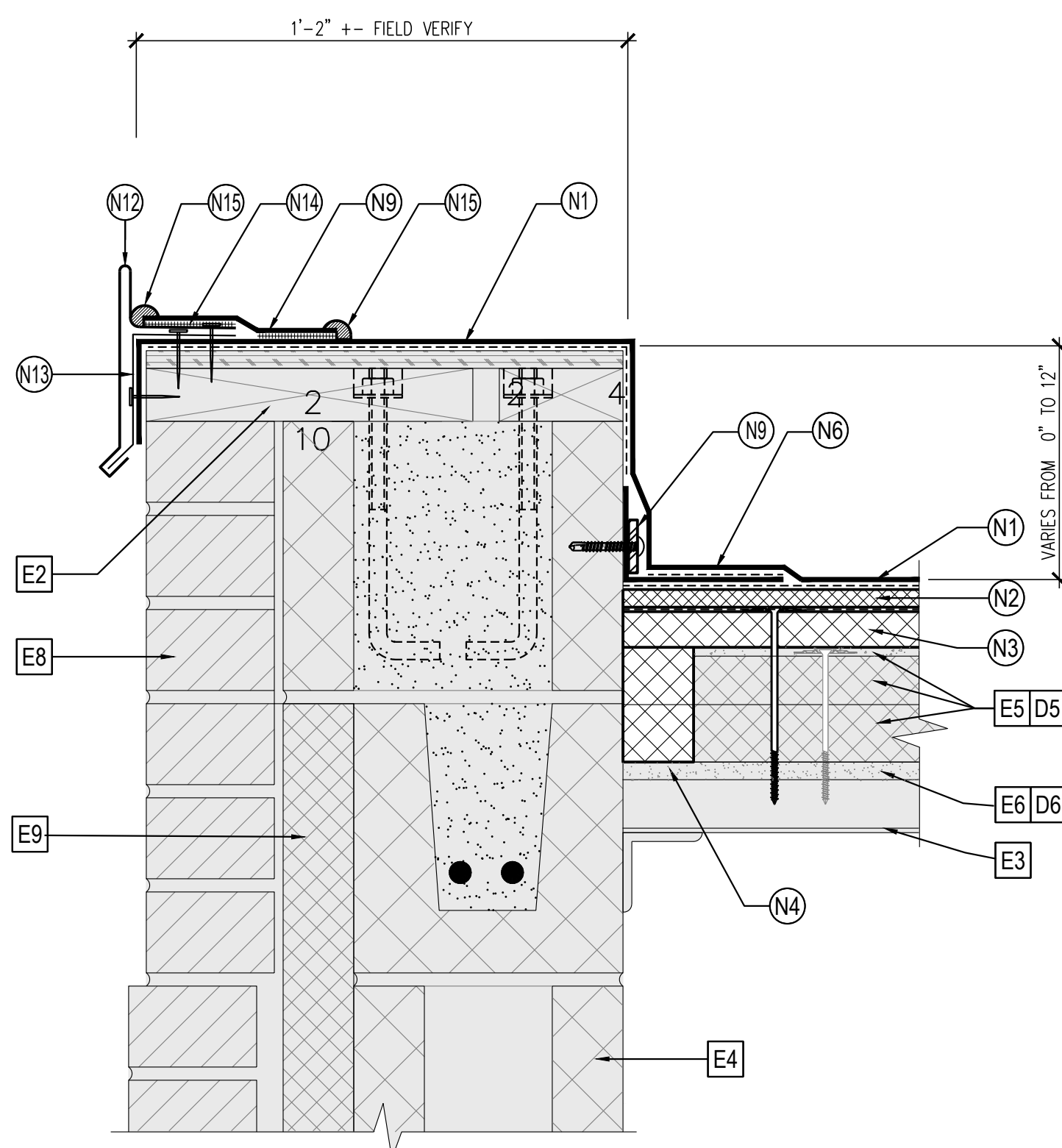
**1D** ROOF DEMO DETAIL AT PARAPET WALL  
SCALE: 3" = 1'-0"



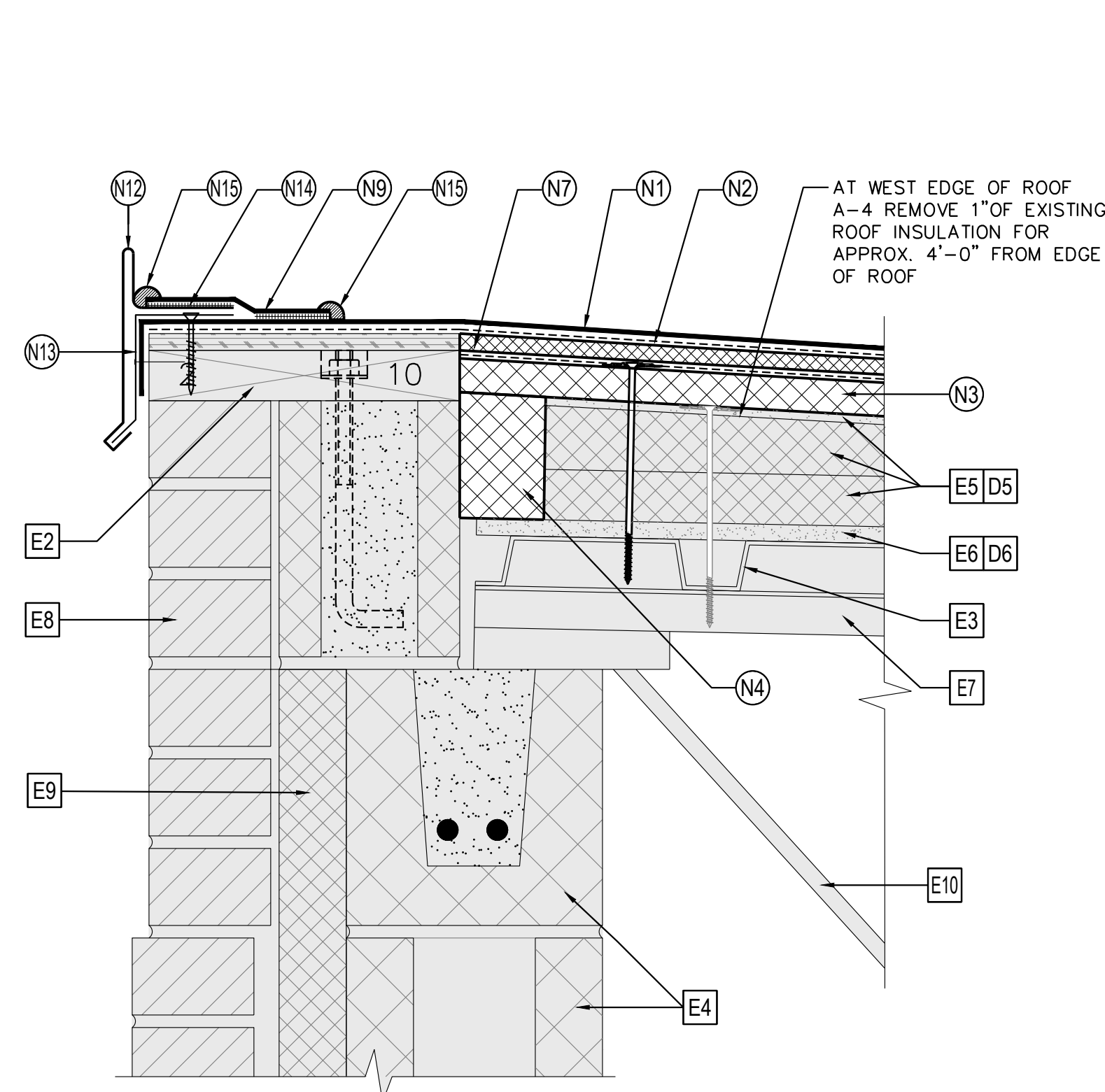
**2D** WEST A-4 ROOF EDGE DEMO DETAIL  
SCALE: 3" = 1'-0"



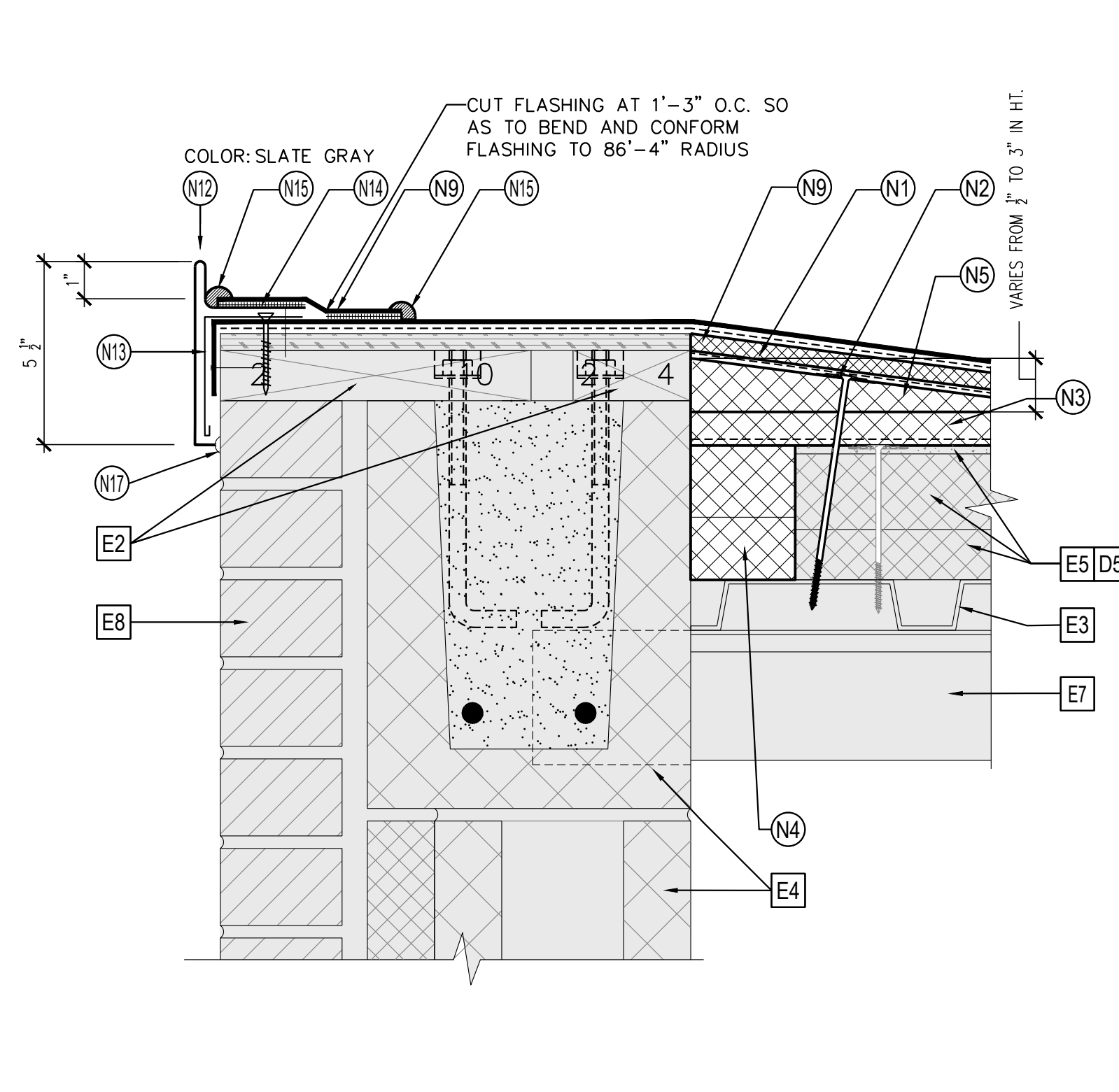
**3D** ROOF DEMO DETAIL AT EXPOSED METAL DECK  
SCALE: 3" = 1'-0"



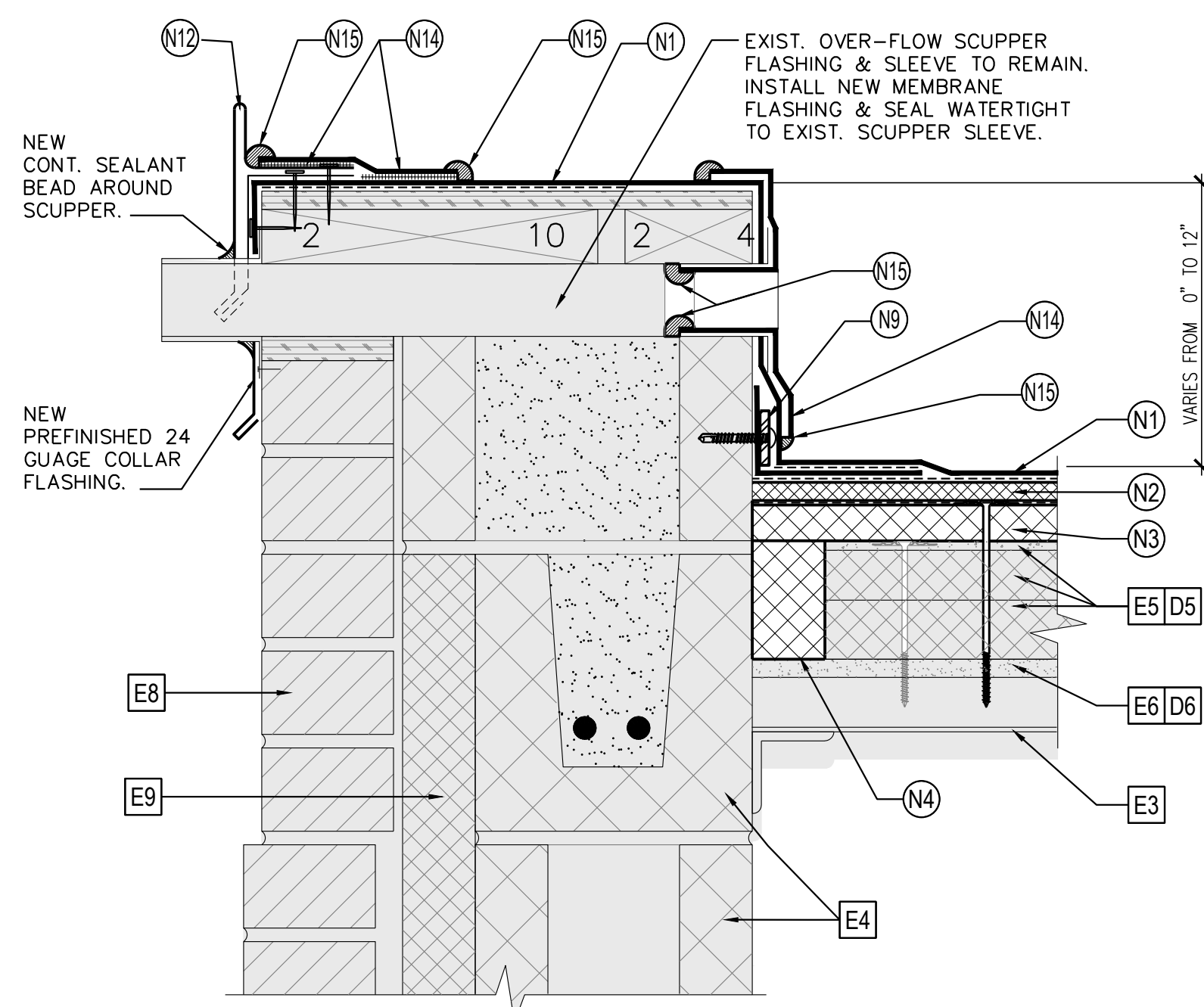
**1** NEW ROOF EDGE DETAIL AT PARAPET WALL  
SCALE: 3" = 1'-0"



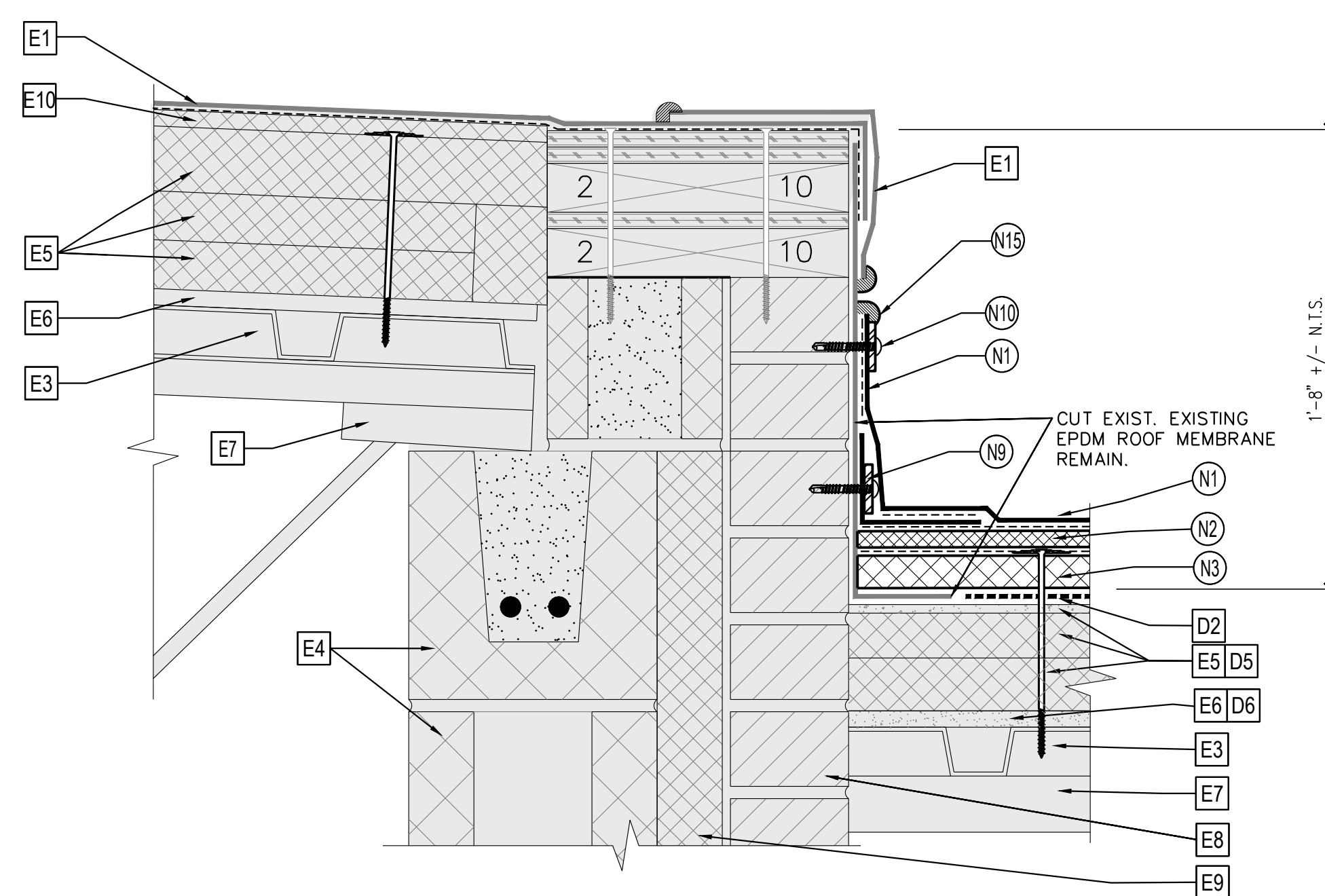
**2** WEST A-4 NEW ROOF EDGE DETAIL  
SCALE: 3" = 1'-0"



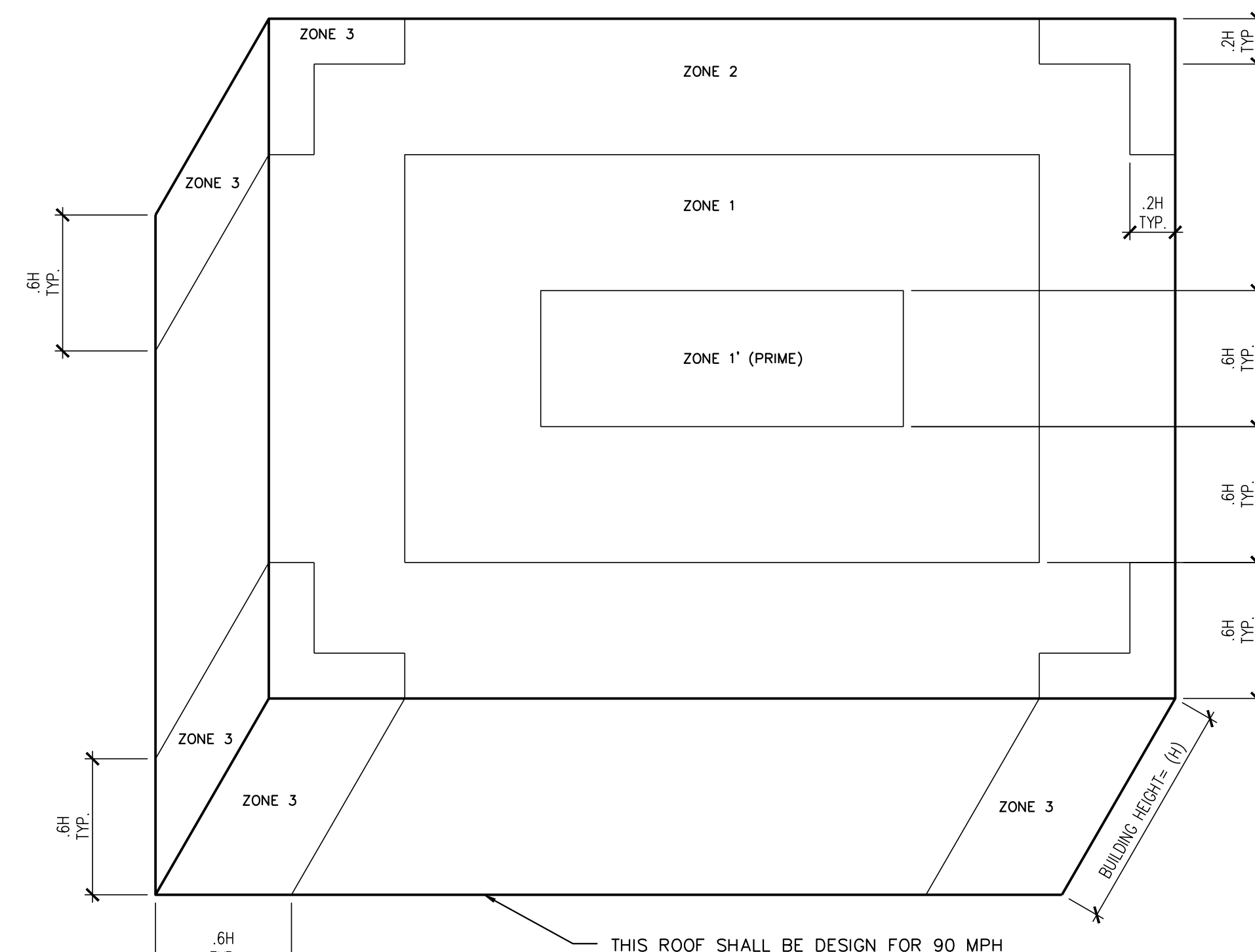
**3** ROOF FLASHING DETAIL AT CURVED LIBRARY WALL  
SCALE: 3" = 1'-0"



**4** NEW ROOF OVERFLOW SCUPPER DETAIL  
SCALE: 3" = 1'-0"



**5** ROOF EDGE AT ENTRY ROOF TRANSITION  
SCALE: 3" = 1'-0"



**0** MIN. WINDLOAD MODEL AS REQ'D BY I.B.C.  
N.T.S.

**TYPICAL EXIST. ROOF DETAIL NOTES - BASE BID**

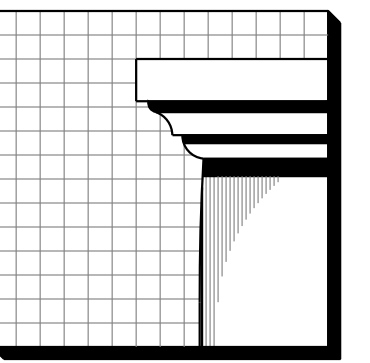
- E1 EXIST. EPDM. ROOF MEMBRANE TO REMAIN - PROTECT FROM DAMAGE.
- E2 EXIST. 2x WOOD PARAPET BLOCKING & PLYWOOD SHEATHING BLOCKING TO REMAIN.
- E3 EXIST. 1 1/2" THICK CORRUGATED STEEL DECK ON SLOPED STEEL STRUCTURE TO REMAIN.
- E4 EXIST. 8" CMU BACK-UP WALL & 8" WIDE CMU BOND BEAM TO REMAIN, FIELD VERIFY.
- E5 EXIST. 1/4" T. CEMENTITIOUS COVER BOARD & POLYISOCYANURATE INSULATION TO REMAIN UNLESS WET, THEN REMOVE DESIGNATED WET INSULATION & COVER BOARD, THEN REPLACE W/ 4" THICK POLYISO. INSULATION AS SHOWN ON ROOF PLAN. SEE DET. 1/A4.2
- E6 EXIST. 3/4" TYP. GYPSUM BOARD THERMAL BARRIER TO REMAIN UNLESS WET, THEN REMOVE & REPLACE W/ NEW 3/4" TYP. 'X' GYPSUM THERMAL BARRIER AS SHOWN ON ROOF PLAN. SEE DET. 1/A4.2
- E7 EXIST. STEEL BAR JOIST ROOF STRUCTURE TO REMAIN.
- E8 EXIST. 4" BRICK VENEER TO REMAIN.
- E9 EXIST. 2" THICK CAVITY WALL INSULATION TO REMAIN.
- E10 EXIST. 1/2" T. PROTECTION BOARD TO REMAIN.
- E11 EXIST. PREFINISHED METAL FASCIA / GRAVEL STOP TO REMAIN.

**TYPICAL ROOF DETAIL DEMOLITION NOTES**

- D1 REMOVE EXIST. PREFINISHED METAL FASCIA / GRAVEL STOP ROOF EDGE FLASHING, CLIP AND ALL FASTENERS.
- D2 REMOVE AND PROPERLY DISPOSE OF EXISTING ROOF MEMBRANE AND MEMBRANE FLASHING THROUGHOUT AREA TO RECEIVE NEW MEMBRANE ROOF.
- D3 REMOVE TAPERED ROOF INSULATION & COVER BOARD - APPROX. 4'-0" WIDE SO THAT 1" T. INSUL. BD. & 3/4" T. COVER BOARD IS FLUSH W/ EXIST. WOOD BLKG.
- D4 REMOVE EXIST. PREFINISHED METAL COUNTER FLASHING AND REMOVE SEALANT FROM FACE OF BRICK VENEER.
- D5 REMOVE AND PROPERLY DISPOSE OF EXISTING WET 1/4" T. CEMENTITIOUS COVER BOARD & 3" TO 4" +/- THICK POLYISO. INSULATION TO EXIST. METAL ROOF DECK PER UNIT PRICE BID.
- D6 REMOVE AND PROPERLY DISPOSE OF ANY WET 3/4" THICK GYP. BOARD THERMAL BARRIER.

**TYPICAL NEW ROOF DETAIL NOTES - BASE BID:**

- N1 INSTALL NEW 60 MIL. E.P.D.M. MEMBRANE ROOF FULLY ADHERED TO HIGH DENSITY POLYISOCYANURATE PROTECTION BOARD PER ROOF MANUFACTURERS REQUIREMENTS.
- N2 NEW 1/2" T. x 4'-0" x 8'-0" SHEETS OF HIGH DENSITY (120 PSI) MIN. POLYISOCYANURATE PROTECTION BOARD ADHERED TO NEW 1" T. POLYISOCYANURATE INSULATION BOARD WITH LOW RISE FOAM ADHESIVE PER MANUFACTURERS REQUIREMENTS.
- N3 INSTALL NEW 1" T. BLACK PAPER FACED POLYISOCYANURATE & SCREW FASTEN SECURELY TO EXIST. METAL DECK W/ 3/4" MIN. DIA. WASHER PLATES PER ROOF MANUFACTURERS REQUIREMENTS THRU EXIST. INSULATION & THERMAL BARRIER INTO EXIST. STEEL ROOF DECK MIN. 1" TO MAX. 2" PENETRATION. SEE DET. 0/A4.1 FOR FASTENING REQUIREMENTS.
- N4 FILL ANY EXIST. 2" WIDE +/- X 3" + DEEP VOID AT EXIST. EXTERIOR WALL W/ NEW 3" THICK BLACK PAPER FACED POLYISO. INSULATION.
- N5 TAPERED BLACK PAPER FACED POLYISOCYANURATE INSULATION TO FLUSH OUT WITH EXIST. WOOD BLOCKING.
- N6 NOT USED
- N7 IF NEW DENSITY PROTECTION BOARD IS HIGHER THAN EXIST. WOOD BLOCKING INSTALL NEW PLYWOOD BLOCKING SO WOOD BLKG. IS SAME HEIGHT AS HIGH DENSITY PROTECTION BOARD, PER UNIT PRICE.
- N8 SECURELY ANCHOR NEW WOOD & PLYWOOD BLKG. W/ 1/2" DIA. TAPCON SCREWS & MIN. 16" O.C. STAGGERED.
- N9 NEW CONT. REINFORCING STRIP SCREW FASTEN INTO WALL OR ROOF DECK PER ROOF MANUFACTURER'S REQUIREMENTS.
- N10 NEW CONTINUOUS METAL ROOF TERMINATION BAR WITH FASTENERS DRILLED AND SCREWED AT 6" O.C. HAMMERED WEDGE ANCHORS NOT ALLOWED.
- N11 NEW 60 MIL EPDM MEMBRANE FLASHING ADHERED TO THE EXIST. SUBSTRATE.
- N12 NEW 24 GA. PREFINISHED METAL FASCIA GRAVEL STOP ROOF EDGE FLASHING W/ SEAM COVERS. COLOR: SLATE GRAY
- N13 NEW CONTINUOUS 20 GA MIN. GALVANIZED STEEL FLASHING CLIP EXTEND OVER TOP OF WALL/PARAPET SECURELY ANCHORED TO WOOD BLOCKING AT 6" O.C. MAX WITH 1 1/4" NON CORROSIVE DECK SCREWS AS SHOWN IN DETAIL.
- N14 INSTALL NEW 60 MIL E.P.D.M. QUICK SEAM FLASHING WITH E.P.D.M. PRIMER AS REQUIRED BY ROOF MANUFACTURER FOR 20 YEAR ROOF WARRANTY.
- N15 INSTALL NEW LAP SEALANT AT EXPOSED E.P.D.M. FLASHING SEAMS.
- N16 NEW PREFINISHED 24 GA STEEL COUNTER FLASHING WITH HEMMED OUT-BEND AT TOP EDGE SEALED WATERTIGHT WITH CONTINUOUS BEAD OF SEALANT. FASTEN SECURELY WITH S.S. 1/4" DIA. TAPCON SCREW WITH NEOPRENE GASKET AT 24" O.C. MAX.
- N17 CONTINUOUS BEAD OF POLYURETHANE SEALANT TO MATCH THE COLOR OF BRICK.



# ANGELO

## ARCHITECTURAL ASSOCIATES, LLC

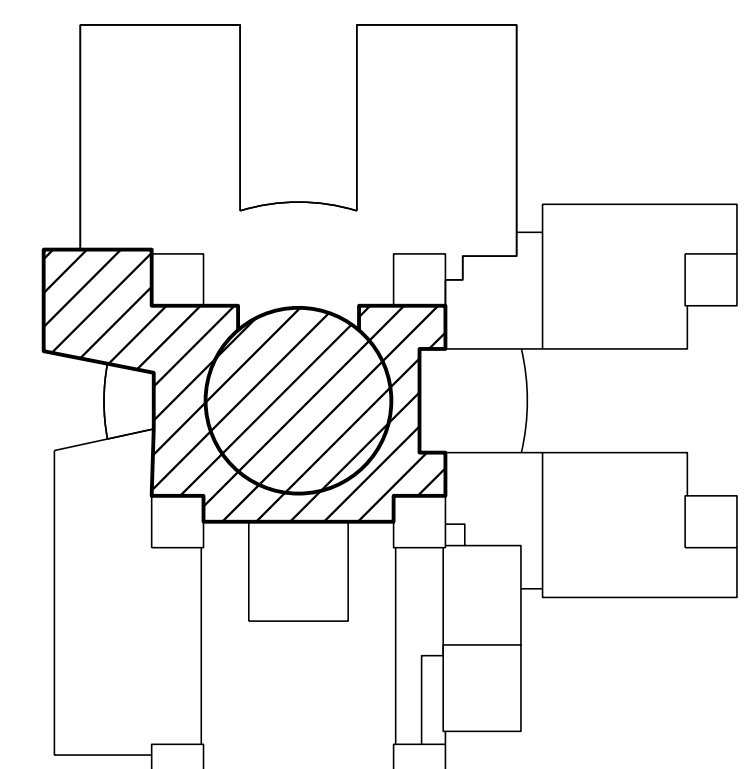
12314 RIDGEVIEW DRIVE  
URBANDALE, IA 50323  
PH: (515) 250-6950  
mthiessena1@mchsi.com

OWNER:



PROJECT:  
ANKENY COMMUNITY  
SCHOOL DISTRICT -  
EAST & NORTHEAST  
ELEMENTARY SCHOOL  
RE-ROOFING PROJECT

PROJECT LOCATIONS:  
EAST ELEMENTARY  
710 3RD SE STREET  
ANKENY, IA 50021  
&  
NORTHEAST  
ELEMENTARY SCHOOL  
1705 NE TRILEIN  
DRIVE  
ANKENY, IA 50021



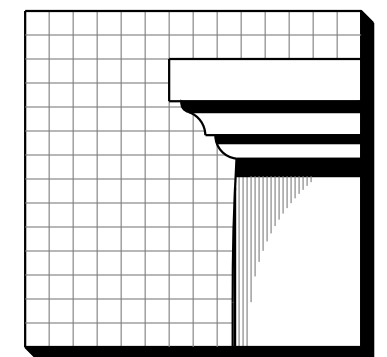
KEY PLAN NORTH

NORTHEAST  
ELEMENTARY  
ROOF DETAILS

JOB NO. 2217

NOVEMBER 10, 2022

# A4.1



# ANGELO ARCHITECTURAL ASSOCIATES, LLC

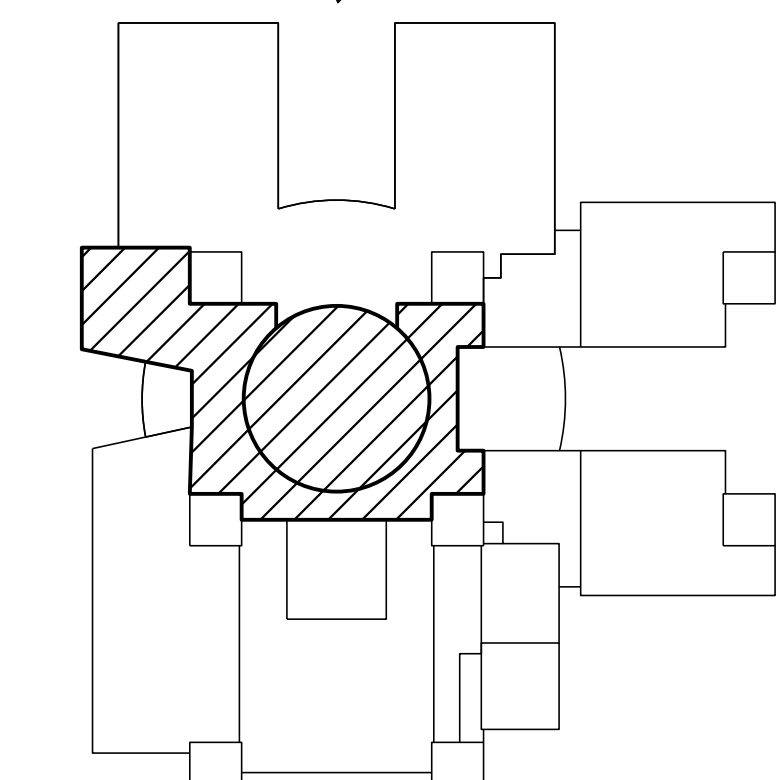
12314 RIDGEVIEW DRIVE  
URBANDALE, IA 50323  
PH: (515) 250-6950  
mthiessena1@mchsi.com

OWNER:



## PROJECT: ANKENY COMMUNITY SCHOOL DISTRICT - EAST & NORTHEAST ELEMENTARY SCHOOL RE-ROOFING PROJECT

PROJECT LOCATIONS:  
EAST ELEMENTARY  
710 3RD SE STREET  
ANKENY, IA 50021  
&  
NORTHEAST  
ELEMENTARY SCHOOL  
1705 NE TRILEIN  
DRIVE  
ANKENY, IA 50021



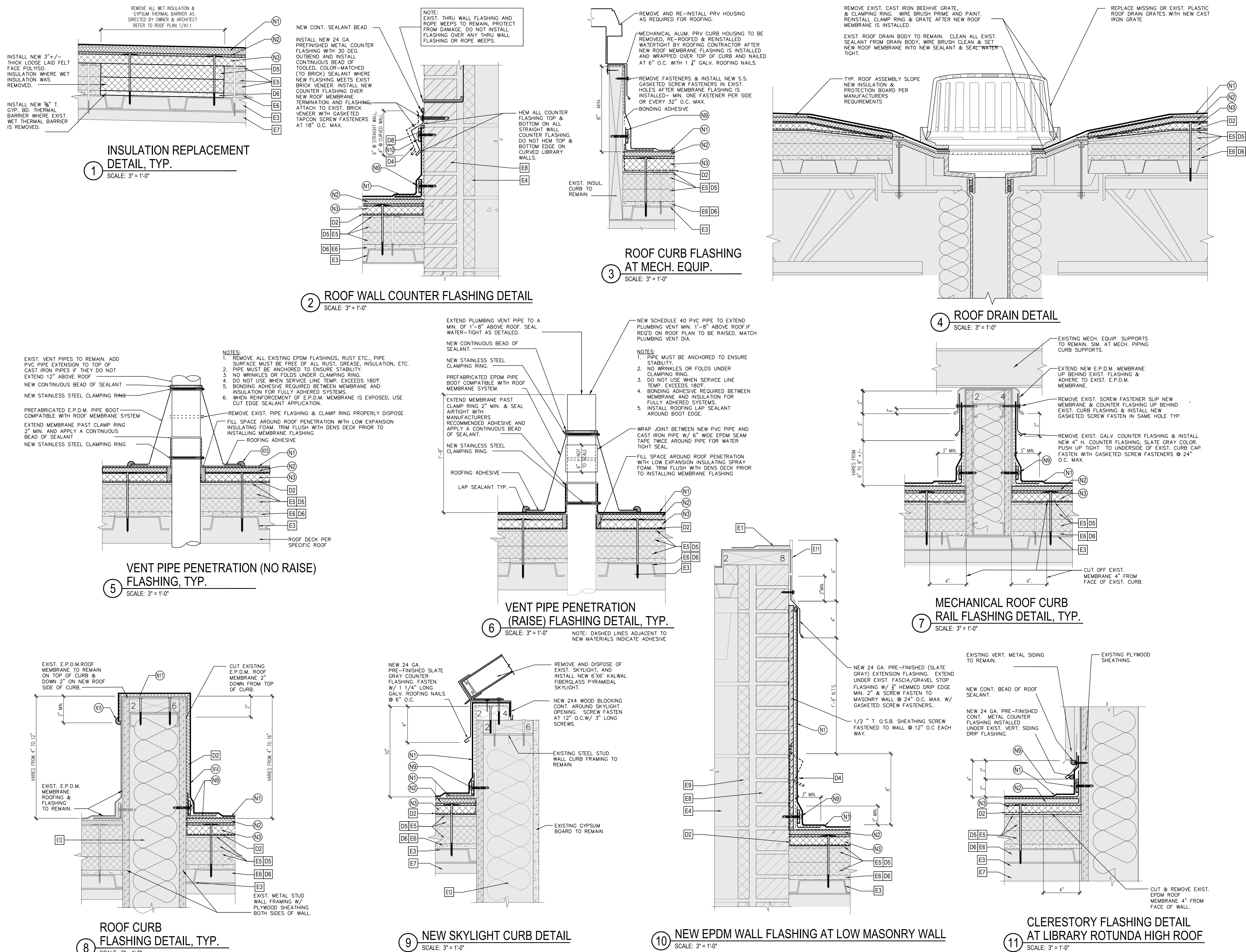
KEY PLAN

## NORTHEAST ELEMENTARY ROOF DETAILS

JOB NO. 2217

NOVEMBER 10, 2022

# A4.2



**PROJECT SPECIFICATION  
FOR  
ANKENY COMMUNITY SCHOOL DISTRICT  
EAST & NORTHEAST ELEMENTARY SCHOOLS  
– PARTIAL RE-ROOFING PROJECT**

**EAST ELEMENTARY, 710 3<sup>RD</sup> STREET, ANKENY, IA 50021  
&  
NORTHEAST ELEM., 1705 NE TRILEIN DR. ANKENY, IA 50021**

**OWNER  
Ankeny Community School District  
306 S.W. School Street  
Ankeny, IA 50023**



**Exterior View of East Elementary School**



**Exterior View Northeast Elementary School**

**ARCHITECT  
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Urbandale, Iowa 50323  
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Angelo Job No. 2217  
November 4, 2021**

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A3.1	Northeast Elementary - Roof Plan	November 4, 2022
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**END OF SECTION 00020**

NOTICE OF PUBLIC HEARING  
ANKENY COMMUNITY SCHOOL DISTRICT  
EAST & NORTHEAST ELEMENTARY SCHOOLS  
PATIAL RE-ROOFING PROJECT

Public notice is hereby given that at 6:00 p.m. Central Time on Monday **November 7, 2022**, in the Board Room of the Ankeny Community School District, 306 SW School Street, Ankeny, Iowa, there will be a public hearing on the proposed plans, specifications, form of contract, and estimated cost of the **East & Northeast Elementary Schools, Partial Re-Roofing Project**. Any interested persons may appear and file written or oral comments/objections. Project documents may be reviewed at Ankeny Community School District Administration Office, 306 SW School Street, Ankeny, IA 50023.

Published by order of the Board of Directors, Ankeny Community School District, Ankeny, Iowa.

By: Jennifer Jamison  
CFO/Board Secretary

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NOTICE TO BID

NOTICE IS HEREBY GIVEN: Sealed bids will be received by the Board of Directors of the Ankeny Community School District at the District Administration Offices, 306 SW School Street, Ankeny, Iowa 50023, until **3:00 p.m.** local Iowa time, according to the designated clock in the District Administration Offices, on **December 7, 2022** for the **East & Northeast Elementary Schools, Partial Re-Roofing Project**.

Bids will be publicly opened and read aloud after **3:00 p.m. December 7, 2022** in the Ankeny Community School District at the District Administration Office Board Room, 306 SW School Street, Ankeny, Iowa. All in accordance with the plans and specifications on file at the District Administrative Offices and available after **November 10, 2022** as follows:

**Bid Location:** Bid is to be sent to or delivered to Board of Directors of the Ankeny Community School District at the District Administration Offices, 306 SW School Street, Ankeny, Iowa 50023, until **3:00 p.m.** local Iowa time.

Project Architect and Engineer:  
Angelo Architectural Associates, LLC  
Phone: 515-250-6950, Email: mthiessen1@mchsi.com

Project Owner:  
Ankeny Community School District, 306 SW School Street, Ankeny, Iowa 50023  
Phone: 515/289-3958, Fax: 515/965-4234

The **East & Northeast Elementary Schools, Partial Re-Roofing** Project consists of partial re-roofing on both schools to remove existing fully adhered EPDM roof membrane, any wet insulation and all perimeter membrane and metal flashing and install new 1" thick roof insulation, ½" thick high density polyisocyanurate cover board and fully adhered EPDM 60 mil roof membrane and new metal roof edge flashing for approximately 5,200 sq. ft. of roof area @ East Elementary School and 15,000 sq. ft. of roof area @ Northeast Elementary School.

Bidding Documents for the **East & Northeast Elementary Schools, Partial Re-Roofing Project** may be obtained commencing **November 10, 2022**. Copies of the drawings and specifications for the Project can be obtained from Action Reprographics, 5037 Northeast 14th Street, Des Moines, Iowa 50313, Phone 515-288-2146. A \$50.00 refundable deposit or MBI Card is required to obtain a construction documents. If the Construction Documents are returned in good condition within 14 days after the bid date to Action Reprographics, the deposit will be returned, however a non-refundable handling fee of \$22.00 shall be made payable to Action Reprographics which will apply to all sets shipped or delivered.

Bidding Documents for said project may also be examined commencing **November 10, 2022** at:  
Ankeny Community School District Office, 306 SW School Street, Ankeny, Iowa, 50023  
Master Builders of Iowa, 221 Park Street, Box 695, Des Moines, Iowa 50309  
Angelo Architectural Associates Office, 12314 Ridgeview Drive, Urbandale, Iowa 50323

Refer to scope of work documents, drawings and specifications for specific information. For questions or additional information contact Angelo Architectural Associates, LLC, 12314 Ridgeview Drive, Urbandale, Iowa 50323, Phone 515-250-6950. Attn: Mark Thiessen or mthiessen1@mchsi.com.

**ANKENY COMMUNITY SCHOOL DISTRICT  
EAST & NORTEAST ELEMENTARY SCHOOLS – PARTIAL RE-ROOFING  
ANGELO JOB NO. 2217**

**NOTICE TO BID  
SECTION 00120  
Page 2 of 2**

A Non-Mandatory Pre-Bid Meeting will be held for all interested bidders at **1:00 p.m., November 21, 2022** at the address listed below. All bidders shall meet at the ACSD Northeast Elementary School, 1705 NE Trilein Drive, Ankeny, inside the west front entry of the school. After review Northeast Roof we will travel to East to review that roof. Any Bidder may contact Tim Simpkins, Facility Manager, Ankeny School, 306 SW School Street, Ankeny, IA 50023, Phone, 515-371-0603 to review project if they are unable to attend the Pre-Bid meeting to schedule another time to visit the schools.

Bid Security in the amount of five percent (5%) of the Bid must accompany each Bid in accord with the Instructions to Bidders.

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

By virtue of statutory authority, preference will be given to products and provisions grown and/or produced within the State of Iowa, and preference will be given to Iowa domestic labor as provided in the Code of Iowa.

The Owner reserves the right to reject any or all Bids and to waive informalities or irregularities in the bidding.

The School Board will conduct a Board Meeting on December 19, 2022 to consider the bids for this project.

Jennifer Jamison  
Secretary  
Board of Directors  
Ankeny Community School District  
Ankeny, Iowa

PART 1 GENERAL

1.01 INTENT OF BID

- A. The intent of this Bid Request is to obtain a Bid Proposal to remove the partial defined existing roof system and install a new roof system as defined in the Construction Documents for the **East Elementary School, 710 3<sup>rd</sup> Street, Ankeny IA 50021 & Northeast Elementary School, 1705 NE Trilein Drive, Ankeny, IA 50021.**
- B. The Re-Roofing Project Scope is defined in the Construction Documents, which is comprised of the Project Specification and Project Drawings and any issued Project Addenda. The Specification and Drawings are those identify in Section 00010 Specification Table of Contents and Section 00020 List of Drawings and any Addendums issued prior to bid opening.

1.02 BIDDING

- A. The Owner “Ankeny Community School District, 306 SW School Street, Ankeny, IA 50023” has requested all interested parties submit their signed, sealed, completely filled out bid on a copy of the attached Bid Form included in Section 00300 Bid Form at the specified location prior to the date and time stated on Bid From.
- B. All Bid Forms must be prepared in single copy and in conformity with and be based upon and submitted subject to all requirements of the Contract Documents. They must be fully completed with all blanks appropriately filled in. Each bid shall be legibly written or printed in ink on the separate form provided. No alterations in bids, or in the printed forms therefore, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the Bidder; if initialed, the Owner may require the Bidder to identify any alteration so initialed. No alteration in any bid, or in the form on which it is submitted, shall be made after the bid has been submitted.
- C. It will be the Bidder’s responsibility to secure any and all addenda from Action Reprographics, 5037 NE 14<sup>th</sup>, Street, Des Moines, IA 50313, Phone 515-288-2146. The Bidder will be required to acknowledge receipt of all addenda on bid form. Owner reserves the right to reject any bid, which is received, which has not been based upon all addenda issued by the Architect for this project.
- D. No Bidder may submit more than one bid. Multiple bids under different names will not be accepted from one firm or association.
- E. The Bidder is required to bid on all Bid Alternates and complete all blanks on the bid form. If Bid Alternates are called for on a type or method of construction as to which the Bidder does not desire to bid, the Bidder shall insert the words “NO BID.” In case the Bidder desires to bid on an alternate, it shall set forth in the space provided therefor, the amount to be added or deducted from the base bid or in the event that the Bidder does not desire to make a change from the base bid, it shall so indicate by using the words “NO CHANGE.” In the selection of alternates, the Owner reserves the right to select or reject any or all Bid Alternates in the proposal if, in the judgment of the Board of Directors, or its designees, the best interest of the Owner will be so served.

- F. The Bid Documents shall be submitted at the time and location as noted in the Notice to Bidders. **Bids submitted after the stipulated time they are due will be returned to the bidder unopened.**
- G. Revisions to the Submitted Bids shall be permitted when received in writing prior to bid closing and when endorsed by the same party or parties who signed and sealed the Bid.
- H. Bidders may withdraw their Bids by written request at any time before Bid Due Date and Time.
- I. Bidding Documents shall be enclosed in two envelopes (outer and inner). The outer envelope shall be sealed and clearly labeled “BID DOCUMENTS” and identified with the description of the work to which the proposal applies; the name of the project; the name and address of the Bidder; and the time of opening bids; all in prominent lettering so as to guard against opening prior to the stipulated time. No responsibility shall attach to any employee of the Owner for the premature opening of any bid not prominently identified. The Bidder shall be responsible for placing his firm name and the name and number, if applicable, of the project and the time of the bidding on the outside of the outer bid envelope. **The outer envelope shall contain the completed Bid Security, Sex Offender Form, Certificate of Compliance Form & Debarment Form. If the documents required in the outer envelope are not signed, sealed as required, the inner bid envelope containing the bid shall be returned to the bidder unopened. The inner envelope shall contain only the completed Bid Form.**
- J. All bid informalities shall be review and final determination rendered by the Owner’s legal counsel.
- K. Bidders shall be solely responsible for the delivery of Bids prior to Bid Due Date and Time. The Owner and Architect except no responsibility for a bid not delivered on time.
- L. The Owner shall publicly open all bids immediately after the Bid Due Date and Time. All bidders and interested parties are invited to attend the bid opening. The Architect shall provide a Bid Tab for Bidders to record the bid information read aloud by the Owner.
- M. Bids shall remain in effect and irrevocable for 45 days from the Bid Date.

#### 1.03 REQUIRED BID FORM SIGNATURES

- A. Signed Bid Form as follows:
  - 1. Sole Proprietorship: Signature of sole proprietor in presence of a witness who will also sign and notarized the bid. Insert “Sole Proprietor” under the signature. Affix Seal.
  - 2. Partnership: Signature of all partners in the presence of a witness will also sign. Insert the word “Partner” under each signature. Affix seal to each signature.
  - 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer’s capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president / secretary / treasurer of the company a copy of the by-laws of their of their board of directors authorizing that person to do so, must also be submitted with the Bid Form in the bid envelope.

4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as describe above, similar to the requirements for Partnership.

#### **1.04 BID INFORMALITIES**

- A. Bids that are improperly prepared, not signed or sealed, improperly signed or sealed, not intelligible, contain arithmetical errors, erasures, alterations, written bid amount does not match the numerical amount or irregularities of any kind, shall be declared unacceptable at Owner's legal counsel discretion.
- B. Failure to provide properly completed 5% bid security.
- C. If after Owner's provides Notice of Award Letter to contractor and contractor does not provide Performance & Payment Bond, Proper Insurance Certificate with Proper Insurance types and limits and Sex Offender Certificate.
- D. Any identified bid informalities listed above or any other as discovered by the Owner's legal counsel shall have the right to reject that bid.

#### **1.05 QUALIFICATION OF BIDDERS**

- A. Contractors shall be licensed in the State of Iowa for work required in the contract document to be performed.
- B. Bidders may be requested to submit written evidence of their company's financial status, previous similar work experience and current commitments if required by the Owner's legal counsel.
- C. All Bidders shall provide a Bid Security for no less than 5% of the amount of their bid, included when submitting the bid.
- D. The Owner reserves the right to reject a proposed Sub-Contractor for reasonable cause per A.I.A. Documents A201, Article 5 of the General Conditions.

#### **1.06 DOCUMENT AVAILABILITY**

- A. One copy of the Completed Construction Documents, (Drawings, Specifications and Addenda) in printed form can be obtained from Action Reprographics, 5037 NE 14<sup>th</sup> Street, Des Moines IA 50313, Phone 515-288-2146.
- B. Bidders can also view printed hard copies of plans at the two (2) plan rooms listed in the Section 00120 Advertisement to Bid and Owners office Ankeny Community School District, 306 SW School Street, Ankeny, IA 50023.
- C. Bid Documents are also available for viewing at the Architect's Office of Angelo Architectural Associates, LLC, 12314 Ridgeview Drive, Urbandale, IA 50323, Phone 515-250-6950.

- D. Upon receipt of Bidding Documents, Bidder shall verify documents are complete. Notify Angelo Architectural Associates @ 515-250-6950 immediately if Construction Documents appear incomplete in any manner or appearance.

#### 1.07 BIDDING & PROJECT QUESTIONS

- A. Submit all questions pertaining to this project in writing to Mark Thiessen, Angelo Architectural Associates, LLC, 12314 Ridgeview Drive, Urbandale, Iowa, 50323, and Email mthiessen1@mchsi.com within 5 days of the specified Bid Due Date.
- B. Replies, which revise the Construction Documents, will be issued by Angelo Architectural Associates, LLC in the Form of an Addendum and will be emailed to all Plan Holders who have obtained their Construction Documents from Action Reprographics. All Angelo Architectural Associates, LLC Addendums shall become part of the Contract Documents and be reflected in the Bid Proposal. Iowa Sales Taxes shall be exempt from all bidders bid. Included in the specification is a Tax Exempt Form for contractor to use for all new materials to be permanently attached to the School.
- C. The Architect and Owner shall not be responsible for oral clarifications. Verbal communications are not binding on any party.

#### 1.08 SUBSTITUTIONS

- A. Submit all Substitution Requests within 5 days prior to Bid Due Date. Each request shall clearly describe the product for which approval is asked, and shall include all data necessary to demonstrate acceptability, as outlined in Specification Section 01600: Material and Equipment.
- B. The Architect shall list all approved product manufacturers in the Specification. If a manufacturer desires to be considered as an acceptable manufacturer for this project and were not listed in the Specification, they may request the Architect to review their product through the Substitution process. The Architect shall list any additional acceptable approved manufacturers and products in an Addendum. If no acceptable manufactures or products appear in any Addendum, this indicates no additional manufactures have been approved other than those listed in the Specification.
- C. Submit all Product Substitution Requests 5 days prior to Bid Due Date.
- D. Approved Product Substitutions shall include in their bid, changes required in the work and changes too contract time and contract price to accommodate such approved substitution. Late Substitute Requests may not be granted due to time to research the product information prior to bidding and issuing of Addenda.
- E. Each substitution request shall provide sufficient information for Architect to determine acceptability of proposed products. **The substitution shall indicate any major or minor deviation from specified products on the substitution request form.**
- F. No prior approval from the architect is required prior to submitting a substitution request.

1.09 PROJECT TIMELINE

- A. Refer to Section 00210 Summary of Work, Paragraph 1.4 PROJECT MILESTONES for major project milestone dates.

1.10 EXISTING SITE & PROJECT EXAMINATION

- A. **A Non-Mandatory Pre-Bid Meeting will be held for all interested bidders at 1:00 p.m., November 21, 2022 at the address listed below. All bidders shall meet at the Ankeny CSD, Northeast Elementary School, 1705 NE Trilein Drive, Ankeny, inside the West front entry of the school.**
- B. The Pre-bid meeting will allow the Contractors to access the site and existing roof to be re-roofed. The Owner and Architect will describe the project and point out some of the unique conditions related to this project. They will also answer any questions the bidders may have to the best of their project knowledge and ability. If the Pre-bid Meeting discussion results in any new change in design the Architect will issue the revisions or additions to the Construction Documents by means of an Addendum. Any discussion at the Pre-bid meeting is not binding unless it appears in an Addendum.
- C. Refer to Section 00120 Advertisement for Bids for all Non-Mandatory Pre-Bid project information.

1.11 BUILDING CODE

- A. The Owner has confirmed that this re-roofing project does not require a building permit from the City of Ankeny, Iowa, Building Code Department, since it is a building maintenance project. However, all building materials and installation procedures shall comply with the Current Building Code for the City of Ankeny, Iowa.

1.12 TAXES

- A. The Ankeny Community School District has provided a Sales Tax Exempt Form in this specification to be filled out by the Awarded Contractor and return to Tim Simpkins, Ankeny CSD, 306 SW School Street, Ankeny, IA 50023. Awarded Contractor will be furnished with a State of Iowa Sales Tax I.D. Number for the Contractor to use for all new materials to be permanently installed on this project only. The Tax I.D. Number shall be furnished to the Contractor after the contracts are signed. All other taxes imposed by any taxing authority shall be included in the Contractors Bid, for temporary materials and equipment.
- B. The Contractor is subject to payment of Iowa income tax on income from this work in amounts prescribed by law. If the Contractor is a non-Iowa partnership, individual, association, or corporation, it shall furnish evidence prior to the execution of the Contract that bond or securities have been posted with the Iowa State Department of Revenue in the amount required by law.

**1.13 PERFORMANCE BOND & LABOR AND MATERIAL PAYMENT BOND**

- A. The Contractor shall furnish a Performance Bond and Labor and Material Payment Bond, in the amount of the full Contract Sum, on AIA Form A312 per Section 00600 Bonds.
- B. The Performance and Labor and Materials Bonds shall be issued by a responsible surety company authorized to conduct business in the State of Iowa.
- C. The amount of the bonds shall be increased to cover additions made to the Contract during execution of the Work, such as and Add Change Order.
- D. The cost of the bonds shall be included in the proposed Contract Sum.

**1.14 INSURANCE**

- A. Contractor shall include Workers' Compensation Employers Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance as specified in Section 00810 Supplemental Conditions.
- B. Owner shall provide Owner's Liability Insurance and Property Insurance (Builders Risk).

**1.15 FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR**

- A. AIA A101- 2017 Standard Form of Agreement Between Owner and Contractor Where the basis for payment is a Stipulated Sum (2017 Edition). This Agreement shall be incorporate the General Conditions of this Contract which is AIA Document A201 – 2017, "The General Conditions of the Contract for Construction," dated 2017, 1-15 Articles, 38 pages, a standard form of the American Institute of Architects, which document is hereby specifically made a part of the Contract Documents with the same force and effect as though set forth in full. The General Conditions have been modified per Section 00800 Supplemental Condition shall comprise the agreement between the owner and the contractor.
- B. Owner and Contractor shall formally enter this Agreement once agreement has been properly prepared and submitted and all the required bonds, insurance and sex offender form and sales tax certificate form have been submitted.

**1.16 SEX OFFENDER CERTIFICATION**

- A. The General Contractor, Sub-Contractors, Venders and Suppliers shall be required to sign a Sex Offender Certification Form prior to beginning construction on this Re-Roofing Project. The Sex Offender Form is included in this Specification Section 00311. The Sex Offender Form shall be included in the outer envelope at the time of bidding by the Bidding Contractor.

**1.17 LIQUIDATED DAMAGES**

- A. This project does not have any requirements regarding liquidated completion date damages.

**END OF SECTION 00200**



**PART 1 - GENERAL**

**1.1 TIME OF COMPLETION**

- A. It is to be understood that time is of the essence for this Contract and the contractor will be required to perform the Work within the allowable time set forth in the Contract. In this connection, attention is directed to the provisions of the General Conditions and Supplementary General Conditions, if any, relative to delays, extensions of time, and liquidated damages. The successful bidder/contractor shall, within ten (10) days after the Notice of Contract Award, prepare and submit for the Owner's approval, a Preliminary Construction Schedule. The schedule shall indicate the time of performance and the completion dates of the various portions of the Work, and the dates upon which the Owner may expect to be allowed to occupy portions of the building.
- B. The Owner and the Contractor shall agree mutually on any changes in either the schedule or the rate of performance of the Work which might either favorably or adversely affect such schedule dates. No additional compensation or fee shall be paid by the Owner, for any completion of all or any portions of the Work earlier than scheduled unless otherwise specifically agreed in writing.
- C. Due to Roofing Materials being difficult to purchase and get delivered when need to the job site do to many factors. The owner will require that this project's shop drawings be completed within two weeks of signed contracts. The Architect will review all the shop drawings within one week and forward back to Roofing Contractor. Roofing contractor to provide Owner and Architect purchase invoices showing they have ordered all the roofing material within one week of having approved shop drawings. This will be extremely important to get all the roofing materials to this project as soon as possible. Note: the Ankeny Community School District will pay for stored materials as soon as delivered to the project or stored in a Des Moines Area Warehouse with an insurance certificate with the Ankeny Community School District named as the insured.

**1.2 PRELIMINARY CONSTRUCTION SCHEDULE**

- A. The Preliminary Construction Schedule indicates planned substantial completion dates for significant activities during the construction period. Substantial completion of an activity is considered to be when the work of subsequent activities can proceed in accordance with the Project Construction Schedule.

**1.3 CONSTRUCTION PROGRESS SCHEDULE**

- A. A detailed Construction Progress Schedule shall be submitted by the Contractor prior to the submission of the first request for payment. No partial payment on account of work performed shall be made until such detailed Construction Progress Schedule has been approved by the Owner. Refer to Section 01300 for format requirements. Construction sequence or timing of schedules received from contractors may be adjusted in the project Construction Progress Schedule by the Owner's Representative to facilitate sequencing and coordination of the overall project.

- B. During the construction period the Contractor is required to regularly provide information and input on scheduling and coordination of his work. The Construction Progress Schedule will detail the Contractor's performance between project milestone dates. Construction Progress Schedules will be required with each Contractor's Application for Payment.
- C. The mandatory project milestones are listed in this section.

#### **1.4 PROJECT MILESTONES**

- |  |                                      |
|--|--------------------------------------|
| <b>A. Public Hearing:</b>                        | <b>November 7, 2022 – 6:00 p.m.</b>  |
| <b>B. Release Of Bid Documents:</b>              | <b>November 10, 2022</b>             |
| <b>C. Non-Mandatory Pre-Bid Meeting:</b>         | <b>November 21, 2022 – 1:00 p.m.</b> |
| <b>D. Proposal Due:</b>                          | <b>December 7, 2022 – 3:00 p.m.</b>  |
| <b>E. Notice of Award:</b>                       | <b>December 19, 2022</b>             |
| <b>F. Submit Bonds &amp; Insurance to Owner:</b> | <b>January 3, 2023</b>               |
| <b>G. Owner Anticipates Contracts Signed:</b>    | <b>January 4, 2023</b>               |
| <b>H. Commence Construction:</b>                 | <b>June 1, 2023 to June 7, 2023</b>  |
| <b>I. Substantial Completion:</b>                | <b>August 4, 2023</b>                |
| <b>J. Final Completion:</b>                      | <b>August 11, 2023</b>               |
| <b>K. Project Closeout:</b>                      | <b>August 31, 2023</b>               |

**END OF DOCUMENT 00210**

**ANKENY COMMUNITY SCHOOL DISTRICT  
EAST & NORTEAST ELEMENTARY SCHOOLS – PARTIAL RE-ROOFING  
ANGELO JOB NO. 2217**

**BID FORM  
SECTION 00300  
Page 1 of 4**

To: Ankeny Community School District  
Board of Directors  
306 SW School Street  
Ankeny, IA 50023

Project: Ankeny Community School District – East & Northeast Elementary Schools –  
Partial Re-Roofing Project

Submitted by: \_\_\_\_\_  
Contractor

\_\_\_\_\_  
Address (Street, City State & Zip Code)

Bid Due: 3:00 p.m. local time, **December 7, 2022**

**Bid Location:** Bid is to be sent to or delivered to Board of Directors of the Ankeny Community School District at the District Administration Offices, 306 SW School Street, Ankeny, Iowa 50023, until **3:00 p.m.** local Iowa time. Bids will be publicly opened and read aloud after **3:00 p.m.**

The undersigned hereby agrees to furnish labor, materials equipment and services required to perform work under the CONTRACT for the Ankeny Community School District – **East & Northeast Elementary Schools – Partial Re-Roofing Project** in accordance with the Contract Documents, which include Bidding Requirements, Conditions of the Contract, Specifications, Drawings and Addenda for the following amount.

All spaces provided on the “Bid Form” shall be filled in. If any space provided is not utilized by the Bidder, that space shall be filled in with the notation “No Bid”.

The Contractor submitting this bid and has examined all the Contractor Documents prepared by the Architect for said project and we, the Contractor acknowledge below that we hereby offer to enter into and Owner / Contractor Agreement to perform the Work for the Sum / Price listed below:

We the contractor, have furnished the required Bid Security of 5% of project bid.

The Owner shall furnish the Awarded Contractor a State of Iowa Sales Tax Exempt Identification Number for the purchase of all building materials for the construction of the **Ankeny CSD, East & Northeast Elementary Schools – Partial Re-Roofing Project**. All other Taxes shall be included in this project bid.

1. Addendum Receipt: Receipt of the following addenda to the Contract Documents is acknowledged and included in this Bid:

Addendum _____	Dated _____
Addendum _____	Dated _____
Addendum _____	Dated _____

2. Base Bid: State the amount to Re-Roof a portion of the Ankeny CSD, East & Northeast Elementary Schools – Partial Re-Roofing Project area roofs as shown on Roof Plans to receive a new roof.

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

3. Unit Price:

- A. Add or Deduct Unit Replacement for removal of any wet fiber cover board, wet roof insulation and wet light wet gypsum thermal barrier material and installation of new polystyrene roof insulation to match the thickness of the existing fiber cover board, roof insulation and gypsum thermal barrier material not identified on the Roof Plans. Assume a 3" to 8" thickness of new tapered roof insulation will be required if roof system is wet and needs replacement.

State the amount per square foot for removing and disposing any wet (3" to 8"+/-) tapered insulation made up of (1 layer of 1" thick fiber board) and multiple layers of (3" to 8"+/-) thick polystyrene rigid insulation and 1/2" +/- thick gypsum sheathing thermal barrier and replacing with new one new layer of 5/8" gypsum board, multiple layers of 2 1/2" +/- thick Polystyrene Insulation screw fastened to metal deck with stagger joints with top layer matching existing tapered roof insulation slope. This Unit Price shall include setting and removing all required scaffolding or equipment to perform this work, overhead and profit. This Unit Price is only for the existing wet insulation board that is discovered after removing the roof membrane that is not identified as wet insulation on the bid drawings. The roof contractor shall check existing roof fiberboard to see if it is wet immediately after removing the existing EPMD roof membrane. If the Roofing Contractor should identify any wet fiberboard or roofing insulation, they shall immediately notify Tim Simpkins, Owner Representative and Architect, who shall determine how much roof fiberboard and roof insulation shall be removed. This unit price will be used to determine the additional cost to be added or deducted from the contract if additional wet fiberboard and roof insulation is removed and replace with new insulation. This Unit Price is an Add or Deduct Unit Price Contractor shall included in Base Bid replacing **1,200 square feet at East Elementary School and 500 square feet at Northeast Elementary School** of removal of wet fiberboard, insulation, gypsum board fire barrier and installation and fastening of new 5/8" thick gypsum board fire barrier and tapered polyisocyanurate roof insulation in base bid. This unit price will be used to adjust the contract price up or down base on how much wet insulation is actually done above or below the amount shown on the drawings.

Cost per Square Foot \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

5. CONDITIONS UPON ACCEPTANCE OF THE BID

- A. It is understood that the Owner reserves the right to reject any or all bids and to accept bid which deems to be in their best interest.
- B. It is further agreed that this Bid may not be withdrawn for 45 days after closing time for receipts of bids. This Bid, may however, be withdrawn at any time prior to bid opening time, or authorized postponement thereof.

C. Should the Owner approve the bid within the 45 days of bid date the Contractor shall

1. Execute the Owner / Contractor Agreement within (10) ten calendar days from the date of receipt of the Notice of Award.
2. Furnish the required Bonds and Insurance Certificates with (10) ten calendar days of receipt of Notice of Award in the forms described in the specifications.
3. Commence working on the project with between June 1th & June 7th 2023.

D. Should the Owner accept the bids within the time stated, and the Contractor fails to commence the Work or fails to provide the required Bonds and / or Insurance Certificates, the bid security of 5% shall be forfeited to the Owner as damages.

E. Should the Owner not accept the bid within the (45) forty five calendar days, the required bid security shall be returned to the bidder unless a mutual agreement is made to maintain or retain the bid as submitted for an agreed upon period.

**6. CONDITIONS FOR A VALID BID**

A. All bids shall include the following attached in a separate outer envelope with the Bid Form in the inner envelope:

1. Signed, Sealed and Notarized Bid Security in the amount of 5% of the Bid.
2. The Sex Offender & Compliance Certificate Form is required to be submitted with the Bid Form, it is only required of the Awarded Bidder when submitting the Agreement.
3. The Sales Tax Exempt Form not required to be submitted with the Bid Form, it is only required of the Awarded Bidder when submitting the Agreement.
4. I have attached the proper Bid Security and Sex Offender, Compliance Certificate Form and Debarment Certificate in a separate outer envelope and this bid in the inner envelope.

**ANKENY COMMUNITY SCHOOL DISTRICT  
EAST & NORTEAST ELEMENTARY SCHOOLS – PARTIAL RE-ROOFING  
ANGELO JOB NO. 2217**

**BID FORM  
SECTION 00300  
Page 4 of 4**

Submitted this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

BID IS SUBMITTED BY:

Company Name of Bidder\_\_\_\_\_

Address of Bidder\_\_\_\_\_

\_\_\_\_\_  
Company Authorized Signature                      Print Name                      Title                      Seal

\_\_\_\_\_  
Company Authorized Signature                      Print Name                      Title                      Seal

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Contractor License No. \_\_\_\_\_ Signature \_\_\_\_\_

License Expiration Date \_\_\_\_\_ Position \_\_\_\_\_

If Corporation: State of Incorporation: \_\_\_\_\_ Affix Seal Corporate Seal

Place here if applicable:      ➡

BID MUST BE NOTORIZED:

State of \_\_\_\_\_ County \_\_\_\_\_

Sworn to me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary in and for the State of \_\_\_\_\_

Contractor Name \_\_\_\_\_

Notary Stamp: Place Here      ➡

END OF SECTION 00300

**Please return your completed copy of this page with all pertinent information entered.**

**1. CERTIFICATION**

The undersigned bidder or contractor hereby certifies that he is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotation provision of Iowa Code 55.314, as amended. He also certifies that he has read, understands and agrees that acceptance by Ankeny Community School District of the bidder's offer by issuance of a purchase order (specifications and bidding conditions per bid and bid addendums contained therein) will create a binding contract.

**2. NON-COLLUSION AFFIDAVIT**

The undersigned bidder or agent states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

**3. SEXUAL HARASSMENT**

Each bidder certifies that he has complied with the requirements of Iowa Code Chapter 216, as amended, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

**4. NO SMOKING**

Bidder agrees that he, his employees and sub-contractors, will abide by the District no smoking policy on all Ankeny Schools properties.

**5. SEXUAL OFFENDER NOTICE – see attachment (A)**

**6. DEBARMENT CERTIFICATION STATEMENT – see attachment (B)**

Signature below signifies bidder's compliance with the six requirements above.

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Bidder/Contractor Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

**THIS FORM SHALL BE SUBMITTED IN OUTER ENVELOP WITH BID PROPOSAL FORM**

**Please return your completed copy of the next 2 pages with all pertinent information entered.**

Attachment A

**CERTIFICATE OF COMPLIANCE  
TO ALL FIRMS, CONTRACTORS, VENDORS, VOLUNTEERS AND EMPLOYEES OF  
THE ANKENY COMMUNITY SCHOOL DISTRICT**

The Iowa Legislature has amended the Sex Offender Registry Law (Chapter 692A of the Code of Iowa). This notice and certificate is to assure compliance with the new State of Iowa Sexual Offenders Laws and Regulations. It is your duty to make sure that you, (and for vendors, your employees), are obeying these restrictions.

Prohibited Conduct

Any person on the Sex Offender Registry (SOR) or required to be registered on the SOR and whose conviction involved a sex offense against a minor are now prohibited from:

- Being present on school property (public and nonpublic) without written permission of school administrator or administrator's designee, unless enrolled as a student at the school;
- Being present on or in any vehicle or other conveyance owned, leased, or contracted by a public or nonpublic elementary or secondary school without the written permission of the school administrator or school administrator's designee when the vehicle is in use to transport students to or from a school or school-related activities, unless enrolled as a student at the school or unless the vehicle is simultaneously made available to the public as a form of public transportation.

Note that the law does not give school administrators the option of granting written permission or waiving the following restrictions:

- Operating, managing, being employed by, or acting as a contractor or volunteer at a public or nonpublic elementary or secondary school.
- Loitering within 300 feet of the school's boundary, unless enrolled as a student at the school;
- Loitering on or within three hundred feet of the premises of any place intended primarily for the use of minors including but not limited to a playground available to the public, a children's play area available to the public, recreational or sport-related activity area when in use by a minor, or a swimming or wading pool available to the public when in use by a minor. Note: This includes property owned by others (such as the City of Ankeny) but used for school activities.

**THIS FORM SHALL BE SUBMITTED IN OUTER ENVELOP WITH BID PROPOSAL FORM**

Permitted Conduct

Any person on the Sex Offender Registry (SOR) or required to be registered on the SOR and whose conviction involved a sex offense against a minor:

- Who is legally entitled to vote may be on school property solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located in a school;
- Who is the parent or legal guardian of a minor may be on school property solely during the period of time reasonably necessary to transport the offender's own minor child or ward to or from a school.

Roof Membrane Installation

**All portions of the work related to the installation of the roof membrane shall be performed by the Prime Roofing Contractor, utilizing its own organization and work force. No portion of the work related to the installation of the roof membrane may be subcontracted out to any sub-contractor.**

**CERTIFICATE OF COMPLIANCE**

\_\_\_\_ I CERTIFY THAT I AM A VENDOR, FIRM, CONTRACTOR or AGENCY to the Ankeny Community School District and that I and all employees are in compliance with the new Sex Offender Registry Laws and Regulations who would be on or within 300 feet of the school's boundary. I further certify that no employees who service the Ankeny Community School District are sexual offenders whose conviction involved a sex offense against a minor.

Business Name \_\_\_\_\_

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

**Please return your completed copy of this page with all pertinent information entered.**

Attachment B

**ACKNOWLEDGMENT AND CERTIFICATION**

**DEBARMENT CERTIFICATION STATEMENT**

**Ankeny Community School District**

These rules shall apply to all companies submitting a response to the Ankeny Community School District request.

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds for \$25,000 or more, and all sub recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Website: <https://www.epls.gov/epls/search.do>

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she understands its terms, and that he/she has signed it knowingly and voluntarily.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(“Company”)

By: \_\_\_\_\_  
(Signature)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

END OF SECTION 00400

**THIS FORM SHALL BE SUBMITTED IN OUTER ENVELOP WITH BID PROPOSAL FORM**



**ANKENY**  
COMMUNITY SCHOOL DISTRICT

community } challenge } excellence } inspiration } leadership

**Project:** \_\_\_\_\_  
**Ankeny Community School District**  
**Ankeny, Iowa**

**SALES TAX EXEMPTION INFORMATION**

**CONTRACTOR:**

CONTRACTOR FED ID / SSN: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS 1 (STREET): \_\_\_\_\_

ADDRESS 2 (P.O. BOX): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

**CONTRACTOR:**

CONTRACTOR FED ID / SSN: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS 1 (STREET): \_\_\_\_\_

ADDRESS 2 (P.O. BOX): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

**ANKENY COMMUNITY SCHOOL DISTRICT – CHANGE ORDER**

PROJECT: EAST & NORTHEAST ELEMENTARY SCHOOLS – PARTIAL RE-ROOFING

CONTRACTOR:

CHANGE ORDER # \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACT DATE: \_\_\_\_\_

THE CONTRACT IS CHANGED AS FOLLOWS:

---

The original Contract Sum was: \$ \_\_\_\_\_

Net change by previously authorized Change Orders: \$ \_\_\_\_\_

The Contract Sum prior to this Change Order was: \$ \_\_\_\_\_

The Contract Sum will be (increased) (decreased) (unchanged)  
By this Change Order in the amount of: \$ \_\_\_\_\_

The new Contract Sum including this Change Order will be \$ \_\_\_\_\_

The Contract Time will be (increased) (decreased) (unchanged) by \_\_\_\_\_ (\_\_\_\_) Days.

The date of Substantial Completion as of the date of this Change Order therefore is \_\_\_\_\_

Owner: Ankeny Community School District, 306 SW School Street, Ankeny, IA 50023

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Architect: Angelo Architectural Associates, LLC, 12314 Ridgeview Drive, Urbandale, IA 50323

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mark Thiessen A.I.A.

END OF SECTION 00420

**1.01 NOTICE OF INTENT TO AWARD**

- A. The Owner may issue a Notice to Award prior to the execution of the Owner/Contractor Agreement.
- B. Contractor shall submit all required post-bid documents within time limits stated in Division 0 & 1. These post-bid documents include:
  - 1. Labor and Materials Payment Bond
  - 2. Performance Bond
  - 3. All Contractor Certificates of Insurance.
  - 4. Sales Tax Exempt Form
  - 5. Schedule of Values.
  - 6. Construction Schedule.

**1.02 AGREEMENT**

- A. AIA A101- 2017 Standard Form of Agreement Between Owner and Contractor Where the basis for payment is a Stipulated Sum (2017 Edition).
- B. This project will require a 5% retainage on the amount requested for the monthly contractor Payment Application. The retainage will be released and paid to contractor once substantial completion is achieved.
- C. AIA Document A101-2017 may be examined at the office of the Architect during regular business hours and / or purchased from the Local AIA Office, 400 Locust Street, Des Moines, IA 50309.
- D. As part of this contract the General Conditions of this Contract is AIA Document A201 – 2017, "The General Conditions of the Contract for Construction," dated 2017, 1-15 Articles, 38 pages, a standard form of the American institute of Architects. Also as part of this contract will be the General Conditions will be modified as written in Specification Section 00800 Supplemental Conditions. The General Conditions and the Supplemental Condition documents combined with the AIA A101- 2017 Standard Form of Agreement Between Owner and Contractor Where the basis for payment is a Stipulated Sum (2017 Edition) will make up the total Contract between the Owner and the Contractor.

**1.03 RELATED SECTIONS**

- A. Section 00600 - Bonds
- B. Section 00700 – General Conditions
- C. Section 00800 – Supplemental Conditions

**PART 2 PRODUCTS – NOT USED**

**PART 3 EXECUTION – NOT USED**

**END OF SECTION 00500**

**1.01 PERFORMANCE BOND & PAYMENT BOND – AIA**

- A. AIA Document A312 (most current Edition) - Performance Bond and Payment Bond are hereby made a part of these Documents to the same extent as if bound herein. All provisions, which are not amended or supplemented remain in full force and effect.
- B. Submit all required Bonds to owner (10) ten calendar days after receipt of Notice of Award.
- C. AIA Document A312 may be examined at the office of the Architect during regular business hours and purchase from the Local AIA Office, 400 Locust Street, Des Moines, IA 50309.

**1.03 RELATED SECTIONS**

- A. Section 00500 – Contract Agreement
- B. Section 00700 – General Conditions
- C. Section 00800 – Supplemental Conditions

**PART 2 PRODUCTS – NOT USED**

**PART 3 EXECUTION – NOT USED**

**END OF SECTION 00600**

**GENERAL CONDITIONS**

**1.01 FORM OF AGREEMENT**

- A. The General Conditions of this Contract is AIA Document A201 – 2017, "The General Conditions of the Contract for Construction," dated 2017, 1-15 Articles, 38 pages, a standard form of the American institute of Architects, which document is hereby specifically made a part of the Contract Documents with the same force and effect as though set forth in full.
- B. Copies of this document may be viewed at the office Angelo Architectural Associates, LLC, 12314 Ridgeview Drive, Urbandale, Iowa 50323 or obtained at the Iowa Chapter American Institute of Architects, 400 Locust Street, Des Moines, Iowa 50309, Phone 515-244-7502.
- C. Refer to Document – 00800 SUPPLEMENTARY CONDITIONS for amendments to these General Conditions. The revisions in the Section 00800 Supplementary Conditions shall supersede the General Conditions of the Contract and shall apply to this project.

**1.02 RELATED SECTIONS**

- A. Section 00500 – Contractor Agreement
- A. Section 00600 - Bonds
- C. Section 00800 – Supplemental Conditions

**PART 2 PRODUCTS – NOT USED**

**PART 3 EXECUTION – NOT USED**

**END OF SECTION 00700**

The following supplements modify, change, delete from, change or add to the "General Conditions of the Contract for Construction," AIA Document A201, dated 2017, 15 Articles and 38 pages. Where any Article of 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.

ART. 1 GENERAL PROVISIONS

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

Add the following sentence to Paragraph 1.2:

In the case of an inconsistency between Drawings and / or Specifications within either Document, not clarified by Addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation. The contractors shall point out any inconsistencies in the Contract Documents of observed during the bid phase prior to the last addendum being issued so that the Architect can clarify any inconsistencies.

1.6.3 TRANSMISSION OF DATA IN DIGITAL FORM

Add the following sentence to this paragraph 1.6.3:

Should any party request electronic or digital copies of the Instruments of Service from the architect or engineers, the Requesting Party may use the Instruments of Service solely for this intended project they were authored. However, the Requesting Party agrees they shall hold harmless the owner, architects and engineers of an errors or omissions that may have occurred in the electronic Instruments of Service. The Requesting Party accepts all risks when using this Instruments of Service.

DELETE ARTICALES 1.7 & 1.8 IN THEIR ENTIRETY.

ART. 3 CONTRACTOR

3.3 SUPERVISION & CONSTRUCTION PROCEDURES

Add the following subparagraphs 3.3.4 to Section 3.3

3.3.4 The Contractor shall perform their work so as to cause minimal inconvenience to the Owner's Operation and Safety of Staff and Public using the premises. Any interruptions of the Owner's operation or inconvenience the contractor shall schedule these periods on their project schedule and also give a written notice 5 days in advance of these interruptions and inconveniences. Should Contractor fail to provide these notices to the owner the contractor shall bare the delays and expenses resulting in not being able to perform the project work due at no additional cost to the Owner. The contractor may perform work after normal business hours if approved by the Owner.

Add the following subparagraphs 3.3.5 to Section 3.3

- 3.3.4 All portions of the work related to the installation of the roof membrane shall be performed by the Contractor, utilizing its own organization and work force. No portion of the work related to the installation of the roof membrane may be subcontracted out to any sub-contractor.**

#### 3.4 LABOR AND MATERIALS

Add the following subparagraphs 3.4.4 and 3.4.5:

- 3.4.4 Products are specified by ASTM or other reference standard, and/or by manufacturer's name and model number or trade name. When specified only by reference standard, the contractor may select any product meeting this standard, by any manufacturer. When several products or manufacturers are specified as being equally acceptable, the contractor has the option of using any product and manufacturer combination listed. When only one product and manufacturer is specified, this is the basis of the contract, unless approval of substitution is made prior to bidding.
- 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's redesign costs, and waives all claims for additional costs related to the substitution which subsequently become apparent; and
  - .4 will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.

#### 3.5 WARRANTY

- 3.5.1 Renumber existing paragraph 3.5 to 3.5.3.

Add the following Subparagraph 3.5.3

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

#### 3.6 TAXES

Delete Section 3.6 and add Section 3.6.1 through 3.6.4:

3.6.1 Iowa Use Taxes shall be paid on all supplies and materials used in, and made component parts of the Project. If Owner is not a Tax Exempt Entity, as determined by State of Iowa, Contractor shall include Sales Tax in their bid as required by law.

3.6.2 Iowa Sales Taxes shall not be paid by the contractor on the building material purchased for the real project to be permanently attached to the building if Owner is a Tax Exempt Entity as determined by the State of Iowa. The Owner shall furnish the Sales Tax Identification Number to the contractor for purchasing at building materials.

3.6.3 The Contractor shall be responsible to including all other Taxes in their Bid other than the State of Iowa Sales Tax. Bidders shall be responsible for informing themselves of the tax laws, requirements, regulations and interpretations as they apply to this project.

3.6.4 The Contractors and Sub-Contractors shall be responsible for keeping records identifying the construction material purchased for this project when using the tax-exempt identification number. All materials purchase tax-free for this project shall be permanently attached to the structure at the time of Final Project Completion.

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

Delete Section 3.7.1 and substitute the following:

3.7.1 The Architect has spoken with the Ankeny CSD Owner's Representative, Tim Simpkins, who stated that the City of Ankeny Building Department does **not** require a Building Permit be purchased for this Re-Roofing Project

## ART. 4 ARCHITECT

4.2.9 Delete Paragraph 4.2.9 and substitute the following paragraph:

4.2.9 The Architect will conduct observations of the work to determine the dates of Substantial Completion and the date of Final Completion and issue Certificates of Substantial Completion pursuant to Section 9.8: received and forward to Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor and issue a Final Certificate for Payment pursuant to Section 9.10.

## ART. 7 CHANGES IN THE WORK

### 7.2 CHANGE ORDERS

Add the following to paragraphs 7.2.2

7.2.2 "Any changes or additions in the work which involve extra cost and for which the additional cost is not determined by mutual agreement on a lump-sum amount shall

be handled on the basis of net cost plus overhead and profit, figure not to exceed 15 percent. ‘Cost’ shall include all items of material and labor, including pro rata charge for foreman, use of power tools and equipment (for the time actually used), power, bond premium, liability, compensation insurance, and automobile insurance may be considered as cost, but these items will not carry the 15 percent for overhead and profit. When requested, the Contractor shall furnish evidence of net cost by means of invoices and certified time records.

“Among items to be included in overhead (not as cost) are any insurance other than that mentioned above, superintendent in charge of the job, timekeepers, clerks watchmen, small tools, incidental job expense, telephones, all telephone calls, and general office expense.

“The Contractor shall furnish to the Architect and Owner an itemized breakdown of quantities and prices on any changes which may be ordered for the use of the Architect in checking the value of such changes. The unit price on changes which call for an addition or subtraction to the contract cost shall not exceed the unit price for similar work as shown on detailed estimate which is submitted for monthly progress payment.

“Where the Contractor seeks the work of a change order through the quotation of a Subcontractor, the cost submitted to the Owner will list (not to exceed) 15 percent overhead and profit once, and only on the items heretofore defined as subject to such markup.”

Change Order shall be submitted using the Change Order attached in this Specification.

## ART. 8 TIME

### 8.3 DELAYS AND EXTENSIONS OF TIME

8.3.1. Delete the words “and binding dispute resolution”.

## ART. 9 PAYMENTS AND COMPLETION

### 9.3 APPLICATIONS FOR PAYMENTS

9.3.1 Add the following sentence:

The form of Application for Payment shall be AIA Document G702, Application and Certification for Payment, supported by AIA Document G703, Continuation Sheet.

9.3.4 Add the following Subparagraph to 9.3.4

The amount of each payment will be based on ninety-five (95) percent of all material and labor incorporated in the Work, plus ninety-five (95) percent of all materials suitably stored at the site, less the sum of all previous payments. The Owner shall retain five (5) percent of the amount of each payment until all requirements of the Contract have been met.

## 9.6 PROGRESS PAYMENTS

### 9.6.1 Add the following Sentence to 9.6.1

The Owner shall, within thirty (30) days of presentation to him of a Notarized Certificate for Payment, pay the Contractor a progress payment on the basis of the approved Application for Payment by the Architect. The State of Iowa Law shall be followed regarding Contractor Payment.

## 9.8 SUBSTANTIAL COMPLETION

### 9.8.3. Substitute the word “observation” in lieu of “inspection” in three locations in this paragraph.

## ART. 10 PROTECTION OF PERSONS AND PROPERTY

### 10.1 SAFETY PRECAUTIONS AND PROGRAMS

#### 10.1.1 Add the following to Subparagraphs 10.1.1

Guard or eliminate machinery and equipment hazards in accordance with safety provisions of Manual of Accident Prevention in Construction, published by the Associated General Contractors of America, current addition, to the extent such provisions are not in contraventions of applicable law. Comply with the safety rules and the requirements of the applicable City, State and Federal regulations.

#### STANDARDS AND HEALTH:

These construction documents, and the joint and several phases of construction hereby contemplated are to be governed at all times, by applicable provisions of the Federal law(s), including but not limited to the most current edition amendments of the following:

William-Steiger Occupational Safety & Health Act of 1970, Public Law 91-596.

Part 1910 - Occupational Safety and Health Standards, Chapter XVII of Title 29, Code of Federal Regulations.

Part 1518 - Safety and Health Regulations for Construction, Chapter XIII of Title 29, Code of Federal Regulations.

## ART. 11 INSURANCE

### 11.1 CONTRACTOR'S LIABILITY INSURANCE

#### 11.1.1.1 Add the following subparagraph 11.1.1.1:

The Contractor shall submit a complete ACORD, Certificate of Insurance or a similar form to the Owner and Architect prior to the start of Construction as proof of insurance. All policies required shall name the Owner and Architect as additional insured.

**11.1.1.2 The insurance required by Subparagraph 11.1.1 shall be written for not less than the following limits, or greater as required by Section 00810 Insurance Requirements:**

11.1.1.3 Add Angelo Architectural Associates, LLC as addition insured on this policy.

11.1.1.4 Add the following sentence to Subparagraph 11.1.4:

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.

11.1.1.5 Add the following subparagraph to 11.1.1.5:

11.1.1.5.1 The Contractor shall not allow any Subcontractor to commence work until the required insurance has been obtained and approved. Approval of the insurance by the Owner and Architect shall not relieve or decrease the liability of the Contractor hereunder.

11.1.1.5.2 Furnish one copy of Certificate herein required for each copy of the Agreement; specifically set forth evidence of all coverage required by Subparagraph

11.1.1.5.3 Furnish to the Owner copies of any endorsements that are subsequently issued amending coverage or limits.

**11.1.2 ADD PERFORMANCE BOND AND PAYMENT BOND**

Add Subparagraph 11.1.2.1 and substitute the following:

11.1.2.1 The Owner requires Performance and Payment Bonds for this project and the Contractor shall furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder. The cost of the Bonds shall be included in the Contract Sum and may be obtained through the Contractor's Bond source. The amount of both Performance and Payment Bonds shall be equal to 100 percent of the Contract Sum.

11.1.2.2 The Owner requires Bonds for this project the Contractor shall deliver the required bonds to the Owner and the Architect not later than 10 days following the date the Notice to Proceed, or if the Work is to be commenced prior thereto in response to a Notice to Proceed, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Owner and the Architect that such bonds will be furnished.

11.1.2.3 The Owner requires Bonds for this project 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.

11.1.2.4 Comply with all the other Maintenance and Warranty requirements required in the Instruments of Service.

11.1.3.1 CONTRACTOR PROPERTY INSURANCE

11.3.1.3.1 Add paragraph 11.1.3.1 with the following:

11.1.3.1 The Contractor shall provide insurance coverage for portions of the Work stored off the site after written approval of the Owner. Value shall established in the approval. Contractor shall provide insurance for portions of the Work in transit.

ART . 13 MISCELLANEOUS PROVISIONS

Add Subparagraphs 13.6 through 13.8.

13.6 OWNERS REBATES

13.6.1 The Owner shall have the right to apply for any and all rebates available for this project. The Contractor shall assist the Owner in applying for all rebates by furnishing invoices and product data for the rebates.

13.7 OWNER’S RIGHT TO OCCUPY

13.7.1 The Owner shall have the right to occupy the entire building interior space and the exterior site except for the designated project staging area. Such occupancy of the building or site does not indicate in any way that the Owner has accepted the project.

13.8 EQUAL OPPORTUNITY

13.8.1 The Contractor shall conform in all aspects related to the Federal Civil rights Act, the Code of Iowa Chapter 216 Civil Rights Commission and the rules and regulation adopted by the Iowa Civil Rights Commission. The Contractors shall not discriminate in any way to any employee or applicant because of race, color, religion, sex national origin, ancestry, age, marital status, sexual orientation, physical or mental handicap, including the Heartland Area Education Agency 11’s policies and procedures.

13.8.2 The Contractor and Sub-Contractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Contractor shall take affirmative action to insure that all applicants are employed, and that employees are treated equally during employment without preference to their race, religion, color, sex, or national origin. This treatment of all employees shall include but not be limited to the following: employment, advancement, transfers, or demotions in the company. This also applies to lay-offs, termination, pay rates, compensation and training. The Contractor shall post in highly visible locations to all employees for all notices regarding the Policies for Non-Discrimination.

ART . 15 CLAIMS AND DISPUTES

15.1.5 CLAIMS FOR ADDITIONAL TIME

Revise entire paragraph 15.1.5.2.

15.1.5.2 There are no liquidated damages required for the Project beginning completed at a specific date. Thus, there shall be no claims for abnormal weather conditions affecting the schedule of construction. **However, the owner reserves the right to Notify the Contractor's Bonding Company if the Contractor has not achieved Substantial Completion by the Substantial Completion date required in this project specification.**

15.2.1 Revise entire paragraph 15.1.5.2. Delete words in Paragraph 15.2.1 “and binding dispute resolution”.

END OF SECTION 00800

The Contractor Insurance Requirements for this project shall be as stated on the following three (3) pages of this section.

- A. The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims set forth below which may arise out of, or result from the Contractor's operations under the contract, whether such operation be by the Contractor or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The insurance to be maintained by the Contractor shall be written as follows:

1. **Workers' Compensation and Employers Liability Insurance** as prescribed by Iowa law or the minimum limits shown below;

- |                           |                         |
|---------------------------|-------------------------|
| a. Iowa Benefits-         | Statutory               |
| b. Employers Liability    |                         |
| Bodily Injury by Accident | \$500,000 Each Accident |
| Bodily Injury by Disease  | \$500,000 Each Accident |
| Bodily Injury by Disease  | \$500,000 Each Employee |

The Workers' Compensation policy shall include a *waiver of subrogation clause* in favor of the owner.

2. **Commercial General Liability Insurance** combined single limits shown below covering Bodily Injury, Property Damage and Personal Injury:

General Aggregate Limit	\$4,000,000
Products-Completed Operations Aggregate Limit	\$4,000,000
Personal & Advertising Injury Limit	\$2,000,000
Each Occurrence Limit	\$2,000,000
Fire Damage Limit	\$ 100,000
Medical Expense Limit	\$ 5,000

This insurance must include the following features:

- a. Coverage for all premises and operations. The policy shall be endorsed to provide the aggregate Per Project Endorsement.
- b. Personal and Advertising Injury
- c. Operations by independent contractors.
- d. Contractual Liability coverage
- e. Coverage for property damage underground or damage by explosion or collapse (XCU).

3. **Automobile Liability Insurance** covering all owned, non-owned, hired and leased vehicles with a minimum combined single limit for Bodily Injury and Property Damage of \$2,000,000 per accident. Insurance must include Contractual Liability.
4. **Umbrella/Excess Liability Insurance** combined single limit for bodily injury, property damage and personal injury excess primary liability limits: \$1,000,000. The required Liability limits outlined within may be met with any combination of underlying and umbrella/excess policy limits.
5. **Additional Insured** the Contractor will include the School as additional Insured on all policies except Workers' Compensation as respects all work performed. The additional insured coverage shall be primary and non-contributory to any of the owner's policies and shall apply to both ongoing and completed operations.
6. **Insurance Certificates** Each policy noted above shall be issued by an insurance company authorized to write such insurance in the State of Iowa and shall be reasonably acceptable to the School. These insurance policies shall not be cancelled without at least 30 days prior written notice to the School. A properly executed Certificate of Insurance showing evidence of these insurance requirements shall be delivered to the School prior to the commencement of this lease.
7. **Government Immunity** The following clauses will be added to all liability coverages:
  - a. The company and the insured expressly agree and state that the purchase of this policy of insurance by the insured does not waive any of the defenses of governmental immunity available to the insured under Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.
  - b. The company and the insured further agree that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.
8. **Subrogation** To the extent that such insurance is in force and collectible and to the extent permitted by law, the School and Contractor each hereby releases and waives all right of recovery against the other or anyone claiming through or under each of them by way of subrogation or otherwise, except in cases of gross negligence.

9. **Property Insurance** Unless otherwise provided, the Owner shall purchase and maintain property insurance on the project in the amount of the initial Contract Sum, plus value of subsequent Contract modifications and cost of materials supplied or installed by others. 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. This insurance shall include interests of the Owner, the Contractor, Subcontractors and Sub-subcontractors in the Project.

Property insurance shall be on an “all-risk” or equivalent policy form and shall include insurance against the perils of fire, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, testing and debris removal including demolition occasioned by enforcement of any applicable legal requirements. The property insurance may contain sub-limits for earthquake and for flood coverage, depending on availability. At the option of the school district, the insurance covering the project may be written under a Builder’s Risk policy or covered under the District’s permanent property insurance.

**1.01 SCOPE OF THE CONTRACTS**

**A. WORK UNDER THIS CONTRACT**

1. Contract Work includes all material, labor, equipment, tools, expendable equipment, utilities required for construction, taxes, permits and all incidental items necessary to perform and complete in a workmanlike manner, the work required for the construction of:

ANKENY COMMUNITY SCHOOL DISTRICT  
EAST & NORTHEAST ELEMENTARY SCHOOLS – PARTIAL RE-ROOFING PROJECT  
710 3<sup>RD</sup> SE STREET & 1705 NE TRILEIN DRIVE, ANKENY, IA 50021 RESPECTIVELY

2. Work performed under the Contract Documents for this project comprises the complete construction of the Project and includes:
3. Lump Sum Contract will be awarded for the Total Construction of the work, including:  
All Construction Work Relating to a Complete Re-Roofing Project of the designated roof to be re-roofed as outlined below:
4. The General Project Scope where the existing Rooms below the areas to be re-roofed have lay-in acoustic ceiling systems: This is the majority of the project.
  - a. Remove existing fully adhered EPDM roof membrane, any wet insulation, fiberboard, light weight gypsum topping and all related existing metal parapet flashing and as shown on drawings.
  - b. Check above all existing acoustic ceiling in existing schools before installing and screw fastening new roof to existing steel roof deck to identify existing conduit locations so as not to penetrate conduits with new screw fasteners.
  - c. Install new fully adhered 60 mil EPDM roof membrane over new adhered 1/2" thick high density polyisocyanurate protection board adhered with low rise foam adhesive to new 1" thick paper faced polyisocyanurate insulation screw fastened over existing fiberboard, polystyrene insulation, light weight gypsum topping and into 1 1/2" thick steel roof deck.
  - d. Remove any existing wet fiber board, wet insulation and gypsum thermal barriers and install new 5/8" thick gypsum board thermal barrier and new polyisocyanurate insulation to level of existing roof insulation matching existing roof slope.
  - e. Install new prefinished parapet flashing and metal gravel stop / fascia roof edge flashing and misc. wall counter flashing where new roofing membrane is terminated per roof details.
  - f. Screw fasteners for roof system shall not penetrate more than 1 1/2" below top of metal roof deck so as not to penetrate electrical conduit.
  - g. Install new 2 x wood parapet block and 1/2" thick o.s.b. sheathing as shown in drawings on parapet walls.
  - h. Legally dispose of all removed existing roof materials and all new unused roof materials as project progress at contractor expense.
6. Each subcontractor is responsible for familiarizing himself with the Work in other divisions and under other contracts as it pertains to and affects his own.

7. Construction will commence upon execution of the contract and the completion of the 2022-2023 School Year the week of June 1, 2023. Contractor shall restrict his operation to areas designated by the Owner and stay within the Contractor erected barricades and fences to protect the public and property. Contractor shall coordinate with the Owner as construction proceeds.
8. The contractor is to coordinate with the owner so as not to intake dust and fumes into the existing HVAC system when performing dusty work or installing adhesives that contain noxious fumes into the building HVAC intakes, doors and windows. Any dust allowed to enter the building generated by the Roofing Contractor will be the responsibility of the Roofing Contractor to have the Owner clean the building and ductwork. This will be a deduct Change Order from the Roofing Contractor's Contract.

#### 1.02 OWNER'S RIGHT TO OCCUPY

- A. The Owner reserves right to use the existing facility as they may elect without in any way affecting the Contract, providing such use of the premises does not interfere with completion of the Contractor's work. The owner will vacate a portion of the site, for areas to receive Re-Roofing Work for the contractor's stage area. The Re-Roofing Project contractor and storage of construction materials shall be staged in the designated areas of parking lot of the building as shown on the site plan. The owner shall be conducting normal business functions during the duration of this project. The owner understands that there will be dirty and noisy events that need to occur during the Re-Roofing Project operations, but requests that the Contractors minimize the most disruptive and dirty work around the site and neighborhood area. The Contractors shall **not** use of the school restrooms. Contractor shall furnish exterior chemical toilets during the project. **The Contractor shall enter the school to look above the existing acoustic ceilings prior to beginning each day of work so contractor can identify if any electrical conduits are in the steel deck flutes.**
- B. The Owner shall occupy and conduct normal business activities on the interior of the facility and everywhere on the exterior of the project except the contractor designated staging and scaffolding areas. Such an act in no way relieves the Contractor from his obligation to continue operations until completion of the Project. This School is not a year-around school, however there are students, parents and staff the will be coming and going during the summer break from this School Building during this re-roofing project.

#### 1.03 SEQUENCE SCHEDULE OF WORK

- A. The Contractor shall furnish 4 foot high orange plastic barricade fencing for the contractor to enclosure around the construction staging area in the parking lot of the site for the Re-Roofing Project Staging Area as shown on the drawings if material is stored on grade. Owner will coordinate with the contractor for exact staging location. Contactor shall maintain and secure the fence and gates at the end of each day during the entire project. The Contractor shall take down the orange plastic barricade fence at the end of the project after the Re-Roofing Project is completed. Any damage cause by vandalism during this project will be the contractor's responsibility.
- B. New construction work shall be kept clean and clear of debris and construction work shall not impede the Owner's access and use of the School Facility day to day operations.

- C. Contractor shall install and maintain temporary safety barricades outside fenced staging around all crane and lift operations when lifting equipment and materials on and off the existing roof throughout the project duration. Also contractor shall install and maintain temporary safety barricades around all scaffolding and ladders and work areas around the existing facility to be re-roofed that are not in the project work area. Temporary barricades protection must comply with all OSHA requirements. Access to the roof must be removed at the end of every day.
- D. Contractor must provide safety barricades, safety belts and harnesses for worker working above the ground to prevent falling conditions per OSHA requirements for all workmen working from ladders, lifts scaffolding, etc. at all times.
- E. Contractor shall provide enclosed trash chutes or roof dumpsters removed by crane or lift from roof which both discharge in the north side of the school. No truck access shall be allowed on the lawn area around the existing building unless noted otherwise on drawings. In no case, shall the materials be allowed to be removed and dropping off the side of the scaffolding or roof without being in an enclosed chute. **If equipment is required too be driven on the lawn, the contractor shall obtain permission from the owner prior to doing so. The Contractor shall be required to restore the lawn like new with new tops soil and sod the damaged or dead lawn area.**
- F. **Contractors shall take extreme caution not to overload the existing roof structure when stocking or remove roofing materials off or on existing roof. Contractor shall disperse the materials around the existing roof at all times.**

#### 1.04 SEQUENCE SCHEDULE OF WORK

- A. All existing utility services and HVAC equipment shall remain 100% operational unless a 48 hour notice is provided to all building occupants that an shut down is being scheduled. Any utility interruptions shall be done on weekends or after 5:00 p.m.
- B. All existing building exits shall remain open and accessible during the entire project duration.
- C. The existing drive, parking areas and dumpster access shall remain open and accessible during the entire project duration. The Contractor shall not use the owners dumpster for disposing of any construction debris at any time of this project.

#### 2.01 PRODUCTS

- A. Not used.

#### 3.01 EXECUTION

- A. Not used.

END OF SECTION 01010

1.01 SECTION INCLUDES

- A. Measurement and payment criteria applicable to the Work performed under a unit price payment method.

1.02 MEASUREMENT

- A. Measurement methods will be done with the Contractor, Owner and the Architect prior to completing work that is not indicated on the Base Bid or Alternate Bids. The work shown on the drawings is the work to be done under the base bid or accepted alternate bids. The unit pricing is for the adding or deleting amount of existing wet insulation, fiberboard and wet light weight gypsum topping to existing metal deck and mechanically screw fasten new matching thickness tapered polyisocyanurate insulation to existing metal deck. **The base bid requires removal of 1,200 square feet at East Elementary School and 500 square feet at Northeast Elementary School of wet fiberboard, wet polyisocyanurate or EPS insulation and 1/2" thick gypsum thermal board and installation of new 5/8" gypsum board, 2 layers of 3"+/- thick new tapered polystyrene insulation. The Contract Price will be adjusted up or down base on the actual amount of wet roof system remove and new gypsum sheathing and insulation installed level with top of existing roof fiberboard.**
- B. The measurement will be calculated per:
  - 1. Square foot of unit measure for removing and legally disposing any wet one layer of 1" fiberboard (6" +/-) six inch +/- thick wet roof system of, multiple layers of 2" thick polyisocyanurate or polystyrene insulation and 1/2" thick light weight gypsum thermal barrier and replacing with one layer of new 5/8" gypsum board thermal barrier sheathing and new multi-layers of mechanically screw fastened 3" +/- thick felt faced polyisocyanurate insulation with staggered joints match existing tapered roof insulation thickness and slope to existing steel roof deck.

1.03 PAYMENT

- A. Payment Includes: Full compensation for all required labor, products, tools, equipment, plant transportation, services, incidentals, erection, application or installation of any items of the work, including overhead and profit to complete unit price work.
- B. Final payment: Final payment for Work governed by unit prices will be made on the basis of the actual measurements and quantities accepted by the Owner and Architect multiplied by the unit/sum price for the Work which is incorporated in or made necessary by the Work.

1.04 DETERMINATION OF UNIT PRICE WORK

- A. Prior to any of the Unit Price work being performed the Contractor, Owner and Architect shall meet on site to determine the exact scope of the unit price work to be added to the contract. Following the agreed upon change in scope the Architect shall draft a Change Order adjusting the contract amount. The Contractor shall not proceed with the Unit Price Change in Scope until he has a signed change order from the Owner and the Architect.

#### 1.05 SCHEDULE OF UNIT PRICES

State the amount per square foot for removing and disposing any wet (3" to 8"+/-) tapered insulation made up of (1 layer of 1" thick fiber board) and multiple layers of (3" to 8"+/-) thick polystyrene rigid insulation and 1/2" +/- thick gypsum sheathing thermal barrier and replacing with new one new layer of 5/8" gypsum board, multiple layers of 2 1/2" +/- thick Polystyrene Insulation screw fastened to metal deck with stagger joints with top layer matching existing tapered roof insulation slope. This Unit Price shall include setting and removing all required scaffolding or equipment to perform this work, overhead and profit. This Unit Price is only for the existing wet insulation board that is discovered after removing the roof membrane that is not identified as wet insulation on the bid drawings. The roof contractor shall check existing roof fiberboard to see if it is wet immediately after removing the existing EPMD roof membrane. If the Roofing Contractor should identify any wet fiberboard or roofing insulation, they shall immediately notify Tim Simpkins, Owner Representative and Architect, who shall determine how much roof fiberboard and roof insulation shall be removed. This unit price will be used to determine the additional cost to be added or deducted from the contract if additional wet fiberboard and roof insulation is removed and replace with new insulation. This Unit Price is an Add or Deduct Unit Price. Contractor shall included in Base Bid replacing **1,200 square feet at East Elementary School and 500 square feet at Northeast Elementary School** of full deep Wet Fiberboard and Roof Insulation for this project. This unit price will be used to adjust the contract price up or down base on how much wet insulation is actually done above or below the amount shown on the drawings.

#### 2.01 PRODUCTS

A. Not used.

#### 3.01 EXECUTION

A. Not used.

END OF SECTION 01025

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures as listed in this Section.
- D. Correlation of Contractor submittals based on changes.
- E. All monthly payments will be reviewed from the AIA - G702 - Application and Certificate for Payment Form and G703 - Continuation Sheet. Submit all Payment Application in categories per specification section number with each specification item indicating the cost for Labor and Materials.
- F. The owner shall pay the contractor approximately every 30 days during the progression of the project base on the amount of work and materials the contractor has installed during the last 30 day period. The contractor shall submit his invoice to the architect on approximately the 20<sup>th</sup> day of each month. Architect will review and forward to the Owner if acceptable. The owner will review and shall pay the contractor between the 20th and the 25<sup>th</sup> of the coming month if they find the pay application acceptable.
- G. Angelo Architectural Associates, LLC shall issue and respond to all Architectural items requiring a RFI, Field Orders and Change Orders relating to those professional services.
- H. The Owner's Construction Representative shall issue and respond to all Change Orders requiring a Change in Contract Price in a timely manner so as not to delay the project. Submit all Change Orders on AIA G701 Change Order Form.

**1.02 RELATED SECTIONS**

- A. Document 00500 – Agreement: Contract Sum.
- B. Document 00600 – Bonds: Performance and Payment Bonds.
- C. Document 00700 – General Conditions
- D. Document 00800 – Supplementary Conditions:
- E. Section 01700 – Contract Closeout: Closeout procedures.

**1.03 SCHEDULES OF VALUES**

- A. Submit a electronic copy of Schedule of Values on AIA Form G702 & G703 – Application and Certificate for Payment Continuation Sheet. Provide electronic copy with signature to architect for review.
- B. Submit Schedule of Values within 15 days after date of Owner – Contractor Agreement for approval of breakdown by owner and architect.
- C. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification Section. Also identify all Division 0 & 1 costs on the Payment Application Form.
- D. Revise schedule to list approved Change Orders, with each Application for Payment.

**1.04 APPLICATION FOR PROGRESS PAYMENTS**

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Present required information in typewritten form.
- C. Form: AIA G702 Application and Certification for Payment and AIA G703- Continuation Sheet including continuation sheets.
- D. For each item, provide a column for listing each of the following:
  - 1. Item number.
  - 2. Description of work.
  - 3. Scheduled Values.
  - 4. Previous Applications.
  - 5. Labor and Material Items separated in different columns.
  - 6. Work in Place and Stored Materials under this Application.
  - 7. Authorized Change Orders.
  - 8. Total Completed and Stored to Date of Application.
  - 9. Percentage of Completion.
  - 10. Balance to Finish.
  - 11. Retainage.
- E. Execute certification by signature of authorized officer.
- F. Use data from approved Schedule of Values, Provide dollar value in each column for each line item for portion of work performed and for stored products.
- G. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of Work.
- H. Submit four copies of each Application for Payment.
- I. Include the following with the application:

1. Transmittal letter as specified for Submittal in Section 01300.
  2. Construction progress schedule, revised and current as specified in Section 01300.
  3. Submit partial release of lien waivers from major Subcontractors and vendors.
  4. Supplementary Agreement for Storage of Materials Off Site, a copy of which is included in Section 01600- Product Requirements.
- J. When Architect requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.
- K. **If contractor desires to submit Application and Certification for Payment that includes Off-Site Stored Material the contractor shall provide a separate Certificate of Insurance, which provides the Owner as the name beneficiary on the Insurance Certificate and also provides photographs showing the stored materials which has a the Project Name tagged to this material in the photograph. No off-site materials shall be paid out unless this procedure is followed.**

#### 1.05 MODIFICATION PROCEDURES

- A. Submit name of the individual authorized to receive change documents and who responsible for the Contractor to handle Contract Changes and issue changes to the Subcontractor for changes in the Project Work.
- B. Requests For Information: RFI's are documents submitted by the Contractor requesting clarification of a portion of the Contract Documents.
1. RFI's shall not be used for:
    - a. Requests for substitution
    - b. Requests for use of different methods or materials than shown.
  2. Content of RFI:
    - a. RFI's shall be submitted using Contractors standard RFI Submittal Form. Provide space for Architect's reply on the form. Number RFI's sequentially.
    - b. RFI's shall be submitted by Contractor only. RFI's from a sub-contractors or other parties will be returned without response.
    - c. Clearly identify questions with verbiage drawings or photographs of existing conditions.
    - d. Include references to Contract Documents such as drawing sheet numbers and specification section page numbers.
  3. Architect's Action:
    - a. Architect will respond within five (5) working days of receipt of RFI.
    - b. Do not proceed until Architect's response has been received. If changes to Contract Sum or Time, do not proceed until Change Order has been fully processed including the Owner and Architects signature.
    - c. RFI's not properly prepared or submitted will be returned without response.

- C. Supplemental Instructions: Architect will advise of minor changes in the Work not involving an adjustment to Contract Sum or Contract time as authorized by the Conditions of the Contract by issuing supplemental instructions on AIA Form G710.
- D. Construction Change Directive: Architect may issue a document, signed by Owner, instructing Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
  - a. The document will describe changes in the Work, and will designate method of determining any change in Contract Sum or Contract Time.
  - b. Promptly execute the change in Work.
- E. Proposal Request: Architect may issue a document which includes a detailed description of a proposed change with supplementary or revised Drawings and Specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within five (5) working days.
- F. Change Request: Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with Section 01600.
- G. Computation of Change in Contract Amount: See Section 00800 – Supplementary Conditions, Article 7 – Change in Work, for maximum percent allowed for Contractor’s overhead and profit.
  - 1. For change requested by Architect for work falling under a fixed price contract, the amount will be based on Contractor’s price quotation.
  - 2. For change requested by Contractor, the amount will be based on the Contractor’s request for a Change Order as approved by Architect.
  - 3. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
  - 4. For change ordered by Architect without a quotation from Contractor, the amount will be determined by Architect based on the Contractor’s substantiation of costs as specified for time and Material work.
- H. Substantiation of Costs: Provide full information required for evaluation.
  - 1. On request, provide following data:
    - a. Quantities of products, labor, and equipment.
    - b. Taxes and insurance.
    - c. Overhead and profit.
    - d. Justification for any change in Contract Time.
    - e. Credit for deletions from Contract similarity documented.
  - 2. Support each claim for additional costs with additional information:
    - a. Origin and date of claim.
    - b. Dates and times work was performed, and by whom.
    - c. Time records and wage rates paid.
    - d. Invoices and receipts for products, equipment, and subcontracts, similarity documented.

3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- I. Execution of Change Order: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract on AIA G701.
- J. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- K. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- L. Promptly enter changes in Project Record Documents.

**1.06 UNIT PRICING**

- A. Should materials and labor require the unit price work to be performed, the owner, contractor and architect shall together measure the unit price work to be performed. Prior to performing any unit price work. Upon agreement of the work to be performed the Architect shall draft a Change Order to reflect the added or subtracted work required by the Contractor.
- B. Refer to Specification Section 01025 Unit Pricing for measuring the additional work.

**1.07 APPLICATION FOR FINAL PAYMENT**

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
  1. All closeout procedures specified in Section 01700.
- C. Submit the following with application for Final Payment:
  - a. All closeout submittals specified in Section 01700 – Project Closeout.
  - b. Updated final statement, accounting for final changes to the Contract Sum.
  - c. Final Payment will not be issued until final procedures have been accomplished until all punchlist items have been completed and accepted by the owner and the architect.
  - d. Final Payment will not be issued until all O & M Manuals and Warranties have been submitted and approved.

**PART 2 PRODUCTS – NOT USED**

**PART 3 EXECUTION – NOT USED**

**END OF SECTION 01100**

**PART 1 GENERAL**

**1.01 PROGRESS MEETINGS**

- A. Contractors shall conduct project progress meetings every two weeks or as needed with Architect and Owner's representative to discuss progress of the Work as work progress. Such meetings may be held as work achieves the following milestones during the active periods of construction, through the project unless otherwise directed. The project progress meetings may be done to incorporate the following required milestone meeting dates.
1. Pre-construction Meeting prior to commencing construction.
  2. When the first day existing membrane roof and flashing is remove and new insulation, protection board and membrane roof are installed.
  3. Every two weeks following the beginning of the new roof membrane installation.
  4. The first day of the metal flashing installation.
  5. Meeting with Contractor and Architect prior to submitting pay application each month.
  6. Substantial Completion Punchlist review meeting.
  7. Any other meetings required by the Owner or the Architect
- B. The Project Progress will be reviewed and discussed in conjunction with such meetings. The Contractor is to bring pay application to last progress meeting of the month for review by architect. If the Pay Application appears acceptable, the architect will sign and forward to Owner's Representative at the Progress Meeting.
- C. Contractor shall set agenda for and conduct Progress Meetings and require attendance of subcontractors, material suppliers, or others who may be affected by the work outlined in agenda. Architect shall keep notes of the meeting, which shall include a brief description of progress of work since previous meeting and report to the Roofing Contractor and Owner's Representative.
- D. Additional meetings may be requested by the Owner, Contractor, major subcontractor or Architect if conditions warrant.
- E. All Scheduled Meetings every two weeks shall be attended by the Owner's Representative, Contractor's Project Manager, Job Superintendent, Major Subcontractors and Architect.

**1.02 OBSERATIONS OF THE WORK**

- A. At such time as the Contractor has requested observation of the Work in accordance with the General Conditions, Architect will schedule meeting at the job site for the purpose of conducting such observations. The Contractor's Job Superintendent and Owner's Representative shall be present for all observations.

**2.01 PRODUCTS**

- A. Not used.

**3.01 EXECUTION**

- A. Not used.

**END OF SECTION 01200**

**1.01 SUBCONTRACTORS & SUPPLIERS**

- A. The Contractor shall submit their shop drawings and their subcontractors, suppliers and manufacturers materials for the Work as required by the Construction Documents. Shop drawings shall be submitted to the Architect two weeks in advance of the contractor requiring return of the shop drawings submittals. The Contractor shall review all sub-contractor submittals and stamp their shop drawing approval before forwarding them to the Architect. The Contractor shall be responsible for providing materials in accordance with approvals given. The Architect reserves the right to delay review of shop drawings and the selection of colors until he has given approval of the subject item or items.

**1.02 SAMPLES**

- A. All samples shall be submitted to the Architect for review and for color selections. The Contractor shall retain required samples and color chips until such time as he has assembled all of the required samples and color chips, unless otherwise directed by the Architect. The Architect will not select colors for work until the list of material suppliers and brand names and the required samples for all items involving color have been submitted and approved. Work shall be in accordance with approved samples. Unless otherwise specified, submit samples of adequate size with the following information:
  - 1. Date, project title, supplier and/or brand names.
  - 2. Quality, type, color range, texture, finish.
  - 3. Printed installation directions, where specified.

**1.03 SHOP DRAWINGS, DATA & ILLUSTRATIONS**

- A. All shop drawings shall be submitted to the Architect.
- B. Shop drawings shall indicate the following:
  - 1. Date, project title, shop drawing number, supplier and/or manufacturer.
  - 2. Working and erection dimensions; schedules.
  - 3. Details of fabrication, assembly, and erection.
  - 4. Kinds and thicknesses of materials; colors, finishes.
  - 5. Connections and location to related work.
  - 6. Note variation from contract requirements because of shop practice or other reasons.
  - 7. Contractor's review stamp, initialed or signed.
- C. Furnish electronic file of each shop drawing to Architect for review. Architect shall correct and email a corrected electronic copy to the Owner and Contractor.
- D. Furnish an electronic file of technical data and illustrations on components, specifications, requirements, etc., indicating dimensions, details, quantities, performance and other applicable data. Mark such data and brochures to identify materials, models, dimensions, performance and capacities.

- E. Shop drawings and technical data will receive no action thereon by Architect until list of materials and/or suppliers and subcontractors has been submitted. Shop drawing shall clearly indicate that they have been reviewed by the contractor and comply with requirements of the contract documents. Architect may hold shop drawings or data in cases where they cannot be reviewed until information on correlated items have been received. Make any corrections or changes as required by Architect and resubmit.

**1.04 REPORTS**

- A. Contractor shall submit laboratory and field tests required for materials. Contractor shall submit with shop drawings or brochures of manufacturer's test data required for products, materials, or equipment.

**1.05 PROGRESS SCHEDULE**

- A. Contractor shall submit electronic copy of estimated progress schedule (Bar Chart) required under the General Conditions within 10 days after award of Contract. Schedule shall include all categories of work outlining the schedule for shop drawing submittals and duration of the specific work category.
- B. The submission of an approved progress schedule must be made prior to submittal of first Application for Payment. No claims for payment will be honored until this requirement has been fulfilled.

**1.06 SCHEDULE OF VALUES**

- A. Contractor shall submit electronic file of Itemized Sheets under the General Conditions, to Architect in such a manner that major line items of Work and subcontracted items of Work are shown as a single line item. Separate material and labor costs on all major items. Submit schedule for approval on continuation sheets within fifteen (15) days after Award of Contract. During the progress of the work, Change Orders shall be added as line items.

**1.07 INSURANCE**

- A. The contractor shall submittal electronic file of all the required Insurance listed in the Section 00800 & 00810 Project Insurance Requirements to Owner and Architect prior to any work beginning on the job site. The Owner shall respond to their acceptance or denial of the submitted Contractors Insurance and notify the Contractor and Architect if acceptable.

**1.08 BONDS**

- A. The contractor shall submit electronic files of all the required Performance & Labor & Materials Bonds required in the General Conditions to Owner and Architect prior to any work beginning on the job site. Owner shall review and respond to their acceptance or denial of the submitted Contractors Bonds to Contractor and Architect.

**2.01 PRODUCTS** Not used.

**3.01 EXECUTION** Not used.

**END OF SECTION 01300**

**PART 1 GENERAL**

**1.01 REQUIREMENTS INCLUDED**

- A. Procedures for preparation and submittal of Schedule of Values / Itemization Sheets.

**1.02 RELATED REQUIREMENTS**

- A. Section 00700 - General Conditions: Schedule of Values / Itemization Sheets.
- B. Section 00700 - General Conditions: Applications for Payment: Procedures for Applications for Payment.

**1.03 FORMAT**

- A. Section 00700 - General Conditions: The all monthly payments shall be submitted in electronic file by contractor on the AIA - G702 - Application and Certificate for Payment Form and G703 - Continuation Sheet to the architect. Architect will review and if acceptable will forward to owner for payment. Submit all Payment Application in categories per specification section number with each specification item indicating the cost for Labor and Materials.

**1.04 CONTENT**

- A. List installed value of each major item of work and each subcontract item of work in labor and material categories as a separate line item to serve as a basis for computing values for Progress Payments. Separate material and labor costs. Round off values to nearest dollar.
  - 1. General Conditions
  - 2. Bonds and Insurance
  - 3. Roofing & Insulation Labor
  - 4. Roofing & Insulation Materials
  - 5. Flashing Labor
  - 6. Flashing Materials
  - 7. Wood Blocking Labor & Materials
  - 8. Other Misc. Items
- B. For each major subcontract, list products and operations of that subcontract as separate line items, i.e. if subcontract for, demolition, rough carpentry, insulation, roof membrane and flashings, etc. they are to be listed as separate line items.
- C. Include work allowances within line item of work.
- D. List contingency allowance in the specified monetary amount for each allowance.
- E. Coordinate listings with progress schedule.

- F. Component listings shall each include a directly proportional amount of contractor's overhead and profit.
- G. The sum of values listed shall equal total contract sum.

**1.05 SUBMITTAL**

- A. Submit one electronic file of the Schedule of Values 15 days prior to first application for payment. Form and content shall be acceptable to Architect/Engineer.
- B. Transmit under Company Transmittal Letter. Identify project by title and number.

**1.06 SUBSTANTIATING DATA**

- A. When Architect/Engineer requires substantiating information, submit data justifying line item amounts in questions.
- B. Provide one copy of data with cover letter for each copy of Application. Show application number and date, and line item by number and description.

**2.01 PRODUCTS**

- A. Not used.

**3.01 EXECUTION**

- A. Not used.

**END OF SECTION 01350**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Quality assurance and control of installation.
- B. References to product standards.
- C. Inspection and testing laboratory services.
- D. Manufacturer's field services and reports.

1.02 RELATED SECTIONS

- A. Section 01300 – Submittals: Submit information for quality control in required shop drawings to validate that the minimum product standards are being met or exceeded.
- B. Section 01600 - Material and Equipment: Requirements for material and product quality control.

1.03 QUALITY ASSURANCE/CONTROL OF INSTALLATION

- A. Monitor quality control over supplies, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply fully with manufacturer's instructions, including each step in sequence of installation of all roofing materials.
- C. **Manufacturer's quality control field representative shall review completed roof installation and confirm installation meets manufacturer's required installation to provide 20 year roof warranty as required in Roof Specification in this Manual.**
- D. Should manufacturers' instructions conflict with contract documents, request clarification from Architect/Engineer before proceeding with construction.
- E. Comply with specified standards as a minimum quality for the work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- F. Perform work by persons qualified to produce workmanship of specified quality.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion or disfigurement.
- H. Roofing Contractor shall install new roofing materials and roof system per the International Building Code current version as adopted by the City of Ankeny.

1.04 REFERENCES

- A. Conform to reference standard by date of issue current on date of contract documents.

- B. Should specified reference standards conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.
- C. Owner shall employ Independent Testing Firm to observe and test all work performed by the Roofing Contractor affecting structural components per the 2018 I.B.C. All required Reports will be submitted by the Independent Testing Firm paid for by the owner and reports to the Architect/Engineer in duplicate indicating observations and results of tests and indicating compliance or non-compliance with Contract Documents.
- D. Contractor shall advise Architect/Engineer when required observations have been performed.
- E. Notify Architect/Engineer and independent firm 24 hours prior to expected time for operations requiring services.
- F. In the event that tests or inspections indicate that the Contractor's work is not in compliance with specification requirements, the Contractor shall bear the cost of re-testing and re-inspection.
- G. In the event that the Contractor elects to use material of an unidentified source, he is responsible for payment of tests to establish quality.

## **2.01 PRODUCTS**

- A. Not used.

## **3.01 CUTTING & PATCHING**

- A. Employ skilled and experienced installer to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements affecting:
  - 1. Structural integrity of elements.
  - 2. Maintaining weather exposed elements.
  - 3. Maintaining efficiency of maintenance and safety.
  - 4. Visual qualities of exposed elements.
- C. Execute cutting, fitting and patching to complete work as follows:
  - 1. Use the proper saw-cutting tools in lieu of chopping or hammering to sever materials.
  - 2. Remove and replace defective and non-conforming work.
  - 3. Provide neatly crafted openings in elements of work for penetrations of mechanical and electrical work.
- D. Fit work tight to pipes, sleeves, ducts, conduit and other penetrations through surfaces. All penetrations through exterior walls and roof shall be watertight.
- E. All work to be cut shall be by means and methods to avoid damage to other work, and to provide proper surfaces to receive patching and finishing.
- F. If existing construction materials are damaged and need repair from the cutting and removal process of existing materials, contractor shall provide new materials.

**3.02 MISCELLANEOUS CONSTRUCTION PROCEDURES**

- A. Patch or replace portions of existing surfaces, which are lifted, discolored or damaged in any way.
- B. When finishing surfaces are cut so that a smooth transition is not possible between new and existing construction materials, terminate existing materials along a straight line.
- C. Where new work abuts or aligns with existing construction, provide smooth and even transition. Patch work to match existing adjacent work in texture, appearance and strength.
- D. Cut, remove and patch work in a manner to minimize damage and to permit restoring products and finishes to original or specified condition.
- E. Close all openings in exterior surfaces, especially roofs to protect existing building interior from weather.
- F. Verify existing site conditions and substrate surfaces are acceptable for working requiring to be performed. Beginning new work indicates acceptance of existing work by contractor.
- G. Examine and verify existing materials and substrates are capable of structural support or attachment of new work being applied or attached.

**END OF SECTION 01400**

PART 1 GENERAL

1.01 TEMPORARY FACILITIES

- A. Contractor option to provide jobsite trailers for job site offices and job site storage space.
- B. Contractor shall provide portable chemical restroom facilities.
- C. Temporary Exit / Entrance protection enclosures.
- D. Fire Prevention Requirements.

1.02 REQUIREMENTS OF REGULATORY AGENCIES

- A. Owner shall pay cost for temporary power and water usage.
- B. Contractor shall comply with applicable codes and utility requirements.
- C. Contractor shall provide temporary sanitary facilities, shall comply with OSHA requirements.
- D. The site job is a tobacco free zone. No worker shall smoke or chew tobacco products of any kind on the job site property. If caught doing using tobacco, the worker shall be removed from the project and shall not allowed to return.**

PART 2 PRODUCTS

2.01 MATERIALS

- A. General: Materials used for temporary facilities may be new or used, except that items to remain incorporated into building construction shall be new. Used material shall be adequate in capacity for purpose intended and must not create unsafe conditions.
- B. All temporary trailers and portable restrooms shall be located inside the temporary construction and security fence as coordinated with owner.
- C. Contractor shall provide temporary entrance / exit protection around all exterior building exit doorways from the door to minimum of 8 feet beyond the temporary chain link fence or to a safe distance away from the work area where lifting operations are taking place. The entrance / exit protection should be constructed of steel scaffolding covered with  $\frac{3}{4}$ " plywood sheathing which creates totally enclosed and protected overhead and sidewall covering so that no falling construction material or debris can fall on anyone entering or exiting the building. This entrance protection shall be at least the clear width of the exit corridor and a least 7'-0" clear height to a safe distance from danger.
- D. One portable fire extinguisher shall be provided on the roof at all times during the re-roofing project and in any construction storage or job site trailers if on site. Provide NFPA 10 pound capacity.

PART 3 EXECUTION

3.01 TOILETS

- A. General Contractor shall erect and maintain portable chemical restrooms for use of all contractors. Contractor shall not use toilets inside the school facility.

3.02 FIELD OFFICE & SHEDS

- A. Roofing Contractor's option to erect and maintain temporary field office on site. Furnish office with plan file if office is placed on site.
- B. Each subcontractor shall coordinate with the Re-Roofing Contractor to determine how to maintain his own shed or other temporary facility for storage of materials, tools and equipment. Locate such facility as directed, with Owner's approval to avoid interference with construction and access to Site and use of facility by owner.

3.03 CONSTRUCTION HEAT

- A. General: General Contractor shall provide supplemental temporary heating equipment, fuel, temporary heat enclosure and labor for temporary heat and operate such equipment, to maintain a minimum of 40 degrees within temporary enclosure when Roofing is being installed.

3.04 ELECTRICAL POWER & LIGHTING

- A. Owner shall furnish electricity and pay cost of energy consumed for construction.
- B. Contractor shall furnish, install, and maintain the following temporary lighting and power services for all contractors.

3.05 TEMPORARY WATER SERVICE

- A. The Contractor may connect to existing water source at project site for construction purposes. Owner shall pay costs for water consumed for construction.

3.06 SECURITY FENCE AND BARRIERS

- A. Fencing: **The Contractor shall furnish and install temporary 4 foot high orange plastic fence around entire project staging area included job site trail, and on site storage areas. It is critical if scaffolding of any kind is left erected at the end of any work day the contractor shall secure the scaffolding must be tied securely to the building structure and must be enclosed within a secure fence that will keep young children away for the construction site area.**
- B. Gates: The contractor shall provide opening in temporary fence as for means of access and exit from the construction site area.

- C. Barriers: Contractor shall provide temporary traffic and pedestrian barriers when loading and unloading construction material or using lifts or cranes that will temporarily be in conflict with pedestrians or vehicular traffic. These barriers shall be installed to comply with City of Ankeny requirements and all OSHA requirements.

**3.07 FUME & DUST CONTROL**

- A. The Contractor shall be responsible for preventing construction dust dirt and fumes from entry the building through to roof top HVAC units.
- B. Contractor shall sequence and stage the project to prevent unwanted dust, dirt and fumes from entering the existing HVAC system.
- C. The contractor shall provide temporary barriers and shut down equipment to prevent this from occurring. Contractor shall coordinate any HVAC shutdown with owner 48 in advance of doing so.
- D. Contractor shall also be responsible if installing temporary barrier not to cause the equipment to overheat.
- E. Any damage to HVAC equipment the contractor shall bare the cost to repair or replace.

END OF SECTION 01500

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Products required too construct project.
- B. Transportation, handling and unloading.
- C. Product storage and protection.
- D. Product options.
- E. Product substitutions.

**1.02 RELATED SECTIONS**

- A. Document 00200 - Instructions to Bidders: Product options and substitution.
- B. Section 01400 - Quality Control: Product quality monitoring.

**1.03 PRODUCTS**

- A. Products mean new materials, machinery, components, equipment, fixtures, and systems forming the work. It does not include machinery and equipment used for preparation, fabrication, conveying and erection of the work. Products may also include existing materials or components required for reuse as described or permitted by the contract documents.
- B. Provide interchangeable components of the same manufacturer, for similar components.
- C. Furnish products of qualified manufactures suitable for intended use. Furnish products of each by single manufacturer unless specified otherwise.
- D. Provide interchangeable components from same manufacturer for components required too be replaced.
- E. Do not use materials and equipment removed from existing premises, except as specifically permitted by contract documents.

**1.04 TRANSPORTATION, HANDLING & UNLOADING**

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

- D. Protect all materials during job site unloading. Contractor shall review and report all damaged materials if they arrive in damaged conditions to supplier and reorder new materials immediately so as not to delay the construction of project.

#### 1.05 STORAGE AND PROTECTION

- A. Store and protect products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weathertight, climate controlled enclosures that will not cause damage to the materials.
- B. For exterior storage of fabricated products, place on sloped supports, above ground.
- C. Provide off-site storage and protection when site does not permit on-site storage or protection. Provide the required insurance if desiring payment by owner.
- D. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- E. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- F. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement or damage.
- G. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.
- H. **Distribute all materials place on roof so that the roof is not overloaded, and cause damage to the roof structure. Any damage to roof structure by roofing contractor shall be repaired at no additional cost to the Owner.**

#### 1.06 PRODUCT OPTIONS

- A. Products specified by reference standards or by description only: Any product meeting those standards or description as determined by the owner, architect / engineer prior to bidding.
- B. Products specified by naming one or more manufacturers: Products of manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products specified by naming one or more manufacturers with a provision for substitutions: Submit a request for substitution for any manufacturer not named for prior approval by owner, architect / engineer before bidding.
- D. Products specified by naming Product of Reference Manufacturer with other acceptable Manufacturers listed: Provide product of listed acceptable manufacturer meeting minimum attributes of reference manufacturer such as profile, finish, material thickness, available color selections, quality of product, etc.

**1.07 SUBSTITUTIONS**

- A. Section 00200 - Instructions to Bidders: specify time restrictions for submitting requests for substitutions during the bidding period to requirements specified in this section.
- B. Substitutions may be considered when a product becomes unavailable through no fault of the contractor.
- C. Document each request with complete data substantiating compliance of proposed substitution with contract documents.
- D. A request constitutes a representation that the bidder:
  - 1. Has investigated proposed product and determined that it meets or exceeds the quality level for the specified product.
  - 2. Shall provide the same warranty for the substitution as for the specified product.
  - 3. Shall coordinate installation and make changes to other work, which may be required for the work to be complete with no additional cost to Owner.
  - 4. Waives claims for additional cost or time extension, which may subsequently become apparent.
- E. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request or when acceptance will require revision to the contract documents including addenda prior to bidding.

**1.08 ASBESTOS FREE MATERIALS**

- A. All materials and/or products used in the construction and installation of the Work shall be free of asbestos or polychlorinated biphenyl materials.

**2.01 PRODUCTS**

- A. Not used.

**3.01 EXECUTION**

- A. Not used.

**END OF SECTION 01600**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Closeout procedures.
- B. Substantial Complete Certificate.
- C. Contractor Affidavit Forms
- D. Project record documents.
- E. Operation and maintenance data.
- F. Warranties.
- G. Spare parts and maintenance materials.
- H. Final cleaning.
- I. Adjusting.

**1.02 CLOSEOUT PROCEDURES**

- A. Submit written certification that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for all Architect's and Engineer's observations.
- B. Provide submittals to Architect that are required by governing or other authorities.
- C. Submit Final Application for Payment identifying total adjusted Contract Sum including and approved change orders, previous payments, and sum remaining due.
- D. The Owner and Architect and review the Substantially Complete Project and if deemed Substantially Complete, they will sign the Substantial Completion Certificate and that will determine the Beginning Date of the Roof Warranty.
- E. Substantial Completion Form: Submit an electronic file of completed AIA Certificate of Substantial Completion G704 to Architect with all information completed except for the date Substantial Completion is achieved. This date will be confirmed and filled in by Architect when that event occurs.

**1.03 CONTRACTOR AFFIDAVIT CLOSEOUT FORMS**

- A. Prior to final payment, Contractor shall execute electronic copy of each of the following documents to the architect to be reviewed and forward to Owner's legal department for review and approval to make final payment. Provide these on the AIA Standard Document forms listed.
  - 1. AIA G706 - Contractor's Affidavit of Payment of Debts and Claims
  - 2. AIA G706A - Contractor's Affidavit of Release of Liens,
  - 3. AIA G715 - Consent of Surety Company to Final Payment.

**1.04 PROJECT RECORD CONSTRUCTION DOCUMENTS**

- A. Maintain on site one set of record (As-built) documents to record the actual revisions to work being performed which included the following documents.
  - 1. Drawings, Specifications and Addendums
  - 2. Change Orders, Field Orders and other contract modifications
  - 3. Reviewed Shop Drawings, Product Data and Samples
  - 4. Manufacturer's instructions for assembly, installation, maintenance, replacement and adjustment.
- B. Record Drawings: Clearly and accurately mark each revision item in red ink on Record Set of Drawings as listed below:
  - 1. Measure locations of below grade and internal utilities service lines concealed from view.
  - 2. Document field changes in details, connections piping locations, building structural components, dimensions, etc.
  - 3. Any additional details or plan revisions not documented in construction documents.
- C. Project Specifications: Clearly and accurately mark each revision item and product selection in red ink in Project Specification as listed below:
  - 1. Manufacturer's name and product model and number.
  - 2. Product substitutions, alternates utilized or unit prices used.
  - 3. Addendum changes and modifications to Project Specifications.
- D. Shop Drawings: Provide copies of all approved shop drawings signed by architect / engineers.
  - 1. Drawings and product data sheets with all corrected and field revisions clearly marked on all shop drawings.

**1.05 OPERATION AND MAINTENANCE DATA**

- A. Submit one electronic copy prior to final inspection and submit to owner and architect at end of project.
- B. Part 1: Directory, listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.
- C. Part 2: Operation and maintenance instructions, arranged by system. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
  - 1. Significant design criteria.
  - 2. List of equipment.
  - 3. Parts list for each component.
  - 4. Operating instructions.
  - 5. Maintenance instructions for equipment and systems.
  - 6. Maintenance instructions for finishes, including recommended cleaning methods and materials and special precautions identifying detrimental agents.
  - 7. Certificates.
  - 8. Photocopies of all signed warranties by manufacturer's approved personnel.

9. Copies of all Shop Drawings.

**1.06 WARRANTIES**

- A. Provide duplicate notarized copies.
- B. Execute and assemble documents from subcontractors, suppliers, and manufacturers.
- C. Provide Table of Contents in electronic copy
- D. Submit prior to final Application for Payment.
- E. For items of Work delayed beyond date of Substantial Completion, provide updated submittal within ten days after acceptance, listing date of acceptance as start of warranty period.

**1.07 SPARE PARTS AND MAINTENANCE MATERIALS**

- A. Provide products, spare parts, maintenance and extra materials in quantities specified in individual specification Sections.
- B. Deliver to Project site and place in location as directed; obtain receipt prior to final payment.

**1.08 FINAL CLEANING**

- A. Execute final cleaning prior to final inspection.
- B. Clean exterior walls and sweep site staging area clean.
- C. Sweep new roof membrane surface clean of debris and remove any foreign substances, or misplaced adhesives for any other surfaces. Remove all sharp flashing pieces, screws and nails.
- D. Clean debris from roofs drains and drainage systems.
- E. Clean site; sweep paved areas, rake clean landscaped surfaces.
- F. Remove waste and surplus materials, rubbish, and construction facilities from the site.

**1.09 ADJUSTING**

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

**2.01 PRODUCTS**

- A. Not used.

**3.01 EXECUTION**

- A. Not used.

**END OF SECTION 01700**

## ROOF APPLICATION WARRANTY

### 1.01 ROOFING CONTRACTOR IN CONTRACT WITH OWNER

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Roofing Contractor Name

---

Roofing Contractor Address

### 1.02 OWNER THE ROOF WARRANTY APPLIES

Ankeny Community School District, Board of Directors  
306 SW School Street, Ankeny, IA 50023

### 1.03 PROJECT ROOF WARRANTY APPLIES TO:

Ankeny CSD, East & Northeast Elementary Schools – Partial Re-Roofing Project  
710 3<sup>rd</sup> Street & 1705 NE Trilein Drive, IA 50021 RESPECTIVELY

East Elementary School - Roof Area Approximately 5,200 sq. ft.  
Northeast Elementary School – Roof Area Approximately 15,000 sq. ft.

The Roof Contractor who enters the Owner / Contractor Agreement with the Owner warrants to the Owner that the roof installation and all related new roof membrane, roof insulation, flashings, wood blocking and all roof accessories are installed per the roofing manufacturer's requirements and the project documents and that the Roof Manufacturer shall provide the 20 Year Warranty for 60 mil membrane roof and all roof materials **NON-PRO-RATED for up to 90 mph wind speed measured at roof level**. The Roofing Contractor shall provide a (1) One Year WATER TIGHT ROOF SYSTEM WARRANTY from the date of substantial completion. This Water Tight Roof System Warranty shall apply for any leaks, seam adhesive failure, membrane splits, flashing failures or damage cause by normal or extreme seasonal weather, except under abnormal acts caused by tornado, fire, serve accidents of which the owner has no control or abnormal abuse caused by owner.

All costs for labor and material shall be borne by the Roofing Contractor for all proper roof repairs as required by Owner or roof manufacturer, including travel, equipment costs and all related expenses required to make roof watertight and acceptable in appearance and function.

Should water penetrate the interior of the building or it become apparent that repairs or defects observed by the owner or roof manufacturer are deem imperative to prevent further damage to any building components, interior material or furnishing, the owner shall notify the Roofing Contractor immediately upon discovery of the needed repairs. The Roofing Contractor shall within 7 days of being notified of the needed repairs perform the repairs required to restore the roof to satisfactory condition as previously specified and detailed within the project documents. Should the roofing contractor not perform the required repairs within 7 days, the owner shall be authorized by the roofing contractor signing this warranty and hire the needed work to be completed and the roofing contractor agrees to pay all costs for such repairs to the owner within 30 days of receiving the repair invoice. If roofing contractor does not pay all repair costs to the

owner within 30 days of receiving the invoice, the owner has the right to pursue legal collection actions against the roofing contractor.

1.04            SIGNATURE OF ROOFING CONTRACTOR AGREEING TO TERMS OF THIS WARRANTY.

\_\_\_\_\_  
Roofing Contractor

\_\_\_\_\_  
Roofing Contractor Address

\_\_\_\_\_  
Date of Roof Substantial Completion

\_\_\_\_\_  
Notary Signature                      Notary Date                      Notary Stamp

END OF SECTION 01701

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Protection of existing building and structures.
- B. Coordination of Owner installed Temporary Site Construction Fencing.
- C. Dust Control & Fume Control for project.
- D. Contractor to install all temporary Barricades to keep Public safe from hazards cranes and lift hazards.
- E. Removal and code compliance disposal of all existing roof membrane, flashings, any wet roof insulation, any misc. items removed from the roof.

**1.02 RATED SECTIONS**

- A. Division 1: Administrative Requirements.
- D. Section 07550 – Fully Adhered EPDM Membrane Roof System.

**1.03 REGULATIONS**

- A. Comply with all City Traffic Department for Hauling and Disposing of existing roof system at all times throughout the entire project.

**PART 2 PRODUCTS**

**2.01 MATERIALS**

- A. Owner provided Contractor installed construction fence: Coordinate with Owner the proper location of the 4'-0" high orange webbed construction fence with gates around construction site staging area including a minimum of 2 gates.
- B. Temporary fences and barricades per OSHA and City Requirements.
- C. Temporary steel scaffolding and 3/4" plywood sheathing enclosure to protect existing exits near all contractor staging areas.

**PART 3 EXECUTION**

**3.01 SECTION INCLUDES**

- A. Install temporary barricades to protect Public from open hazards of the operations. Coordinate owner installed construction fence location.

- B. Contractor will be required to clean soil or debris off City streets if material is determined to be from this project as required to satisfy the City Traffic Department requirements.
- C. Contractor Staging Area: The contractor may have the a portion of the existing parking lot as indicated on the site plan for the placement of a dumpster or removing or stocking the existing roofing materials, or set up a crane to remove or stock materials to or from the existing roofs. The owner shall provide and contractor shall erect and maintain security fencing around designated areas as required by the contractor. The Contractor shall set the crane so that it does not damage existing parking lot and create any hazards for the school occupants. The contractor shall set temporary barricades around the crane and lifting area to protect all staff, students and construction workers per the OSHA requirements.
- D. The Owner shall be responsible to obtain the building permit if required. The Roofing Contractor shall be responsible to obtain all other permits and licenses for the project.

END OF SECTION 02100

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Black Dirt Top Soil Preparation where new sod is required repair damaged lawn area.
- B. Sod the entire area where the roofing contractor has damaged or kill the lawn or depress the lawn so it is not level with the adjacent lawn area.
- C. Maintenance of sod until sod is established.
- D. Protect of new landscaping, building and paving.

**1.02 RELATED SECTIONS**

- A. Section 02100 – Site Prep: Protect existing lawn from damage. If existing lawns are damaged, re-grade with black dirt to blend with existing lawn and sod and water until lawn is established.

**1.03 REFERENCES**

- A. FS O-F-241 - Fertilizers, Mixed, Commercial.
- B. ASAP (American Sod Producers Association) Guideline Specification to Sodding.

**1.04 DEFINITIONS**

- A. Weeds: Include Dandelion, Jimsonweed, Quackgrass, Horsetail, Morning glory, Rush Grass, Mustard, Lambsquarter, Chickweed, Cress, Crabgrass, Canadian Thistle, Nutgrass, Poison Oak, Blackberry, Tansy Ragwort, Bermuda Grass, Johnson Grass, Poison Ivy, Nut Sedge, Nimble Will, Bindweed, Bent Grass, Wild Garlic, Perennial Sorrel, and Brome Grass.
- B. Plants: Living trees, plants, and ground cover specified in this Section and described in ANSI Z60.

**1.05 MAINTENANCE DATA**

- A. Submit under provisions of Section 01700.
- B. Maintenance Data: Include maintenance instructions, cutting and trimming method; types, application frequency, and recommended coverage of fertilizer.

**1.06 QUALIFICATIONS**

- A. Installer: Company specializing in installing sod with 3 years experience.
- B. Sod Producer: Company specializing in sod production and harvesting with 5 years of experience.

**1.07 REGULATORY REQUIREMENTS**

- A. Comply with regulatory agencies for fertilizer and herbicide composition.

- B. Provide certificate of compliance from authority having jurisdiction indicating approval of plants and fertilizer mixture.

**1.08 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver sod immediately prior to placement. Keep sod moist.
- B. Deliver sod in rolls. Protect exposed roots from dehydration.
- C. Do not deliver sod that can be laid by end of the same day the sod is delivered.

**1.09 ENVIRONMENTAL REQUIREMENTS**

- A. Do not install sod when ambient temperatures may drop below 35 degrees F or above 90 degrees F.

**1.10 COORDINATION**

- A. Coordinate work under provisions of Section 01300.

**1.11 MAINTENANCE SERVICE**

- A. Maintain sod until established or Substantial Completion but for at least a minimum of 30 days after installed.

**PART 2 PRODUCTS**

**2.01 SOD**

- A. Sod: ASPA field grown grade; cultivated grass sod; type Kentucky Blue Grass with fibrous root system, free of stones, burned or bare spots; containing no more than 5 weeds per 1,000 S.F.
- B. Harvest Sod: Machine cut sod in accordance with ASPA guidelines.

**2.02 TOPSOIL MATERIALS**

- A. Topsoil: Fertile, agricultural soil, typical for locality, capable of sustaining vigorous plant growth, taken from drained site; free of subsoil, clay or impurities, plants, weeds and roots; minimum pH value of 5.4 and maximum 7.0.

**2.03 SOIL AMENDMENT MATERIALS**

- A. Fertilizer: As recommended by growers.
- B. Water: Clean, fresh and free of substances or matter, which could inhibit vigorous growth of plants.

**2.04 TOPSOIL MATERIAL**

- A. Black Dirt Organic Top Soil free of rocks, stick and roots compacted to 75% compaction.

### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify that prepared subsoil is ready to receive work of this section.

#### 3.02 PREPARATION OF SUBSOIL

- A. Prepare subsoil to eliminate uneven areas. Maintain profiles and contours.
- B. Remove foreign materials, weeds and undesirable plants and their roots. Remove contaminated subsoil.
- C. Scarify subsoil to a depth of 4 inches where sod is to be placed in damaged areas. Repeat cultivation in areas where equipment, used for hauling and spreading topsoil, has compacted subsoil.
- D. Install 2 inches minimum thickness of black dirt topsoil where all new sod shall be installed at all disturbed existing lawn areas cause by this project or as indicated on Drawings.

#### 3.03 FINAL TOPSOIL PREPARATION

- A. Rake topsoil smooth and remove all rocks larger than 1/2" in diameter and any roots or branches.
- B. Level topsoil for smooth uniform grade.
- C. Top soil adjoining all new and existing paving should be rake 1" to 1 1/2" lower than the top of all paving so that when sod is installed it is not higher than the paving.

#### 3.04 LAYING SOD

- A. Moisten prepared black dirt surface immediately prior to laying sod.
- B. Lay sod immediately after delivered to prevent deterioration.
- C. Lay sod tight with no open joints visible and no overlapping. Stagger end joints 12" minimum. Do not stretch or overlap sod pieces.
- D. Lay smooth, align with adjoining grass areas.
- E. Stake all sod as required holding sod in place on all slopes steeper than 1:4 slope.

#### 3.05 MAINTENANCE

- A. Water sod twice a daily for the first two weeks and once a day thereafter minimum until the sod is established on it own and is knitted down to the soil or until substantial completion, but for a minimum of 30 days. Owner shall pay for all water provided by existing hose bids.
- B. Neatly trim sod or mow sod as necessary prior to substantial completion.
- C. Immediately remove clippings after trimming

- D. Water to prevent sod from drying out and dying.
- E. Control growth of weeds. Apply herbicides in accordance with manufacturer's instructions. Remedy damage resulting from improper use of herbicides.

END OF SECTION 02900

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Wood Curb Blocking Dimension Lumber as shown on drawings.
- B. CDX Plywood sheathing 1/2" or 3/4" thick as required and used for wood curb blocking and parapet wall sheathing as shown on drawings.
- C. Use stainless steel non-corrosive screws or nails and painted tapcon screw fasteners when fastening into masonry walls, do not use ballistic fasteners.

**1.02 RELATED SECTIONS**

- A. Section 07500 – Existing Roof System Removal. Removal of existing roof system and protection of existing wood curb blocking and plywood wall sheathing.
- B. Section 07550 – Fully Adhered EPDM Membrane Roof. Provide wood blocking and sheathing for securing new roof membrane as shown on drawings.
- C. Section 07600 Sheet Metal Flashing & Trim: Installing new wood blocking for proper substrate to fasten new metal roof edge flashing as shown on drawings.

**1.03 REFERENCES**

- A. ALSC - American Lumber Standards Committee: Softwood Lumber Standards.
- B. APA: American Plywood Association.
- C. NFPA: National Forest Products Association
- D. SPIB: Southern Pine Inspection Bureau.
- E. WWPA: Western Wood Products Association.

**1.04 QUALITY ASSURANCE**

- A. Perform Work in accordance with the following agencies:
  - 1. Lumber Grading Agency: Certified by ALSC – Standards for lumber shall comply with PS-20.
  - 2. Plywood Grading Agency: Certified by APA – Standards for plywood shall comply with PS-1.
- B. All wood materials with nominal thickness of 3" or less shall be dried in a kiln. Moisture content of all lumber shall not exceed 16% for non-treated lumber. No pressure treated lumber allowed for this project.

## **PART 2 PRODUCTS**

### **2.01 MATERIALS**

- A. Lumber Grading Rules: SPIB
- B. Framing Lumber: Douglas fir-larch or southern pine, grade #2 or better. Maximum 16 % moisture content.
- C. Miscellaneous Framing & Blocking: Stress Group D, 16 percent maximum moisture content, kiln dried after treatment. No new treated lumber is allowed too be used on this project.
- D. CDX Plywood, 1/2" and/ or 3/4" Thick, Structural 1, APA Exterior Grade plywood as shown on drawings. No new treated plywood is allowed too be used on this project.

### **2.02 ACCESSORIES**

- A. Fasteners and Anchors: Corrosion resistant steel nails and screws shall be used for all lumber and plywood fasteners meeting FM4470 requirements
  - 1. Wood to Light Gauge Steel Fasteners: Corrosion-resistant, self drilling and self tapping screws with flat head screws or countersunk below top of wood surface.
    - a. Construction Fasteners - Dekfast
    - b. ITW Buildex – Roof Grip
  - 2. Wood to Structural Steel Fasteners: Corrosion-resistant powder of gas actuated fasteners
    - a. Hilti X-U Fastener for to steel or concrete
  - 3. Wood to Concrete or Masonry Anchors: Corrosion resistant screw or ballistic fasteners.
    - a. ITW Buildex – Tapcon Flat Head Phillips or square head painted screw fasteners.
    - b. Hilti X-CF Fasteners for untreated lumber with no moisture exposure.
    - c. Hilti X-CP Fasteners for pressure treated lumber with no moisture exposure.
    - d. Hilti X-CR-L Fasteners for all wood types in heavy industrial areas.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
- B. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- C. By beginning Work, indicates the Roofing Contractor accepts existing conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

**3.02 FRAMING**

- A. Set members level and plumb, in correct position as shown on drawings.
- B. Place horizontal members flat, crown side up if members are vertical and cup side down if members are placed flat.
- C. Refer to drawings for wood blocking locations.
- D. Install wood curb blocking overlapping corners and staggering joints.

**3.03 INSTALLATION OF WOOD COMPONENTS**

- A. Countersunk screw fasten 2x wood curb framing and plywood sheathing to existing wood curb framing. All fasteners to resist 300 lbs. of pull force per screw anchor in any direction.
- B. All new wood nailer anchors to resist 180 lbs. of pull force per anchor in any direction.
- C. All new wood nailer anchors space according to manufactures recommendation but no further spacing the every 16” or one anchor per one square foot of nailer or wood blocking, which every is more restrictive.

**END OF SECTION 06100**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Removal of existing Fully Adhered EPDM elastomeric roof membrane and legal disposal or recycling of existing roof membrane.
- B. Removal of all existing EPDM adhered membrane flashing on wood framed parapet walls and tops of wood roof curbs as shown on drawings.
- C. Removal of all existing pre-finished steel parapet cap flashing and wall counter flashings, flashing clips and all fasteners as shown on drawings. The funds received from the recycling are encouraged to be applied when determining bid price.
- D. Removal and restoration of existing clamping rings and roof drain grates and reinstall after restored.
- E. Replacement of existing gas piping stands and refrigerant HVAC piping line stand after installing new roof insulation and roof membrane. Adjust all stand height approximately 1 1/2" for new roof system thickness added to existing roof.
- F. Removal of all wet existing 1/4" thick cement based cover board @ Northeast and 1" thick roof fiberboard @ East Elementary and wet polyisocyanurate roof insulation and legally disposed of off-site. Refer to 01025 Unit Prices for removal of wet insulation if more or less than shown on drawings.
- G. Remove abandon curb rails as shown on drawings.

**1.02 RELATED SECTIONS**

- A. Section 06100 – Rough Carpentry: Protecting and securely anchoring existing wood blocking and nailers if they should appear loose. Drill and screw anchor any loose perimeter blocking to existing wall framing.
- B. Section 07550 –Fully Adhered Membrane Roof. Install multiple layers of 2 1/2" +/- thick tapered felt faced polyisocyanurate insulation at all wet or damaged existing insulation areas. See Specification Section 01025 Unit Pricing.
- C. Section 07600 – Sheet Metal Flashing and Trim: Coordinate removal of existing metal counter flashing and parapet flashing and installation of all new metal flashing.

**1.03 REFERENCES**

- A. ASTM A611 – Metal Roof Deck & Steel Carbon Cold-Rolled for new roof deck opening.
- B. ASTM D1621 –Compressive Properties of Rigid Cellular Plastics.
- C. ASTM D2842 –Standard Test for Absorption of Rigid Cellular Plastics.

#### 1.04 EXISTING ROOF REMOVAL COMPONENTS

- A. Remove existing fully adhered EPDM roof membrane from top of existing wood fiberboard. Contractor is encouraged to recycle membrane roof.
- B. Remove and recycle all steel roof parapet, roof edge and wall counter flashings. Protect existing rigid dry fiberboard and expanded polystyrene roof insulation from damage. Replace if damaged at no additional cost to owner.
- C. Remove all existing wet fiberboard, polyisocyanurate insulation, expanded polystyrene insulation and wet gypsum board topping as required on roof plans. Provide unit price for project contract adjustment to increase or decrease the removal of any wet roof insulation and fiberboard. The base bid amount of wet insulation to and replaced to be included in base bid are as listed below:
  - 1. Contractor shall included in Base Bid replacing **1,200 square feet at East Elementary School and 500 square feet at Northeast Elementary School** of removal of wet fiberboard or cement board and insulation, and installation and tapered polyisocyanurate roof insulation in base bid.

#### 1.05 QUALITY ASSURANCE

- A. **Materials shall be removed so as to maintain watertight roof system at the end of each day.** Do not remove existing roofing membrane when weather forecast has substantial probability of rain that can damage the interior building materials and furnishings.
- B. Re-Roofing Demolition Contractor: All materials to be removed from the roof shall be performed by the Roofing Contractor installing the new roof system, which shall specialize in re-roofing projects.
- C. Re-Roofing Contractor: Roofing Installation Contractor specializing in installation of the specified roof system and that particular Roof Installing Contractor is an approved installer of the roof membrane manufacturer of the specified roof membrane system they are installing.
- D. Do not remove membrane during inclement weather or when air temperature is below 40° F.
- E. Do not remove existing roof membrane when winds are severe enough to displace existing loose laid rigid insulation board.

### PART 2 PRODUCTS

#### 2.01 REPLACEMENT OF EXISTING DAMAGED ROOF COMPONENTS

- A. Insulation: New Polyisocyanurate Board Insulation Replacing Wet Insulation: Closed cell polyisocyanurate foam with black glass reinforced mat laminated to both faces, complying with ASTM C 1289 Type I Class 1, with the following additional characteristics for base layer and tapered top layer, matching existing roof insulation and slope.

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify Owner is ready for roof demolition to begin. Coordinate noisy work that will disturb the owner's ability to operate acceptably in the school building below.
- B. Verify weather and temporary protection is available to prevent damage to building interior should unexpected rain occur.
- C. Do not apply roof materials to damp, frozen, dirty, dusty, or deck surfaces unacceptable to manufacturer.
- D. Verify all existing fiberboard and roof insulation is acceptable to remain in place and does not need to be removed due to damaged and or wet existing fiberboard and insulation.
- E. Verify all existing wood perimeter roof edge blocking is sound and securely fastened. Notify Owner and Architect if not acceptable for new roof installation.

**3.02 EXAMINATION**

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
- B. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- C. By beginning Work, indicates the Roofing Contractor accepts existing conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

**3.03 REMOVE EXIST. ROOFING MATERIALS REQUIRED FOR NEW ROOF INSTALLATION**

- A. Removal existing Fully Adhered EPDM elastomeric roof membrane and legal disposal or recycling of existing roof membrane for all new roof to be re-roofed.
- B. After removing roof membrane, verify existing fiberboard insulation and rigid insulation surface is clean and dry. Replace any wet or damaged existing roof fiberboard or cement cover board and roof insulation per Unit Pricing Section 01025 that is not identify on drawings to be replaced.
- C. Remove existing steel roof edge parapet and gravel stop flashings and counter flashings.
- D. Temporarily weight down existing insulation until new roof new roof materials are secured fastened to hold new and existing roofing materials in place.
- E. Provide temporary drainage to all roof drains.
- F. Protect all existing roof insulation from damage during removal and installation of new roof.

- G. Remove all membrane flashings, boots and adhesives for proper adherence of new membrane flashing to new curbs and piping that penetrate roof.
- H. Protect existing metal thru wall scupper sleeves and flashings for new membrane scupper sleeves flashing. Replace metal scupper sleeve if damaged during roof membrane removal.
- I. Sweep and blow entire roof clean of all debris after all materials are removed prior to installation of new roof components.
- J. Remove all existing tar and roofing mastic from roof drain bowl prior to installing new water cut-off mastic. Verify cast iron roof drain bowl is not cracked or damages prior to installing new roof membrane.
- K. Remove all roof materials in chute or with roof dumpster craned from existing roof. Do not dump or slide materials off edge of roof.
- L. Only remove as much existing roof in one day that can be made watertight at the end of the same day. Should the interior of the building get wet due to the re-roofing project, the cost to clean, paint, re-carpet, install new ceilings, replace damaged equipment or furnishing shall paid for in full (no deductible shall be applied) by the roofing contractor. The damage amount will be a de-duct change order from the contract price.
- M. Provide temporary watertight seal between all new roof membrane and existing roof membrane at the end of every work day to insure that the roof is water tight at the end of each work day.
- N. The existing roof decks to the best of our knowledge are all 1 1/2” thick corrugate steel roof decking. The Northeast Library Roof deck is 1 1/2” thick acoustic steel roof deck. Protect from damage.

#### **3.04 PROTECTION**

- A. Where construction traffic must continue over existing roof insulation to remain and new finished roof membrane, provide temporary plywood sheathing or repair damaged insulation and roofing to like new condition.
- B. Protect building surfaces against damage from roofing work. Repair to original condition of damaged.

**END OF SECTION 07500**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES:**

- A. Install new 1" thick polyisocyanurate roof insulation securing with painted steel insulation screw fasteners with galvanized steel washer plates securely screwed thru new insulation into existing dry roof 3/4" fiberboard or 1/4" cement board and roof insulation into existing 1 1/2" thick steel deck roof deck after removing the existing EPDM roof membrane.
- B. Install new roof high-density cover board insulation and securely fasten with low-rise foam adhesive adhered to new paper faced polyisocyanurate roof insulation as required by roof membrane manufacturer.
- C. Install new fully adhered elastomeric non-reinforced EPDM sheet membrane roof and roof manufacturer's membrane adhesive adhered to new high density insulation cover board.
- D. Install new elastomeric membrane flashings and roof manufacturer's seam tape as shown on drawings and required by roof manufacturer for a non-prorated twenty (20) year roof warranty.
- E. Roofing Accessories as required for complete watertight roof system.
- F. Install mechanical insulation screw fasteners as required by new National Roofing Council & 2018 International Building Code per new roof zone classifications of Zone #1, #1', #2 & #3.

**1.02 RELATED SECTIONS**

- A. Section 06100 – Rough Carpentry: New wood blocking, sheathing and curb nailers.
- B. Section 07500 – Existing Roof System Removal. Remove of existing roof system and preparation of the existing roof surface for installation of new roof system.
- D. Section 07600 – Sheet Metal Flashing and Trim: Prefinished metal counter flashing, edge trim flashings and other sheet metal.
- E. Section 07900 – Sealant: Coordinate proper sealant at roof terminations.

**1.03 REFERENCES**

- A. ASTM C518 – Steady State Thermal Transmission Properties.
- B. ASTM D1621 –Compressive Properties of Rigid Cellular Plastics.
- C. ASTM D2842 –Standard Test for Absorption of Rigid Cellular Plastics.
- D. ASTM D412 –Standard Test Methods for Vulcanized Rubber & Thermoplastic Elastomers for Tension.
- E. ASTM D624- Standard Test Method for Conventional Vulcanized Rubber & Thermoplastic Elastomers for Tear Strength.

- F. ASTM D746 – Standard Test Method for Brittleness Temperature of Plastics and Elastomers by Impact.
- G. ASTM E96 – Standard Test Methods for Water Vapor Transmission of Materials.
- H. UL1256 – Fire Test of Roof Deck Construction.
- I. UL790 – Tests for Fire Resistance of Roof Covering Materials

#### 1.04 SYSTEM DESCRIPTION

- A. Elastomeric sheet membrane roof assembly to conform to Underwriters Laboratories (UL) Class A fire hazard classification.
  - 1. Fully Adhered Elastomeric (EPDM) non-reinforced Sheet Membrane System with roof membrane manufacturer's recommended adhesive adhered to new ½" thick high-density polyisocyanurate cover board adhered with low rise foam adhesive to new 1" thick felt faced polyisocyanurate insulation, screw fastened through existing ¾" fiberboard or ¼" cement board and roof insulation into 1 1/2" thick existing steel roof deck and provide wood blocking and sheathing as required and new prefinished metal roof edge flashings and counter flashings as shown on details.
  - 2. Prior to installing new roof as outlined in Paragraph #1 above, remove any wet fiberboard, and wet roof insulation and fill these areas with polyisocyanurate insulation approximately multiple layers of 2 1/2" +/- thick tapered polyisocyanurate insulation level with top of existing wood fiberboard. Match existing slope at tapered insulation areas.
- B. Thermal/Fire Barrier Assembly to conform to International Building Code FM4450 or UL1256 when tested as an assembly.

#### 1.05 QUALITY ASSURANCE

- A. Submit shop drawings under Provisions of Division 1.
- B. Membrane Manufacturer: Roofing Manufacturer specializing in manufacturing specified sheet roof membrane with 5 years experience.
- B. Applicator: Roofing Installation Contractor trained and approved by the roof membrane system manufacturer's.
- C. All new roofing laborers providing work installing roof insulation, cover board, roof membrane must be an employee of the Roofing Company the Owner has signed a contract with. They cannot be independent contractors working for a roof company.**

#### 1.06 SUBMITTALS

- A. Submit shop drawings detailing special joint to termination conditions and conditions of interface with other materials.
- B. Submit shop drawings details manufacturers standard termination at roof penetrations.

- C. Submit product data for sheet membrane, elastic flashing, joint cover sheet and joint and crack sealants, flashing adhesives, with temperature range for application of membrane and insulation.
- D. Submit roof manufacturer's current installation instructions.
- E. Submit manufacturer's roof warranty meeting the requirements of this specification without signatures and dates until Substantial Completion is achieved as determine by Architect.

**1.07 DELIVERY, STORAGE, AND HANDLING**

- A. Store roof materials in weather protected environment clear of ground and moisture.
- B. Protect foam insulation board from getting wet and direct sunlight exposure.
- C. Store glues and adhesives per manufacturers requirements. Do not store in freezing temperatures or in direct sunlight the may cause the adhesive containers to heat up and expand causing danger of explosions.

**1.08 ENVIRONMENTAL REQUIREMENTS**

- A. Do not apply membrane during inclement weather or when air temperature is below 40° F.

**1.09 WARRANTY**

- A. Roof Manufacturer Warranty: The Roof Contractor who enters the Owner / Contractor Agreement with the Owner warrants to the Owner that the roof installation and all related new roof membrane, roof insulation, flashings, wood blocking and all roof accessories are installed per the roofing manufacturer's requirements and the project documents and that the Roof Manufacturer shall provide the 20 Year Warranty for 60 mil membrane roof and all roof materials NON-PRO-RATED for up to 90 mph wind speed measured at roof level.
- B. Roof Installation Warranty: The Roofing Contractor shall provide a (1) One Year WATER TIGHT ROOF SYSTEM WARRANTY from the date of substantial completion. This Water Tight Roof System Warranty shall apply for any leaks, seam adhesive failure, membrane splits, flashing failures or damage cause by normal or extreme seasonal weather, except under abnormal acts caused by tornado, fire, serve accidents of which the owner has no control or abnormal abuse caused by owner.

**PART 2 PRODUCTS**

**2.01 ACCEPTABLE MANUFACTURERS – EPDM MEMBRANE**

- A. Firestone Building Products – Fully Adhered EPDM Roofing System
- B. Other Approved Manufacturers:
  - 1. GlenFlex Roofing Systems. Genflex.
  - 2. Carlisle SynTec Systems: – RubberGard.
  - 3. Verisco Roofing Systems - VersiGard.
  - 4. Johns Manville – JM EPDM NR 60

2.02 MEMBRANE MATERIALS

A. Membrane: 60 mil thick EPDM, conforming to the following criteria:

PROPERTIES	TEST	RESULTS
Membrane Thickness	ANSI/ASTM D412	60 mil min. +/- 2 mils
Tensile Strength	ANSI/ASTM D412	1300 PSI min.
Elongation	ANSI/ASTM D412	350% min.
Hardness- Shore A	ASTM D2240	60+/-10
Tear Strength	ASTM D624 Die C D1004	175 lb. F/in.
Water Absorption	D471	4%
Moisture		
Vapor-perms	ASTM E96	0.1 perms, max.
Exposure	ASTM D822	No cracks
Low Temperature		
Brittleness Point, max. #F(C)	ANSI/ASTM D746	-75° F. (-59)

B. Other roofing materials required for a complete roofing system manufactured recommended by roof membrane manufacturer as listed below:

1. Roof membrane bonding adhesive.
2. Flexible Flashing Cured and Uncured EPDM Membrane Flashing 60 mil min. thickness, match roof membrane thickness.
3. Lap Sealant. (Sealing exposed edges and membrane flashing seams).
4. Seam Tape. Rubber to rubber self-vulcanizing tape.
5. Metal Termination / Nailing Strips.
6. Water Cutoff Mastic.
7. Pourable Sealer for pitch pockets.
8. Termination bars: Extruded aluminum termination bar as provided by membrane manufacturer.
9. Perimeter Reinforcing Strip: 6" wide EPDM strip with minimum of 3" rubber self-vulcanizing tape and screw fasten non-reinforcing strip to steel roof deck as required by roof membrane manufacturer.
10. Fasteners: Type as recommended by membrane manufacturer, compatible with membrane.
11. Counterflashing: Same as roof membrane material.
12. Premolded EPDM pipe seals.
13. EPDM Walkway Walk Pads: 1/4" thick x 30" x 30" spaced 2" to 3" apart to allow water to flow between walkway pads around all roof top units and at top and bottom of all roof ladders. Refer to roof plan for specific locations.

C. Flexible Flashing: 60 mil thick EPDM uncured; tensile strength of 1200 psi; elasticity of 50 percent with full recovery without set; black color; manufactured by membrane manufacturer.

2.03 ROOF PROTECTION COVER BOARD

A. Roof Protection Cover Board: High density closed cell, polyisocyanurate foam core that has been manufactured with coated glass facers both sides of board. ASTM D1621 Compressive Strength 120 min. psi. and with the following additional characteristics:

1. Size: 48 inches by 48 inches, nominal.
2. Thickness: 1/2"
3. Total R-Value: 2.2 minimum for 1/2" thickness
4. Acceptable Manufacturers:
  - a. Firestone: ISOGARD HD
  - b. Carlisle SynTec: SecurShield HD

- c. Other insulation manufacturer's with equal or better product as approved and warranted by roof membrane manufacturer providing the roof warranty.
- B. High Density Cover Board & Attachment: Adhere high density polyisocyanurate cover board with low rise foam adhesive fastening attachment of all Insulation Cover Board to new black paper faced polyisocyanurate in accordance with roof manufacturer warranty requirements.
  - 1. Oly-Bond 500
  - 2. Firestone I.S.O. Twin Pack
  - 3. Other products approved by Architect prior to bidding.
- C. Adhesive Coverage shall comply with the Roof Membrane manufacturer but no less than the following spacing:
  - a. East Elementary School
    - i. Building Height for Roofs = 16'-0" high roof. Zone width is 10'-0"
  - b. Northeast Elementary School
    - i. 1 Story Building Height for Roofs = 18'-0" high roof. Zone width is 11'-0"
    - ii. High 1 Story Library Roofs = 26'-0" high roof. Zone width is 16'-0"
- 1. Roof Corners (Zone #3 = 60% of roof height above ground): Continuous rows of adhesive at 4" o.c. maximum.
- 2. Roof Edges (Zone #2 = 60% of roof height above ground): Continuous rows of adhesive at 6" o.c. maximum.
- 3. Outer Roof Field Area: (Zone #1) = 60% of roof height above ground): Continuous rows of adhesive at 12" o.c. maximum.
- 4. Inner Roof Field Area: (Zone #1' Prime) Continuous rows of adhesive at 16" o.c. maximum.

## **2.04 ROOF INSULATION BOARDS & SCREW & ADHESIVE FASTENERS**

- A. New Polyisocyanurate Board Insulation Replacing Wet Insulation: Closed cell polyisocyanurate foam with black glass reinforced mat laminated to both faces, complying with ASTM C 1289 Type II Class 1, (felt faced) polyisocyanurate insulation with the following additional characteristics for base layer and tapered layer:
  - 1. Thickness: 3" to 9" +/- thick since roof has tapered roof insulation. Multiple layers 2 1/2" thick insulation board on flat roof deck. Match existing roof insulation thickness and slope with tapered insulation.
  - 2. Size: 48 inches by 48 inches max. size.
  - 3. Compressive Strength: 20 psi when tested in accordance with ASTM C 1289.
- B. New Polyisocyanurate Board Insulation: Closed cell polyisocyanurate foam with black glass reinforced mat laminated to both faces, complying with ASTM C 1289 Type II Class 1, (felt faced) polyisocyanurate insulation with the following additional characteristics for base layer: Install screw fasteners through all new and existing flat and supplemental tapered insulation into steel roof deck.
  - 1. Thickness: 1" thick. One layer of insulation board with stagger joints on existing insulation joint on all structural sloped roof deck.
  - 2. Size: 48 inches by 48 inches max. size.
  - 3. Compressive Strength: 20 psi when tested in accordance with ASTM C 1289.
- C. Insulation Fasteners at Metal Deck: Type, spacing and size as required by roof membrane manufacturer for roofing system and warranty to be provided; use only fasteners furnished by roof membrane manufacturer. Contractor shall use screw fasteners and termination bar a perimeter of roof edges, since the new and existing roof insulation system is thicker than 6", thus the perimeter reinforcing strip is not allowed by roof manufacturers. No wedge anchors allowed, must use screw anchors. Fasten multiple layers of insulation boards in one operation with screw fasteners into

metal deck if acceptable for Roofing Manufacturer. (No Adhesives allowed for fastening of insulation board at metal deck). Minimum pull strength per anchor = 400 lbs.

1. Install insulation fasteners that only extend 1 1/2" maximum below the top of the metal deck. If screw fasteners hit the fluted area, back screw fastener out of insulation and reposition so that screw fastener securely penetrates the top portion of the metal deck. ***This will minimize the chance of penetrating metal electrical conduit.*** Above the existing acoustic tile ceilings there exists many conduits mounted to the bottom of the steel roof deck and some have some conduits that are mount up inside the metal flutes. **Roof Contactor shall daily check above ALL acoustic ceilings where re-roofing project area is being done and identify any conduits mounted up in the flutes of the metal deck and so the Roof Contractor can drill thru from the underside of the roof to identify where the electrical conduits are located so as not to install screw fastener in electrical conduits.**

***If Roof Contractor penetrates any electrical conduits or wiring they shall be response to repair the wiring and conduits to original condition with Licensed Electrician at no additional cost to the Owner.***

2. Fastener Coverage shall comply with the Roof Membrane manufacturer but no less than the following spacing:
  - c. East Elementary School
    - i. Building Height for Roofs = 16'-0" high roof. Zone width is 10'-0"
  - d. Northeast Elementary School
    - i. 1 Story Building Height for Roofs = 18'-0" high roof. Zone width is 11'-0"
    - ii. Library Roofs = 26'-0" high roof. Zone width is 16'-0"
- a. Roof Corners: (Zone #3) One Screw fastener per (1.00) sq. ft. minimum. (16) fasteners per 4'x4' board
- b. Roof Edges: (Zone #2) One Screw fastener per (1.33) sq. ft. minimum. (12) fasteners per 4'x4' board.
- c. Outer Roof Field Area: (Zone #1) One Screw fastener per (2.00) sq. ft. minimum. (6) fasteners per 4'x4' board.
- d. Interior Roof Field Area: (Zone #1' Prime) One Screw fastener per (2.67) sq. ft. minimum (4) fasteners per 4'x4' board.
3. Install screw fasteners with approximately 3" diameter steel roof plate washers at each fastener as required by the roof membrane manufacturer. Install screws with washer plates over new 1" thick polyisocyanurate insulation as required by roof manufacturer.

## 2.05 ROOF DRAINS

- A. Remove existing beehives and cast iron roof clamping rings connected to existing roof drain body. Wire brush clamping ring and roof drain grate, seal cleaned clamp ring to existing roof drain body. Prime and paint existing roof drain grate and reinstall. Replace any plastic roof drain grates with aluminum or cast-iron roof drain grate.

## PART 3 EXECUTION

### 3.01 INSPECTION

- A. After removing existing EPDM membrane, check existing insulation to see if it is wet. If the insulation is wet, immediately notify Owner Representative, Tim Simpkins and the, Angelo Architectural Associates, LLC, Architect, Mark Thiessen.

- B. Verify existing wood fiberboard surface is clean and smooth, free of depression, waves, or projections. Sweep or blow all debris off existing wood fiberboard surface.
- C. Verify roof openings and penetrating elements through roof are solidly set and anchored.
- D. Do not apply roof materials to damp, wet, frozen, dirty, dusty, or deck surfaces unacceptable to manufacturer.
- E. Verify deck surfaces are dry and free for snow or ice.
- F. Verify all existing metal deck mechanical penetrations are securely anchored.
- G. Examine roof substrate to verify that it is properly sloped to drains.
- H. Verify that the specifications and drawing details are workable and not in conflict with the roofing manufacturer's recommendations and instructions; start of work constitutes acceptance of project conditions and requirements.
- I. Verify that existing and new wood curbs and nailers have been properly installed and anchored. Re-attach if not properly secured.

**3.02 EXAMINATION**

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
- B. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- C. By beginning Work, indicates the Roofing Contractor accepts existing conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.
- D. The Architect did an infrared scan of the existing roof area to be re-roofed and identified possible wet areas that should be removed. Since the roof scan was done a year before that actual new roof is being installed, it is possible the wet roof material area has changed slightly. If wet area of roof material is different than shown on drawings, contractor shall show owner and architect the actual wet roof materials that actually, need to be remove and new roof materials shall be installed, so a change to the contract can be issued by Architect.

**3.03 INSTALL NEW ROOF INSULATION WHERE EXISTING ROOF INSULATION IS WET.**

- A. If after removing existing EPDM roof membrane, if any existing wet fiberboard or cement cover board and roof insulation that is wet, immediately notify owner representative and architect if different in area than what is shown on roof plan drawings. They will determine how much fiberboard, cement board and roof insulation should be removed. The contractor, owner and architect will measure how many additional square feet of material shall be removed above the amount indicated on roof plan. A contract adjustment will be made if different than drawings.

- B. Loose lay new multiple layers of 2 1/2" +/- thick of felt faced polyisocyanurate insulation tight to existing dry insulation. New insulation to match top existing roof fiberboard and insulation thickness. Match tapered insulation slope. Mechanically, screw-fasten new insulation and gypsum fire barrier sheathing to steel roof deck.

3.04 THERMAL INSULATION INSTALLATION WHERE ACOUSTIC TILE CEILING EXISTS BELOW NEW ROOF IN BUILDING INTERIOR.

- A. Verify existing rigid fiberboard surface is clean and dry.
- B. Loose lay insulation boards to moderate contact without forcing joints against edge of adjacent boards. Cut insulation to fit neatly to perimeter blocking, tight to parapet walls and around protrusions through roof with gaps not to exceed 1/8" inch. Stagger joints 12" on center minimum from existing fiberboard joints.
- C. **Contractor shall enter into existing building interior and lift existing acoustic tile ceiling in as main area as required to identify all conduit locations prior to removing existing roof membrane to identify where the existing conduits are located so that when screw fastening the new insulation to the existing steel roof deck the screws do not penetrate the existing conduit.**
- D. **Install roof membrane manufacturer's recommend paint coated steel screw fasteners and galvanized metal washer plates thru new 1" thick polyisocyanurate insulation new or existing roof insulation and new or existing gypsum fire barrier sheathing per required screw spacing.**
- E. Lay tapered insulation or cut boards to slope to establish pitch to all roof drains.
- F. Apply no more insulation than can be covered with membrane in same day.
- G. Minimum thermal value in installed insulation shall be R-Value 6.0 per inch over all near level roof surfaces.

3.05 THERMAL INSULATION INSTALLATION COVER BOARD

- A. Adhere 1/2" high-density polyisocyanurate cover board to all new felt faced polyisocyanurate insulation board with low-rise foam adhesive. Adhesive coverage shall comply with the Roof Membrane manufacturer but no less than the following spacing as required in Paragraph 2.03.C in this roof specification.

3.06 ROOF MEMBRANE INSTALLATION

- A. Comply and install new membrane roofing in accordance with roof membrane manufacturer's instructions.
- B. **Only remove as much roof membrane as can be newly re-roofed and sealed watertight at the end of each workday. Do not remove existing roof membrane if there is a risky probability of rain in that days forecast.**

- C. Apply adhesive to top and vertical exposed surfaces of all wood perimeter blocking and sheathing at the rate required by roof manufacturer.
- D. Roll out membrane, free from wrinkles or tears. Allow sheet to relax as required by manufacturer. Install new roof membrane in place without stretching or distorting. Firmly roll sheet into place at perimeter of concrete masonry parapet walls. Fasten edge of roof membrane to perimeter of roof edges with EPDM self-adhesive perimeter reinforcing stripe with screw fastener and washer at 6" o.c. maximum or as required by roof manufacturer. Adhere and roll in EPDM roof membrane onto perimeter reinforcing strip and extend the roof membrane up and over the top of the parapet wall and down to existing parapet flashing clip. Fasten outer edge of lowest 2x wood blocking with 1 1/4" long galvanized roofing nails at a minimum of 6" o.c. before installing parapet cap flashings.
- E. Overlap edges and ends minimum 3 inches and solvent seal. Apply uniform bead of sealant to joint edge. Seal permanently waterproof.
- F. Overlap roof membrane with shingle style lap joints in direction drainage of sloped substrate with minimum 3" lap or as required by roof membrane manufacturer.**
- G. Minimize wrinkles and bubbles. If the wrinkle or bubbles can be pinched together or folded over they shall be cut out and patched or an additional piece of roof membrane installed over the wrinkle or bubble as required by the architect.
- H. Fully adhered underside of roof membrane to all new or existing wood blocking and new high-density polyisocyanurate insulation with roof manufacturer SBR rubber blend, formulated adhesive. Seal to adjacent perimeter surfaces.
- I. Continue membranes up vertical surfaces minimum 8" or over top edge of parapet wood blocking or down face of wall to bottom of clip of gravel/fascia flashing as shown in details.
- J. Seal items penetrating membrane with counterflashing membrane material at all existing mechanical penetrations. Leave existing EPDM membrane adhered to mechanical curbs if the existing mechanical equipment is too large to loosen and lift and wrap with new EPDM membrane flashing. If mechanical equipment is small enough to loose screw fasteners and lift equipment and wrap curb with new membrane flashing, then extend roof membrane over top of roof curb and nailed with 1 1/4" galvanized roofing nails on inside of curb. Then reinstall equipment and securely screw fasten existing equipment to existing roof curb.
- K. Mechanical Walkway Pavers: Adhere new EPDM walkway protection mats at top and bottom of roof access ladder and around all large mechanical HVAC roof top units as shown on roof plan.

### 3.07 MISCELLANEOUS FLASHING INSTALLATION

- A. Membrane flashings. Install flexible membrane flashing up sides of mechanical unit curbs as shown on detail. Seal flashings watertight too roof membrane and flashing.
- B. Reinforce membrane with multiple thickness of membrane material over joints, wood framed building expansion joints and outside corners, whether joints are static or moving. Provide minimum 5" wide seam tape as manufactured by roof membrane manufacturer. Provide roofing sealant along both edges of all seam tape.**

- C. **After removing existing metal expansion joint covers between roof level changes, install new membrane up, over and down the other side of the roof expansion joint / parapet wall and seal new membrane roof water tight to existing EPDM Roof Membrane as shown on details.** Do not install new metal flashing covers on expansion joints, unless shown on drawings.
- D. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed during same day.
- E. Secure flashings to wood nailer with roofing nails at 4" o.c. maximum where concealed under flashing.
- F. Remove existing roof drain grates and clamp rings, wire brush clean of existing adhesive from roof drain body and install new roof membrane set in new water cut-off mastic and reinstall clamp ring and newly primed and newly painted existing roof drain grate.
- G. Sweep and blow roof clean of all debris when roof is complete.
- H. Existing Overflow Scuppers: Protect existing prefinished overflow metal thru-wall overflow scuppers through precast concrete wall panels. If existing prefinished metal scupper sleeves are damaged they shall be replaced with new Firestone 24 gauge steel flashing, Color: to match existing roof edge flashing color. Seal new roof membrane flashing water tight with roofing sealant around perimeter of membrane termination to interior 4 sides of existing through prefinished metal thru-wall scupper water tight with seam tape and lap sealant continuous around perimeter of scupper sleeve.
- I. Flashing at Walls, Curbs, and Other Vertical and Sloped Surfaces: Install weathertight flashing at all walls, curbs, parapets, and other vertical and sloped surfaces that the roofing membrane abuts to; extend flashing at least 8 inches high above membrane surface or as shown on drawings.
  - 1. Use the longest practical flashing pieces.
  - 2. Evaluate the substrate and overlay and adjust installation procedure in accordance with membrane manufacturer's recommendations.
  - 3. Complete the splice between flashing and the main roof sheet with specified splice adhesive before adhering flashing to the vertical surface.
  - 4. Provide termination directly to the vertical substrate as shown on roof drawings.
- J. Roof Drains:
  - 1. Remove and reinstall existing cast iron roof clamping rings, clean and seal water tight to existing roof drain body. Install new water cut-off mastic on roof drain body and set new roof membrane in mastic and tighten existing clamping ring over new roof membrane and place new beehive on roof drains. **No Roof Drain inserts allowed.**
  - 2. Install cover board around drain to provide smooth transition from roof surface to drain. Slope not to exceed manufacturer's recommendations.
  - 3. Position membrane, then cut a hole for roof drain to allow 1/2 to 3/4 inch of membrane to extend inside clamping ring past drain bolts.
  - 4. Make round holes in membrane to align with clamping bolts; do not cut membrane back to bolt holes.
  - 5. Apply sealant on top of drain bowl where clamping ring seats below the membrane.
  - 6. Install roof drain clamping ring and clamping bolts; tighten clamping bolts to achieve constant compression.

7. Reinstall newly painted roof drain grate on roof drain clamp ring after roof membrane is installed.
- K. Flashing at Penetrations: Flash all penetrations passing through the membrane; make flashing seals directly to the penetration.
  1. Pipes, Round Supports, Preparation: Wire brush, sand or grind all rust and sealant of metal pipes or supports prior to installing roof membrane flashings or boots.
  2. Pipes, Round Supports, and Similar Items: Flash with specified pre-molded pipe flashings wherever practical; otherwise use specified self-curing elastomeric flashing.
  3. Pipe Clusters and Unusual Shaped Penetrations: Provide penetration sealant pocket at least 2 inches deep of roof manufacturers recommended two part sealant, with at least 1 inch clearance from penetration, sloped to shed water.
  4. Structural Steel Tubing: If corner radii are greater than 1/4 inch and longest side of tube does not exceed 12 inches, flash as for pipes; otherwise, provide a standard curb with flashing.

### 3.08 ROOFING INSPECTION BY MANUFACTURERS INSPECTOR

- A. Intermediate Roof Inspection by Manufacturer: Provide intermediate inspection by roof manufacturer at the beginning of the reroofing project to observe the total process of the roofing installation so that any corrective measures can be made prior to final inspection and roof system is being installed properly and warrantable by roof manufacturer.
- B. Final Roof Inspection by Manufacturer: Provide final inspection of the roofing system by a Technical Representative employed by roofing system manufacturer specifically to inspect installation for warranty purposes (i.e. not a sales person). Have Technical Representative recheck any modifications required by roofing installer to make sure modifications have been made correctly.
- C. Perform all corrections necessary for issuance of warranty. This shall be completed before final payment will be approved by Architect.

### 3.09 CLEANING

- A. Clean all contaminants generated by roofing work from building and surrounding areas, including bitumen, adhesives, sealants, and coatings.
- B. Repair or replace building components and finished surfaces damaged or defaced due to the work of this section; comply with recommendations of manufacturers of components and surfaces. Replace and damage landscaping including shrubs bushes or sod, or dead grass with new top soil and hydro-seeding.
- C. **Roofing Contractor shall walk the entire roof prior to the Owner and Architect substantial completion punchlist review to remove all debris, mainly sharp objects such as nails, screws and sharp piece of metal flashing!!!!!!!!!!!!!!!!!!!!!!**
- D. **Remove leftover materials, trash, debris, equipment from project site and surrounding areas. Architect will not release final payment until roof and site are clean of all debris and unused materials!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

### 3.10 PROTECTION

- A. Where construction traffic must continue over newly finished roof membrane, provide durable protection to prevent wear and damage to new roof. Replace or repair damaged roofing to original condition as determined by Architect if new membrane shows wear and tear.

- B. Protect building surfaces against damage from roofing work. Repair to original condition.

END OF SECTION 07550

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Shop fabricated prefinished steel, parapet flashings, fascia / gravel stop flashings, wall counter and mechanical equipment flashings, and overflow scupper flashing for a complete finished watertight project.
- B. Flashing accessories required for a complete flashing installation, including but not limited to seam covers, continuous galvanized clip at all gravel stop / fascia flashing, sealant, flashing fasteners.
- C. Coordination for providing any custom prefinished metal wall panel corner, counter and miscellaneous flashings, etc. with Section 07400 Pre-Finished Metal wall Panels.
- D. Sheet metal installer / fabricator shall fabricate Mock-Up Sample and install 30 lineal feet of each different type of flashing and have architect approve the installed Flashing Mock-Up samples prior to fabricating the remaining flashing. If Mock-up is not acceptable contractor shall install new mock-up sample until approved by Architect. If acceptable it can remain as part of the final project.

**1.02 RELATED SECTIONS**

- A. Section 06100 – Rough Carpentry: Coordinate installation of new wood curb blocking, nail base sheathing and miscellaneous wood sheathing as shown on drawings.
- B. Section 07500 – Existing Roof System Removal: Coordinate the removal of all existing flashing that is needed to be removed as required for complete roof system as shown on drawings.
- C. Section 07550 – Fully Adhered Membrane Roof: Install new flashing in manner to terminate new roof membrane in durable, aesthetically watertight method as shown on architects drawings and as required for 20 year roof warranty by membrane Manufacturer.
- D. Section 07900 – Joint Sealers: Install concealed sealant at all sheet metal flashing joints. underside of both sides of 4” wide seam covers and up the back 1” high lip of all gravel stops.

**1.03 REFERENCES**

- A. ASTM A 653/A 653M- Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; Current Addition
- B. ASTM B32 – Standard Specification for Solder Metal; Current Addition.
- C. ASTM D 4586 – Standard Specification for Asphalt Roof Cement, Asbestos-Free; Current Edition
- D. SMACNA (ASMM) – Architectural Sheet Metal Manual; Sheet Metal and Air Conditioning Contractors’ National Association; Current Addition.

1.04 SUBMITTALS

- A. See Section 01300 – Administration Requirements, for submittal procedures.
- B. Shop Drawings: Indicate flashing material profile, jointing pattern, jointing details, fastening methods, flashings, terminations, and installation details.
- C. Color Chart: Provide color chart of manufacturer standard colors.

1.05 QUALITY ASSURANCE

- A. Perform work in accordance with SMACNA Architectural Sheet Metal Manual requirements and standard details, except as otherwise indicated.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Stack material to prevent twisting, bending, and abrasion, and to provide ventilation. Slope metal sheets to ensure drainage.
- B. Prevent contact with materials, which may cause discoloration or staining.

PART 2 PRODUCTS

2.01 SHOP FABRICATED ROOF FLASHING MATERIAL

- A. Prefinished Galvanized Steel Flashing Material: Use at exposed flashing locations only. ASTM A 653/A 653M, with G90/Z275 zinc coating; 24 gauge thick base metal. Kynar 500 Finish, with Primer 0.25 +/- .05 mils and Topcoat of 0.8 mils +/- .05 mils.
  - 1. Approved Manufacturer:
    - a. Berridge Manufacturing Company
    - b. Firestone Building Products / Una-Clad
    - c. Pac-Clad
    - d. Other approved Manufacturer providing equal materials as approved by the architect and list in any addendums prior to bidding.
  - 2. Substitutions: Under provisions of Division 01600.
  - 3. Flashings for custom bent parapet flashings, wall counter flashings and thru-wall overflow scupper sleeves and collar around scupper sleeve for 24 gauge prefinished Kynar 500 Finish,
    - a. **Northeast Elementary Flashing Color: Slate Gray for all new metal flashing color.**
    - b. **East Elementary Flashing Color: ????**
- B. Galvanized Steel Flashing Continuous Concealed Clip Material: Use under all parapet flashing locations to secure these types of flashing exposed exterior edges tight to building. ASTM A 653/A 653M, with G90/Z275 zinc coating; 20 gauge thick base metal with galvanized metal finish. See drawing details.

1. Custom bent metal parapet and fascia / gravel stop continuous clips hooked into exposed ½” drip edge in and ‘L’ Shape profile and lapped over top of wood roof edge wood blocking as shown on drawings.
- C. Provide all flashing as shown on drawings or as required to proper flashing all roof edges and mechanical and electrical penetrations.
- D. Provide new overflow scuppers flash sleeves and collars near roof drain locations as soon on drawings.

## **2.02 ACCESSORIES**

- A. Galvanized Roofing Nail Fasteners: Galvanized steel roofing nails at 6” o.c minimum or as recommended by flashing manufacturer to fasten galvanized metal 20 gauge continuous roof clips.
- B. Gasketed Steel Screw Fasteners for Counter Flashing and backside of Parapet Flashing: Galvanized pre-finished shelf tapping hex headed screw fastener with small neoprene gasket. Color of screw fastener to match color of selected flashing color as approved by architect.
- C. Primers: Zinc chromate type. Used for touch-up primer paint if flashing is damaged during installation.
- D. Sealant: Type specified in Section 07900.
- E. Plastic Cement: ASTM D 4586, Type I.
- F. Solder: ASTM B 32; Sn50 (50/50) type.
- G. Protective Backing Paint: Zinc molybdate alkyd.
- H. Plastic Cement: ASTM D 4586, Type I. Use as required in concealed locations to maintain building watertight.

## **2.03 SHOP FABRICATED CUSTOM MISCELLANEOUS FLASHINGS**

- A. Form sections true to shape, accurate in size, square, and free from distortion or defects of 24 gauge thick base metal, Kynar 500 Finish.
  1. Parapet Flashings:
  2. Fascia / Gravel Stop Flashings:
  3. Wall Counter Flashings:
  4. Thru-wall Overflow Scupper Sleeve and Collar:
  5. Coordinate Misc. Metal Wall Flashings for Auditorium Metal wall panels such as Corner, Counter and Misc. Flashings.
- B. Form pieces in longest possible lengths.
- C. Hem exposed edges on underside 1/2 inch, miter and seam corners.

- D. Form material with flat lock seams, except where otherwise indicated. At moving joints, use sealed lapped, bayonet-type or interlocking hooked seams.
- E. Fabricate corners from one piece with minimum 18 inch long legs; seam for rigidity, seam with sealant.
- F. Fabricate vertical faces with bottom edge formed outward 1/2 inch and hemmed to form drip.

### **PART 3 EXECUTION**

#### **3.01 EXAMINATION**

- A. Verify roof wood curbs and blocking, pipes, sleeves and vents through roof solidly set, reglets in place, and nailing strips located.
- B. Verify roofing membrane termination and base flashings are in place, sealed and secure.
- C. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
- D. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- E. By beginning Work, indicates the Roofing Contractor accepts existing conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

#### **3.02 PREPARATION**

- A. Install starter and edge strips, and cleats before starting installation of pre-finished parapet flashings.

#### **3.03 INSTALLATION**

- A. Flashing shall conform to drawing details.
- B. Secure flashings in place using concealed fasteners. Use exposed fasteners only where permitted.
- C. Apply polyurethane sealant compound between metal flashings pieces.
- D. Fit flashings tight in place. Make corners square, surfaces true and straight in planes, and lines accurate to profiles.
- E. Install flashings to minimize oil can effects in flashings.
- F. Secure flashing using concealed fasteners where possible.

- G. Remove all protective plastic film coating over all flashing before installing the flashing components.
- I. Install 4” wide seam covers over all flashing joints. Leave a 1/2” minimum to 1” gap between 10’-0” long flashing pieces and in hemmed edge seam cover of all seams and set seam covers in continuous bead of sealant on both sides of seam covers for thermal expansion of flashing.
- J. Install and perform all flashing work in accordance with SMACNA Architectural Sheet Metal Manual requirements and standard details, except as otherwise indicated on drawings.

3.04 PROTECTION OF FLASHINGS

- A. Protect all metal flashing from damage. Replace any flashings damage prior to completion of the project.
- B. Remove all plastic protection sheet from flashing just prior to flashing installation.**

END OF SECTION 07600

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Preparing sealant substrate surfaces for proper installation of sealant and accessories.
- B. Joint Primer, Backer Rod and Sealant material for all sealant joints required too keep water out of building interior.
- C. Polyurethane Sealant used for exterior flashing joints.
- D. Accessories:
  - 1. Joint Backing: Round, closed cell polyethylene foam rod; oversize 30 to 50 percent larger than joint width.
  - 2. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer to suit application.
  - 3. Sealant Primer: Sealant Primer recommended by the sealant manufacturer shall be installed prior to installing sealant in all joints to receive sealant.

1.02 RELATED SECTIONS

- A. Section 07550 – Fully Adhered Membrane Roof System: Sealant required to seal all roof and wall flashings watertight to masonry precast concrete wall panels, metal flashing panels, roof membrane and metal flashings, etc. to keep building water tight.
- B. Section 07600 – Flashing Metal Flashing and Trim. Seal all lap joints and flashing seam cover so no sealant is exposed on face of prefinished parapet and metal fascia / gravel stop from exterior of building and at exposed top bead on wall counter flashings at 45 degree positive slope so not water can collect on top of counter flashing top hemmed edge. Install sealant watertight along top edge of wall counter flashing and as shown on drawings.

1.03 REFERENCES

- A. ANSI/ASTM D1056 - Flexible Cellular Materials - Sponge or Expanded Rubber.
- B. ANSI/ASTM D1565 - Flexible Cellular Materials - Vinyl Chloride Polymers and Copolymers (Open-Cell Foam).
- C. ASTM C790 - Use of Latex Sealing Compounds.
- D. ASTM C804 - Use of Solvent-Release Type Sealants.
- E. ASTM C834 - Latex Sealing Compounds.
- F. FS TT-C-00598 - Caulking Compound, Oil and Resin Base Type.
- G. FS TT-S-00227 - Sealing Compound: Elastomeric Type, Multi-Component.
- H. FS TT-S-00230 - Sealing Compound: Elastomeric Type, Single Component.
- I. FS TT-S-001543 - Sealing Compound, Silicone Rubber Base.

- J. SWI (Sealing and Waterproofers Institute) - Sealant and Caulking Guide Specification.

#### 1.04 SUBMITTALS

- A. Submit product data indicating sealant chemical characteristics, performance criteria, limitations, and color availability.
- B. Manufacturer's Installation Instructions: Indicate special procedures surface preparation, perimeter conditions requiring special attention.

#### 1.05 QUALITY ASSURANCE

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform acoustical sealant application work in accordance with ASTM C919.

#### 1.06 WARRANTY

- A. Provide five (5) year warranty under provisions of Section 01700.
- B. Warranty: Include coverage for installed sealants and accessories, which fail to achieve air tight seal, water tight seal, and exhibit loss of adhesion or cohesion, or do not cure.

#### 1.07 ENVIRONMENTAL REQUIREMENTS

- A. Do not install solvent curing sealants in enclosed building spaces.
- B. Maintain temperature and humidity recommended by the sealant manufacturer during and after installation.

### PART 2 PRODUCTS

#### 2.01 SEALANTS

- A. Polyurethane Sealant: Use for exterior flashing joints, flashing abutting masonry walls and any exterior general roof caulking.
  - 1. Sika Flex - 1A
  - 2. Tremco - Dymeric
  - 3. BSAF - Sonneborn - Sololastic NP1
  - 4. Dynatrol I – Pecora Corporation
  - 5. Chem-Calk 900 – Botstik Construction Products.

#### 2.02 ACCESSORIES

- A. Primer: Non-staining type, to suit application for all sealants as recommended by sealant manufacturer.
- B. Joint Cleaner: Non-corrosive and non-staining type, recommended by sealant manufacturer; compatible with joint forming materials.

- C. Joint Backer Rod: ANSI/ASTM D1056; round, closed cell polyethylene foam rod; oversized 30 to 50 percent larger than joint width.
- D. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer to suit application where the joint is not deep enough to install proper sealant depth and backer rod.

### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify that field conditions are acceptable and are ready to receive work.
- B. Verify items provided by other Sections of Work are properly sized and located.
- C. Verify that built-in items are in proper location, and ready for installing sealant primer, backer rod and sealant material.
- D. Verify that substrate surfaces and joint openings are ready to receive work and field measurements are as shown on Drawings and recommended by the manufacturer.
- E. Verify that joint backing and release tapes are compatible with sealant.
- F. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- G. By beginning Work, Contractor accepts existing conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

#### 3.02 PREPARATION

- A. Clean and prime joints in accordance with manufacturer's instructions.
- B. Remove loose materials and foreign matter, which might impair adhesion of sealant.
- C. Perform preparation in accordance with manufacturer's instructions.
- D. Protect elements surrounding the work of this Section from damage or disfiguration.
- E. All surfaces in contact with sealant shall be dry, sound, well brushed and clean, and wiped free from dust.
- F. Use Solvent to remove oil and grease, wiping the surfaces with clean clothes.
- G. Verify that joint backing and release tapes are compatible with sealants.

#### 3.03 INSTALLATION

- A. Seal joints all between dissimilar materials.

- B. Install sealant in accordance with manufacturer's instructions.
- C. Measure joint dimensions and size materials to achieve required 2:1 width/depth ratios.
- D. Install joint backing to achieve a neck dimension no greater than 1/3 of the joint width.
- E. Install bond breaker where joint backing is not used or deep enough to install backer rod.
- F. Apply sealant within recommended application temperature ranges. Consult manufacturer when sealant cannot be applied within these temperature ranges.
- G. Install sealant free of air pockets, foreign embedded matter, ridges, and sags.
- H. Tool joints concave unless detailed otherwise.

#### 3.04 CLEANING AND REPAIRING

- A. Clean adjacent soiled surfaces.
- B. Repair or replace defaced or disfigured finishes caused by work of this Section.
- C. Remove masking tape immediately after joints have been tooled.

#### 3.05 PROTECTION OF FINISHED WORK

- A. Protect sealants until cured.

#### 3.06 SCHEDULE

- A. Exterior Sealant Joints:
  - 1. Install sealant along top edge of all vertical wall counter flashings.
  - 2. Install sealant between all new flashing joints at parapet, gravel stop / fascia flashing and wall counter flashings. Seal 1" high back side of all gravel stop vertical joints on back side of flashings.
  - 3. Install sealant under both edges of 4" wide crimped parapet wall seam joint cap flashing. Sealant should not be exposed on to and face of parapet flashing.
  - 4. Install sealant in joints in mechanical and electrical roof and wall penetrations that are not sealed by the roofing membrane.
  - 5. Install sealant between all misc. metal flashing and trim to prevent water penetration.
  - 6. Install sealant in joints in all exterior building envelope to prevent unwanted water penetration

END OF SECTION 07900

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Section includes the Insulated Translucent Sandwich panel skylight system as shown and specified.
  - 1. Flat factory prefabricated structural insulated translucent sandwich panels in pyramid shape.
  - 2. Extruded Aluminum edge framing with required water tight gasketing between skylight and aluminum framing.
  - 3. Fiber glass interior insulation with fiberglass interior and exterior skylight lens panels.
  - 4. Removal and disposal of existing translucent skylights.

**1.02 RELATED SECTIONS**

- A. Section 07500 – Existing Roof System Removal: Coordinate the remove of the existing skylight with the installation of new roof and new skylight.
- B. Section 07550 – EPDM Roof Flashing: Install new skylights after new roof membrane flashing has been installed and wrapped over the skylight curbs where new skylights are installed.
- C. Section 07600 - Metal Flashing: Provide new 24 gauge prefinished metal Slate Gray counter flashing and seam cover for standing seam metal roofing.

**1.03 SUBMITTALS**

- A. Submit manufacturer's product data. Include construction details, material descriptions, profiles and finishes of skylight components.
- B. Submit shop drawings. Include plans and details.
- C. Submit manufacturer's color charts showing the full range of colors available for factory finished aluminum.
- D. Submit Installer Certificate, signed by installer, certifying compliance with project qualification requirements.
- E. Test reports required are:
  - 1. Flame Spread and Smoke Developed (UL 723) – Submit UL Card
  - 2. Burn Extent (ASTM D 635)
  - 3. Color Difference (ASTM D 2244)
  - 4. Abrasion/Erosion Resistance (ASTM D 4060)
  - 5. Impact Strength (UL 972)
  - 6. Bond Tensile Strength (ASTM C 297 after aging by ASTM D 1037)
  - 7. Bond Shear Strength (ASTM D 1002)
  - 8. Beam Bending Strength (ASTM E 72)
  - 9. Fall Through Resistance (ASTM E 611)
  - 10. Insulation U-Factor (NFRC 100)
  - 11. Submit current documentation indicating regular, independent quality control monitoring under a nationally recognized building code review and listing program.

**1.05 QUALITY ASSURANCE**

- A. Manufacturer's Qualifications: Quality control inspections shall be conducted at least once each year and shall include manufacturing facilities, sandwich panel components and production sandwich panels for conformance with "Acceptance Criteria for Sandwich Panels" as regulated by the ICC-ES.
- B. Installer's Qualifications: Installation shall be by an experienced installer, which has been in the business of installing specified skylight systems for at least five (5) consecutive years and can show evidence of satisfactory completion of projects of similar size, scope and type.
- C. Performance Requirements: The manufacturer shall be responsible for the configuration and fabrication of the complete skylight panel system.
- D. Provide structural analysis data signed and sealed by the qualified professional engineer in the State of Iowa responsible for their preparation.

**1.06 DESIGN**

- A. Sizes(s) of units
  - 1. Pyramid Skylight: 6'-0" x 6'-0" nominal dimension with 27 degree slope (1 Thus) Field Verify Skylight Size.
- B. Design Loads
  - 1. Live: 10 psf
  - 2. Snow: 30 psf; Drift: 10 psf
  - 3. Wind: 20 psf

**1.07 DELIVERY STORAGE AND HANDLING**

- A. Deliver skylights, components and materials in manufacturer's standard protective packaging.
- B. Store panels on the long edge; several inches above the ground; blocked and under cover in accordance with manufacturer's storage and handling instructions.

**1.08 WARRANTY**

- A. Submit manufacturer's and installer's written warranty agreeing to repair or replace panel system work which fails in materials or workmanship within two (2) year of the date of delivery. Failure of materials or workmanship shall include leakage, excessive deflection, deterioration of finish on metal in excess of normal weathering and defects in accessories, insulated translucent sandwich panels and other components of the work.

**PART 2- PRODUCTS**

**2.01 APPROVED MANUFACTURERS**

- A. Manufacturer: Kalwall Corporation, Ph: (800) 258-9777. Local Distributor, SGH, Inc. 3345 106<sup>th</sup> Circle, Urbandale, IA 50322, Phone 515-226-1155, Trevor Jessick

- B. Other Manufacturer's meeting or exceeding this specification with equal products as approved by Architect prior to bidding and listed in the addendums.

1. Major Industries: 7120 Stewart Ave, Wausau, Wisconsin 54401, Ph: 888-759-2678.
2. Other approved manufacturers approved by Architect.

## **2.02 PANEL COMPONENTS**

### **A. Face Sheets**

1. Translucent faces: Manufactured from glass fiber reinforced thermoset resins, formulated specifically for architectural use.
2. Thermoplastic (e.g. polycarbonate , acrylic) faces are not acceptable.
3. Face sheets shall not deform, deflect or drip when subjected to fire or flame.
4. Face sheets shall not delaminate when exposed to 200 degrees F. for 30 minutes per IBC or 300 degrees for 25 minutes.

### **B. Appearance:**

1. Exterior face sheets: Smooth, 0.070" thick and Color: Crystal exterior.
2. Interior face sheets: Smooth 0.045" thick and Color: White interior.
3. Face sheets shall not vary more than +/- 10% in thickness and be uniform in color.

### **C. Grid Core**

1. Thermally broken aluminum I-Beam grid core shall be of 6063-T6 or 6005-T5 alloy and temper with provisions for mechanical interlocking of muntin-mullion and perimeter. Width of I-beam shall be no less than 7/16". The I-Beam grid shall be machined to tolerances of not greater than +/- 0.002".
2. Thermal break: Minimum 1" thermoset, Urethane poured and de-bridged is not acceptable.

## **2.03 PANEL CONSTRUCTION**

- A. Provide sandwich panels of flat fiberglass reinforced translucent face sheets laminated to a core of mechanically interlocking thermally broken (aluminum I-beams. The adhesive bonding line shall be straight, cover the entire width of the I-beam and have a neat, sharp edge.
- B. Panel Thickness: 2 3/4"
- C. Light Transmission: 60%
- D. Overall panel U-factor by NFRC certified laboratory: 2 3/4" thermally broken I-beam.
  1. Complete insulated panel system shall have NFRC certified U-factor or 0.23.
- E. Grid Pattern: Nominal 12" x 24".
- F. Panels shall deflect no more than 1.9" at 30 psf in 10'-0" span without a supporting frame by ASTM E 72.

## **2.04 BATTENS & PERIMETER CLOSURE SYSTEMS**

- A. Closure System: Extruded aluminum 6063-T6 and 6005-T5 alloy and temper clamp-tite screw type. Skylight perimeter closures shall be factory sealed to panels.
- B. Sealing tape: Manufacturer's standard, pre-applied to closure system at the factory under controlled conditions.

- C. Fasteners: 300 series stainless steel screws for aluminum closures, excluding final fasteners to the building.
- D. Finish: Exposed aluminum to be manufacturer's factory applied finish that meets the performance requirements of AAMA 2604. Frame Color: Standard Aluminum mill finish.

## **PART E – EXECUTION**

### **3.1 EXAMINATION**

- A. Examine substrates, supporting structure and installation conditions. Do not proceed with system erection until unsatisfactory conditions have been corrected.
- B. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- C. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

### **3.02 PREPARATION**

- A. Metal Protection: Where aluminum will contact dissimilar metals, protect against galvanic action by painting contact surfaces with primer or by applying sealant or tape recommended by manufacturer for this purpose.
- B. Where aluminum will contact concrete or masonry, protect against corrosion by painting contact surfaces with bituminous paint or method recommended by manufacturer.
- C. Where aluminum will contact pressure treated wood, separate dissimilar materials by methods recommended by manufacturer.

### **3.03 INSTALLATION**

- A. Install the pyramid skylights and ridge framed skylights in accordance with the manufacturer's installation recommendations and approved shop drawings.
  - 1. Anchor component parts securely in place by permanent mechanical attachment system.
  - 2. Accommodate thermal and mechanical movements.
  - 3. Set sill and curb members in a full bed of sealant compound, or with joint fillers or gaskets to provide weather-tight construction.
- B. Install joint sealants at perimeter joints and within the panel system in accordance with manufacturer's installation instructions.

**3.04 FIELD QUALITY CONTROL**

- A. Water Test: Skylight Installing Contractor shall perform a water test with on sight  $\frac{3}{4}$ " diameter hose to check for leaks after installation is complete.
- B. Repair or replace work that does not pass water test where water penetrates skylights and retest work until skylight does not leak.

**3.05 CLEANING**

- A. Clean the skylight system inside and outside, immediately after installation, according to manufacturer's written recommendations.

**END OF SECTION 08600**



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Public Hearing - Southeast Elementary School and Parkview Middle School Partial Re-Roofing Project

---

**ATTACHMENTS:**

File Name	Description	Type	Upload Date
No Attachments Available			



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Approve the plans, specs and form of contract for Southeast Elementary School and Parkview Middle School Partial Re-Roofing Project

**Extended Information:** Superintendent's Recommendation: Approve the plans, specs and form of contract for Southeast Elementary School and Parkview Middle School Partial Re-Roofing Project as recommended.

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#### ATTACHMENTS:

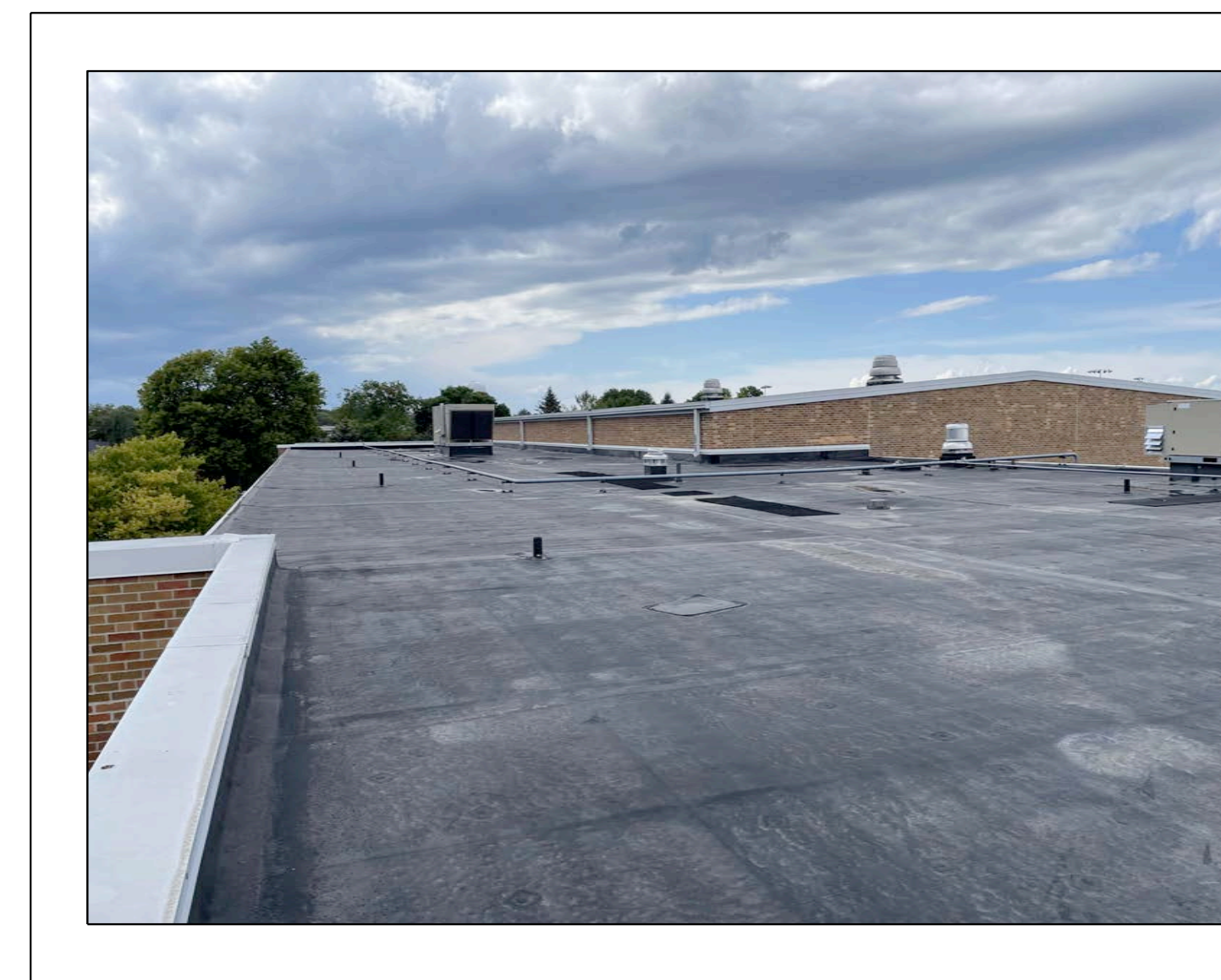
File Name	Description	Type	Upload Date
<a href="#">2218_TOTAL_Ankeny_CSD_Southeast_Elem_Parkview_MS_ReRoofing_Project_-_Final_PDF_Drawings_9-9-22.pdf</a>	Southeast Elementary and Parkview Middle School Partial Re-Roofing Plans	Support Document	11/2/2022
<a href="#">Southeast_Parkview_Roofing_Specs.pdf</a>	Southeast Elementary and Parkview Middle School Partial Re-Roofing Specs	Support Document	11/2/2022



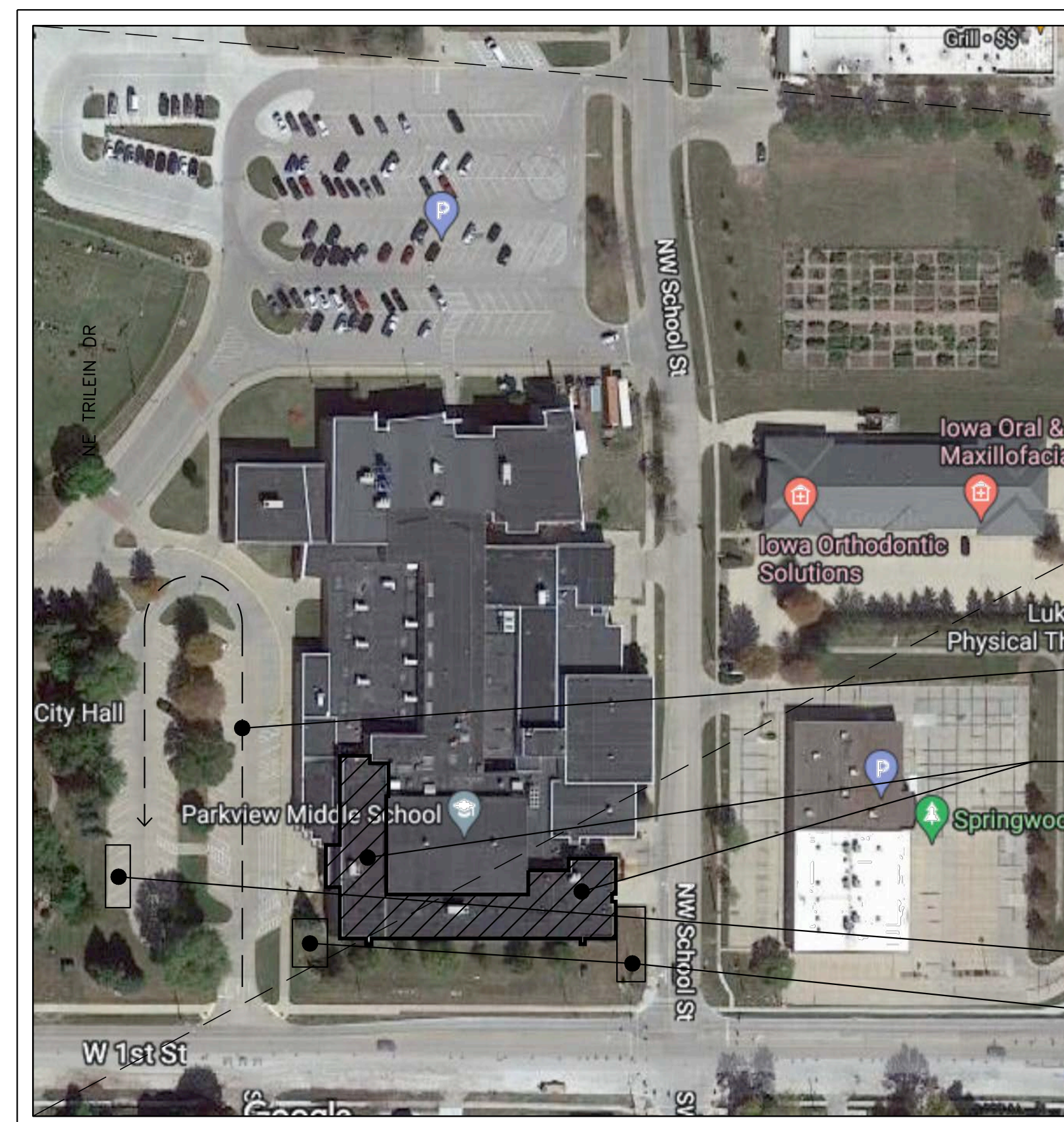
# ANKENY COMMUNITY SCHOOLS SOUTHEAST ELEMENTARY SCHOOL & PARKVIEW MIDDLE SCHOOL RE-ROOFING PROJECT



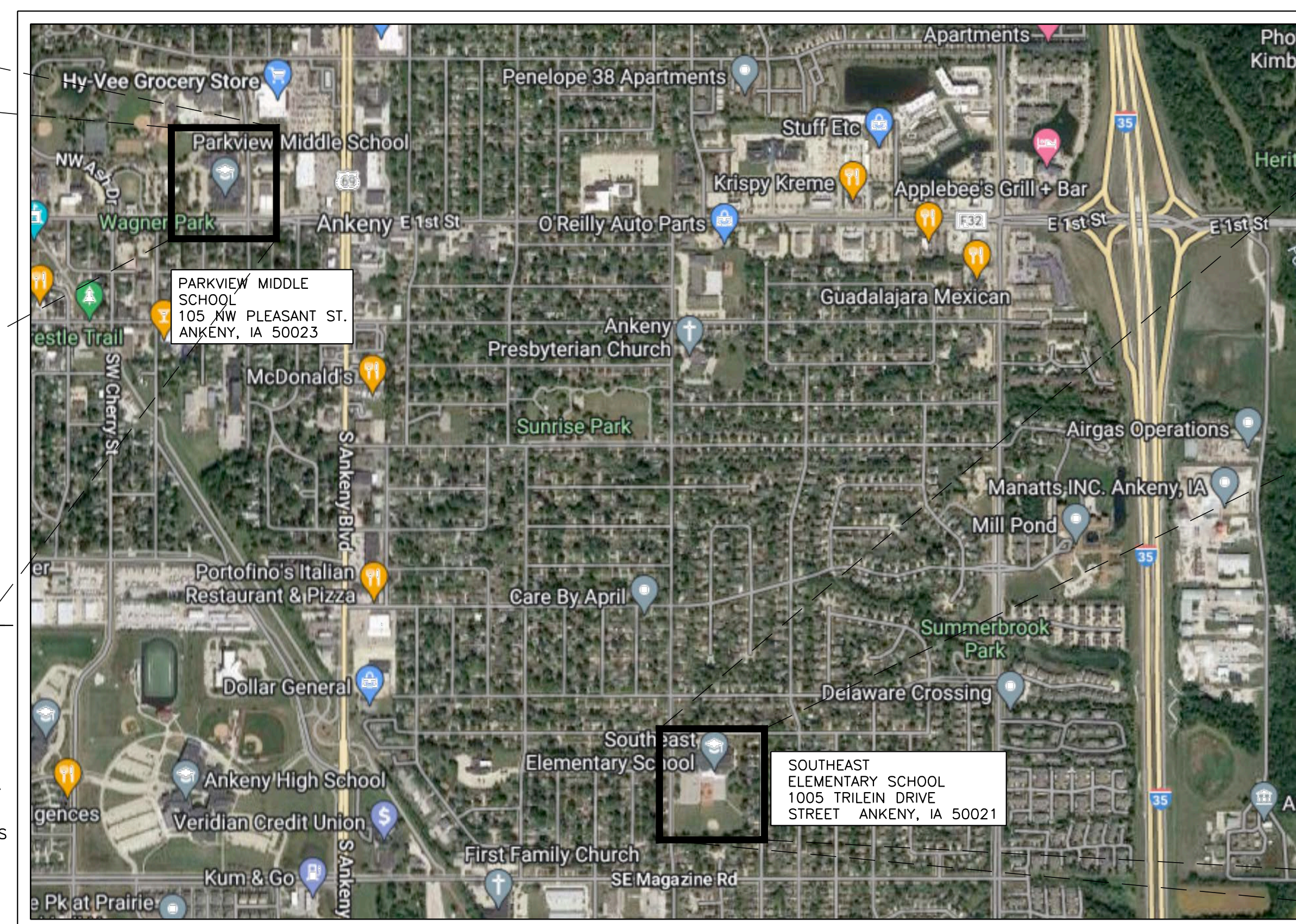
SOUTHEAST ELEMENTARY SCHOOL - ROOF VIEW



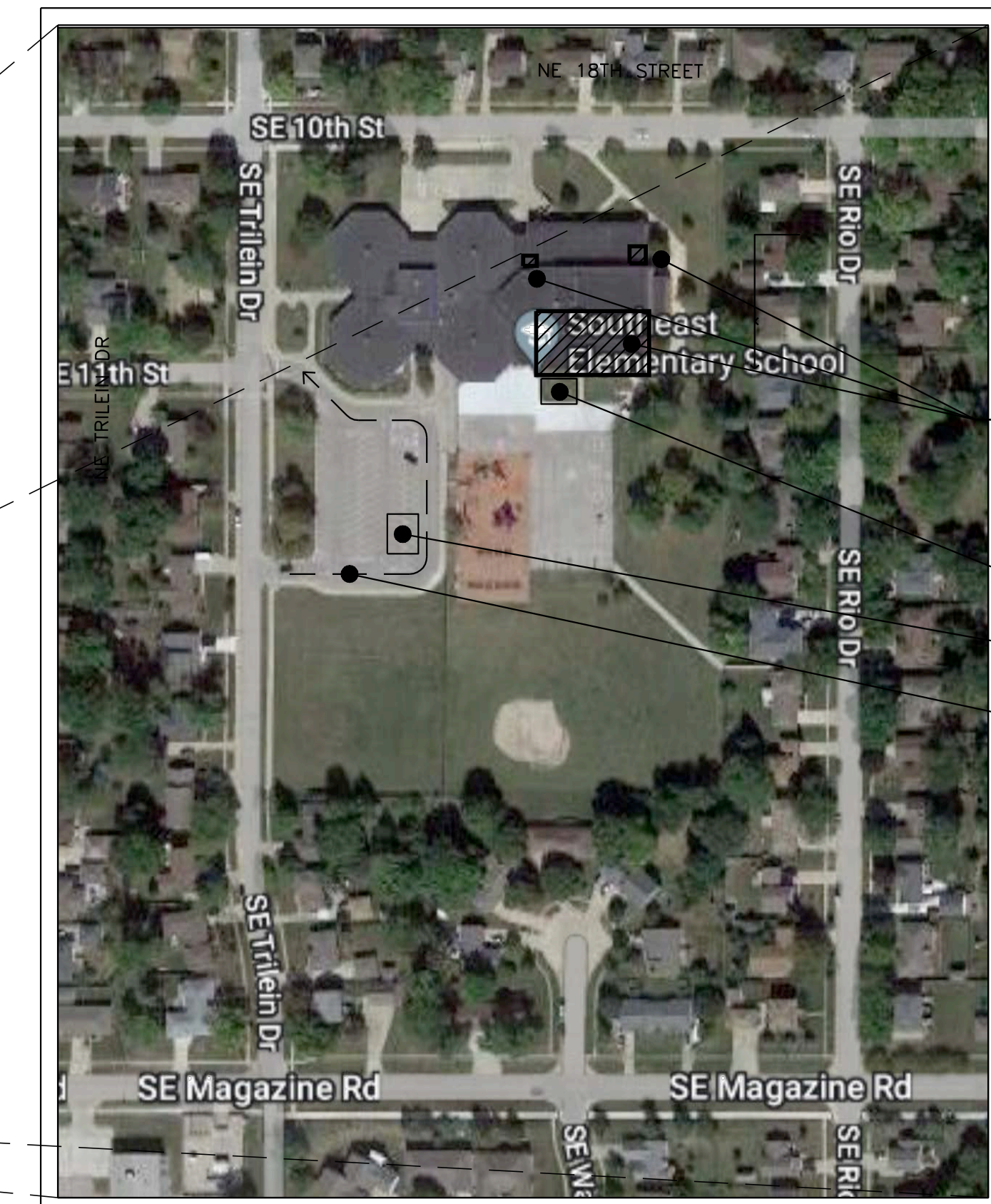
PARKVIEW MIDDLE SCHOOL - ROOF VIEW



**PARKVIEW M.S. SITE MAP**  
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NORTH



**PROJECT VICINITY MAP**  
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NORTH



**SOUTHEAST ELEM. SITE MAP**  
NO SCALE  
NORTH

## INDEX TO DRAWINGS

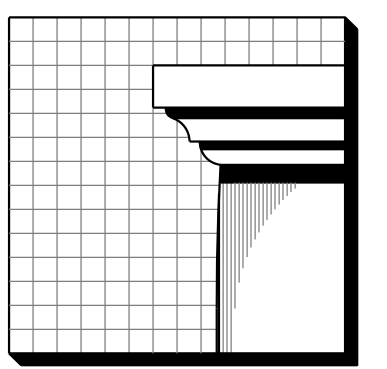
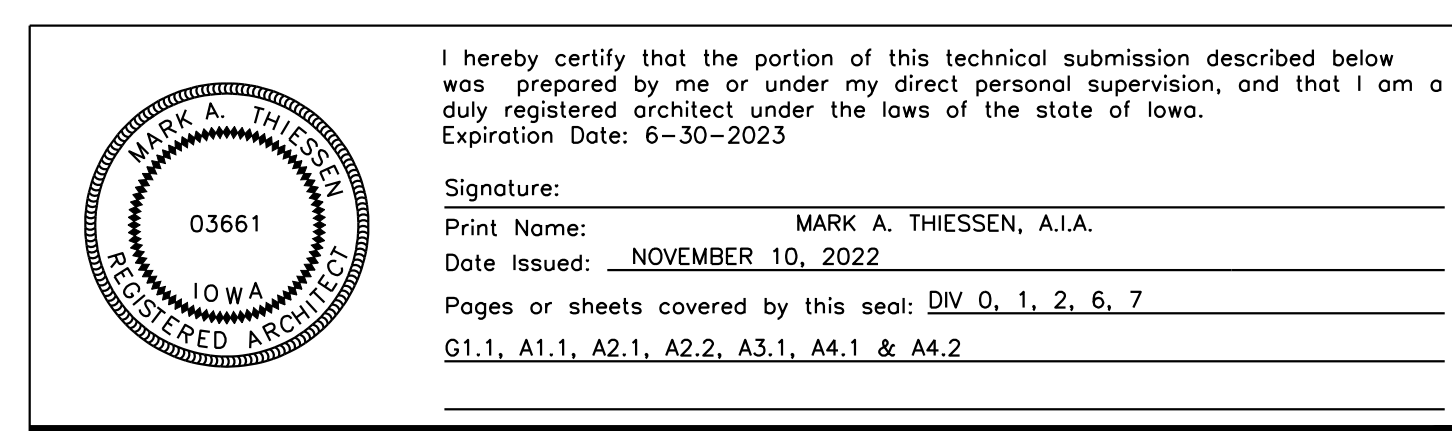
- |      |  |
|------|--|
| G1.1 | COVER SHEET  |
| A1.1 | SOUTHEAST ELEMENTARY SCHOOL - ROOF PLAN                              |
| A2.1 | SOUTHEAST ELEMENTARY SCHOOL - ROOF DETAILS KEYNOTES                  |
| A2.2 | SOUTHEAST ELEMENTARY & PARKVIEW MIDDLE SCHOOL - TYPICAL ROOF DETAILS |
| A3.1 | PARKVIEW MIDDLE SCHOOL - ROOF PLAN                                   |
| A4.1 | PARKVIEW MIDDLE SCHOOL - ROOF DETAILS                                |
| A4.2 | PARKVIEW MIDDLE SCHOOL - ROOF DETAILS                                |

## CONTACT LIST

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ANKENY COMMUNITY SCHOOL DISTRICT  
306 SW SCHOOL STREET  
ANKENY, IOWA 50023

OWNER REPRESENTATIVE / CONTACT:  
ANKENY COMMUNITY SCHOOL  
FACILITY MANAGEMENT  
306 SW SCHOOL STREET  
ANKENY, IOWA 50316  
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CONTACT: TIM SIMPKINS  
EMAIL: [tim.simpkins@ankenyschools.org](mailto:tim.simpkins@ankenyschools.org)

ARCHITECT:  
ANGELO ARCHITECTURAL ASSOCIATES, LLC  
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PHONE: (515) 250-6950  
CONTACT: MARK A. THIESSEN - ARCHITECT  
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OWNER:



PROJECT:  
ANKENY COMMUNITY  
SCHOOL DISTRICT  
SOUTHEAST  
ELEMENTARY &  
PARKVIEW MIDDLE  
SCHOOL RE-ROOFING  
PROJECT

PROJECT LOCATION:  
1005 SE TRILEIN DR.  
ANKENY, IA 50021  
&  
105 NW PLEASANT ST.  
ANKENY, IA 50023

DRAWING:  
COVER SHEET

JOB NO. 2218  
NOVEMBER 10, 2022

G1.1

### TYPICAL ROOF CONSTRUCTION NOTES:

- 1 REMOVE EXIST. PRE-FINISHED METAL PARAPET CAP FLASHING. INSTALL NEW 60 MIL EPDM MEMBRANE FLASHING UP & OVER PARAPET WALL AND DOWN OVER FACE BRICK 2" & INSTALL PRE-FINISHED 24 GA COLOR: ELECTRIC BLUE PARAPET CAP FLASHING PER DETAILS 1/A2.1
- 2 REMOVE EXIST. METAL COUNTER FLASHING & EXIST. TERMINATION BAR & ALL FASTENERS & SEALANT. & INSTALL NEW 60 MIL EPDM MEMBRANE FLASHING UP MASONRY WALL TO 2" FROM EXIST. THRU ALL FLASHING & ROPE KEEPS. INSTALL NEW CONT. TERMINATION BAR SEALANT / CAULKING ON TOP EDGE OF ROOF MEMBRANE & INSTALL NEW 24 GA. PREFINISHED (PIRESTONE - ELECTRIC BLUE) COUNTER FLASHING PER DETAIL 6/A2.1
- 3 REMOVE EXIST. PRE-FINISHED METAL PARAPET CAP FLASHING. INSTALL NEW 60 MIL EPDM MEMBRANE FLASHING UP & OVER EXIST. PARAPET FRAMING PER DETAILS 2/A2.1
- 4 REMOVE EXIST. NET 1/2" THICK EXPANDED POLYSTYRENE INSULATION & 1" T. FIBER COVER BOARD. INSTALL NEW 4" +/- THICK POLYISOCYANURATE INSULATION IN (2) LAYERS APPROX. 4" THICK. SCREW FASTEN NEW 1" THICK RIGID POLYISOCYANURATE INSULATION TO STEEL ROOF DECK & LOW RISE FOAM NEW 1/2" THICK HIGH DENSITY (120 PS) POLYISOCYANURATE PROTECTION BOARD TO RIGID INSUL. & FULLY ADHERE NEW 60 MIL EPDM ROOF MEMBRANE TO COVER BO. PER DETAIL 3 & 8/A2.2.
- 5A INSTALL NEW PRE-FINISHED, COLOR: ELECTRIC BLUE, DOWNSPOUT 5'-0" H. & COLLECTOR HEAD 11" W. X 6" H. X 6" L. SEE DETAIL 4/A2.2.
- 5B INSTALL NEW PRE-FINISHED, COLOR: ELECTRIC BLUE, DOWNSPOUT 10'-0" H. & COLLECTOR HEAD 11" W. X 6" H. X 6" L. SEE DETAIL 4/A2.2.
- 6A REMOVE EXIST. 2'-6" L. X 2'-6" W. X 3/4" T. GROUND RUBBER WALK-WAY PADS & DISPOSE OF OFF-SITE & INSTALL NEW EPDM 2'-6" WIDE X 2'-6" PADS FULLY ADHERED ON ALL EDGES TO FULLY ADHERED EPDM ROOF MEMBRANE IN THE SAME LOCATION AS THE EXIST. WALKWAY PADS.
- 6B PROVIDE NEW 2'-6" SQUARE EPDM WALK PADS UNDER EACH NEW DOWNSPOUT. SEE PLAN FOR LOCATION AND EXTENT OF WORK.
- 7 EXIST. ROOF DRAIN TO REMAIN. TERMINATE PER DETAIL 9/A2.1 & WIRE BRUSH CLEAN & PRIME & PAINT (2) COATS ENAMEL PAINT.
- 8 EXIST. OVERFLOW ROOF DRAIN TO REMAIN. TERMINATE PER DETAIL 9/A2.1 SIM. & WIRE BRUSH CLEAN & PRIME & PAINT (2) COATS ENAMEL PAINT.
- 9A EXIST. PLUMBING VENT (NO RAISE) PIPE THROUGH ROOF TO REMAIN. REMOVE EXIST. EPDM BOOT FLASHING. CLEAN AND PREP VENT PIPE & INSTALL NEW EPDM BOOT FLASHING PER DETAIL 6/A2.1 AND ROOF MEMBRANE MANUFACTURERS INSTALLATION INSTRUCTIONS.
- 9B EXIST. PLUMBING VENT PIPE (RAISE) THROUGH ROOF TO REMAIN. REMOVE EXIST. EPDM BOOT FLASHING. CLEAN AND PREP VENT PIPE. MATCH EXIST. ENT PIPE DIAMETER & INSTALL NEW PVC VENT PIPE EXTENSION TO 20" MIN ABOVE NEW ROOF ELEVATION. INSTALL NEW EPDM BOOT FLASHING PER DETAIL 7/A2.1 & ROOF MEMBRANE MANUFACTURERS INSTALLATION INSTRUCTIONS.
- 10 CAREFULLY REMOVE EXIST. PRV. THEN REMOVE EXIST. EPDM MEMBRANE FLASHING. INSTALL NEW EPDM MEMBRANE UP & OVER EXIST. CURB NO FASTEN ON INSIDE OF ROOF CURB. THEN REINSTALL EXIST. PRV. SECURELY TO CURB WITH GASKETED SCREW FASTENERS & RE-INSTALL EXIST. ELECTRICAL WIRING AS REQUIRED REFER TO DETAIL 9/A2.1
- 11 EXIST. 1'-7" W. STEEL ROOF LADDER TO REMAIN. PROTECT FROM DAMAGE.
- 12 EXIST. HOLLOW METAL FRAMES & PAIR OF 3'-0" DOORS TO REMAIN. PROTECT FROM DAMAGE.

### ROOF CONSTRUCTION KEY:

- THIS HATCH INDICATES ROOF AREAS TO REMAIN. NO WORK INDICATED. PROTECT THESE AREAS FROM DAMAGE DURING CONSTRUCTION. DAMAGE TO ROOFING, FLASHING ETC. SHALL BE REPAIRED AT NO COST TO THE OWNER. WHERE NEW ROOF MEMBRANE OR FLASHING MEETS EXISTING CONTRACTOR SHALL. INSTALL WATER TIGHT
- HEAVIER LINES INDICATE ROOF AREAS TO BE RE-ROOFED AS OUTLINED IN DRAWINGS AND SPECIFICATIONS
- THIS HATCH INDICATES EXIST. NET ROOF INSULATION TO BE REMOVED & REPLACED W/ NEW ROOF INSULATION TO MATCH EXIST. ROOF INSULATION & SLOPE.

### ROOF SYSTEM NOTES:

- EXISTING ROOF ASSEMBLY: THE EXISTING ORIGINAL ROOF EPDM MEMBRANE FULLY ADHERED TO ONE (1) LAYER OF 1" WOOD FIBER COVER BOARD OVER (2) LAYERS 1 1/2" POLYISO RIGID INSULATION OVER 6 MIL POLY VAPOR BARRIER ON 1 1/2" STRUCTURAL STEEL DECK. AFTER REMOVING EXIST. EPDM ROOF MEMBRANE, REMOVE EXIST. 3" THICK POLYISOCYANURATE INSULATION AND WOOD FIBER COVER BOARD ONLY WHERE DETERMINED TO BE WET AND REPLACE WITH NEW 4" +/- THICK LOOSE LAID POLYISOCYANURATE FLUSH WITH EXIST. ROOF COVER BOARD. MATCHING SLOPE & THICKNESS OF ROOF INSULATION & INSULATION CRICKETS. ROOFING CONTRACTOR SHALL IDENTIFY AREAS OF WET INSULATION AND WOOD FIBER COVER BOARD DURING MEMBRANE REMOVAL AND CONTACT OWNER AND ARCHITECT FOR APPROVAL. ALLOW FOR 300 SF OF INSULATION & WOOD FIBER COVER BOARD REMOVAL IN BASE BID & PROVIDE UNIT COST FOR ADDITIONAL WORK. SEE SPECIFICATIONS FOR ADD OR DEDUCT UNIT PRICING.
- A TYPICAL NEW ROOF INSTALLATION WITH INTERIOR ACCOUSTICAL CEILING BELOW. REMOVE EXIST. EPDM MEMBRANE ROOF. PREFINISHED METAL ROOF EDGE FLASHING, & ALL FASTENERS. REMOVE AND REPLACE EXIST. NET INSULATION AS INDICATED IN EXISTING ROOF ASSEMBLY NOTE ABOVE. INSTALL NEW FULLY ADHERED 60 MIL EPDM MEMBRANE ROOF OVER NEW 1/2" HIGH DENSITY (120 PS) POLYISOCYANURATE PROTECTION BOARD ADHERED W/ LOW RISE FOAM ADHESIVE TO NEW 1" THICK POLYISOCYANURATE INSULATION BOARD MECHANICALLY SCREW FASTENED TO EXISTING SUBSTRATE CONSISTING OF 1" WOOD FIBERBOARD, 3" THICK RIGID INSULATION BOARD & VAPOR BARRIER ON 1 1/2" THICK CORRUGATED SLOPED STRUCTURAL STEEL DECK. SCREWS SHALL NOT PENETRATE TOP FLUTE OF METAL DECK MORE THAN 1" TO PREVENT DAMAGE TO ELEC. CONDUIT BELOW. VERIFY LOCATION OF ELECTRICAL CONDUIT AND METAL DECK FLUTES BELOW PRIOR TO INSTALLATION. DAMAGE TO ELEC. CONDUIT OR EQUIPMENT BELOW STRUCTURAL METAL DECK SHALL BE REPAIRED AT NO COST TO THE OWNER.

### EXISTING ROOF CORE KEYNOTES:

- RC#1 ROOF CORE #1: TOTAL THICKNESS: 4" +/- 60 MIL EPDM ROOF MEMBRANE OVER (1) LAYER OF 1" WOOD FIBER BOARD. OVER 3" POLYISOCYANURATE INSULATION BOARD (2) LAYERS 1 1/2" T). OVER 6 MIL POLY VAPOR BARRIER ON 1 1/2" THICK STEEL ROOF DECK. ROOF SYSTEM DRY IN ROOF CORE #1
- RC#2 ROOF CORE #2: TOTAL THICKNESS: 4" +/- 60 MIL EPDM ROOF MEMBRANE OVER (1) LAYER OF 1" WOOD FIBER BOARD. OVER 3" POLYISOCYANURATE INSULATION BOARD (2) LAYERS 1 1/2" T). OVER 6 MIL POLY VAPOR BARRIER ON 1 1/2" THICK STEEL ROOF DECK. ROOF SYSTEM DAMP IN ROOF CORE #2

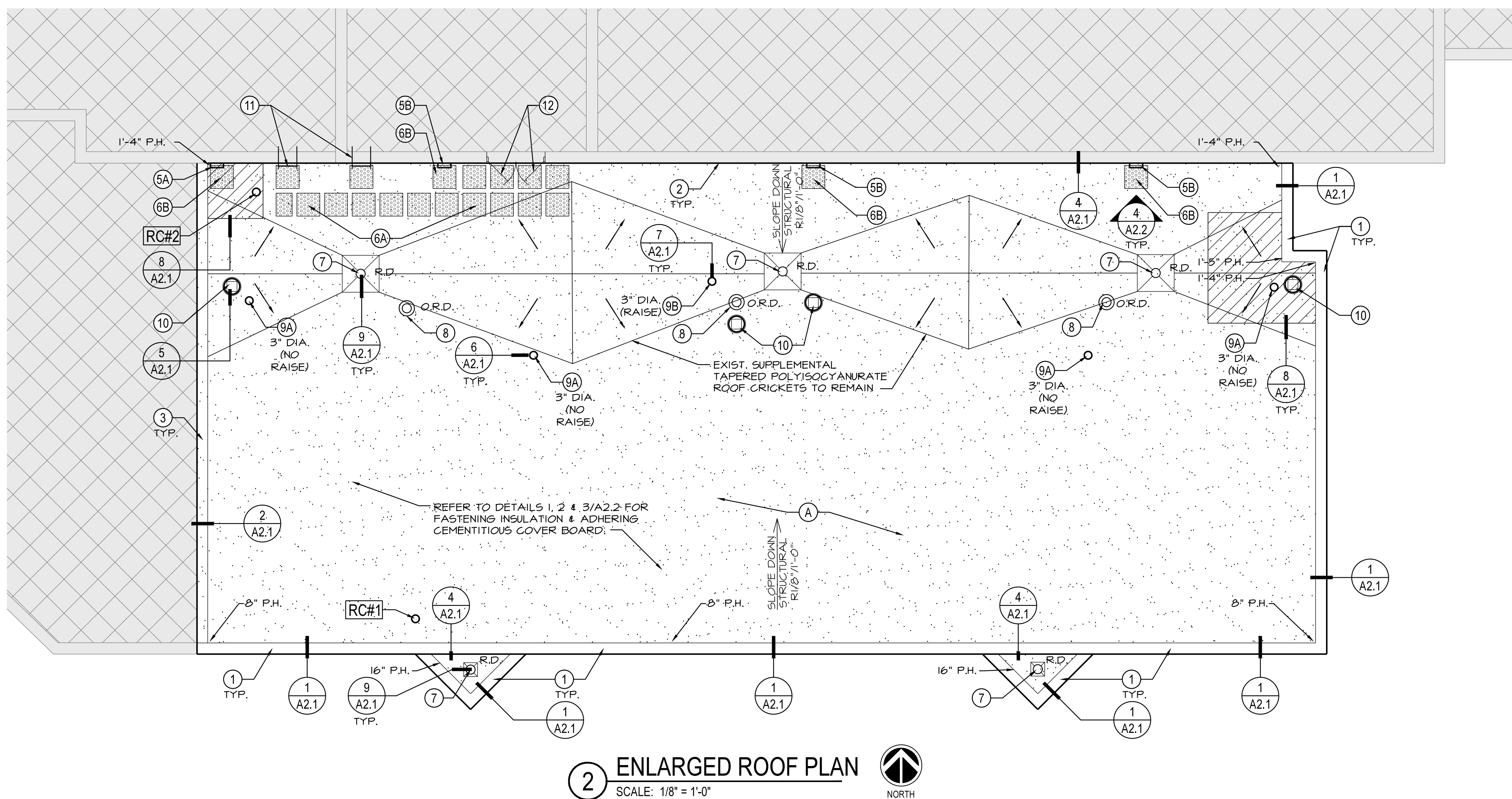
### GENERAL NOTES:

1. PROTECT ALL EXISTING BUILDING FACADES, ROOFING, FLASHING DOORS AND WINDOWS ADJACENT TO WORK AREA FROM DAMAGE. DAMAGE TO EXISTING BUILDING WILL BE REPAIRED TO ORIGINAL CONDITION OR BETTER AT NO COST TO THE OWNER.
2. REMOVE ALL ADHESIVE, SEALANT OR TAR FROM SURFACES OF NEW OR EXISTING MATERIALS. REPLACE ALL DAMAGED EXIST. METAL FLASHING WITH NEW METAL FLASHING. REMOVE ALL TRASH FROM THE ROOF AND SWEEP CLEAN NEW MEMBRANE. REMOVE ALL DIRT, FOOTPRINTS, SEALANT AND ADHESIVES FROM NEW MEMBRANE ROOF AND NEW METAL FLASHING PRIOR TO SCHEDULING PUNCH-LIST INSPECTION.
3. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS PRIOR TO BIDDING. DIMENSIONS SHOWN ON PLAN INDICATE APPROXIMATE ROOF SIZES
4. CONTRACTOR SHALL INSTALL AND MAINTAIN ALL REQUIRED OSHA REQUIRED SAFETY ROPES, HARNESES AND BARRIES FOR ALL WORKERS ON ALL ROOFS FOR DURATION OF THE PROJECT.

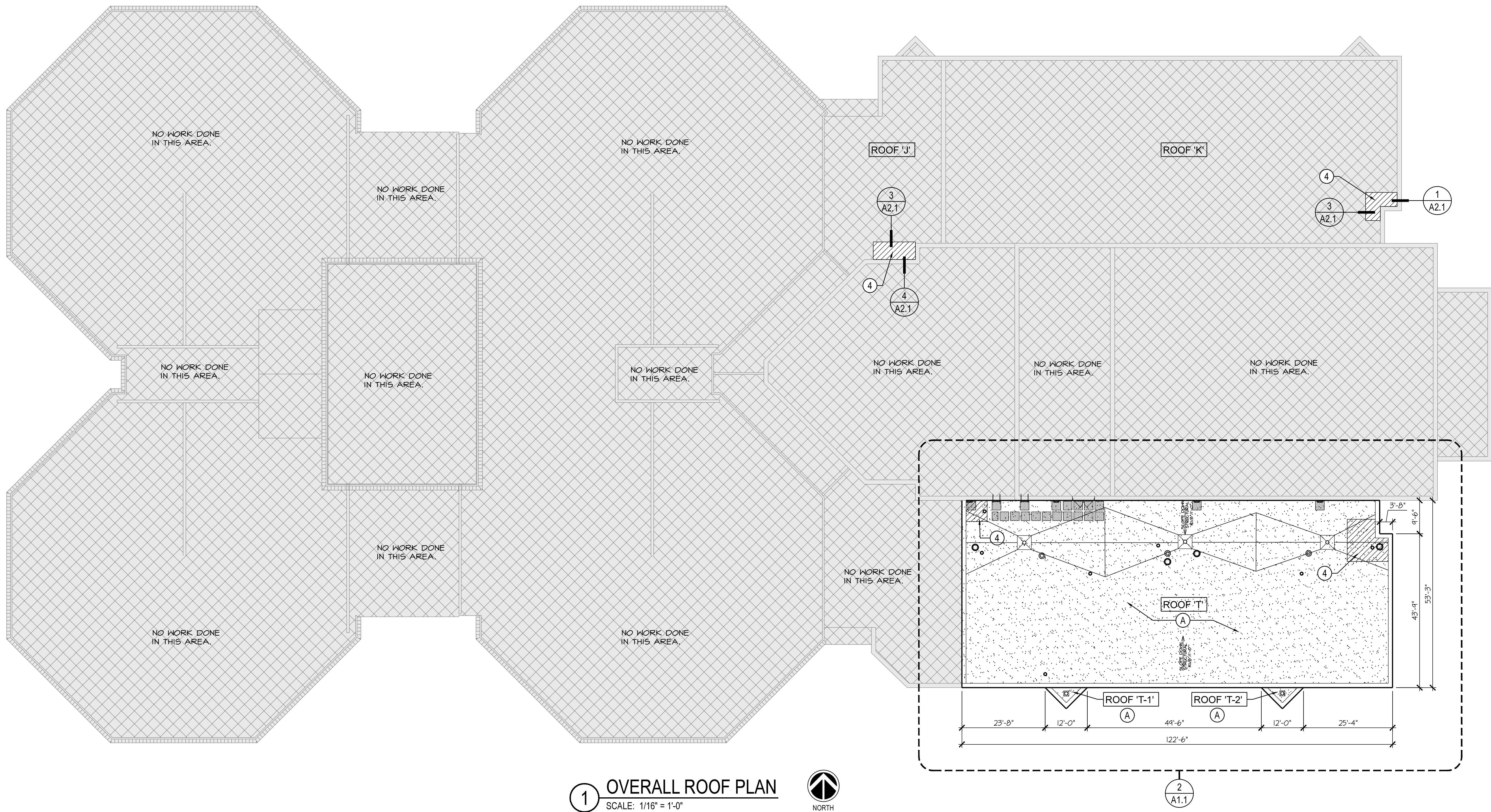
### APPROX. ROOF AREAS:

ROOF J:	60 SQ. FT.
ROOF K:	52 SQ. FT.
ROOF T:	6,400 SQ. FT.
ROOF T-1:	36 SQ. FT.
ROOF T-2:	36 SQ. FT.
TOTAL:	6,612 SQ. FT.
WET AREA:	300 SQ. FT.

(ALL AREAS ARE APPROXIMATE. CONTR. TO VERIFY PRIOR TO BIDDING)

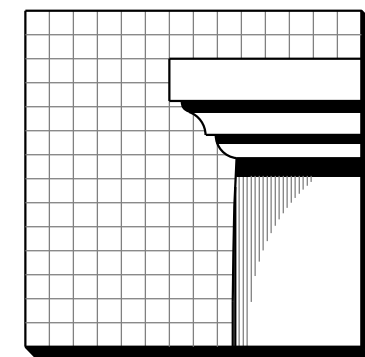


2 ENLARGED ROOF PLAN  
SCALE: 1/8" = 1'-0"



1 OVERALL ROOF PLAN  
SCALE: 1/16" = 1'-0"

APPROXIMATE ROOF AREA = 6,420 SQ. FT.  
WET INSULATION TO BE REPLACED IN BASE BID = 300 SQ. FT.



# ANGELO ARCHITECTURAL ASSOCIATES, LLC

12314 RIDGEVIEW DRIVE  
URBANDALE, IA 50323  
PH: (515) 250-6950  
mthiessen1@mchsi.com

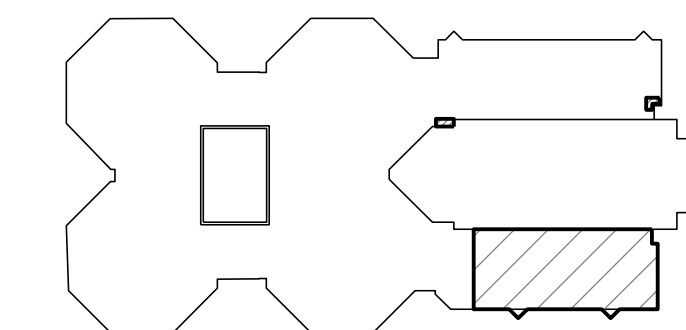
### OWNER:



## PROJECT: ANKENY COMMUNITY SCHOOL DISTRICT SOUTHEAST ELEMENTARY & PARKVIEW MIDDLE SCHOOL RE-ROOFING PROJECT

PROJECT LOCATION:  
1005 SE TRILEIN DR.  
ANKENY, IA 50021  
&  
105 NW PLEASANT ST.  
ANKENY, IA 50023

## DRAWING: SOUTHEAST ELEMENTARY OVERALL & ENLARGED ROOF PLAN



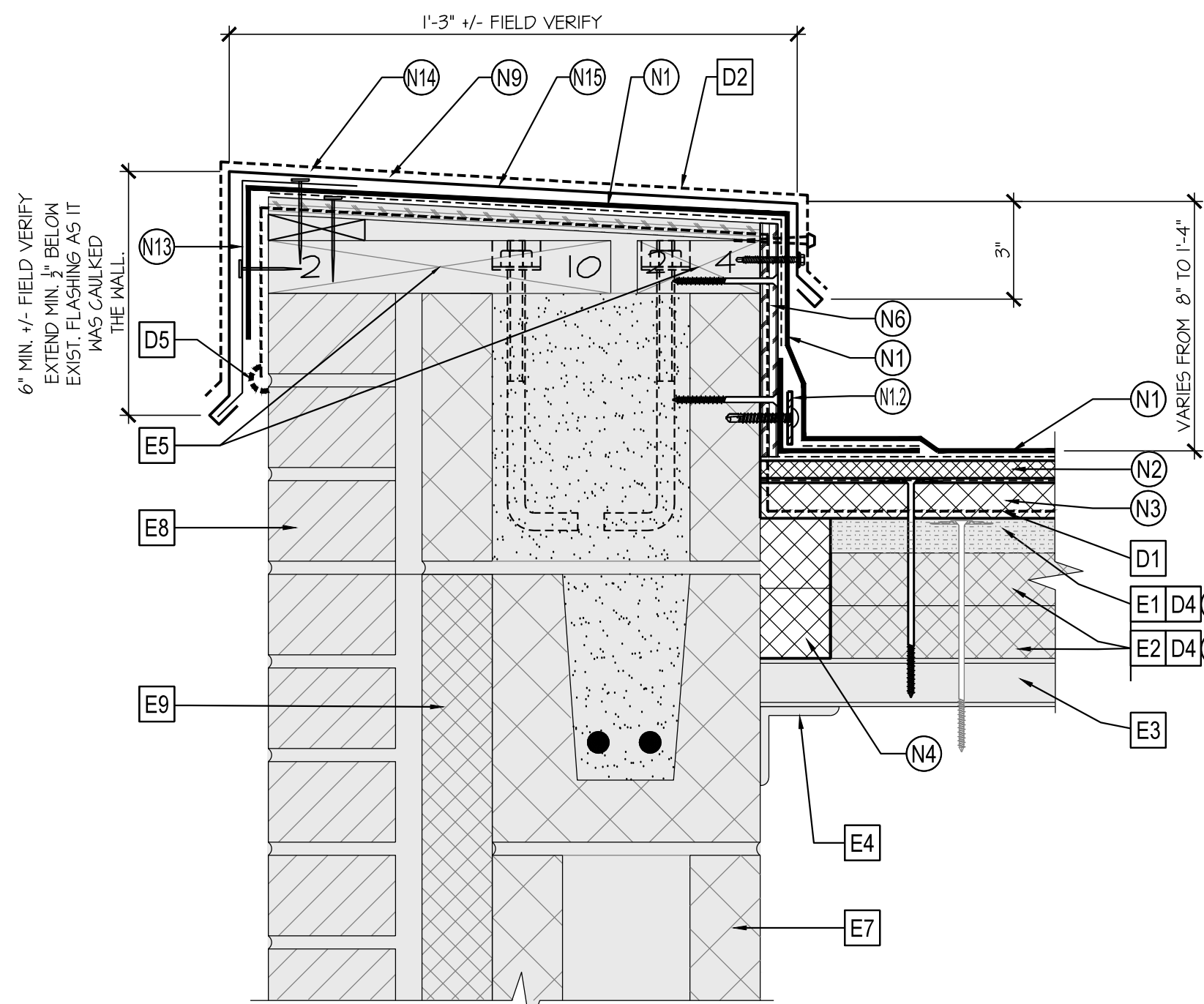
### KEY PLAN



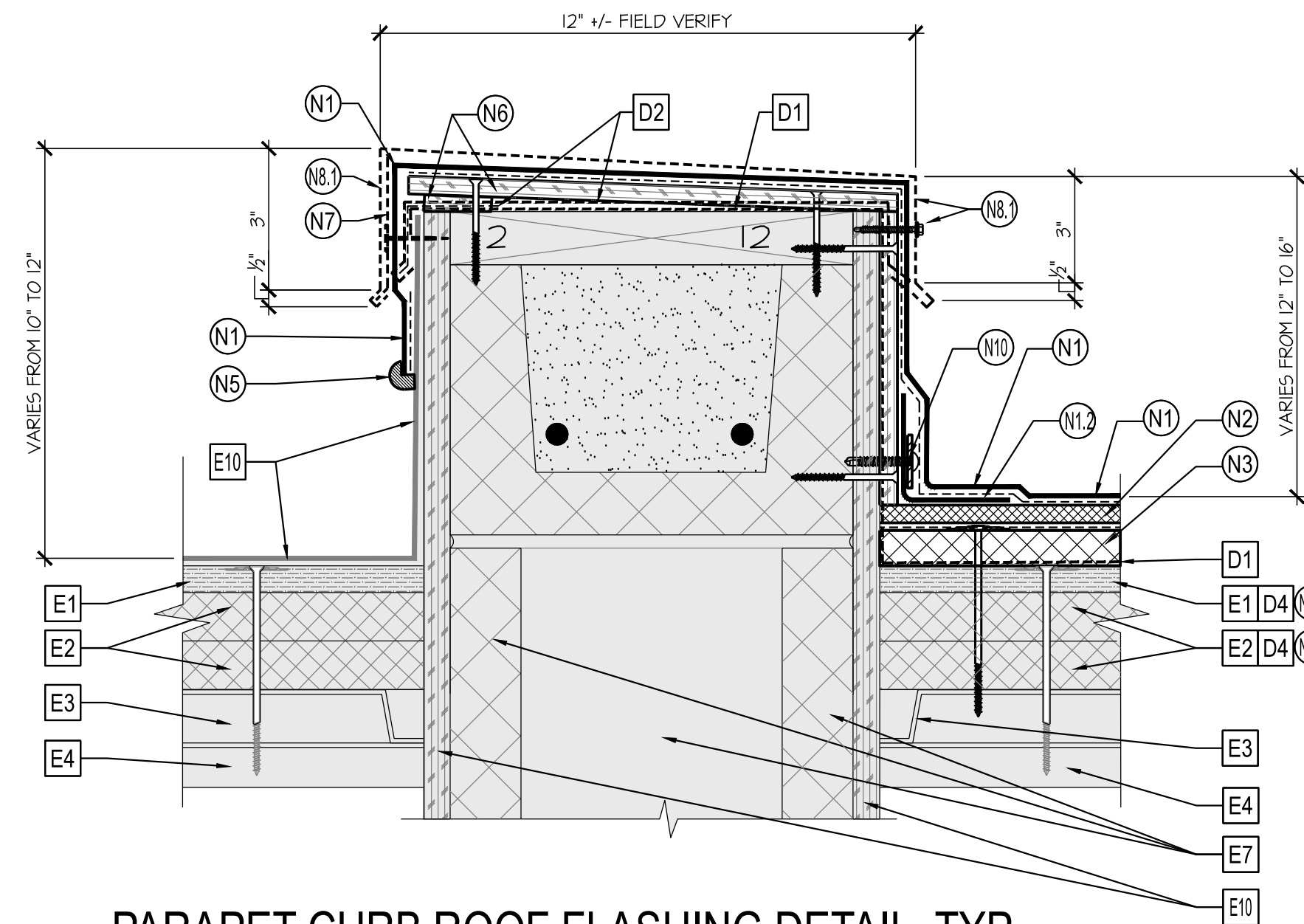
JOB NO. 2218

NOVEMBER 10, 2022

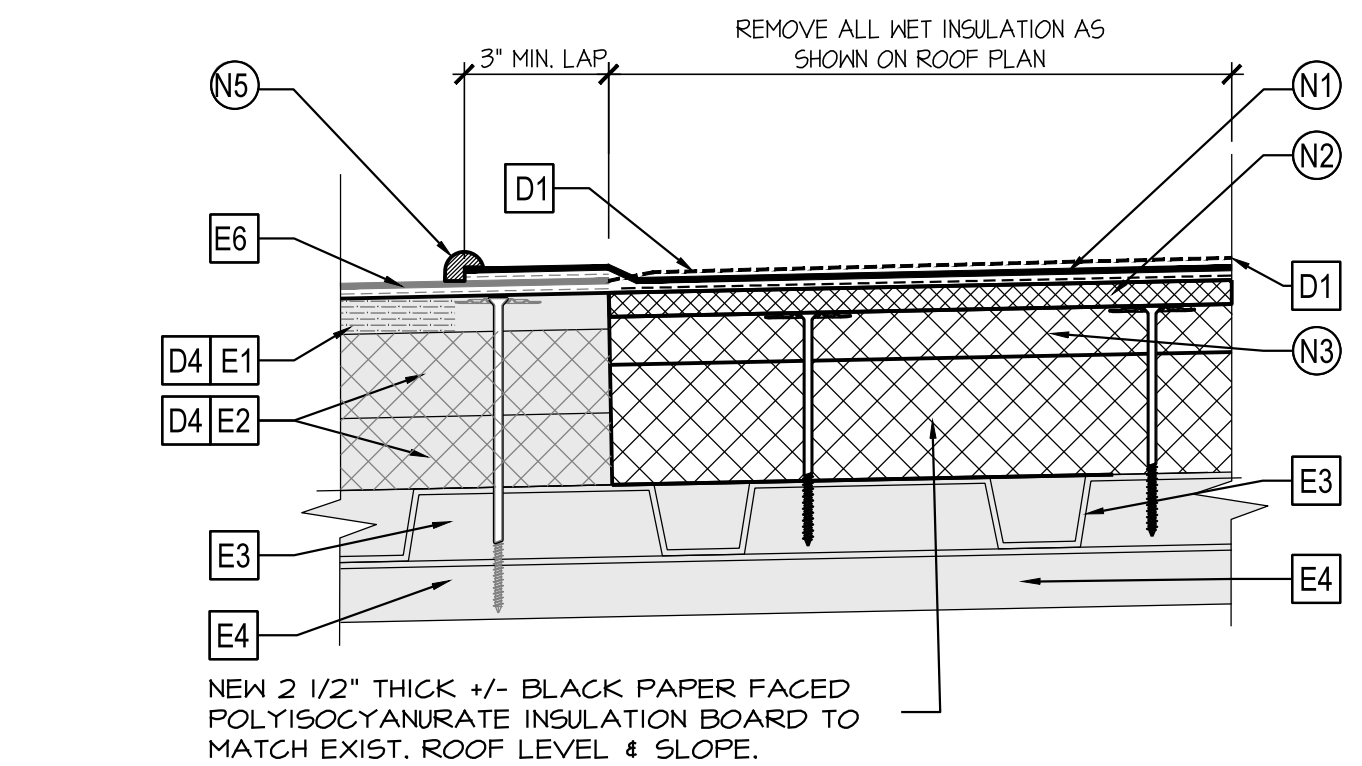
# A1.1



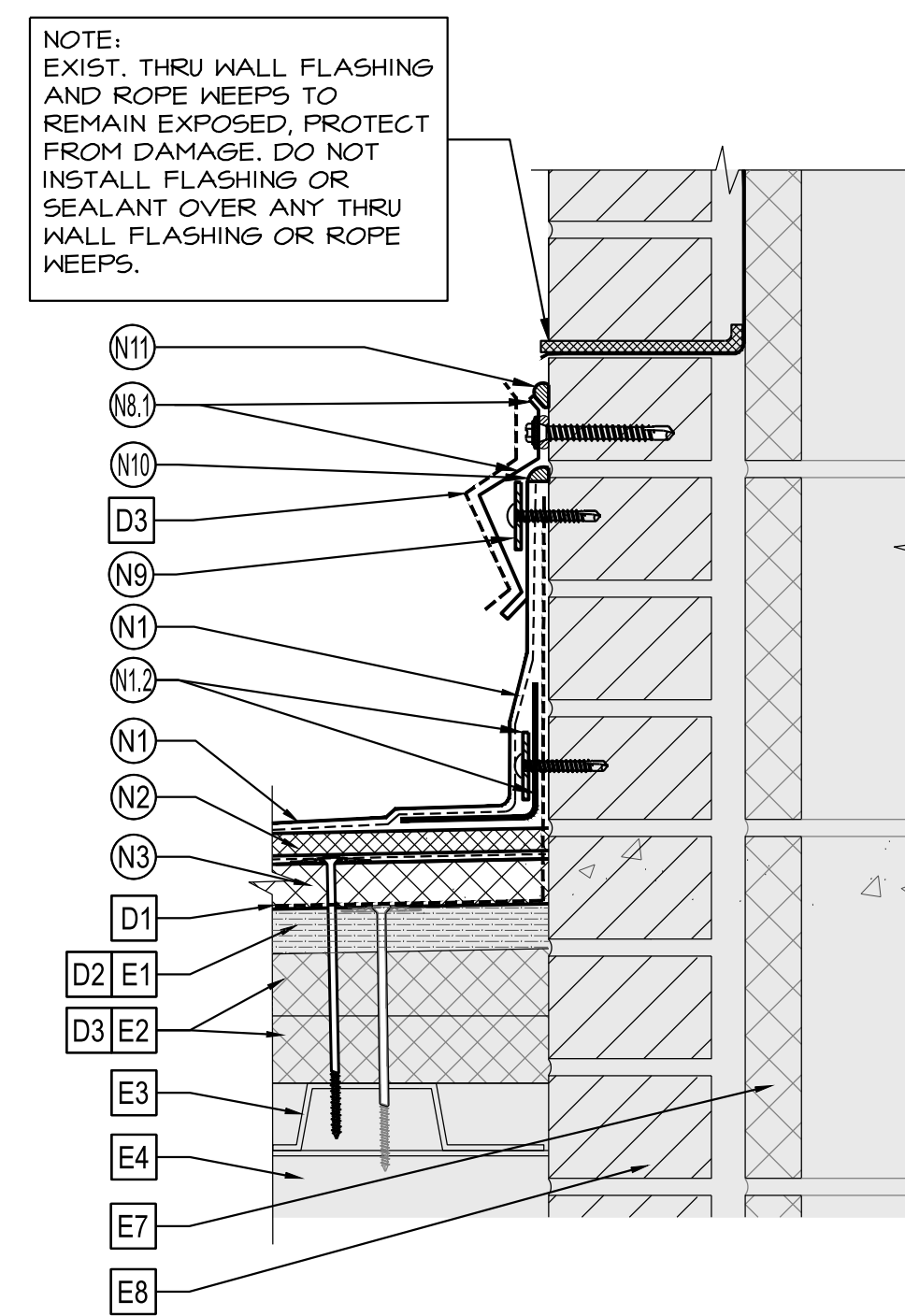
1 NEW ROOF EDGE DETAIL AT PARAPET WALL  
SCALE: 3" = 1'-0"



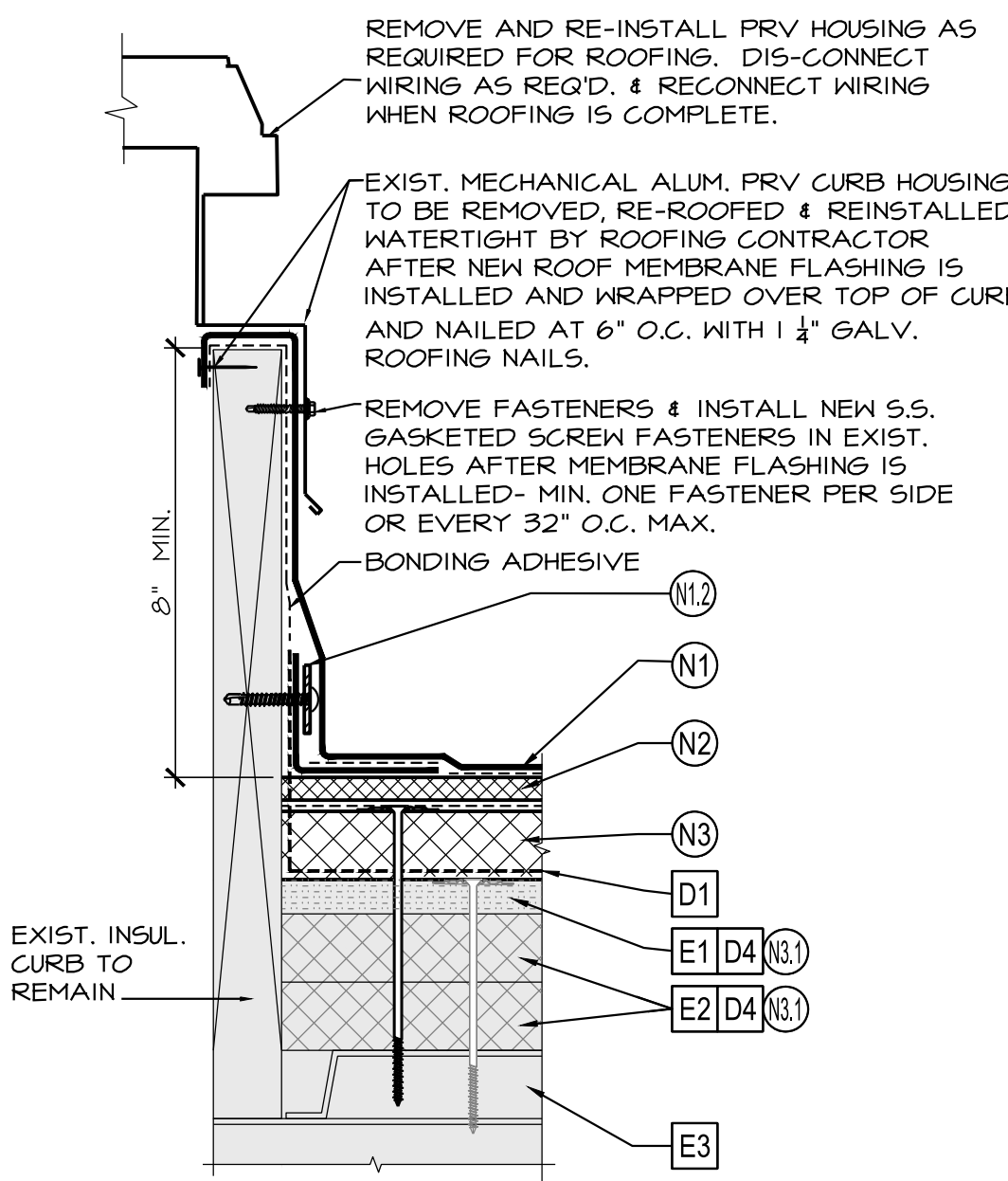
2 PARAPET CURB ROOF FLASHING DETAIL, TYP.  
@ CONC. MASONRY BLOCK PARAPET WALL  
SCALE: 3" = 1'-0"



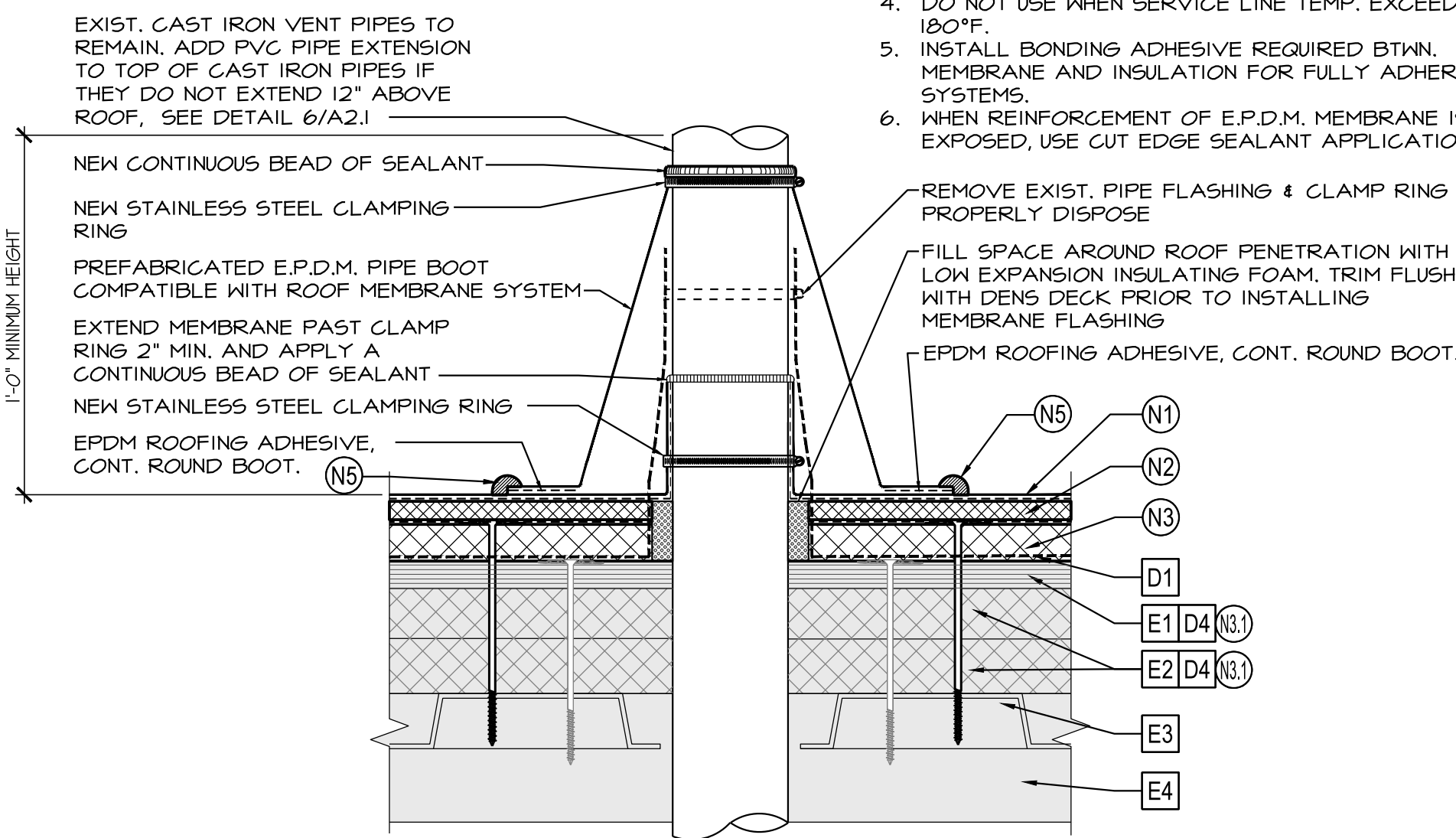
3 NEW EPDM ROOF TO EXIST. EPDM ROOF, TYP.  
SCALE: 3" = 1'-0"



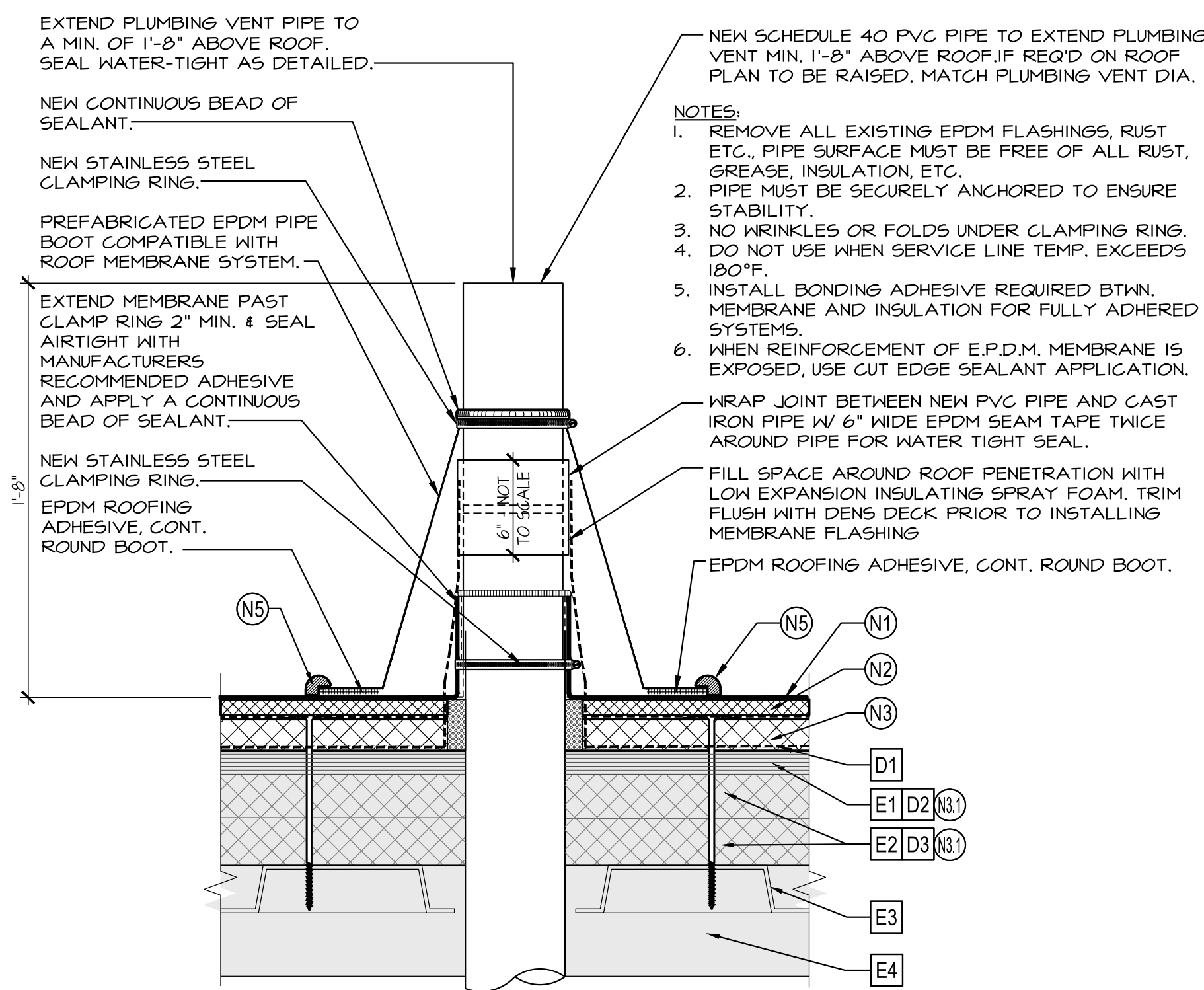
4 NEW ROOF / WALL COUNTER FLASHING TYP.  
SCALE: 3" = 1'-0"



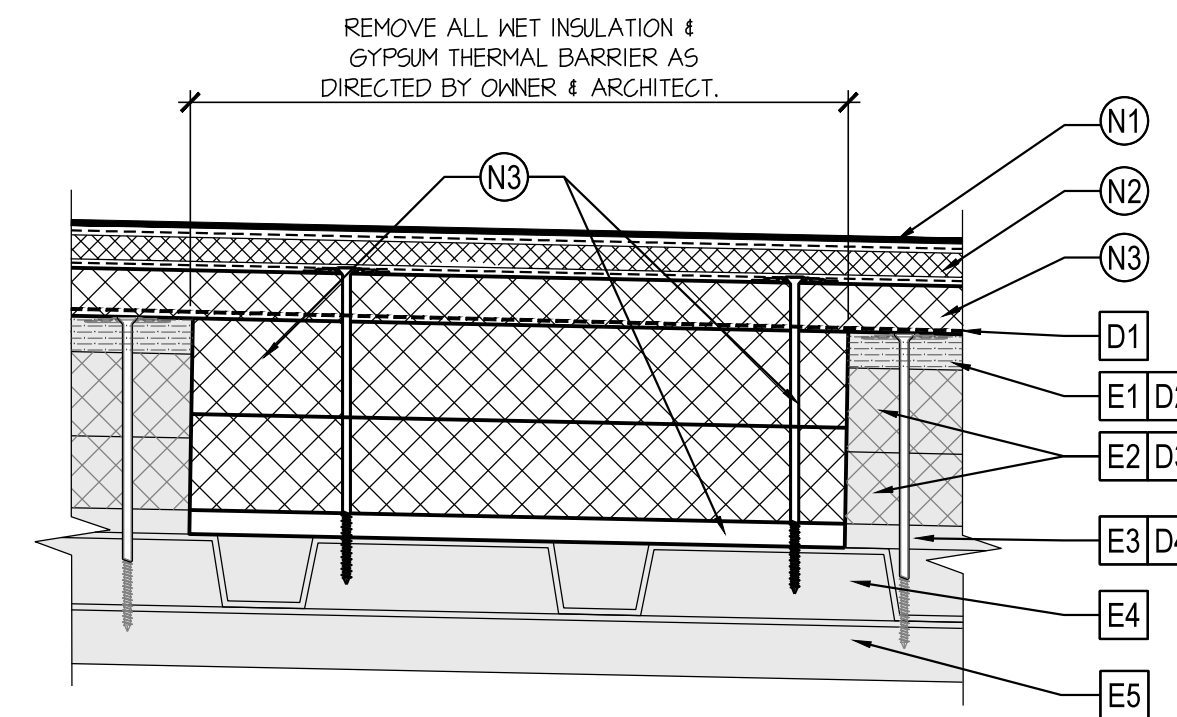
5 ROOF CURB FLASHING AT REMOVABLE MECH. EQUIP.  
SCALE: 3" = 1'-0"



6 VENT PIPE PENETRATION FLASHING DETAIL @ (NO-RAISE) VENTS, TYP.  
SCALE: 3" = 1'-0"



7 VENT PIPE PENETRATION FLASHING DETAIL @ (NEW RAISED) VENTS, TYP.  
SCALE: 3" = 1'-0"



8 NEW INSULATION REPLACEMENT DETAIL @ WET ROOF SYSTEM, TYP.  
SCALE: 3" = 1'-0"

#### FULLY ADHERED EPDM ROOF SYSTEM DETAIL KEYNOTES:

- N1 INSTALL NEW 60 MIL. E.P.D.M. MEMBRANE ROOF FULLY ADHERED TO HIGH DENSITY POLYISOCYANURATE PROTECTION BOARD PER ROOF MANUFACTURERS REQUIREMENTS. MEET A U.L. WIND UPLIFT OF 40 MPH.
- N11 NEW 60 MIL EPDM MEMBRANE FLASHING ADHERED TO THE EXIST. SUBSTRATE.
- N12 SCREEN FASTEN NEW EPDM REINFORCING STRIP W/ ADHESIVE INTO EXIST. PARAPET WALL AS REQ'D. BY ROOF MANUFACTURER.
- N2 NEW 1/2" T. x 4'-0" x 8'-0" SHEETS OF HIGH DENSITY (120 PSF) POLYISOCYANURATE PROTECTION BOARD ADHERED TO NEW INSULATION WITH LOW RISE FOAM ADHESIVE PER MANUFACTURERS REQUIREMENTS. MEET A U.L. WIND UPLIFT OF 40 MPH.
- N3 INSTALL NEW 1" T. FELT FACE POLYISOCYANURATE & SCREEN FASTEN SECURELY TO EXIST. METAL DECK W/ PAINTED MANUF. APPROVED STEEL SCREWS & 3" MIN. DIA. WASHERS PER ROOF MANUFACTURERS REQUIREMENTS THRU EXIST. COVER BOARD & ROOF INSULATION & THERMAL BARRIER INTO EXIST. STEEL ROOF DECK. MEET A U.L. WIND UPLIFT OF 40 MPH.
- N31 WHERE EXIST. NET INSULATION & ROOF SYSTEM WERE REMOVED AS NOTED ON ROOF PLAN, SHEET A11, REPLACE W/ NEW LOOSE LAID, 5/8" T. GYPSUM BOARD THERMAL BARRIER PER SPEC & TAPERED POLYISO INSULATION BOARD FLUSH W/ TOP OF EXIST. WOOD FIBER BOARD TO MATCH SURROUNDING SLOPE OF ROOF & SCREEN FASTEN NEW THERMAL BARRIER & ROOF INSULATION TO METAL DECK AS REQ'D. IN SPEC. THEN INSTALL THE NEW ROOF SYSTEM.
- N4 IF EXIST. INSULATION BOARD HAS SHRUNK, FILL GAP BETWEEN CONC. BLOCK WALL & EXIST. ROOF INSULATION WITH NEW 4" THICK POLYISOCYANURATE INSULATION.
- N5 PROVIDE CONT. EPDM LAP SEALANT BEAD ON EDGE OF NEW TO EXIST. EPDM MEMBRANE SEAM & ON BOTH SIDES OF ANY EPDM PRESSURE SENSITIVE SEAM TAPE EDGES, EVEN IF NOT REQUIRED BY ROOF MANUFACTURER'S WARRANTY.
- N6 NEW 1/2" T. O.S.B. WOOD SHEATHING SECURELY ATTACHED W/ NON-CORROSIVE 1 1/2" LONG WOOD DECKING SCREWS @ MAX. 12" O.C. EACH WAY & EACH EDGE.
- N7 NEW CONTINUOUS 20 GA. MIN. GALVANIZED STEEL FLASHING CLIP EXTEND OVER TOP OF WALL/ PARAPET MIN. 2 1/4" SECURELY ANCHORED TO WOOD BLOCKING AT 6" O.C. MAX WITH 1/4" NON CORROSIVE GALV. ROOFING NAILS AS SHOWN IN DETAIL.

#### FULLY ADHERED EPDM ROOF SYSTEM DETAIL KEYNOTES CONTINUED:

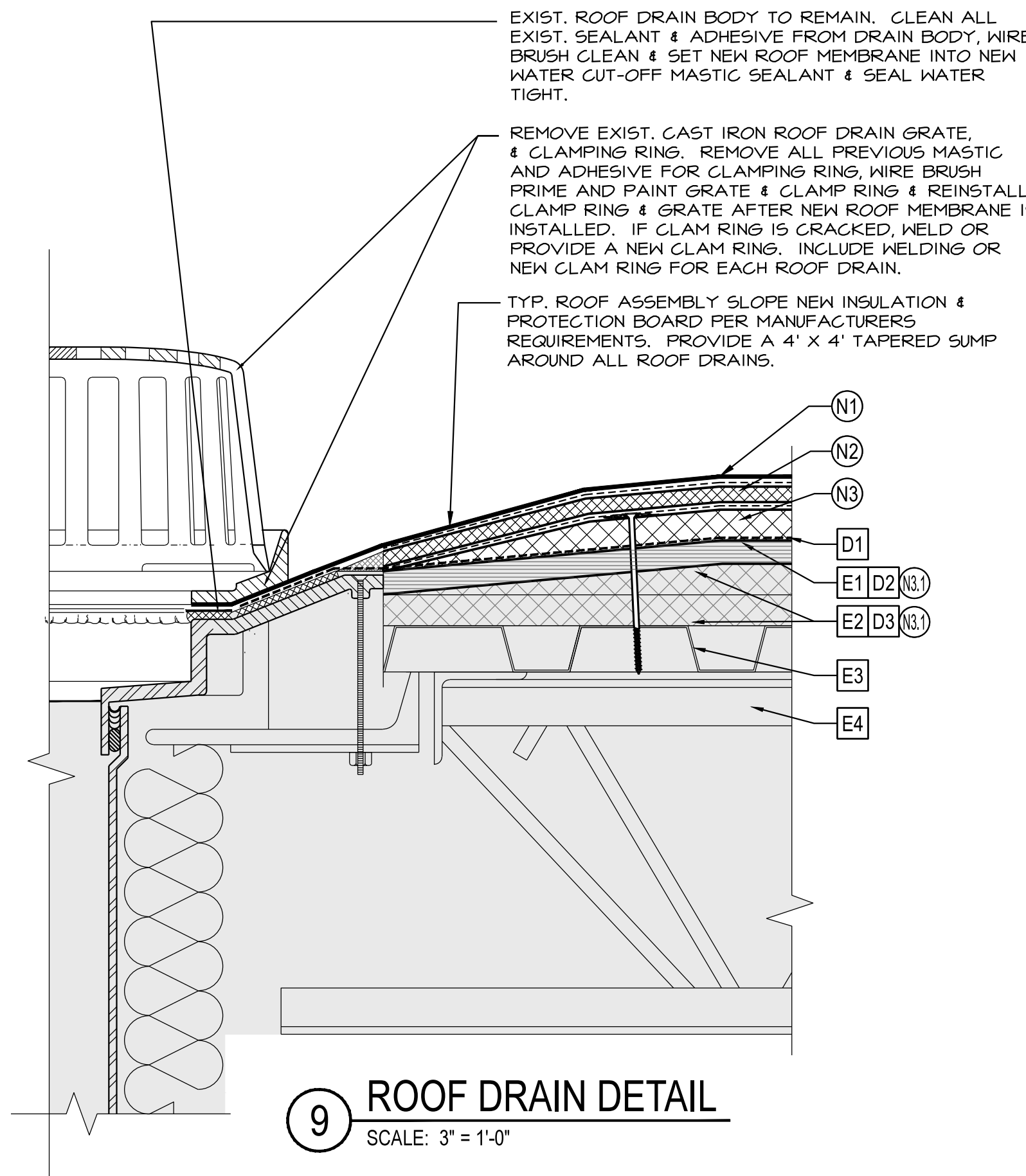
- N8 NEW 24 GA. PRE-FINISHED (COLOR: FIRESTONE, COLOR: ELECTRIC BLUE) METAL PARAPET ROOF EDGE FLASHING W/ HEMMED BOTTOM EDGE. HOOKED ON BOTTOM EDGE TO FLASHING CLIP & NAILED TO WOOD BLKS. @ 6" O.C. MAX. W/ 1 1/4" GALV. ROOFING NAILS. PROVIDE 4" WIDE SEAM COVERS WITH SAME PROFILE W/ HUGGED EDGES EACH SIDE OF SEAM COVER SET IN SEALANT.
- N81 NEW 24 GA. PREFINISHED METAL COUNTER FLASHING WITH 30 DEG. OUTBEND AND INSTALL CONTINUOUS BEAD OF TOOLEP. COLOR MATCH SEALANT WHERE NEW FLASHING MEETS EXIST. BRICK VENEER. INSTALL NEW COUNTER FLASHING OVER EXIST. ROOF MEMBRANE TERMINATION AND FLASHING. ATTACH TO EXIST. BRICK VENEER WITH GASKETED TAPCON SCREW FASTENERS AT 24" O.C. MAX.
- N9 NEW CONTINUOUS METAL ROOF TERMINATION BAR WITH FASTENERS DRILLED AND SCREWED AT 6" O.C. HAMMERED WEDGE ANCHORS NOT ALLOWED.
- N10 INSTALL NEW EPDM MASTIC BLACK SEALANT AT EXPOSED E.P.D.M. FLASHING SEAMS JUST ABOVE TERMINATION BAR.
- N11 INSTALL NEW CONT. BEAD OF POLYURETHANE SEALANT (COLOR GRAY) @ TOP OF NEW PRE-FINISHED METAL COUNTER FLASHING, W/ POSITIVE DRAINAGE.

#### TYPICAL ROOF DEMOLITION KEYNOTES:

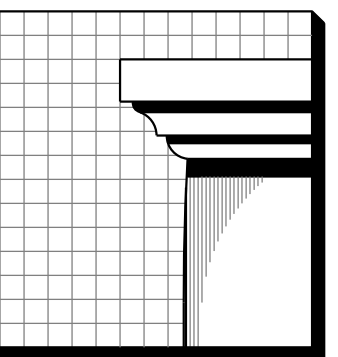
- D1 REMOVE EXIST. 60 MIL EPDM ROOF MEMBRANE & MEMBRANE FLASHING PRIOR TO INSTALLING NEW ROOF SYSTEM. CHECK FIBER BOARD & INSULATION FOR WETNESS.
- D2 REMOVE EXIST. METAL PARAPET FLASHING & FLASHING CLIP & ALL FASTENERS.
- D3 REMOVE EXIST. METAL COUNTER FLASHING, SEALANT & ALL SCREEN FASTENERS.
- D4 CUT OUT & REMOVE ALL NET INSULATION & ROOF SYSTEM AS NOTED ON ROOF PLAN, SHEET A11. FOR ALL NET AREAS OF ROOF SYSTEM, REPLACE WITH NEW, LOOSE LAID, 1/2" T. GYPSUM BOARD THERMAL BARRIER PER SPEC & TAPERED POLYISOCYANURATE INSULATION BOARD FLUSH WITH TOP OF EXIST. WOOD FIBER BOARD TO MATCH SURROUNDING SLOPE OF ROOF.
- D5 REMOVE EXIST. BEAD OF SEALANT BETWEEN FACE BRICK & EXIST. PARAPET FLASHING SMOOTH WITH FACE OF BRICK.

#### TYPICAL EXISTING CONSTRUCTION KEYNOTES:

- E1 EXISTING 3/4" THICK PERLITE RECOVERY BOARD TO REMAIN, IF SYSTEM IS DRY. REMOVE IF WET, SEE KEYNOTE D2.
- E2 EXISTING MULTIPLE LAYERS OF FLAT & TAPERED ROOF INSULATION TO REMAIN, IF ROOF SYSTEM IS DRY. VARIES FROM 3" TO 6" +/- THICK AT ROOF CRICKETS.
- E3 EXISTING 1 1/2" T. 22GA. STEEL ROOF DECK TO REMAIN.
- E4 EXISTING STEEL BAR JOIST ROOF FRAMING OR STEEL BEARING ANGLE TO REMAIN.
- E5 EXISTING 2X WOOD ROOF EDGE OR EXPANSION JOINT BLKS. TO REMAIN.
- E6 EXISTING 60 MIL EPDM ROOF MEMBRANE TO REMAIN. PROTECT FROM DAMAGE.
- E7 EXISTING CONC. BLOCK WALL TO REMAIN.
- E8 EXISTING BRICK VENEER TO REMAIN.
- E9 EXISTING CAVITY ALL INSULATION TO REMAIN.
- E10 EXISTING PLYWOOD SHEATHING TO REMAIN.
- E11 EXISTING PREFINISHED METAL PARAPET FLASHING TO REMAIN.



9 ROOF DRAIN DETAIL  
SCALE: 3" = 1'-0"



# ANGELO ARCHITECTURAL ASSOCIATES, LLC

12314 RIDGEVIEW DRIVE  
URBANDALE, IA 50323  
PH: (515) 250-6950  
mthiessena1@mchsi.com

OWNER:

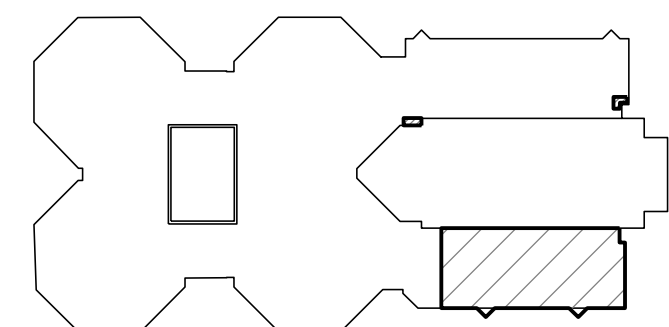


PROJECT:  
ANKENY COMMUNITY  
SCHOOL DISTRICT  
SOUTHEAST  
ELEMENTARY &  
PARKVIEW MIDDLE  
SCHOOL RE-ROOFING  
PROJECT

PROJECT LOCATION:  
1005 SE TRILEIN DR.  
ANKENY, IA 50021  
&  
105 NW PLEASANT ST.  
ANKENY, IA 50023

DRAWING:

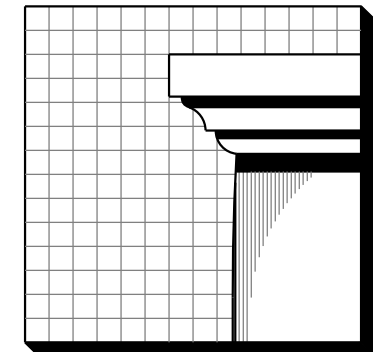
SOUTHEAST  
ELEMENTARY  
ROOF DETAILS &  
KEYNOTES



KEY PLAN  
NORTH

JOB NO. 2218  
NOVEMBER 10, 2022

A2.1



ANGELO  
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ASSOCIATES, LLC

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OWNER:



PROJECT:  
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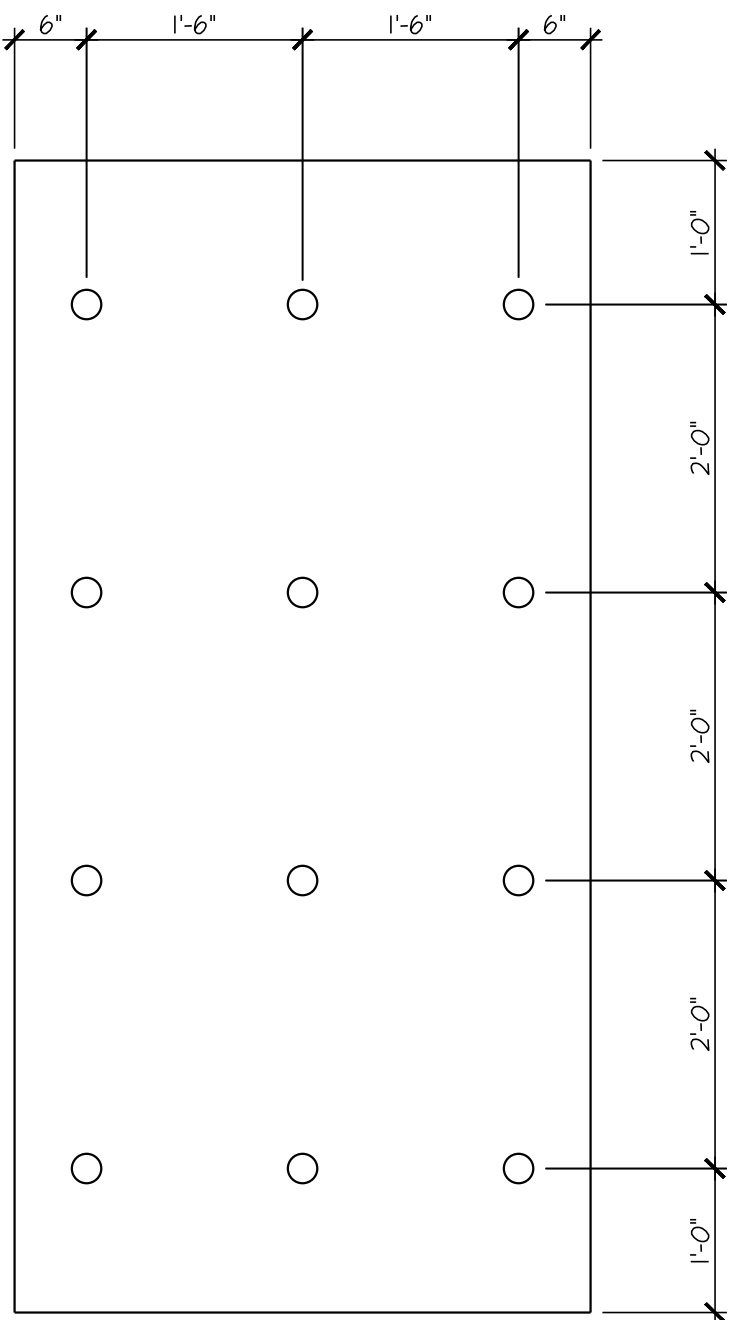
DRAWING:

SOUTHEAST  
ELEMENTARY &  
PARKVIEW M.S  
ROOF DETAILS

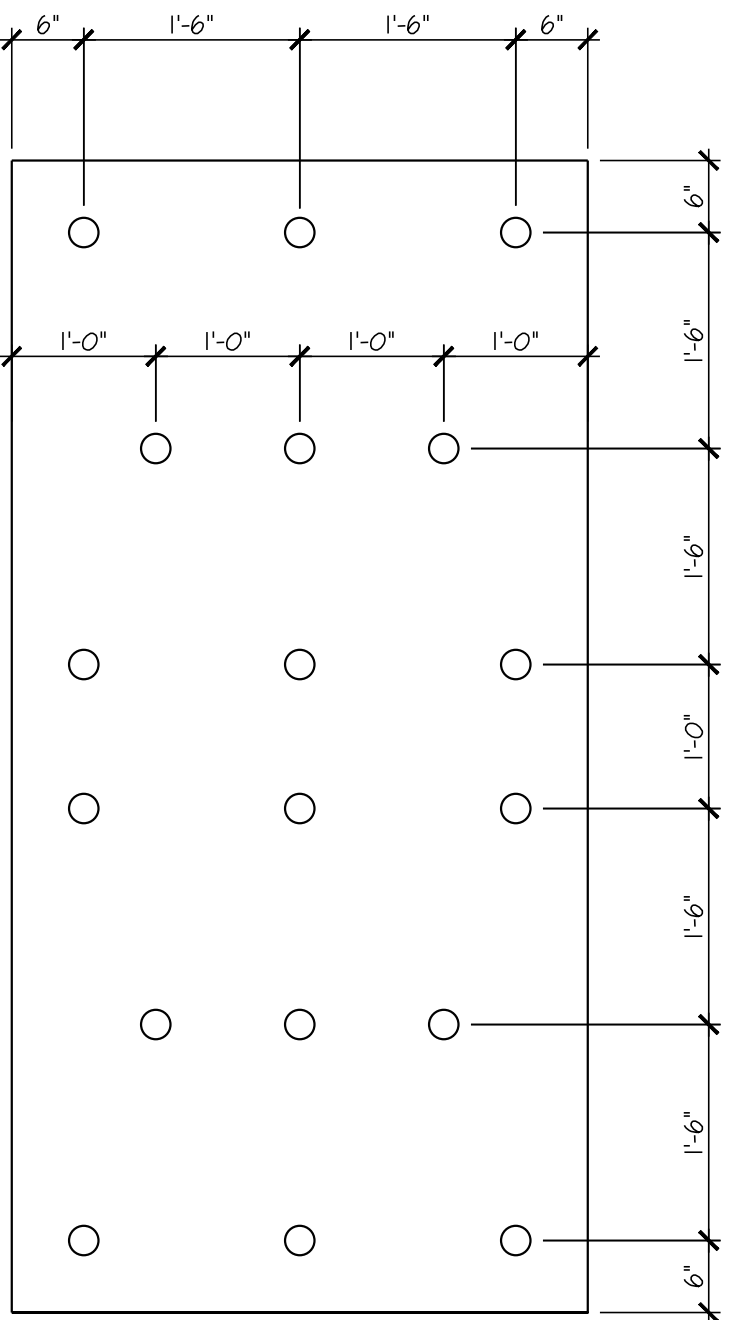
JOB NO. 2218

NOVEMBER 10, 2022

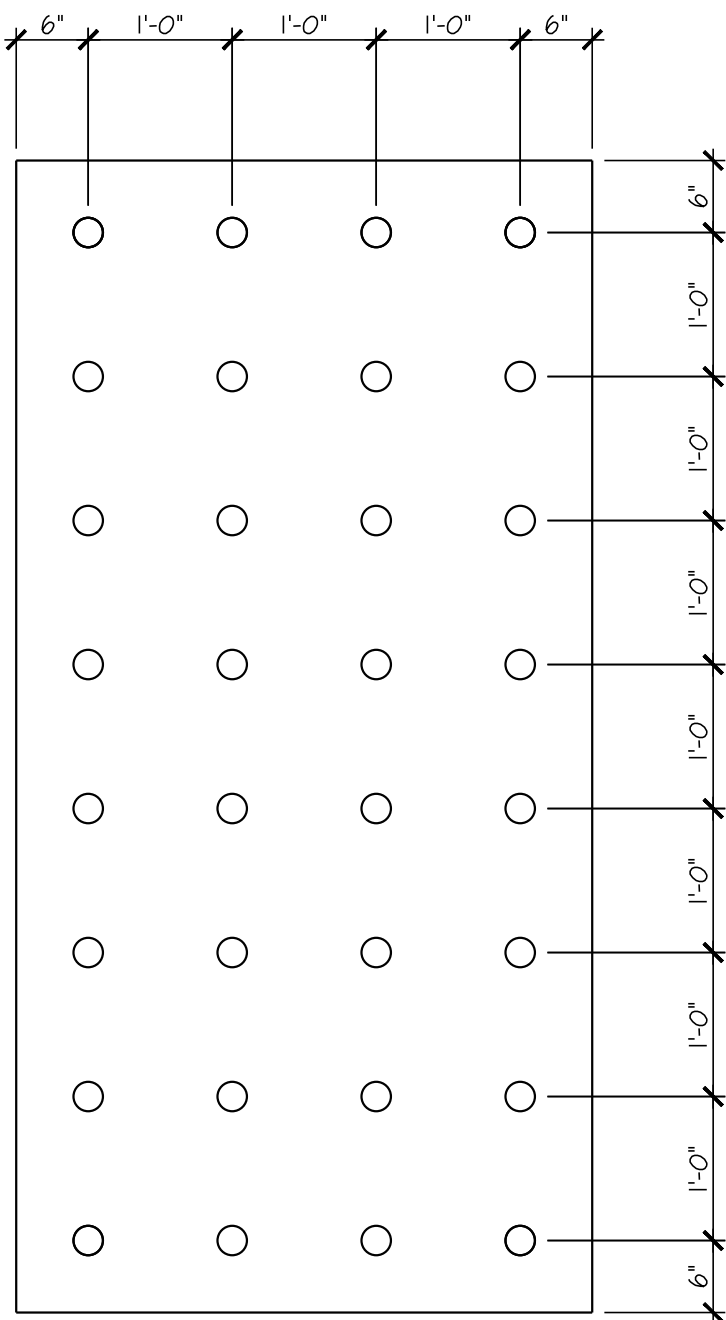
A2.2



FIELD OF ROOF  
12 FASTENERS PER  
4' X 8' BOARD



PERIMETER AREA  
18 FASTENERS PER 4' X 8'  
4' X 8' BOARD

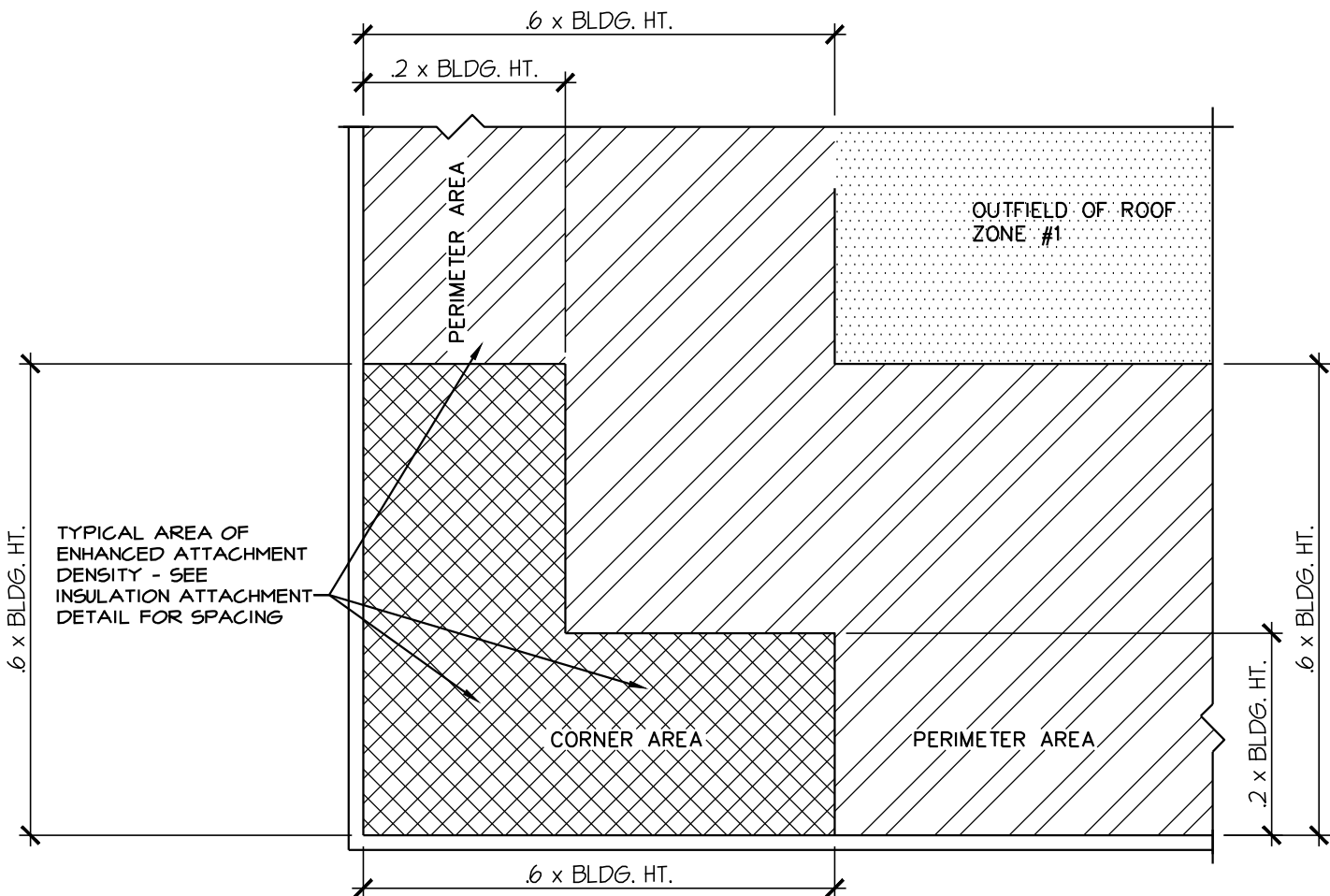


CORNER AREA  
32 FASTENERS PER  
4' X 8' BOARD

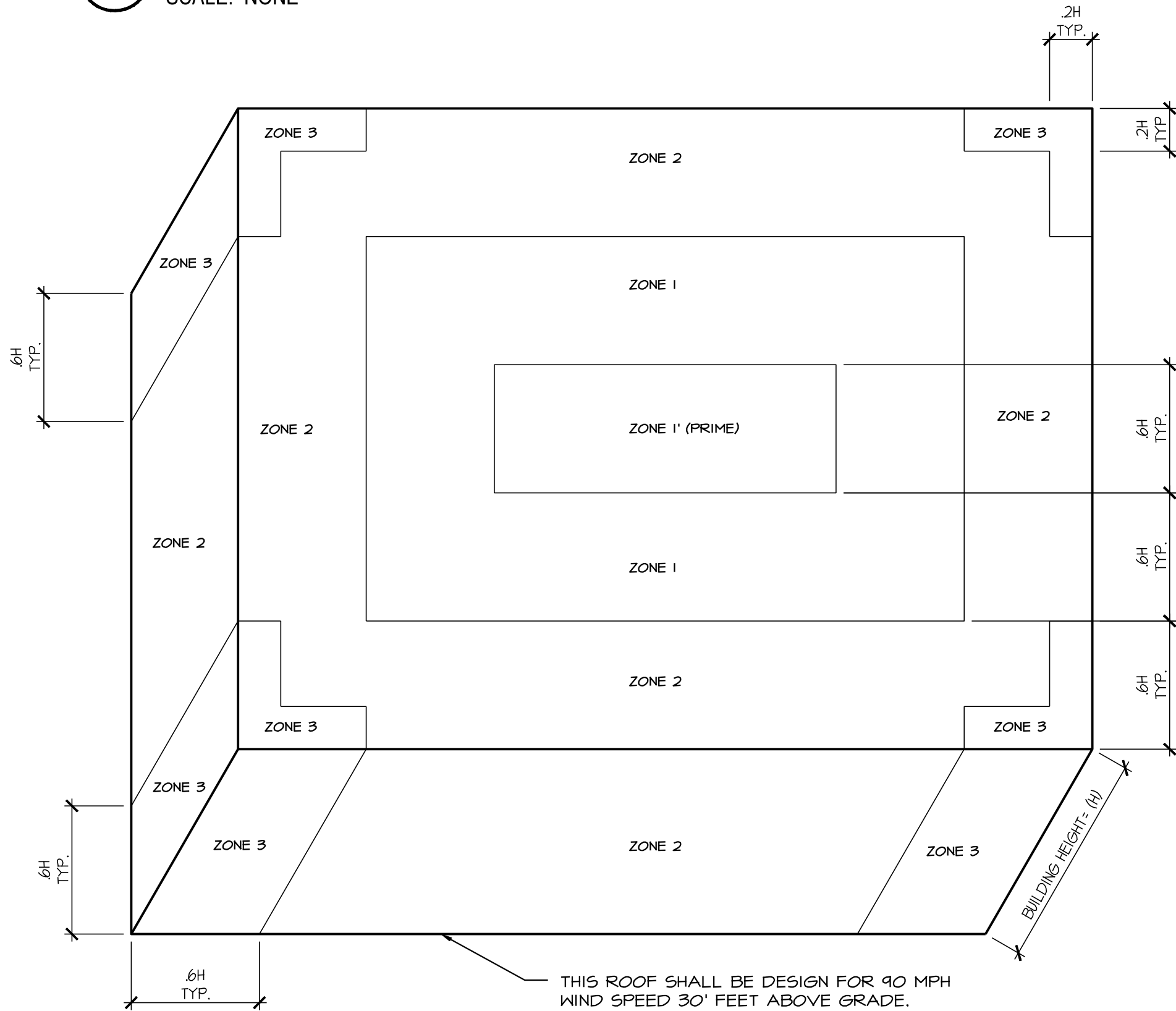
- NOTES:
1. SCREWS AND PLATES TO BE PLUMB AND SEATED PROPERLY WITHOUT BREAKING FACERS.
  2. FASTENERS SHALL PENETRATE EXIST. CONCRETE DECK AS REQ'D. TO PROVIDE SECURELY FASTENED INSULATION PER ROOF MANUFACTURES REQUIREMENTS SO AS TO PROVIDE SPECIFIED ROOF WARRANTY PROJECT SPECIFICATION.

COVER BOARD & INSULATION FASTENER  
ATTACHMENT PATTERNS

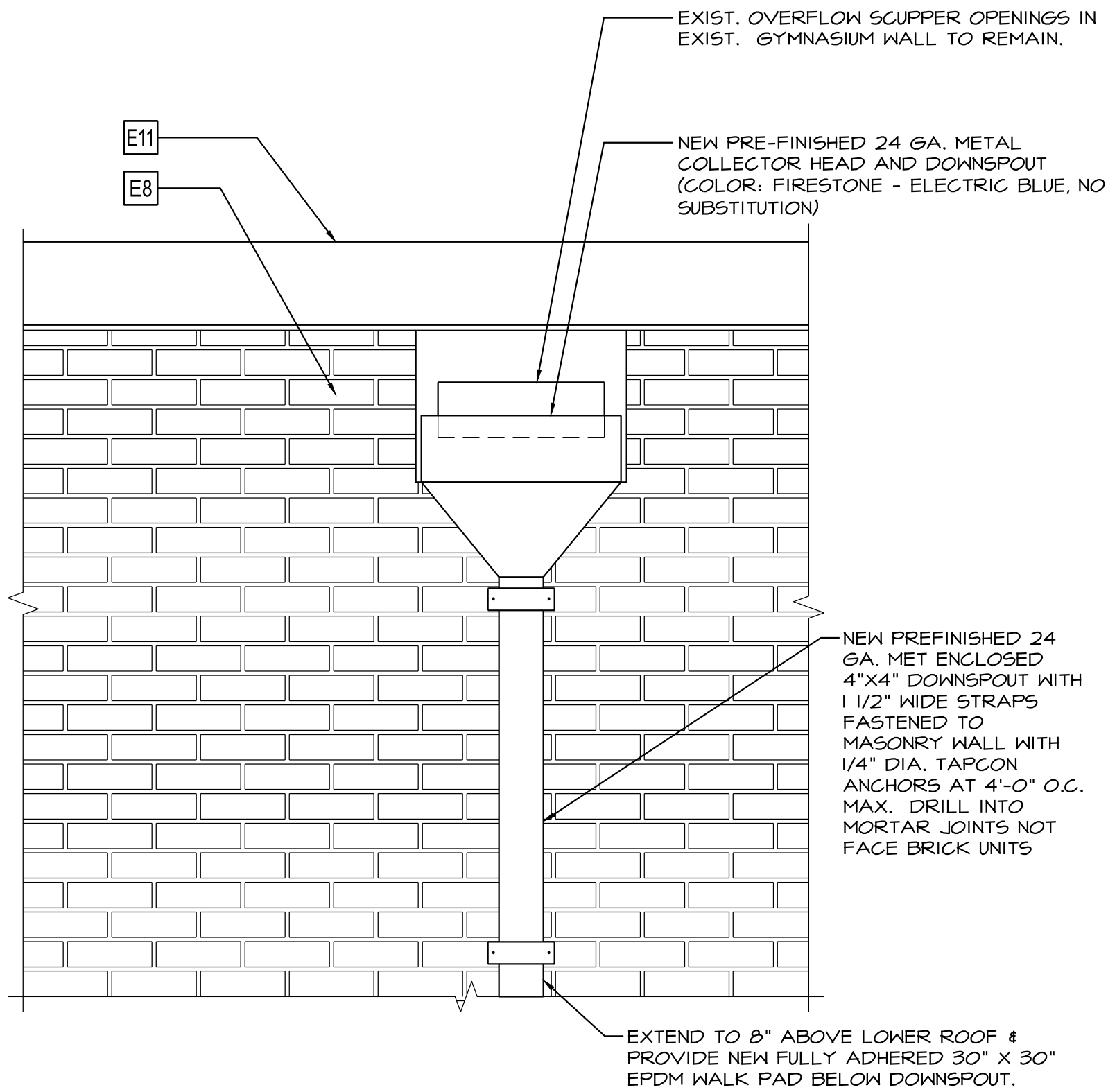
3 COVER BOARD & INSULATION FASTENER DETAIL  
SCALE: NOT TO SCALE



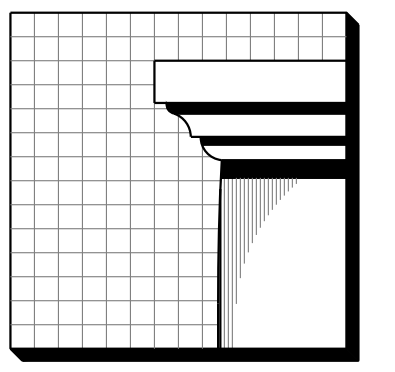
2 COVER BOARD & INSULATION FASTENER PLAN  
SCALE: NONE



1 MIN. WINDLOAD MODEL AS REQ'D BY I.B.C.  
N.T.S.



4 TYP. NEW COLLECTOR HEAD & SCUPPER DETAILS  
SCALE: 1" = 1'-0"



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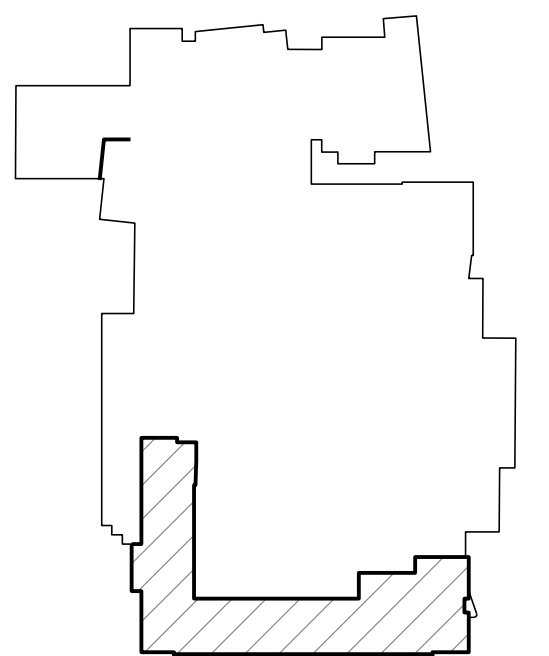


PROJECT:  
ANKENY COMMUNITY  
SCHOOL DISTRICT  
SOUTHEAST  
ELEMENTARY &  
PARKVIEW MIDDLE  
SCHOOL RE-ROOFING  
PROJECT

PROJECT LOCATION:  
1005 SE TRILEIN DR.  
ANKENY, IA 50021  
&  
105 NW PLEASANT ST.  
ANKENY, IA 50023

DRAWING:

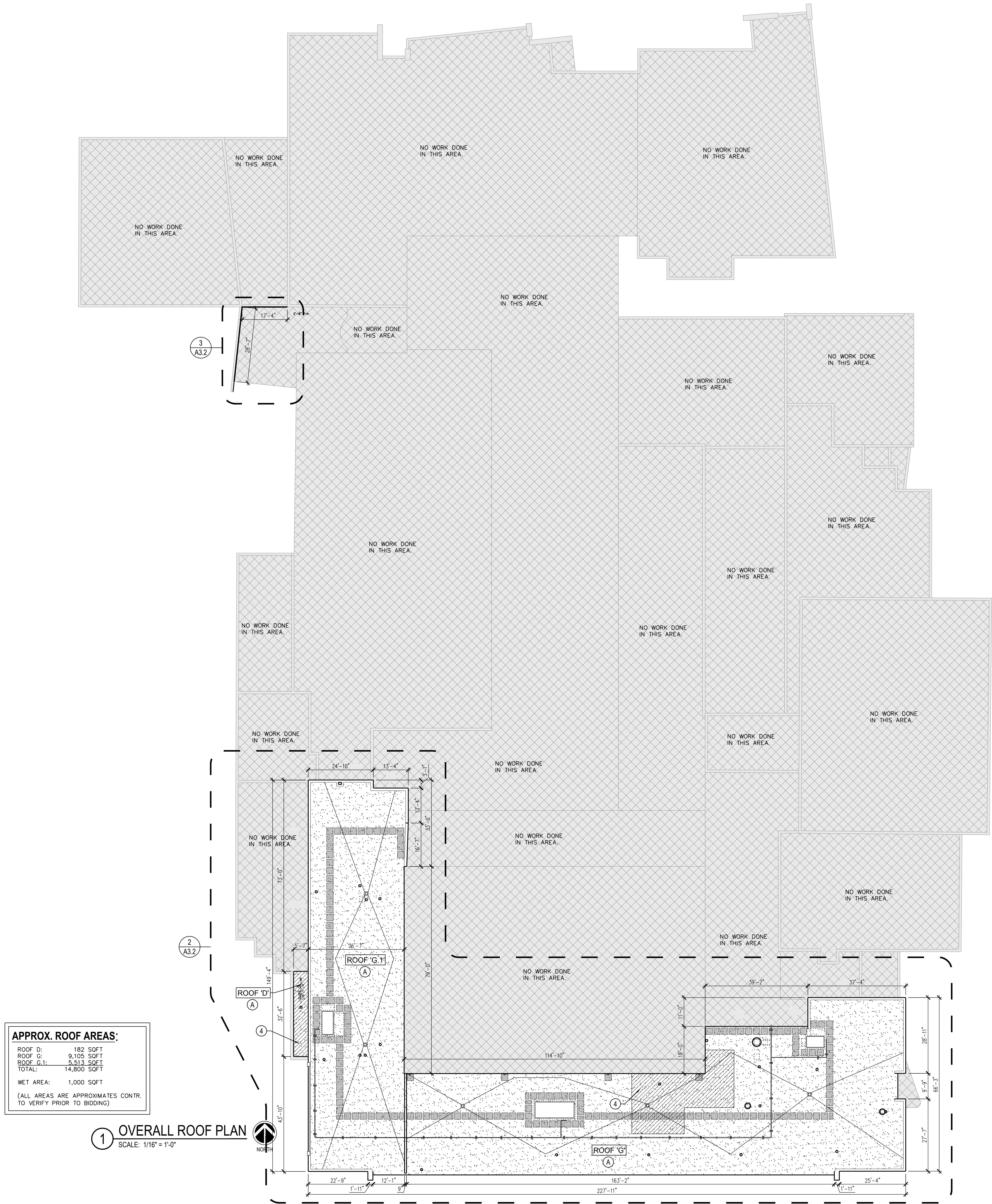
PARKVIEW MIDDLE  
SCHOOL OVERALL  
ROOF PLAN

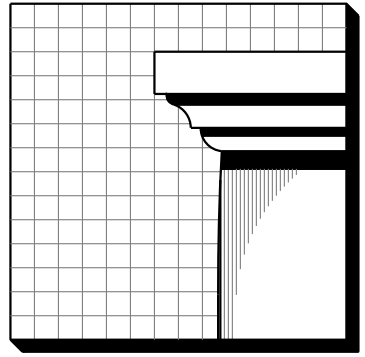


KEY PLAN 

JOB NO. 2218  
NOVEMBER 10, 2022

A3.1





# ANGELO

## ARCHITECTURAL ASSOCIATES, LLC

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mthiessenai@mchsi.com

OWNER:



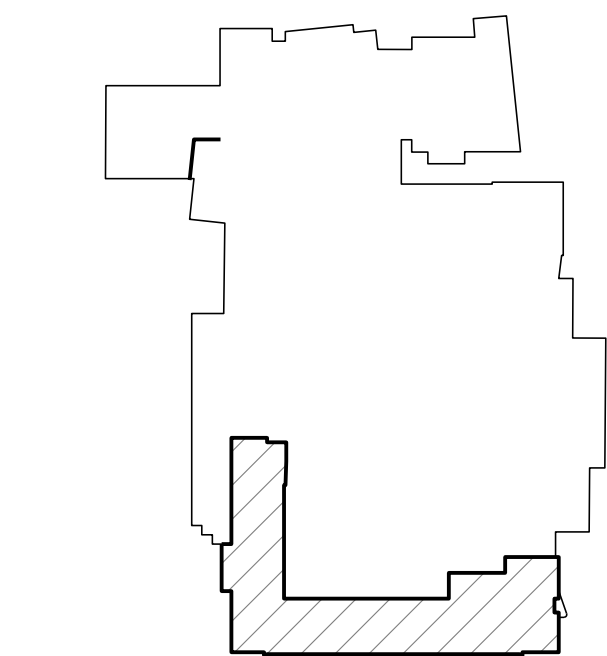
### PROJECT:

## ANKENY COMMUNITY SCHOOL DISTRICT SOUTHEAST ELEMENTARY & PARKVIEW MIDDLE SCHOOL RE-ROOFING PROJECT

PROJECT LOCATION:  
1005 SE TRILEIN DR.  
ANKENY, IA 50021  
&  
105 NW PLEASANT ST.  
ANKENY, IA 50023

### DRAWING:

## PARKVIEW MIDDLE SCHOOL ENLARGED ROOF PLANS & KEYNOTES



### KEY PLAN

JOB NO. 2218  
NOVEMBER 10, 2022

# A3.2

### EXISTING ROOF CORE KEYNOTES:

- RC#1** ROOF CORE #1: TOTAL THICKNESS: 4" +/-  
60 MIL EPDM ROOF MEMBRANE OVER (1) LAYER OF 1" WOOD FIBER BOARD, OVER 1 1/2" EXTRUDED POLYSTYRENE (EPS), OVER 1 1/2" POLYISOCYANURATE INSULATION BOARD, OVER 6 MIL POLY VAPOR BARRIER ON 1" T. LIGHT WEIGHT GYPSUM TOPPING, ON 1 1/2" THICK STEEL ROOF DECK.  
ROOF SYSTEM DAMP IN ROOF CORE #1
- RC#2** ROOF CORE #2: TOTAL THICKNESS: 5 1/2" +/-  
60 MIL EPDM ROOF MEMBRANE OVER (1) LAYER OF 1" WOOD FIBER BOARD, OVER 3" EXTRUDED POLYSTYRENE (EPS), OVER 1 1/2" POLYISOCYANURATE INSULATION BOARD, OVER 6 MIL POLY VAPOR BARRIER ON 1" T. LIGHT WEIGHT GYPSUM TOPPING, ON 1 1/2" THICK STEEL ROOF DECK.  
ROOF SYSTEM DRY IN ROOF CORE #2
- RC#3** ROOF CORE #3: TOTAL THICKNESS: 3 3/4" +/-  
60 MIL EPDM ROOF MEMBRANE OVER (1) LAYER OF 1" WOOD FIBER BOARD, OVER 1 1/4" EXTRUDED POLYSTYRENE (EPS), OVER 1 1/2" POLYISOCYANURATE INSULATION BOARD, OVER 6 MIL POLY VAPOR BARRIER ON 1" T. LIGHT WEIGHT GYPSUM TOPPING, ON 1 1/2" THICK STEEL ROOF DECK.  
ROOF SYSTEM DRY IN ROOF CORE #3
- RC#4** ROOF CORE #4: TOTAL THICKNESS: 9 1/2" +/-  
60 MIL EPDM ROOF MEMBRANE OVER (1) LAYER OF 1" WOOD FIBER BOARD, OVER 8 1/2" POLYISOCYANURATE INSULATION BOARD, OVER 6 MIL POLY VAPOR BARRIER ON 1 1/2" THICK STEEL ROOF DECK.  
ROOF SYSTEM DAMP IN ROOF CORE #4

### ROOF SYSTEM NOTES:

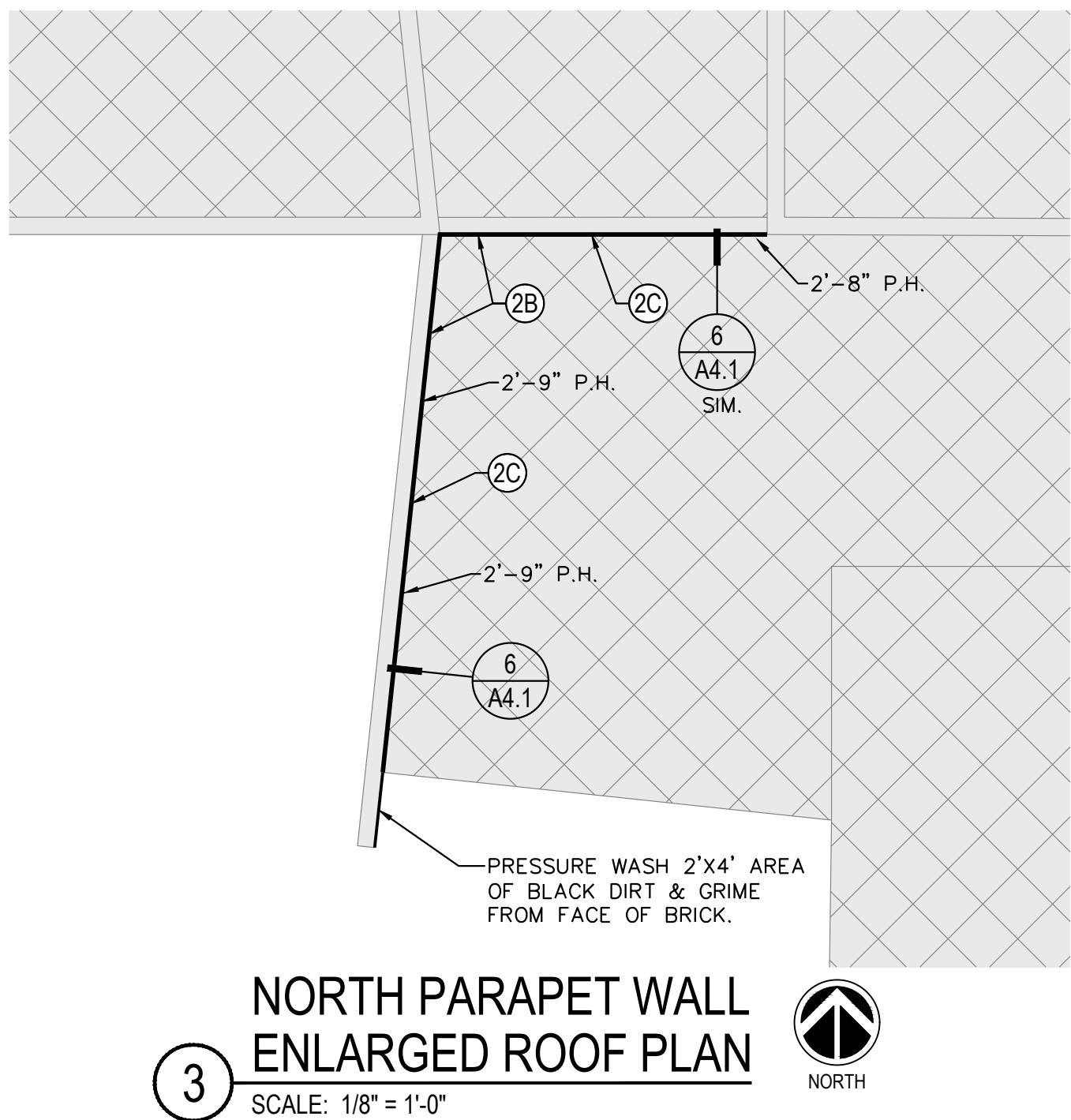
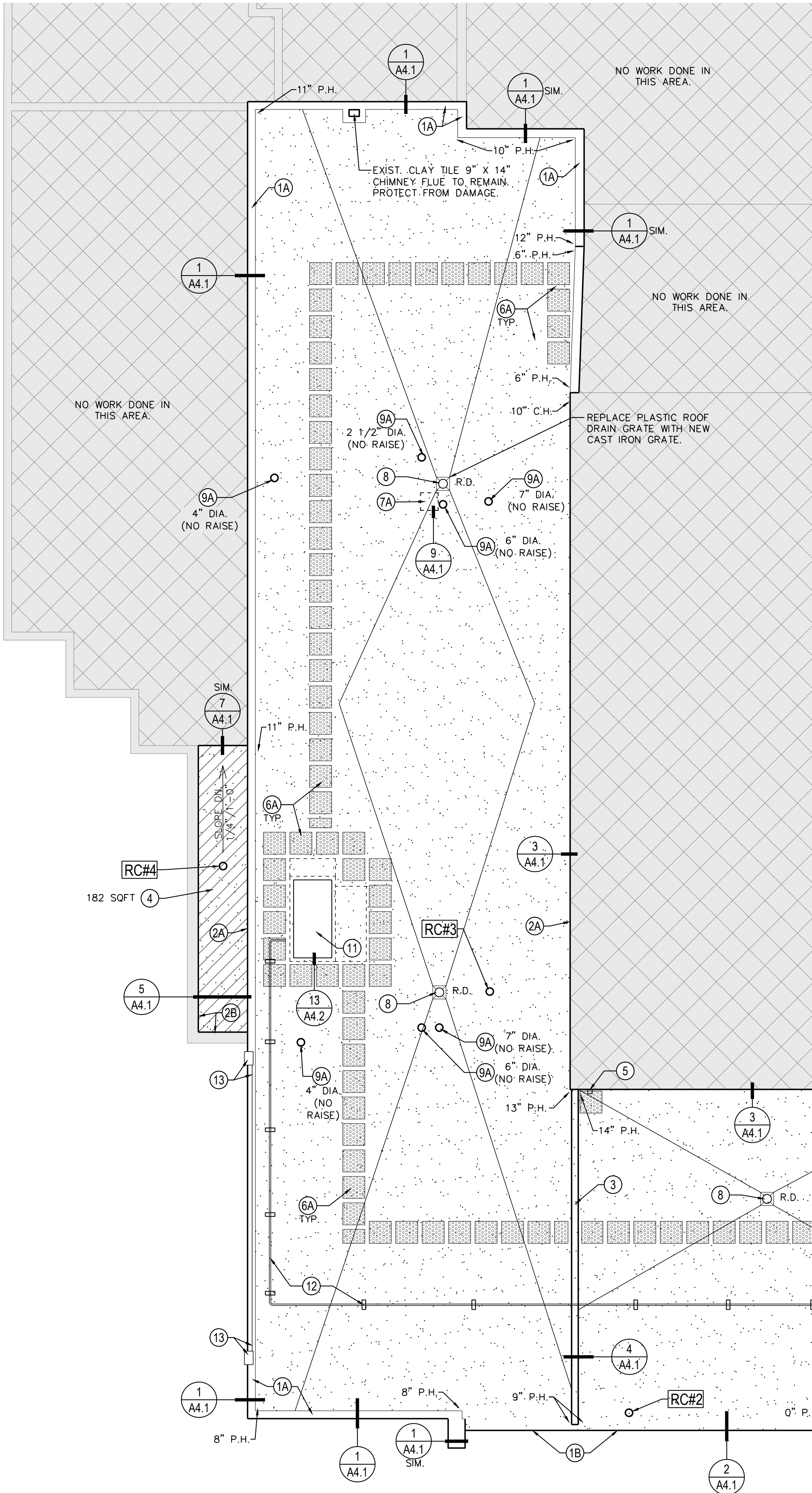
- EXISTING ROOF ASSEMBLY: THE EXISTING ORIGINAL ROOF EPDM MEMBRANE ON (1) LAYER OF 1" WOOD FIBER COVER BOARD OVER (1) LAYER TAPERED EXTRUDED POLYSTYRENE INSULATION BOARD RANGING FROM 1" TO 3" +/- OVER (1) LAYER 1 1/2" POLYISOCYANURATE RIGID INSULATION, OVER 6 MIL POLY VAPOR BARRIER ON 1" LIGHT WEIGHT GYPSUM TOPPING ON 1 1/2" STRUCTURAL STEEL DECK. REMOVE ALL EXIST. WET WOOD FIBER COVER BOARD, WET INSULATION, & WET LIGHTWEIGHT GYPSUM TOPPING ONLY WHERE DETERMINED TO BE WET AND REPLACE WITH NEW 5/8" CEMENTITIOUS GYPSUM BOARD & NEW 4" +/- THICK LOOSE LAID POLYISOCYANURATE FLUSH WITH EXISTING ROOF SYSTEM. ROOFING CONTRACTOR SHALL IDENTIFY AREAS OF WET INSULATION, WOOD FIBER COVER BOARD, & GYPSUM TOPPING DURING MEMBRANE REMOVAL AND CONTACT OWNER AND ARCHITECT FOR APPROVAL. ALLOW FOR 1000 SF OF INSULATION & WOOD FIBER COVER BOARD REMOVAL IN BASE BID & PROVIDE UNIT COST FOR ADDITIONAL WORK. SEE SPECIFICATIONS FOR ADD OR DEDUCT UNIT PRICING.
- A** TYPICAL NEW ROOF INSTALLATION WITH INTERIOR ACOUSTICAL CEILINGS BELOW: REMOVE EXIST. EPDM MEMBRANE ROOF, PREFINISHED METAL ROOF EDGE FLASHING OR PARAPET CAP FLASHING, & ALL FASTENERS. REMOVE & REPLACE EXIST. WET INSULATION AS INDICATED IN EXISTING ROOF ASSEMBLY NOTE ABOVE. INSTALL NEW FULLY ADHERED 60 MIL EPDM MEMBRANE ROOF OVER NEW 1/2" HIGH DENSITY (120 PSI) POLYISOCYANURATE PROTECTION BOARD ADHERED WITH LOW RISE FOAM ADHESIVE TO NEW 1" THICK POLYISOCYANURATE INSULATION BOARD MECHANICALLY SCREW FASTENED TO EXISTING SUBSTRATE CONSISTING OF 4" TO 6" +/- THICK RIGID INSULATION BOARD ON 6 MIL POLY VAPOR BARRIER ON 1" LIGHTWEIGHT GYPSUM THERMAL BARRIER ON 1 1/2" THICK CORRUGATED SLOPED STRUCTURAL STEEL DECK. SCREWS SHALL NOT PENETRATE TOP FLUTE OF METAL DECK MORE THAN 1" TO PREVENT DAMAGE TO ELEC. CONDUIT BELOW. VERIFY LOCATION OF ELECTRICAL CONDUIT AND METAL DECK FLUTES BELOW PRIOR TO INSTALLATION. DAMAGE TO ELECTRICAL CONDUIT OR EQUIPMENT BELOW STRUCTURAL METAL DECK SHALL BE REPAIRED AT NO COST TO THE OWNER.

### TYPICAL ROOF CONSTRUCTION NOTES:

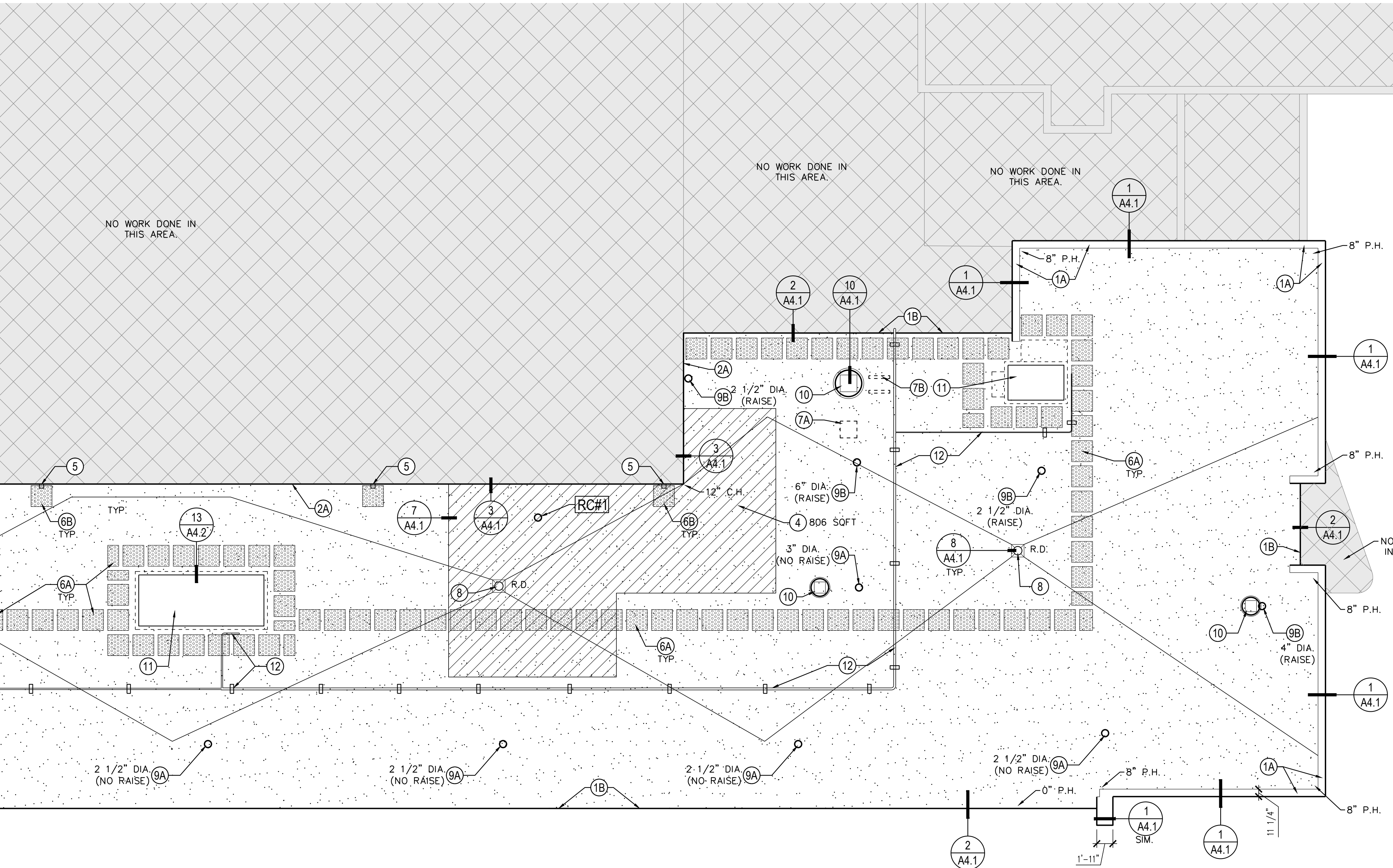
- 1A** REMOVE EXIST. PRE-FINISHED METAL PARAPET CAP FLASHING. INSTALL NEW 60 MIL EPDM MEMBRANE FLASHING UP & OVER PARAPET WALL & DOWN OVER FACE OF BRICK 2" MIN. THEN INSTALL NEW PRE-FINISHED 24 GA FIRESTONE COLOR: BONE WHITE, CAP FLASHING PER DETAILS: 12/A4.1
- 1B** REMOVE EXIST. PRE-FINISHED METAL FASCIA / GRAVEL STOP FLASHING. INSTALL NEW 60 MIL EPDM MEMBRANE FLASHING & PRE-FINISHED 24 GA FIRESTONE COLOR: BONE WHITE, FASCIA / GRAVEL STOP FLASHING PER DETAILS: 2/A4.1
- 2A** REMOVE EXIST. METAL COUNTER FLASHING, EXIST. TERMINATION BAR, ALL FASTENERS, & SEALANT. THEN INSTALL NEW 60 MIL EPDM MEMBRANE FLASHING UP MASONRY WALL 12" MIN. & INSTALL NEW CONT. TERMINATION BAR, CONT. SEALANT / CAULKING ALONG TOP EDGE, & S.S. SCREW FASTENERS AT 6" O.C. MAX. THEN INSTALL NEW 24 GA. PRE-FINISHED 24 GA. FIRESTONE COLOR: BONE WHITE, COUNTER FLASHING PER DETAIL: 3/A4.1
- 2B** CAREFULLY BEND EXIST. PRE-FINISHED METAL PARAPET CAP FLASHING, OUT FROM WALL INSTALL NEW ROOF MEMBRANE AS FAR UNDER EXIST. FLASHING AS POSSIBLE, THEN BEND EXIST. PARAPET CAP FLASHING BACK INTO PLACE. IF EXIST. PARAPET CAP FLASHING IS BROKE OR DAMAGED IT SHALL BE REPLACED AT NO ADDITIONAL COST TO THE OWNER. SEE DETAIL: 5/A4.1
- 2C** EXIST. ALUM TERM. BAR TO REMAIN. INSTALL NEW 60 MIL EPDM MEMBRANE FLASHING PER DETAILS: 6/A4.1
- 3** REMOVE EXIST. PRE-FINISHED METAL PARAPET CAP FLASHING. INSTALL NEW 60 MIL EPDM MEMBRANE FLASHING PER DETAILS: 4/A4.1
- 4** REMOVE EXIST. WET 1" T. WOOD FIBER COVER BOARD, WET 1" TO 3" THICK EXPANDED POLYSTYRENE INSULATION, WET 1 1/2" T. POLYISOCYANURATE INSULATION, & WET 1" T. LIGHTWEIGHT GYPSUM TOPPING. INSTALL NEW 4" TO 6" +/- T. POLYISOCYANURATE INSULATION FLUSH WITH TOP OF EXIST. ROOF SYSTEM MATCHING THE EXIST. SLOPE. THEN SCREW FASTEN NEW 1" THICK RIGID POLYISOCYANURATE INSULATION TO STEEL ROOF DECK & LOW-RISE FOAM NEW 1/2" THICK HIGH DENSITY (120 PSI) POLYISOCYANURATE PROTECTION BOARD TO RIGID INSUL. & FULLY ADHERE NEW 60 MIL EPDM ROOF MEMBRANE TO COVER BD. PER DETAIL: 7/A4.1
- 5** EXIST. DOWNSPOUT TO REMAIN. PROTECT FROM DAMAGE.
- 6A** REMOVE EXIST. 2'-6" L. X 2'-6" W. X 3/4" T. GROUND RUBBER WALK-WAY PADS & DISPOSE OF OFF-SITE & INSTALL NEW EPDM 2'-6" WIDE X 2'-6" PADS FULLY ADHERED ON ALL EDGES TO FULLY ADHERED EPDM ROOF MEMBRANE IN THE SAME LOCATION AS THE EXIST. WALKWAY PADS AS SHOWN ON THE PLAN.
- 6B** PROVIDE NEW 2'-6" SQUARE EPDM WALK PADS UNDER EACH EXIST. DOWNSPOUT, SEE PLAN FOR LOCATION AND EXTENT OF WORK
- 7A** REMOVE EXIST. CAPPED CURB & INFILL WITH NEW 1 1/2" O. STEEL ROOF DECK & NEW RIGID INSULATION PRIOR TO INSTALLING NEW EPDM ROOF SYSTEM. PER DETAIL: 9/A4.1
- 7B** REMOVE (2) EXIST. STEEL RAILS & INFILL NEW RIGID INSULATION & 5/8" T. CEMENTITIOUS GYPSUM BOARD PRIOR TO INSTALLING NEW EPDM ROOF SYSTEM. PER DETAIL: 9/A4.1
- 8** EXIST. ROOF DRAIN TO REMAIN. TERMINATE PER DETAIL: 8/A4.1 AND INSTALL NEW OR EXIST. CAST IRON GRATE. IF EXIST. GRATE IS MISSING OR PLASTIC REPLACE WITH NEW CAST IRON GRATE, & PAINT (2) COATS.
- 9A** (NO RAISE) EXIST. PLUMBING VENT PIPE THROUGH ROOF TO REMAIN. REMOVE EXIST. EPDM BOOT FLASHING, CLEAN AND PREP VENT PIPE & INSTALL NEW EPDM BOOT FLASHING PER DETAIL: 12/A4.2 & ROOF MEMBRANE MANUFACTURERS INSTALLATION INSTRUCTIONS
- 9B** (RAISE) EXIST. PLUMBING VENT PIPE THROUGH ROOF TO REMAIN. REMOVE EXIST. EPDM BOOT FLASHING, CLEAN AND PREP VENT PIPE & INSTALL NEW PVC VENT PIPE EXTENSION TO 20" MIN ABOVE NEW ROOF ELEVATION. INSTALL NEW EPDM BOOT FLASHING PER DETAIL: 11/A4.2 AND ROOF MEMBRANE MANUFACTURERS INSTALLATION INSTRUCTIONS

### ROOF CONSTRUCTION KEY:

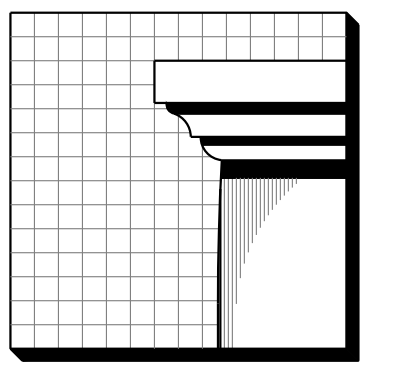
- THIS HATCH INDICATES ROOF AREAS TO REMAIN, NO WORK INDICATED. PROTECT THESE AREAS FROM DAMAGE DURING CONSTRUCTION. DAMAGE TO ROOFING, FLASHING ETC. SHALL BE REPAIRED AT NO COST TO THE OWNER. WHERE NEW ROOF MEMBRANE OR FLASHING MEETS EXISTING CONTRACTOR SHALL INSTALL WATER TIGHT
- HEAVIER LINES INDICATE ROOF AREAS TO BE RE-ROOFED AS OUTLINED IN DRAWINGS AND SPECIFICATIONS
- THIS HATCH INDICATES EXIST. WET ROOF INSULATION TO BE REMOVED & REPLACED WITH NEW ROOF INSULATION TO MATCH EXIST. ROOF INSULATION & SLOPE.



**3 NORTH PARAPET WALL ENLARGED ROOF PLAN**  
SCALE: 1/8" = 1'-0"



**2 ENLARGED ROOF PLAN**  
SCALE: 1/8" = 1'-0"



# ANGELO

## ARCHITECTURAL ASSOCIATES, LLC

12314 RIDGEVIEW DRIVE  
URBANDALE, IA 50323  
PH: (515) 250-6950  
mthiessena1@mchsi.com

OWNER:

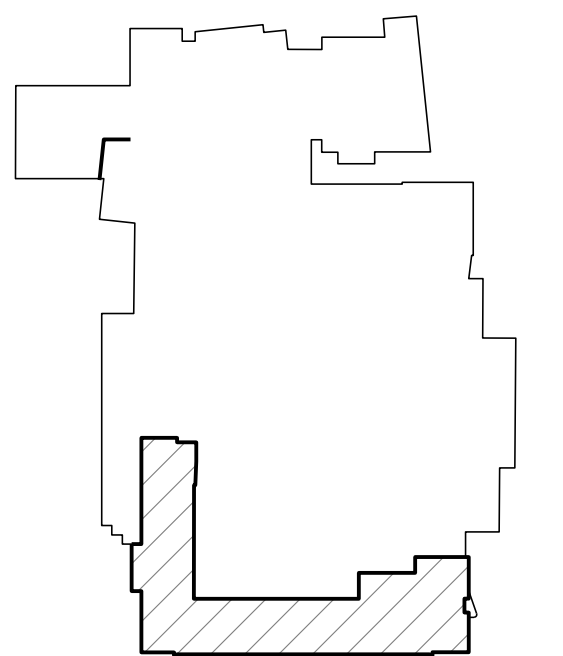


### PROJECT: ANKENY COMMUNITY SCHOOL DISTRICT SOUTHEAST ELEMENTARY & PARKVIEW MIDDLE SCHOOL RE-ROOFING PROJECT

PROJECT LOCATION:  
1005 SE TRILEIN DR.  
ANKENY, IA 50021  
&  
105 NW PLEASANT ST.  
ANKENY, IA 50023

DRAWING:

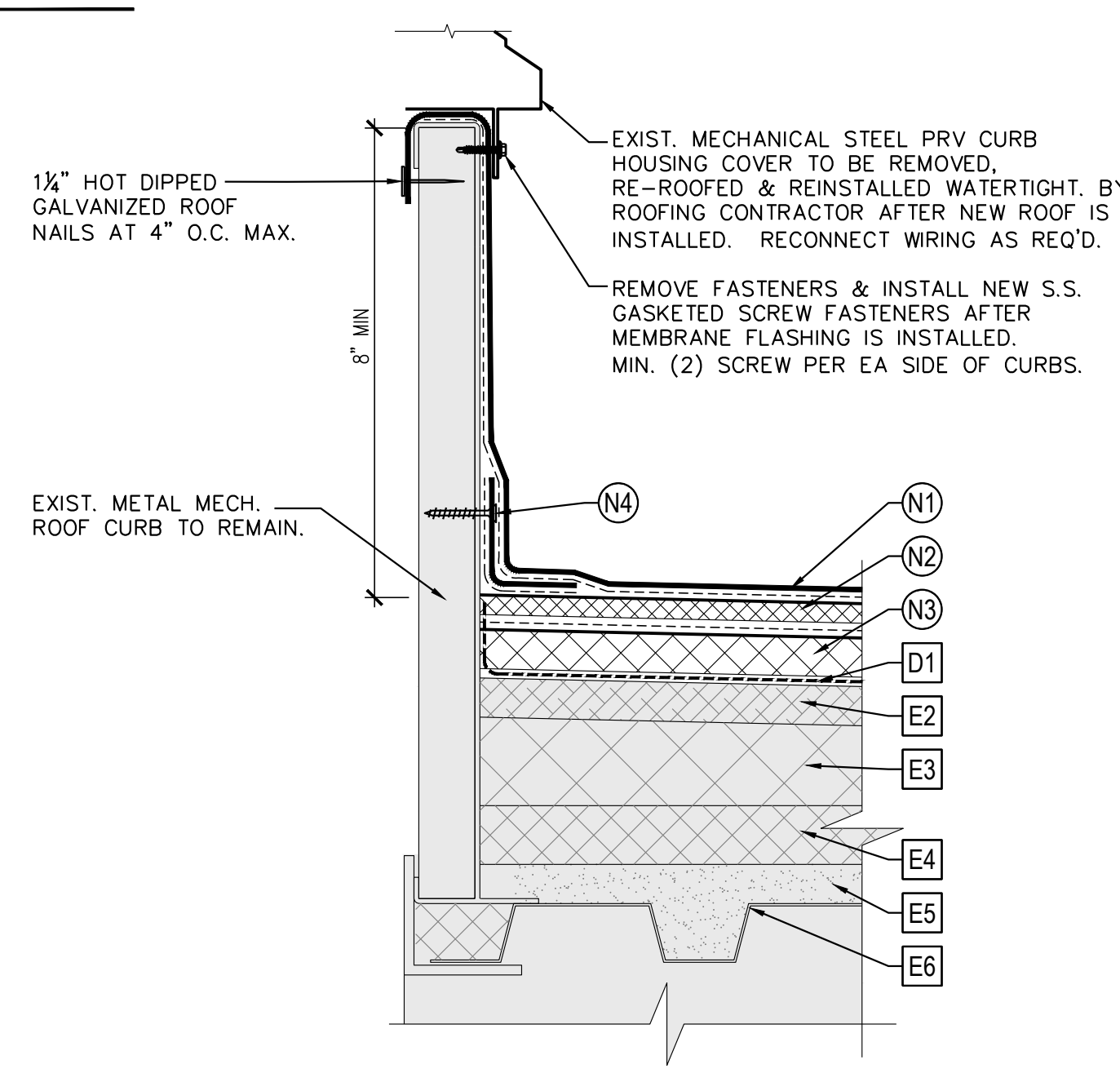
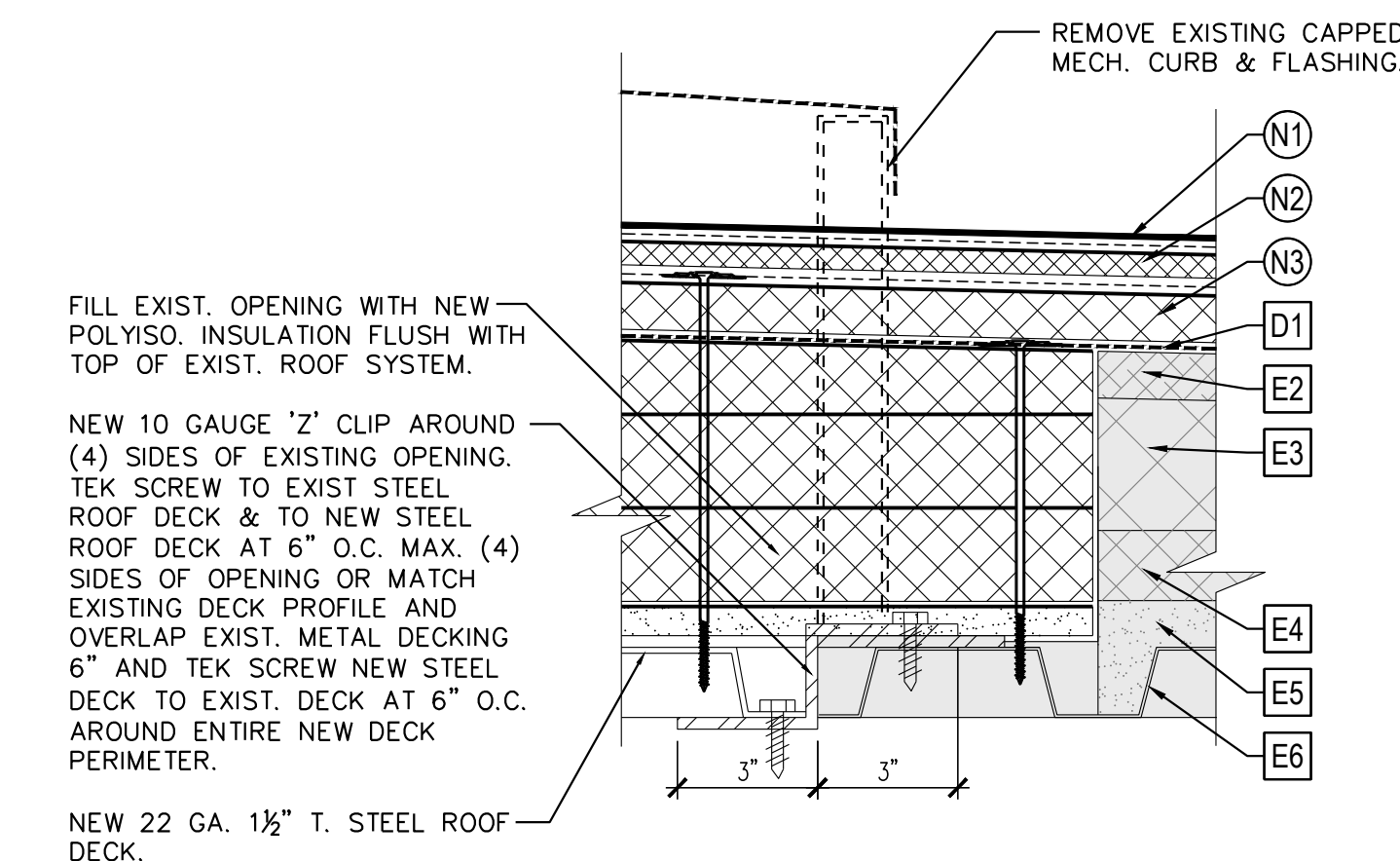
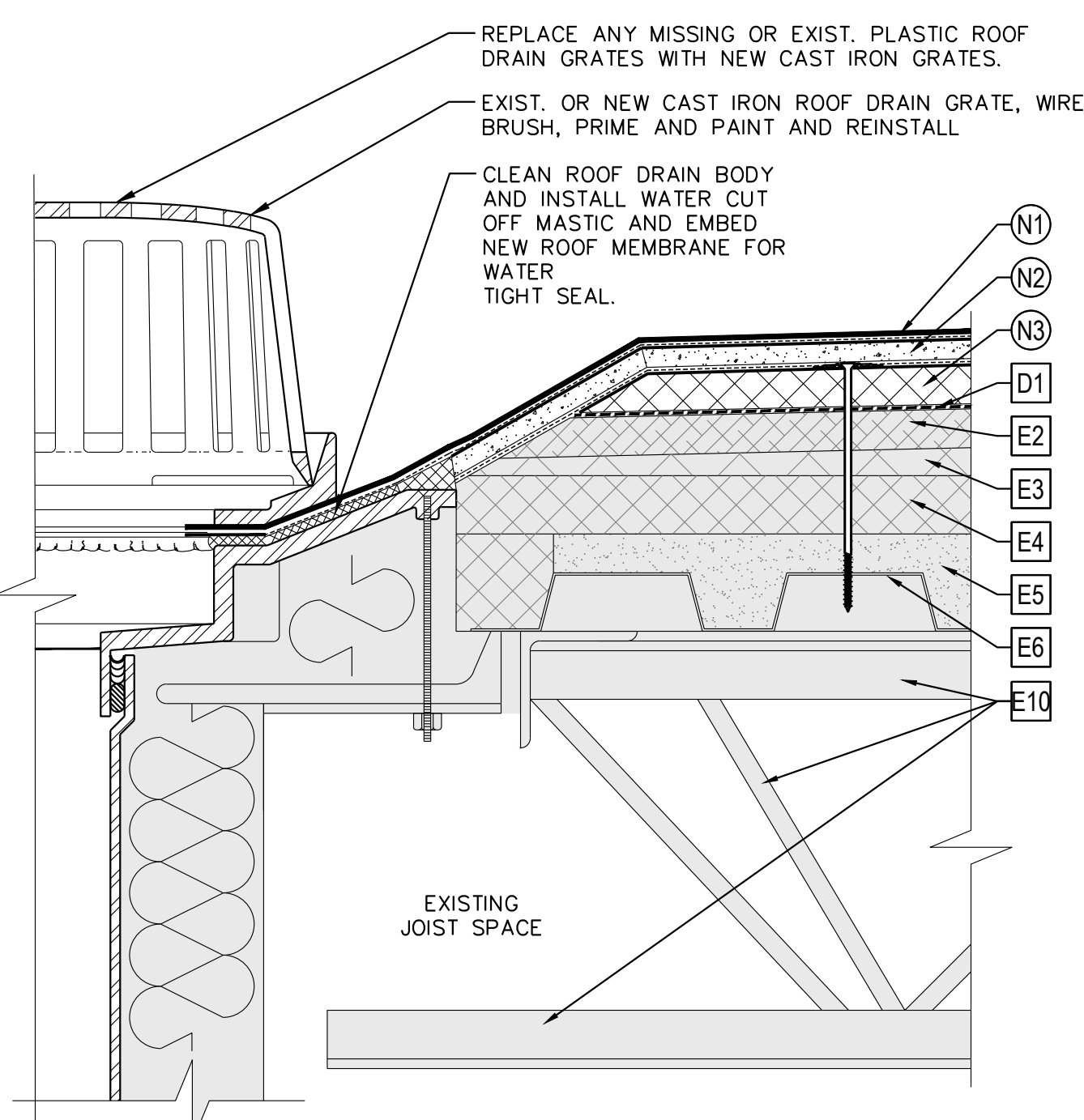
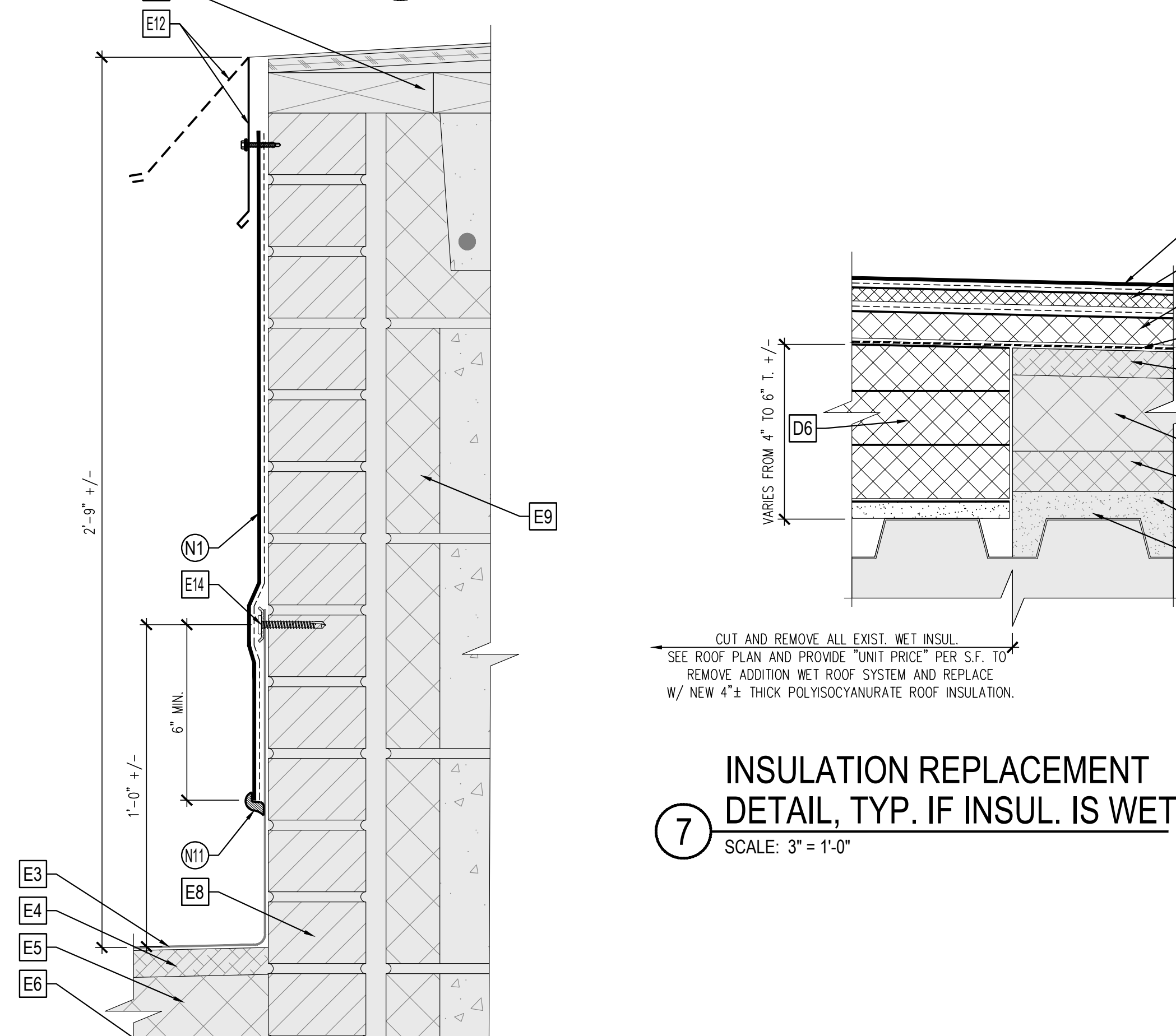
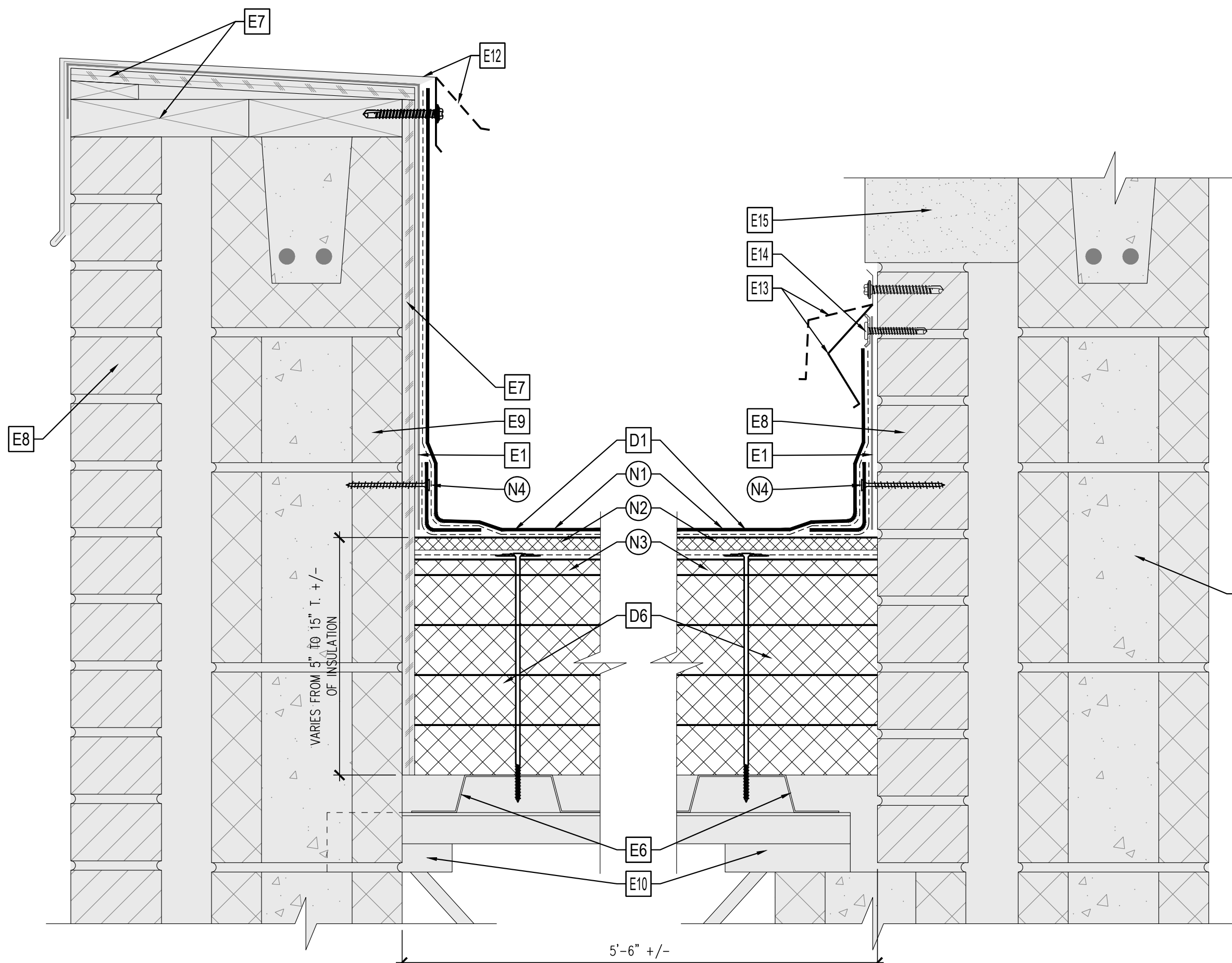
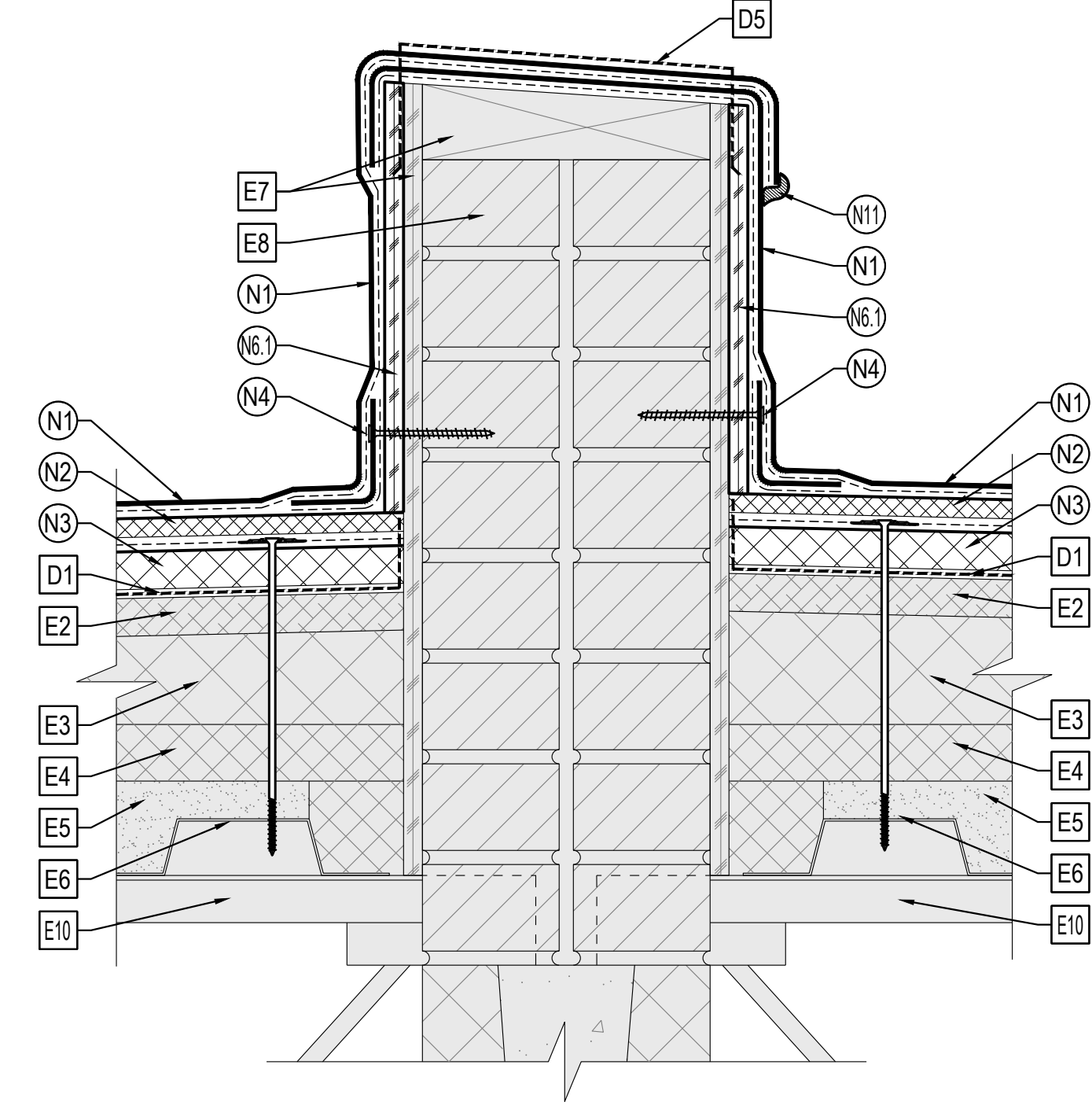
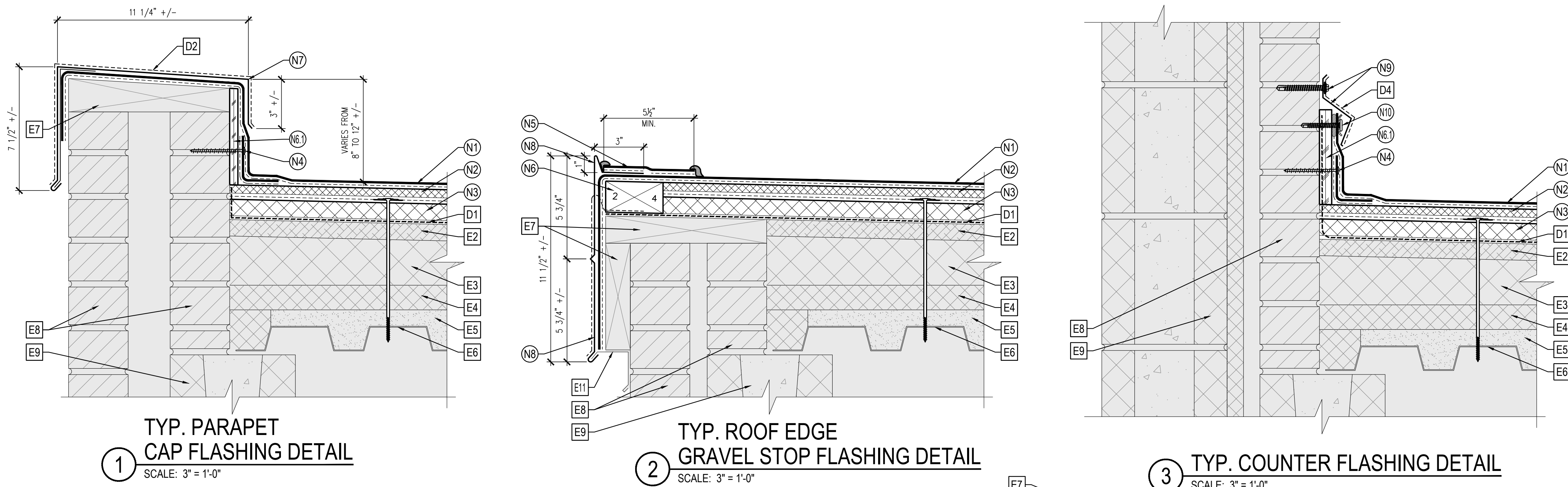
### PARKVIEW MIDDLE SCHOOL ROOF DETAILS



KEY PLAN

JOB NO. 2218  
NOVEMBER 10, 2022

# A4.1



#### TYPICAL EXIST. ROOF DETAIL NOTES - BASE BID

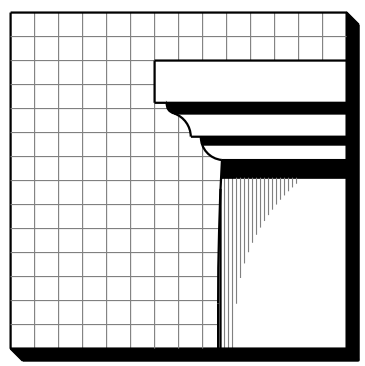
- E1 EXIST. EPDM ROOF MEMBRANE TO REMAIN, PROTECT FROM DAMAGE.
- E2 EXIST. LAYER OF 1" T. WOOD FIBER COVER BOARD TO REMAIN UNLESS WET THEN REMOVE WET AREA PER KEYNOTE D6.
- E3 EXIST. LAYER OF TAPERED EXTRUDED POLYSTYRENE (EPS) INSULATION BOARD TO REMAIN UNLESS WET, THEN REMOVE WET AREA PER KEYNOTE D6.
- E4 EXIST. LAYER OF 1 1/2" TO 3" T. POLYISOCYANURATE INSULATION BOARD TO REMAIN UNLESS WET, THEN REMOVE WET AREA PER KEYNOTE D6.
- E5 EXIST. LAYER OF 1" +/- T. LIGHTWEIGHT GYPSUM TOPPING TO REMAIN UNLESS WET, THEN REMOVE WET AREA PER KEYNOTE D6.
- E6 EXIST. 1 1/2" THICK CORRUGATED STEEL DECK TO REMAIN.
- E7 EXIST. WOOD PARAPET / ROOF EDGE BLOCKING TO REMAIN.
- E8 EXIST. 4" BRICK VENEER TO REMAIN.
- E9 EXIST. 8" CMU BACK-UP WALL WITH 8" WIDE CMU BOND BEAM TO REMAIN, FIELD VERIFY.
- E10 EXIST. STEEL BAR JOIST ROOF STRUCTURE TO REMAIN.
- E11 EXIST. PRE-FINISHED METAL CLOSURE CLIP TO REMAIN, PROTECT FROM DAMAGE & USE CLIP FOR NEW PRE-FINISHED GRAVEL STOP FLASHING.
- E12 EXIST. PRE-FINISHED METAL PARAPET CAP FLASHING TO REMAIN, CAREFULLY BEND FLASHING LEG OUT & INSTALL NEW MEMBRANE AS FAR UNDER EXIST. FLASHING AS POSSIBLE, THEN BEND FLASHING LEG BACK INTO ITS ORIGINAL POSITION & INSTALL NEW BONE WHITE COLORED GASKETED SCREW FASTENERS IN EACH EXIST. HOLE IN FLASHING.
- E13 EXIST. PRE-FINISHED METAL COUNTER FLASHING TO REMAIN, CAREFULLY BEND FLASHING OUT & INSTALL NEW MEMBRANE AS FAR UNDER EXIST. FLASHING AS POSSIBLE, THEN BEND FLASHING LEG BACK INTO ITS ORIGINAL POSITION.
- E14 EXIST. ALUM. TERM BAR, SEALANT, & SCREW FASTENERS TO REMAIN.
- E15 EXIST. LIMESTONE WINDOW SILL TO REMAIN, PROTECT FROM DAMAGE.

#### TYPICAL ROOF DETAIL DEMOLITION NOTES

- D1 REMOVE EXIST. EPDM MEMBRANE.
- D2 REMOVE EXIST. PRE-FINISHED METAL PARAPET CAP FLASHING & METAL CLIP.
- D3 REMOVE EXIST. PRE-FINISHED METAL ROOF EDGE GRAVEL STOP FLASHING, METAL CLIP CLOSURE TO REMAIN.
- D4 REMOVE EXIST. PRE-FINISHED METAL COUNTER FLASHING & GASKETED SCREW FASTENERS, & EXIST. TERM BAR, TERM BAR FASTENERS & TERM BAR SEALANT.
- D5 REMOVE EXIST. PRE-FINISHED METAL CURB CAP & GASKETED SCREW FASTENERS.
- D6 REMOVE EXIST. WET WOOD FIBER COVER BOARD, EPS INSULATION, POLYISO INSULATION, & LIGHTWEIGHT GYPSUM TOPPING. IF GYPSUM TOPPING IS WET, CUT OUT WET & INSTALL NEW 5/8" T. CEMENTITIOUS GYPSUM BOARD & FILL CAVITY WITH NEW POLYISO INSULATION FLUSH WITH TOP OF EXIST. ROOF SYSTEM, MATCH EXIST. ROOF SLOPE.

#### TYPICAL NEW ROOF DETAIL NOTES - BASE BID:

- N1 INSTALL NEW 60 MIL. EPDM ROOF MEMBRANE FULLY ADHERED TO HIGH DENSITY COVER BOARD PER ROOF MANUFACTURERS REQUIREMENTS.
- N2 NEW 1/2" T. HIGH DENSITY INSULATION COVER BOARD ADHERED TO NEW POLYISOCYANURATE INSULATION BOARD WITH LOW RISE FOAM ADHESIVE PER MANUFACTURERS REQUIREMENTS & PER DETAILS ON A2.2.
- N3 INSTALL NEW 1" T. POLYISOCYANURATE & SCREW FASTEN SECURELY TO EXIST. METAL DECK WITH 3" MIN. DIA. WASHER PLATES PER ROOF MANUFACTURERS REQUIREMENTS & PER DETAILS ON A2.2, THRU EXIST. INSULATION INTO EXIST. STEEL ROOF DECK MIN. 1" TO MAX. 1 1/2" PENETRATION TO AVOID PENETRATING ANY EXIST. CONDUITS, CONTR. TO VERIFY LOCATION OF ALL CONDUITS IN ROOF FLUTES PRIOR TO INSTALLING SCREW FASTENERS.
- N4 INSTALL NEW CONT. EPDM REINFORCING STRIP SCREW FASTENED SECURELY TO PARAPET WALL WITH 2" DIA. WASHER PLATES AT 6" O.C. MAX.
- N5 INSTALL NEW CONT. EPDM PEEL & STICK SEAM TAPE WITH CONT. BEAD OF SEALANT ALONG EACH EDGE.
- N6 INSTALL NEW 2x4 WOOD BLOCKING INSTALLED AS SHOWN TO BE LEVEL WITH TOP OF NEW 1/2" HIGH DENSITY COVER BOARD ON POLYISO. INSULATION, SECURELY SCREW FASTENED WITH TAPCONS OR S.S. SCREW FASTENERS AT 16" O.C. MAX. & 8" FROM EACH END.
- N7 INSTALL NEW 1/2" T. O.S.B. TO EXIST. BRICK VENEER WALL FOR NEW BACKING FOR NEW EPDM MEMBRANE FLASHING.
- N8 NEW 24 GA. PRE-FINISHED, FIRESTONE COLOR: BONE WHITE, 11 1/4" +/- WIDE FIELD VERIFY, METAL PARAPET CAP FLASHING WITH 1/2" DRIPS ON EACH SIDE, SEAM COVERS, & 20 GA. GALV. CLIP.
- N9 NEW 24 GA. PRE-FINISHED, FIRESTONE COLOR: BONE WHITE, 11 1/2" +/- HIGH FIELD VERIFY, METAL ROOF EDGE GRAVEL STOP FLASHING WITH (1) RIB AT 5 3/4" O.C., 1/2" DRIP, & SEAM COVERS. USE EXIST. PRE-FINISHED CLIP IF POSSIBLE, IF CLIP IS DAMAGED OR NOT PRESENT PROVIDE NEW CLIP.
- N10 NEW 24 GA. PRE-FINISHED, FIRESTONE COLOR: BONE WHITE, METAL COUNTER FLASHING WITH 1/2" DRIP, CONTINUOUS BEAD OF SEALANT ALONG ENTIRE TOP EDGE, & BONE WHITE GASKETED SCREW FASTENERS INSTALLED AT 8" O.C. MAX.
- N11 NEW CONTINUOUS METAL ROOF TERMINATION BAR WITH FASTENERS DRILLED AND SCREWED AT 6" O.C. HAMMERED WEDGE ANCHORS NOT ALLOWED.
- N12 NEW CONTINUOUS BEAD OF EPDM MASTIC SEALANT.



ANGELO  
ARCHITECTURAL  
ASSOCIATES, LLC

12314 RIDGEVIEW DRIVE  
URBANDALE, IA 50323  
PH: (515) 250-6950  
mthiessena1@mchsi.com

OWNER:



PROJECT:  
ANKENY COMMUNITY  
SCHOOL DISTRICT  
SOUTHEAST  
ELEMENTARY &  
PARKVIEW MIDDLE  
SCHOOL RE-ROOFING  
PROJECT

PROJECT LOCATION:  
1005 SE TRILEIN DR.  
ANKENY, IA 50021  
&  
105 NW PLEASANT ST.  
ANKENY, IA 50023

DRAWING:

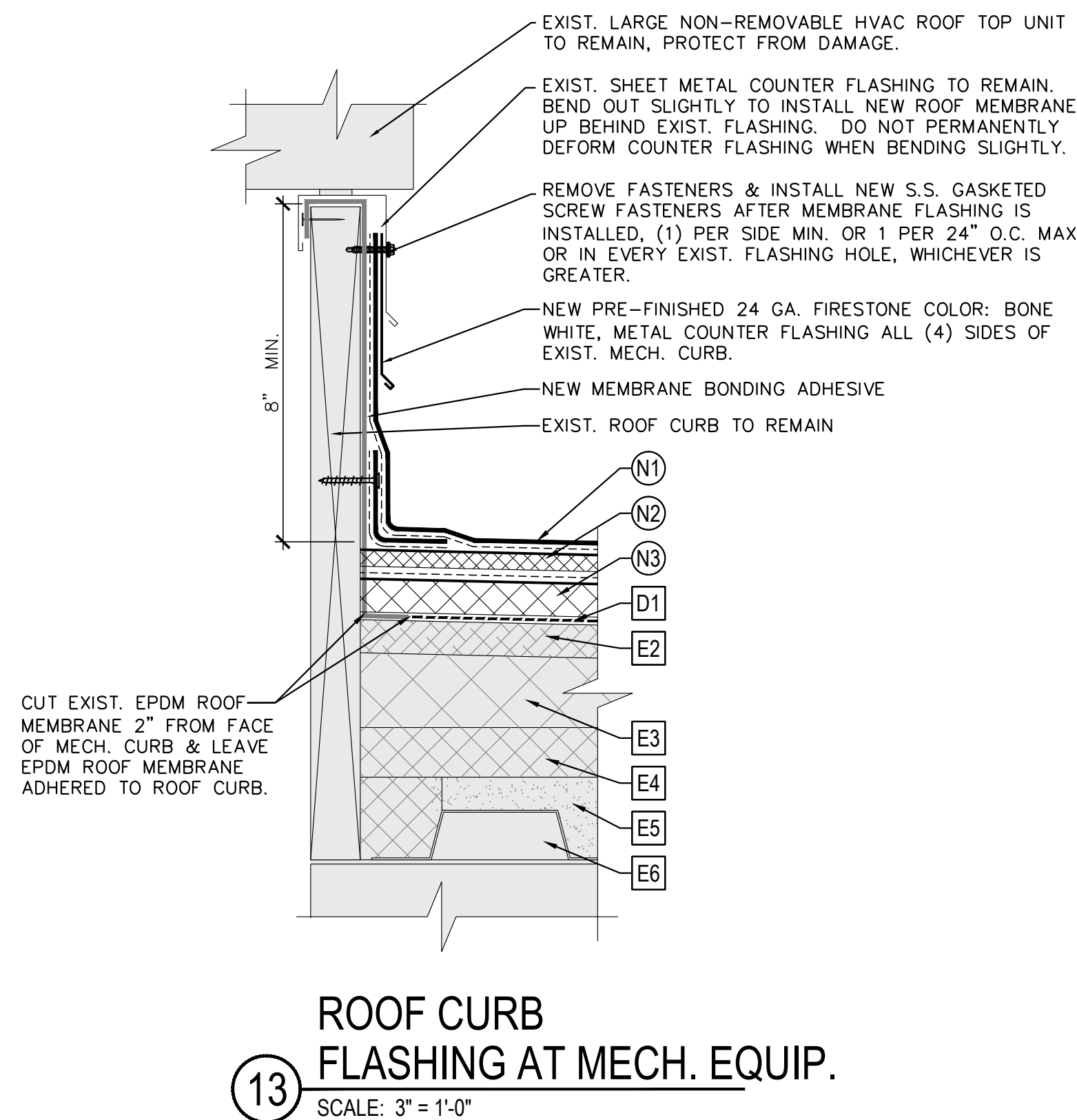
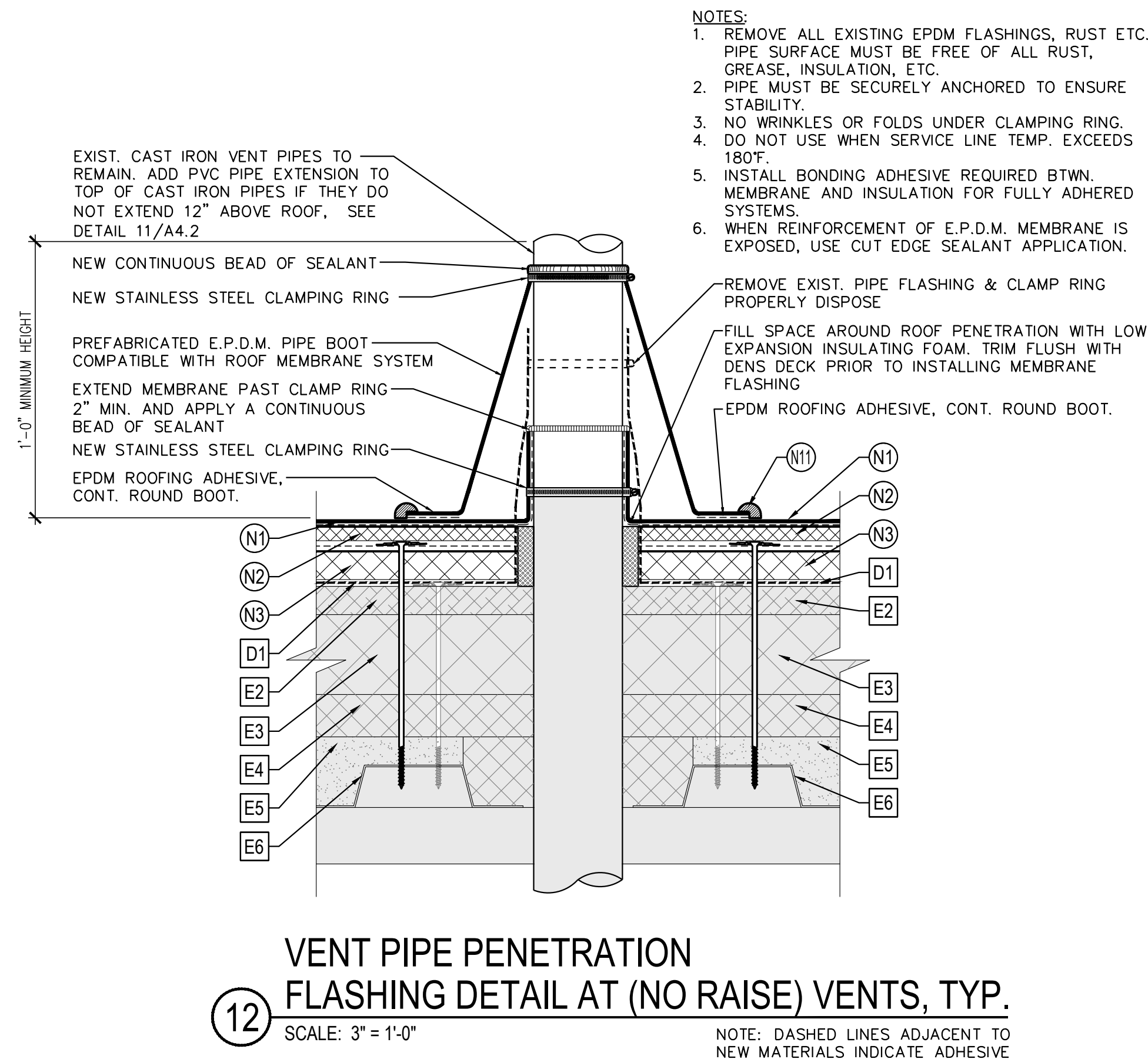
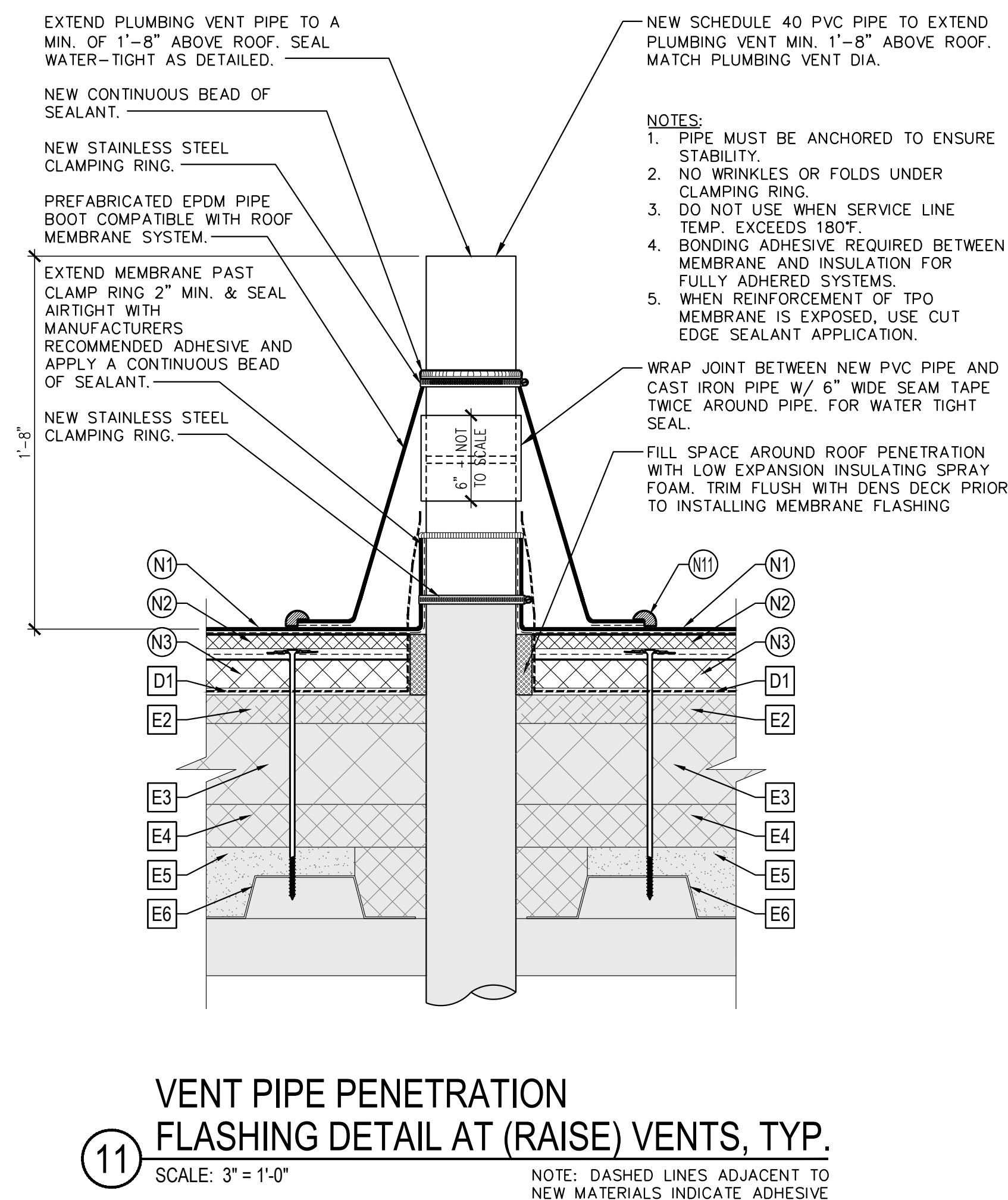
PARKVIEW MIDDLE  
SHCOOLROOF  
DETAILS



KEY PLAN  
NORTH

JOB NO. 2218  
NOVEMBER 10, 2022

A4.2



SEE DETAIL SHEET A2.2 FOR INSULATION &  
COVER BOARD FASTENING REQUIREMENTS FOR  
PARKVIEW MIDDLE SCHOOL REROOFING PROJECT

**PROJECT SPECIFICATION  
FOR  
ANKENY COMMUNITY SCHOOL DISTRICT  
SOUTHEAST ELEMENTARY &  
PARKVIEW MILLDE SCHOOLS -  
PARTIAL RE-ROOFING PROJECT**

**SOUTHEAST ELEMENTARY, 1005 SE TRILEIN DRIVE,  
ANKENY, IA 50021  
&  
PARKVIEW MIDDLE SCHOOL, 105 NW PLEASANT STREET,  
ANKENY, IA 50023**

**OWNER  
Ankeny Community School District  
306 S.W. School Street  
Ankeny, IA 50023**



**Southeast Elementary School Roof**



**Parkview Middle School Roof**

**ARCHITECT  
Angelo Architectural Associates, LLC  
12314 Ridgeview Drive  
Urbandale, Iowa 50323  
Ph. 515-250-6950  
E-mail: [mthiessena1@mchsi.com](mailto:mthiessena1@mchsi.com)  
Angelo Job No. 2218  
November 4, 2021**

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END OF SECTION 00010

**LIST OF DRAWINGS**

<b>DRWG. NO.</b>	<b>DRAWING TITLE</b>	<b>DATE</b>
G1.1	Cover Sheet	November 4, 2022
A1.1	Southeast Elementary - Roof Plan	November 4, 2022
A2.1	Southeast Elementary - Roof Details	November 4, 2022
A3.1	Parkview Middle School - Roof Plan	November 4, 2022
A4.1	Parkview Middle School - Roof Details	November 4, 2022
A4.2	Parkview Middle School - Roof Details	November 4, 2022

**END OF SECTION 00020**

NOTICE OF PUBLIC HEARING  
ANKENY COMMUNITY SCHOOL DISTRICT  
SOUTHEAST ELEMENTARY SCHOOL &  
PARKVIEW MIDDLE SCHOOL  
PATIAL RE-ROOFING PROJECT

Public notice is hereby given that at 6:00 p.m. Central Time on Monday **November 7, 2022**, in the Board Room of the Ankeny Community School District, 306 SW School Street, Ankeny, Iowa, there will be a public hearing on the proposed plans, specifications, form of contract, and estimated cost of the **Southeast Elementary School & Parkview Middle School Partial Re-Roofing Project**. Any interested persons may appear and file written or oral comments/objections. Project documents may be reviewed at Ankeny Community School District Administration Office, 306 SW School Street, Ankeny, IA 50023.

Published by order of the Board of Directors, Ankeny Community School District, Ankeny, Iowa.

By: Jennifer Jamison  
CFO/Board Secretary

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NOTICE TO BID

NOTICE IS HEREBY GIVEN: Sealed bids will be received by the Board of Directors of the Ankeny Community School District at the District Administration Offices, 306 SW School Street, Ankeny, Iowa 50023, until **3:00 p.m.** local Iowa time, according to the designated clock in the District Administration Offices, on **December 7, 2022** for the **Southeast Elementary School & Parkview Middle School, Partial Re-Roofing Project.**

Bids will be publicly opened and read aloud after **3:00 p.m. December 7, 2022** in the Ankeny Community School District at the District Administration Office Board Room, 306 SW School Street, Ankeny, Iowa. All in accordance with the plans and specifications on file at the District Administrative Offices and available after **November 10, 2022** as follows:

**Bid Location:** Bid is to be sent to or delivered to Board of Directors of the Ankeny Community School District at the District Administration Offices, 306 SW School Street, Ankeny, Iowa 50023, until **3:00 p.m.** local Iowa time.

Project Architect and Engineer:  
Angelo Architectural Associates, LLC  
Phone: 515-250-6950, Email: mthiessen1@mchsi.com

Project Owner:  
Ankeny Community School District, 306 SW School Street, Ankeny, Iowa 50023  
Phone: 515/289-3958, Fax: 515/965-4234

The **Southeast Elementary School & Parkview Middle School, Partial Re-Roofing** Project consists of partial re-roofing on both schools to remove existing fully adhered EPDM roof membrane, any wet insulation and all perimeter membrane and metal flashing and install new 1" thick roof insulation, ½" thick high density polyisocyanurate cover board and fully adhered EPDM 60 mil roof membrane and new metal roof edge flashing for approximately **6,500** sq. ft. of roof area @ Southeast Elementary School and **14,500** sq. ft. of roof area @ Northeast Elementary School.

Bidding Documents for the **Southeast Elementary School & Parkview Middle School, Partial Re-Roofing Project** may be obtained commencing **November 10, 2022**. Copies of the drawings and specifications for the Project can be obtained from Action Reprographics, 5037 Northeast 14th Street, Des Moines, Iowa 50313, Phone 515-288-2146. A \$50.00 refundable deposit or MBI Card is required to obtain a construction documents. If the Construction Documents are returned in good condition within 14 days after the bid date to Action Reprographics, the deposit will be returned, however a non-refundable handling fee of \$22.00 shall be made payable to Action Reprographics which will apply to all sets shipped or delivered.

Bidding Documents for said project may also be examined commencing **November 10, 2022** at:  
Ankeny Community School District Office, 306 SW School Street, Ankeny, Iowa, 50023  
Master Builders of Iowa, 221 Park Street, Box 695, Des Moines, Iowa 50309  
Angelo Architectural Associates Office, 12314 Ridgeview Drive, Urbandale, Iowa 50323

Refer to scope of work documents, drawings and specifications for specific information. For questions or additional information contact Angelo Architectural Associates, LLC, 12314 Ridgeview Drive, Urbandale, Iowa 50323, Phone 515-250-6950. Attn: Mark Thiessen or mthiessen1@mchsi.com.

**ANKENY COMMUNITY SCHOOL DISTRICT  
SOUTHEAST ELEM. & PARKVIEW MIDDLE SCHOOLS – RE-ROOFING  
ANGELO JOB NO. 2218**

**NOTICE TO BID  
SECTION 00120  
Page 2 of 2**

A Non-Mandatory Pre-Bid Meeting will be held for all interested bidders at **2:30 p.m., November 21, 2022** at the address listed below. All bidders shall meet at the ACSD **Southeast Elementary School**, 1005 SE Trilein Drive, Ankeny, inside the west front entry of the school. After reviewing Southeast Roof we will travel to Parkview School to review that roof. Any Bidder may contact Tim Simpkins, Facility Manager, Ankeny School, 306 SW School Street, Ankeny, IA 50023, Phone, 515-371-0603 to review project if they are unable to attend the Pre-Bid meeting to schedule another time to visit the schools.

Bid Security in the amount of five percent (5%) of the Bid must accompany each Bid in accord with the Instructions to Bidders.

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

By virtue of statutory authority, preference will be given to products and provisions grown and/or produced within the State of Iowa, and preference will be given to Iowa domestic labor as provided in the Code of Iowa.

The Owner reserves the right to reject any or all Bids and to waive informalities or irregularities in the bidding.

The School Board will conduct a Board Meeting on December 19, 2022 to consider the bids for this project.

Jennifer Jamison  
Secretary  
Board of Directors  
Ankeny Community School District  
Ankeny, Iowa

PART 1 GENERAL

1.01 INTENT OF BID

- A. The intent of this Bid Request is to obtain a Bid Proposal to remove the partial defined existing roof system and install a new roof system as defined in the Construction Documents for the **Southeast Elementary School, 1005 SE Trilein Drive, Ankeny IA 50021 & Parkview Middle School, 105 NW Pleasant Drive, Ankeny, IA 50023.**
- B. The Re-Roofing Project Scope is defined in the Construction Documents, which is comprised of the Project Specification and Project Drawings and any issued Project Addenda. The Specification and Drawings are those identify in Section 00010 Specification Table of Contents and Section 00020 List of Drawings and any Addendums issued prior to bid opening.

1.02 BIDDING

- A. The Owner “Ankeny Community School District, 306 SW School Street, Ankeny, IA 50023” has requested all interested parties submit their signed, sealed, completely filled out bid on a copy of the attached Bid Form included in Section 00300 Bid Form at the specified location prior to the date and time stated on Bid From.
- B. All Bid Forms must be prepared in single copy and in conformity with and be based upon and submitted subject to all requirements of the Contract Documents. They must be fully completed with all blanks appropriately filled in. Each bid shall be legibly written or printed in ink on the separate form provided. No alterations in bids, or in the printed forms therefore, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the Bidder; if initialed, the Owner may require the Bidder to identify any alteration so initialed. No alteration in any bid, or in the form on which it is submitted, shall be made after the bid has been submitted.
- C. It will be the Bidder’s responsibility to secure any and all addenda from Action Reprographics, 5037 NE 14<sup>th</sup>, Street, Des Moines, IA 50313, Phone 515-288-2146. The Bidder will be required to acknowledge receipt of all addenda on bid form. Owner reserves the right to reject any bid, which is received, which has not been based upon all addenda issued by the Architect for this project.
- D. No Bidder may submit more than one bid. Multiple bids under different names will not be accepted from one firm or association.
- E. The Bidder is required to bid on all Bid Alternates and complete all blanks on the bid form. If Bid Alternates are called for on a type or method of construction as to which the Bidder does not desire to bid, the Bidder shall insert the words “NO BID.” In case the Bidder desires to bid on an alternate, it shall set forth in the space provided therefor, the amount to be added or deducted from the base bid or in the event that the Bidder does not desire to make a change from the base bid, it shall so indicate by using the words “NO CHANGE.” In the selection of alternates, the Owner reserves the right to select or reject any or all Bid Alternates in the proposal if, in the judgment of the Board of Directors, or its designees, the best interest of the Owner will be so served.

- F. The Bid Documents shall be submitted at the time and location as noted in the Notice to Bidders. **Bids submitted after the stipulated time they are due will be returned to the bidder unopened.**
- G. Revisions to the Submitted Bids shall be permitted when received in writing prior to bid closing and when endorsed by the same party or parties who signed and sealed the Bid.
- H. Bidders may withdraw their Bids by written request at any time before Bid Due Date and Time.
- I. Bidding Documents shall be enclosed in two envelopes (outer and inner). The outer envelope shall be sealed and clearly labeled “BID DOCUMENTS” and identified with the description of the work to which the proposal applies; the name of the project; the name and address of the Bidder; and the time of opening bids; all in prominent lettering so as to guard against opening prior to the stipulated time. No responsibility shall attach to any employee of the Owner for the premature opening of any bid not prominently identified. The Bidder shall be responsible for placing his firm name and the name and number, if applicable, of the project and the time of the bidding on the outside of the outer bid envelope. **The outer envelope shall contain the completed Bid Security, Sex Offender Form, Certificate of Compliance Form & Debarment Form. If the documents required in the outer envelope are not signed, sealed as required, the inner bid envelope containing the bid shall be returned to the bidder unopened. The inner envelope shall contain only the completed Bid Form.**
- J. All bid informalities shall be review and final determination rendered by the Owner’s legal counsel.
- K. Bidders shall be solely responsible for the delivery of Bids prior to Bid Due Date and Time. The Owner and Architect except no responsibility for a bid not delivered on time.
- L. The Owner shall publicly open all bids immediately after the Bid Due Date and Time. All bidders and interested parties are invited to attend the bid opening. The Architect shall provide a Bid Tab for Bidders to record the bid information read aloud by the Owner.
- M. Bids shall remain in effect and irrevocable for 45 days from the Bid Date.

#### 1.03 REQUIRED BID FORM SIGNATURES

- A. Signed Bid Form as follows:
  - 1. Sole Proprietorship: Signature of sole proprietor in presence of a witness who will also sign and notarized the bid. Insert “Sole Proprietor” under the signature. Affix Seal.
  - 2. Partnership: Signature of all partners in the presence of a witness will also sign. Insert the word “Partner” under each signature. Affix seal to each signature.
  - 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer’s capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president / secretary / treasurer of the company a copy of the by-laws of their of their board of directors authorizing that person to do so, must also be submitted with the Bid Form in the bid envelope.

4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as describe above, similar to the requirements for Partnership.

#### **1.04 BID INFORMALITIES**

- A. Bids that are improperly prepared, not signed or sealed, improperly signed or sealed, not intelligible, contain arithmetical errors, erasures, alterations, written bid amount does not match the numerical amount or irregularities of any kind, shall be declared unacceptable at Owner's legal counsel discretion.
- B. Failure to provide properly completed 5% bid security.
- C. If after Owner's provides Notice of Award Letter to contractor and contractor does not provide Performance & Payment Bond, Proper Insurance Certificate with Proper Insurance types and limits and Sex Offender Certificate.
- D. Any identified bid informalities listed above or any other as discovered by the Owner's legal counsel shall have the right to reject that bid.

#### **1.05 QUALIFICATION OF BIDDERS**

- A. Contractors shall be licensed in the State of Iowa for work required in the contract document to be performed.
- B. Bidders may be requested to submit written evidence of their company's financial status, previous similar work experience and current commitments if required by the Owner's legal counsel.
- C. All Bidders shall provide a Bid Security for no less than 5% of the amount of their bid, included when submitting the bid.
- D. The Owner reserves the right to reject a proposed Sub-Contractor for reasonable cause per A.I.A. Documents A201, Article 5 of the General Conditions.

#### **1.06 DOCUMENT AVAILABILITY**

- A. One copy of the Completed Construction Documents, (Drawings, Specifications and Addenda) in printed form can be obtained from Action Reprographics, 5037 NE 14<sup>th</sup> Street, Des Moines IA 50313, Phone 515-288-2146.
- B. Bidders can also view printed hard copies of plans at the two (2) plan rooms listed in the Section 00120 Advertisement to Bid and Owners office Ankeny Community School District, 306 SW School Street, Ankeny, IA 50023.
- C. Bid Documents are also available for viewing at the Architect's Office of Angelo Architectural Associates, LLC, 12314 Ridgeview Drive, Urbandale, IA 50323, Phone 515-250-6950.

- D. Upon receipt of Bidding Documents, Bidder shall verify documents are complete. Notify Angelo Architectural Associates @ 515-250-6950 immediately if Construction Documents appear incomplete in any manner or appearance.**

1.07 BIDDING & PROJECT QUESTIONS

- A. Submit all questions pertaining to this project in writing to Mark Thiessen, Angelo Architectural Associates, LLC, 12314 Ridgeview Drive, Urbandale, Iowa, 50323, and Email [mthiessen1@mchsi.com](mailto:mthiessen1@mchsi.com) within 5 days of the specified Bid Due Date.
- B. Replies, which revise the Construction Documents, will be issued by Angelo Architectural Associates, LLC in the Form of an Addendum and will be emailed to all Plan Holders who have obtained their Construction Documents from Action Reprographics. All Angelo Architectural Associates, LLC Addendums shall become part of the Contract Documents and be reflected in the Bid Proposal. Iowa Sales Taxes shall be exempt from all bidders bid. Included in the specification is a Tax Exempt Form for contractor to use for all new materials to be permanently attached to the School.
- C. The Architect and Owner shall not be responsible for oral clarifications. Verbal communications are not binding on any party.

1.08 SUBSTITUTIONS

- A. Submit all Substitution Requests within 5 days prior to Bid Due Date. Each request shall clearly describe the product for which approval is asked, and shall include all data necessary to demonstrate acceptability, as outlined in Specification Section 01600: Material and Equipment.
- B. The Architect shall list all approved product manufacturers in the Specification. If a manufacturer desires to be considered as an acceptable manufacturer for this project and were not listed in the Specification, they may request the Architect to review their product through the Substitution process. The Architect shall list any additional acceptable approved manufacturers and products in an Addendum. If no acceptable manufactures or products appear in any Addendum, this indicates no additional manufactures have been approved other than those listed in the Specification.
- C. Submit all Product Substitution Requests 5 days prior to Bid Due Date.
- D. Approved Product Substitutions shall include in their bid, changes required in the work and changes too contract time and contract price to accommodate such approved substitution. Late Substitute Requests may not be granted due to time to research the product information prior to bidding and issuing of Addenda.
- E. Each substitution request shall provide sufficient information for Architect to determine acceptability of proposed products. **The substitution shall indicate any major or minor deviation from specified products on the substitution request form.**
- F. No prior approval from the architect is required prior to submitting a substitution request.

1.09 PROJECT TIMELINE

- A. Refer to Section 00210 Summary of Work, Paragraph 1.4 PROJECT MILESTONES for major project milestone dates.

1.10 EXISTING SITE & PROJECT EXAMINATION

- A. **A Non-Mandatory Pre-Bid Meeting will be held for all interested bidders at 2:30 p.m., November 21, 2022 at the address listed below. All bidders shall meet at the Ankeny CSD, Southeast Elementary School, 1005 SE Trilein Drive, Ankeny, inside the West front entry of the school. After reviewing Southeast Roof we will travel to Parkview Roof and review that roof.**
- B. The Pre-bid meeting will allow the Contractors to access the site and existing roof to be re-roofed. The Owner and Architect will describe the project and point out some of the unique conditions related to this project. They will also answer any questions the bidders may have to the best of their project knowledge and ability. If the Pre-bid Meeting discussion results in any new change in design the Architect will issue the revisions or additions to the Construction Documents by means of an Addendum. Any discussion at the Pre-bid meeting is not binding unless it appears in an Addendum.
- C. Refer to Section 00120 Advertisement for Bids for all Non-Mandatory Pre-Bid project information.

1.11 BUILDING CODE

- A. The Owner has confirmed that this re-roofing project does not require a building permit from the City of Ankeny, Iowa, Building Code Department, since it is a building maintenance project. However, all building materials and installation procedures shall comply with the Current Building Code for the City of Ankeny, Iowa.

1.12 TAXES

- A. The Ankeny Community School District has provided a Sales Tax Exempt Form in this specification to be filled out by the Awarded Contractor and return to Tim Simpkins, Ankeny CSD, 306 SW School Street, Ankeny, IA 50023. Awarded Contractor will be furnished with a State of Iowa Sales Tax I.D. Number for the Contractor to use for all new materials to be permanently installed on this project only. The Tax I.D. Number shall be furnished to the Contractor after the contracts are signed. All other taxes imposed by any taxing authority shall be included in the Contractors Bid, for temporary materials and equipment.
- B. The Contractor is subject to payment of Iowa income tax on income from this work in amounts prescribed by law. If the Contractor is a non-Iowa partnership, individual, association, or corporation, it shall furnish evidence prior to the execution of the Contract that bond or securities have been posted with the Iowa State Department of Revenue in the amount required by law.

**1.13 PERFORMANCE BOND & LABOR AND MATERIAL PAYMENT BOND**

- A. The Contractor shall furnish a Performance Bond and Labor and Material Payment Bond, in the amount of the full Contract Sum, on AIA Form A312 per Section 00600 Bonds.
- B. The Performance and Labor and Materials Bonds shall be issued by a responsible surety company authorized to conduct business in the State of Iowa.
- C. The amount of the bonds shall be increased to cover additions made to the Contract during execution of the Work, such as and Add Change Order.
- D. The cost of the bonds shall be included in the proposed Contract Sum.

**1.14 INSURANCE**

- A. Contractor shall include Workers' Compensation Employers Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance as specified in Section 00810 Supplemental Conditions.
- B. Owner shall provide Owner's Liability Insurance and Property Insurance (Builders Risk).

**1.15 FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR**

- A. AIA A101- 2017 Standard Form of Agreement Between Owner and Contractor Where the basis for payment is a Stipulated Sum (2017 Edition). This Agreement shall be incorporate the General Conditions of this Contract which is AIA Document A201 – 2017, "The General Conditions of the Contract for Construction," dated 2017, 1-15 Articles, 38 pages, a standard form of the American Institute of Architects, which document is hereby specifically made a part of the Contract Documents with the same force and effect as though set forth in full. The General Conditions have been modified per Section 00800 Supplemental Condition shall comprise the agreement between the owner and the contractor.
- B. Owner and Contractor shall formally enter this Agreement once agreement has been properly prepared and submitted and all the required bonds, insurance and sex offender form and sales tax certificate form have been submitted.

**1.16 SEX OFFENDER CERTIFICATION**

- A. The General Contractor, Sub-Contractors, Venders and Suppliers shall be required to sign a Sex Offender Certification Form prior to beginning construction on this Re-Roofing Project. The Sex Offender Form is included in this Specification Section 00311. The Sex Offender Form shall be included in the outer envelope at the time of bidding by the Bidding Contractor.

**1.17 LIQUIDATED DAMAGES**

- A. This project does not have any requirements regarding liquidated completion date damages.

**END OF SECTION 00200**

## PART 1 - GENERAL

### 1.1 TIME OF COMPLETION

- A. It is to be understood that time is of the essence for this Contract and the contractor will be required to perform the Work within the allowable time set forth in the Contract. In this connection, attention is directed to the provisions of the General Conditions and Supplementary General Conditions, if any, relative to delays, extensions of time, and liquidated damages. The successful bidder/contractor shall, within ten (10) days after the Notice of Contract Award, prepare and submit for the Owner's approval, a Preliminary Construction Schedule. The schedule shall indicate the time of performance and the completion dates of the various portions of the Work, and the dates upon which the Owner may expect to be allowed to occupy portions of the building.
- B. The Owner and the Contractor shall agree mutually on any changes in either the schedule or the rate of performance of the Work which might either favorably or adversely affect such schedule dates. No additional compensation or fee shall be paid by the Owner, for any completion of all or any portions of the Work earlier than scheduled unless otherwise specifically agreed in writing.
- C. **Due to Roofing Materials being difficult to purchase and get delivered when need to the job site do to many factors. The owner will require that this project's shop drawings be completed within two weeks of signed contracts.** The Architect will review all the shop drawings within one week and forward back to Roofing Contractor. **Roofing contractor to provide Owner and Architect purchase invoices showing they have ordered all the roofing material within one week of having approved shop drawings.** This will be extremely important to get all the roofing materials to this project as soon as possible. Note: the Ankeny Community School District will pay for stored materials as soon as delivered to the project or stored in a Des Moines Area Warehouse with an insurance certificate and photographs of the stored materials the name of project taped to stored materials with the Ankeny Community School District named as the insured on the stored material insurance certificate.

### 1.2 PRELIMINARY CONSTRUCTION SCHEDULE

- A. The Preliminary Construction Schedule indicates planned substantial completion dates for significant activities during the construction period. Substantial completion of an activity is considered to be when the work of subsequent activities can proceed in accordance with the Project Construction Schedule. Submit. Submit Preliminary Construction Schedule within 15 days of receiving notice to proceed from owner.

### 1.3 CONSTRUCTION PROGRESS SCHEDULE

- A. A detailed Construction Progress Schedule shall be submitted by the Contractor prior to the submission of the first request for payment. No partial payment on account of work performed shall be made until such detailed Construction Progress Schedule has been approved by the Owner. Refer to Section 01300 for

format requirements. Construction sequence or timing of schedules received from contractors may be adjusted in the project Construction Progress Schedule by the Owner's Representative to facilitate sequencing and coordination of the overall project. Submit prior to first application for payment to Architect and Owner.

- B. During the construction period the Contractor is required to regularly provide information and input on scheduling and coordination of his work. The Construction Progress Schedule will detail the Contractor's performance between project milestone dates. Construction Progress Schedules will be required with each Contractor's Application for Payment.
- C. The mandatory project milestones are listed in this section.

#### **1.4 PROJECT MILESTONES**

- |  |                                      |
|--|--------------------------------------|
| <b>A. Public Hearing:</b>                        | <b>November 7, 2022 – 6:00 p.m.</b>  |
| <b>B. Release Of Bid Documents:</b>              | <b>November 10, 2022</b>             |
| <b>C. Non-Mandatory Pre-Bid Meeting:</b>         | <b>November 21, 2022 – 2:30 p.m.</b> |
| <b>D. Proposal / Bids Dues:</b>                  | <b>December 7, 2022 – 3:00 p.m.</b>  |
| <b>E. Notice of Award:</b>                       | <b>December 19, 2022</b>             |
| <b>F. Submit Bonds &amp; Insurance to Owner:</b> | <b>January 3, 2023</b>               |
| <b>G. Owner Anticipates Contracts Signed:</b>    | <b>January 4, 2023</b>               |
| <b>H. Commence Construction:</b>                 | <b>June 1, 2023 to June 7, 2023</b>  |
| <b>I. Substantial Completion:</b>                | <b>August 4, 2023</b>                |
| <b>J. Final Completion:</b>                      | <b>August 11, 2023</b>               |
| <b>K. Project Closeout:</b>                      | <b>August 31, 2023</b>               |

**END OF DOCUMENT 00210**

**ANKENY COMMUNITY SCHOOL DISTRICT  
SOUTHEAST ELEM. & PARKVIEW MIDDLE SCHOOLS – RE-ROOFING  
ANGELO JOB NO. 2218**

**BID FORM  
SECTION 00300  
Page 1 of 4**

To: Ankeny Community School District  
Board of Directors  
306 SW School Street  
Ankeny, IA 50023

Project: Ankeny Community School District – CSD, Southeast Elementary School & Parkview Middle School – Partial Re-Roofing Project

Submitted by: \_\_\_\_\_  
Contractor

\_\_\_\_\_  
Address (Street, City State & Zip Code)

Bid Due: 3:00 p.m. local time, **December 7, 2022**

**Bid Location:** Bid is to be sent to or delivered to Board of Directors of the Ankeny Community School District at the District Administration Offices, 306 SW School Street, Ankeny, Iowa 50023, until **3:00 p.m.** local Iowa time. Bids will be publicly opened and read aloud after **3:00 p.m.**

The undersigned hereby agrees to furnish labor, materials equipment and services required to perform work under the CONTRACT for the Ankeny Community School District – **Southeast Elementary School & Parkview Middle School – Partial Re-Roofing Project** in accordance with the Contract Documents, which include Bidding Requirements, Conditions of the Contract, Specifications, Drawings and Addenda for the following amount.

All spaces provided on the “Bid Form” shall be filled in. If any space provided is not utilized by the Bidder, that space shall be filled in with the notation “No Bid”.

The Contractor submitting this bid and has examined all the Contractor Documents prepared by the Architect for said project and we, the Contractor acknowledge below that we hereby offer to enter into and Owner / Contractor Agreement to perform the Work for the Sum / Price listed below:

We the contractor, have furnished the required Bid Security of 5% of project bid.

The Owner shall furnish the Awarded Contractor a State of Iowa Sales Tax Exempt Identification Number for the purchase of all building materials for the construction of the **Ankeny CSD, Southeast Elementary School & Parkview Middle School – Partial Re-Roofing Project**. All other Taxes shall be included in this project bid.

1. Addendum Receipt: Receipt of the following addenda to the Contract Documents is acknowledged and included in this Bid:

Addendum _____	Dated _____
Addendum _____	Dated _____
Addendum _____	Dated _____

2. Base Bid: State the amount to Re-Roof a portion of the Ankeny CSD, Southeast Elementary Roof & Parkview Middle School – Partial Re-Roofing Project area roofs as shown on Roof Plans to receive a new roof.

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

3. Unit Price:

- A. Add or Deduct Unit Replacement for removal of any wet fiber cover board, wet roof insulation and wet light wet gypsum thermal barrier material (at Parkview Middle School only) and installation of new polyisocyanurate rigid roof insulation to match the thickness of the existing fiber cover board, roof insulation and gypsum thermal barrier material not identified on the Roof Plans. Assume a 4" to 9" thickness of new tapered roof insulation will be required if roof system is wet and needs replacement.

State the amount per square foot for removing and disposing any wet (4" to 8"+/-) tapered insulation made up of (1 layer of 1" thick fiber board) and multiple layers of (2" to 3"+/-) thick polyisocyanurate rigid insulation multiple layers of polyisocyanurate insulation screw fastened to metal deck with stagger joints with top layer matching existing tapered roof insulation slope. This Unit Price shall include setting and removing all required scaffolding or equipment to perform this work, overhead and profit. This Unit Price is only for the existing wet insulation board that is discovered after removing the roof membrane that is not identified as wet insulation on the bid drawings. The roof contractor shall check existing roof fiberboard to see if roof system below is wet immediately after removing the existing EPDM roof membrane. If the Roofing Contractor should identify any wet fiberboard or roofing insulation or gypsum thermal barrier at Parkview M.S. only, they shall immediately notify Tim Simpkins, Owner Representative and Architect, who shall determine how much roof fiberboard and roof insulation shall be removed. This unit price will be used to determine the additional cost to be added or deducted from the contract if additional wet fiberboard and roof insulation is removed and replace with new insulation. This Unit Price is an Add or Deduct Unit Price Contractor shall included in Base Bid replacing **300 square feet at Southeast Elementary School and 1,000 square feet at Parkview Middle School** of removal of wet fiberboard, insulation, and installation and fastening of new and tapered polyisocyanurate roof insulation in base bid. This unit price will be used to adjust the contract price up or down base on how much wet insulation is actually done above or below the amount shown on the drawings.

Cost per Square Foot \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

5. CONDITIONS UPON ACCEPTANCE OF THE BID

- A. It is understood that the Owner reserves the right to reject any or all bids and to accept bid which deems to be in their best interest.
- B. It is further agreed that this Bid may not be withdrawn for 45 days after closing time for receipts of bids. This Bid, may however, be withdrawn at any time prior to bid opening time, or authorized postponement thereof.

C. Should the Owner approve the bid within the 45 days of bid date the Contractor shall

1. Execute the Owner / Contractor Agreement within (10) ten calendar days from the date of receipt of the Notice of Award.
2. Furnish the required Bonds and Insurance Certificates with (10) ten calendar days of receipt of Notice of Award in the forms described in the specifications.
3. Commence working on the project with between June 1th & June 7th 2023.

D. Should the Owner accept the bids within the time stated, and the Contractor fails to commence the Work or fails to provide the required Bonds and / or Insurance Certificates, the bid security of 5% shall be forfeited to the Owner as damages.

E. Should the Owner not accept the bid within the (45) forty five calendar days, the required bid security shall be returned to the bidder unless a mutual agreement is made to maintain or retain the bid as submitted for an agreed upon period.

**6. CONDITIONS FOR A VALID BID**

A. All bids shall include the following attached in a separate outer envelope with the Bid Form in the inner envelope:

1. Signed, Sealed and Notarized Bid Security in the amount of 5% of the Bid.
2. The Sex Offender & Compliance Certificate Form is required to be submitted with the Bid Form, it is only required of the Awarded Bidder when submitting the Agreement.
3. The Sales Tax Exempt Form not required to be submitted with the Bid Form, it is only required of the Awarded Bidder when submitting the Agreement.
4. I have attached the proper Bid Security and Sex Offender, Compliance Certificate Form and Debarment Certificate in a separate outer envelope and this bid in the inner envelope.

**ANKENY COMMUNITY SCHOOL DISTRICT  
SOUTHEAST ELEM. & PARKVIEW MIDDLE SCHOOLS – RE-ROOFING  
ANGELO JOB NO. 2218**

**BID FORM  
SECTION 00300  
Page 4 of 4**

Submitted this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

BID IS SUBMITTED BY:

Company Name of Bidder \_\_\_\_\_

Address of Bidder \_\_\_\_\_

_____ Company Authorized Signature	_____ Print Name	_____ Title	_____ Seal
---------------------------------------	---------------------	----------------	---------------

_____ Company Authorized Signature	_____ Print Name	_____ Title	_____ Seal
---------------------------------------	---------------------	----------------	---------------

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Contractor License No. \_\_\_\_\_ Signature \_\_\_\_\_

License Expiration Date \_\_\_\_\_ Position \_\_\_\_\_

If Corporation: State of Incorporation: \_\_\_\_\_ Affix Seal Corporate Seal

Place here if applicable: —————>

BID MUST BE NOTORIZED:

State of \_\_\_\_\_ County \_\_\_\_\_

Sworn to me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary in and for the State of \_\_\_\_\_

Contractor Name \_\_\_\_\_

Notary Stamp: Place Here —————>

END OF SECTION 00300

**Please return your completed copy of this page with all pertinent information entered.**

**1. CERTIFICATION**

The undersigned bidder or contractor hereby certifies that he is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotation provision of Iowa Code 55.314, as amended. He also certifies that he has read, understands and agrees that acceptance by Ankeny Community School District of the bidder's offer by issuance of a purchase order (specifications and bidding conditions per bid and bid addendums contained therein) will create a binding contract.

**2. NON-COLLUSION AFFIDAVIT**

The undersigned bidder or agent states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

**3. SEXUAL HARASSMENT**

Each bidder certifies that he has complied with the requirements of Iowa Code Chapter 216, as amended, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

**4. NO SMOKING**

Bidder agrees that he, his employees and sub-contractors, will abide by the District no smoking policy on all Ankeny Schools properties.

**5. SEXUAL OFFENDER NOTICE – see attachment (A)**

**6. DEBARMENT CERTIFICATION STATEMENT – see attachment (B)**

Signature below signifies bidder's compliance with the six requirements above.

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Bidder/Contractor Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

**THIS FORM SHALL BE SUBMITTED IN OUTER ENVELOP WITH BID PROPOSAL FORM**

**Please return your completed copy of the next 2 pages with all pertinent information entered.**

Attachment A

**CERTIFICATE OF COMPLIANCE  
TO ALL FIRMS, CONTRACTORS, VENDORS, VOLUNTEERS AND EMPLOYEES OF  
THE ANKENY COMMUNITY SCHOOL DISTRICT**

The Iowa Legislature has amended the Sex Offender Registry Law (Chapter 692A of the Code of Iowa). This notice and certificate is to assure compliance with the new State of Iowa Sexual Offenders Laws and Regulations. It is your duty to make sure that you, (and for vendors, your employees), are obeying these restrictions.

Prohibited Conduct

Any person on the Sex Offender Registry (SOR) or required to be registered on the SOR and whose conviction involved a sex offense against a minor are now prohibited from:

- Being present on school property (public and nonpublic) without written permission of school administrator or administrator's designee, unless enrolled as a student at the school;
- Being present on or in any vehicle or other conveyance owned, leased, or contracted by a public or nonpublic elementary or secondary school without the written permission of the school administrator or school administrator's designee when the vehicle is in use to transport students to or from a school or school-related activities, unless enrolled as a student at the school or unless the vehicle is simultaneously made available to the public as a form of public transportation.

Note that the law does not give school administrators the option of granting written permission or waiving the following restrictions:

- Operating, managing, being employed by, or acting as a contractor or volunteer at a public or nonpublic elementary or secondary school.
- Loitering within 300 feet of the school's boundary, unless enrolled as a student at the school;
- Loitering on or within three hundred feet of the premises of any place intended primarily for the use of minors including but not limited to a playground available to the public, a children's play area available to the public, recreational or sport-related activity area when in use by a minor, or a swimming or wading pool available to the public when in use by a minor. Note: This includes property owned by others (such as the City of Ankeny) but used for school activities.

**THIS FORM SHALL BE SUBMITTED IN OUTER ENVELOP WITH BID PROPOSAL FORM**

Permitted Conduct

Any person on the Sex Offender Registry (SOR) or required to be registered on the SOR and whose conviction involved a sex offense against a minor:

- Who is legally entitled to vote may be on school property solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located in a school;
- Who is the parent or legal guardian of a minor may be on school property solely during the period of time reasonably necessary to transport the offender's own minor child or ward to or from a school.

Roof Membrane Installation

**All portions of the work related to the installation of the roof membrane shall be performed by the Prime Roofing Contractor, utilizing its own organization and work force. No portion of the work related to the installation of the roof membrane may be subcontracted out to any sub-contractor.**

**CERTIFICATE OF COMPLIANCE**

\_\_\_\_ I CERTIFY THAT I AM A VENDOR, FIRM, CONTRACTOR or AGENCY to the Ankeny Community School District and that I and all employees are in compliance with the new Sex Offender Registry Laws and Regulations who would be on or within 300 feet of the school's boundary. I further certify that no employees who service the Ankeny Community School District are sexual offenders whose conviction involved a sex offense against a minor.

Business Name \_\_\_\_\_

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

**Please return your completed copy of this page with all pertinent information entered.**

Attachment B

**ACKNOWLEDGMENT AND CERTIFICATION**

**DEBARMENT CERTIFICATION STATEMENT**

**Ankeny Community School District**

These rules shall apply to all companies submitting a response to the Ankeny Community School District request.

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds for \$25,000 or more, and all sub recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Website: <https://www.epls.gov/eplsearch.do>

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she understands its terms, and that he/she has signed it knowingly and voluntarily.

Dated: \_\_\_\_\_

\_\_\_\_\_  
("Company")

By: \_\_\_\_\_  
(Signature)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

END OF SECTION 00400

**THIS FORM SHALL BE SUBMITTED IN OUTER ENVELOP WITH BID PROPOSAL FORM**



**ANKENY**  
COMMUNITY SCHOOL DISTRICT

community } challenge } excellence } inspiration } leadership

**Project:**

**Ankeny Community School District  
Ankeny, Iowa**

**SALES TAX EXEMPTION INFORMATION**

**CONTRACTOR:**

CONTRACTOR FED ID / SSN: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS 1 (STREET): \_\_\_\_\_

ADDRESS 2 (P.O. BOX): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

**CONTRACTOR:**

CONTRACTOR FED ID / SSN: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS 1 (STREET): \_\_\_\_\_

ADDRESS 2 (P.O. BOX): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

**ANKENY COMMUNITY SCHOOL DISTRICT – CHANGE ORDER**

PROJECT: SOUTHEAST ELEM. & PARKVIEW MIDDLE SCHOOLS – PARTIAL RE-ROOFING

CONTRACTOR:

CHANGE ORDER # \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACT DATE: \_\_\_\_\_

THE CONTRACT IS CHANGED AS FOLLOWS:

---

The original Contract Sum was: \$ \_\_\_\_\_

Net change by previously authorized Change Orders: \$ \_\_\_\_\_

The Contract Sum prior to this Change Order was: \$ \_\_\_\_\_

The Contract Sum will be (increased) (decreased) (unchanged)  
By this Change Order in the amount of: \$ \_\_\_\_\_

The new Contract Sum including this Change Order will be \$ \_\_\_\_\_

The Contract Time will be (increased) (decreased) (unchanged) by \_\_\_\_\_ (\_\_\_\_) Days.

The date of Substantial Completion as of the date of this Change Order therefore is \_\_\_\_\_

Owner: Ankeny Community School District, 306 SW School Street, Ankeny, IA 50023

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Architect: Angelo Architectural Associates, LLC, 12314 Ridgeview Drive, Urbandale, IA 50323

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mark Thiessen A.I.A.

**1.01 NOTICE OF INTENT TO AWARD**

- A. The Owner may issue a Notice to Award prior to the execution of the Owner/Contractor Agreement.
- B. Contractor shall submit all required post-bid documents within time limits stated in Division 0 & 1. These post-bid documents include:
  - 1. Labor and Materials Payment Bond
  - 2. Performance Bond
  - 3. All Contractor Certificates of Insurance.
  - 4. Sales Tax Exempt Form
  - 5. Schedule of Values.
  - 6. Construction Schedule.

**1.02 AGREEMENT**

- A. AIA A101- 2017 Standard Form of Agreement Between Owner and Contractor Where the basis for payment is a Stipulated Sum (2017 Edition).
- B. This project will require a 5% retainage on the amount requested for the monthly contractor Payment Application. The retainage will be released and paid to contractor once substantial completion is achieved.
- C. AIA Document A101-2017 may be examined at the office of the Architect during regular business hours and / or purchased from the Local AIA Office, 400 Locust Street, Des Moines, IA 50309.
- D. As part of this contract the General Conditions of this Contract is AIA Document A201 – 2017, "The General Conditions of the Contract for Construction," dated 2017, 1-15 Articles, 38 pages, a standard form of the American institute of Architects. Also as part of this contract will be the General Conditions will be modified as written in Specification Section 00800 Supplemental Conditions. The General Conditions and the Supplemental Condition documents combined with the AIA A101- 2017 Standard Form of Agreement Between Owner and Contractor Where the basis for payment is a Stipulated Sum (2017 Edition) will make up the total Contract between the Owner and the Contractor.

**1.03 RELATED SECTIONS**

- A. Section 00600 - Bonds
- B. Section 00700 – General Conditions
- C. Section 00800 – Supplemental Conditions

**PART 2 PRODUCTS – NOT USED**

**PART 3 EXECUTION – NOT USED**

**END OF SECTION 00500**

**1.01 PERFORMANCE BOND & PAYMENT BOND – AIA**

- A. AIA Document A312 (most current Edition) - Performance Bond and Payment Bond are hereby made a part of these Documents to the same extent as if bound herein. All provisions, which are not amended or supplemented remain in full force and effect.
- B. Submit all required Bonds to owner (10) ten calendar days after receipt of Notice of Award.
- C. AIA Document A312 may be examined at the office of the Architect during regular business hours and purchase from the Local AIA Office, 400 Locust Street, Des Moines, IA 50309.

**1.03 RELATED SECTIONS**

- A. Section 00500 – Contract Agreement
- B. Section 00700 – General Conditions
- C. Section 00800 – Supplemental Conditions

**PART 2 PRODUCTS – NOT USED**

**PART 3 EXECUTION – NOT USED**

**END OF SECTION 00600**

## **GENERAL CONDITIONS**

### **1.01 FORM OF AGREEMENT**

- A. The General Conditions of this Contract is AIA Document A201 – 2017, "The General Conditions of the Contract for Construction," dated 2017, 1-15 Articles, 38 pages, a standard form of the American institute of Architects, which document is hereby specifically made a part of the Contract Documents with the same force and effect as though set forth in full.
- B. Copies of this document may be viewed at the office Angelo Architectural Associates, LLC, 12314 Ridgeview Drive, Urbandale, Iowa 50323 or obtained at the Iowa Chapter American Institute of Architects, 400 Locust Street, Des Moines, Iowa 50309, Phone 515-244-7502.
- C. Refer to Document – 00800 SUPPLEMENTARY CONDITIONS for amendments to these General Conditions. The revisions in the Section 00800 Supplementary Conditions shall supersede the General Conditions of the Contract and shall apply to this project.

### **1.02 RELATED SECTIONS**

- A. Section 00500 – Contractor Agreement
- A. Section 00600 - Bonds
- C. Section 00800 – Supplemental Conditions

**PART 2 PRODUCTS – NOT USED**

**PART 3 EXECUTION – NOT USED**

**END OF SECTION 00700**

The following supplements modify, change, delete from, change or add to the "General Conditions of the Contract for Construction," AIA Document A201, dated 2017, 15 Articles and 38 pages. Where any Article of 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.

## ART. 1 GENERAL PROVISIONS

### 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

Add the following sentence to Paragraph 1.2:

In the case of an inconsistency between Drawings and / or Specifications within either Document, not clarified by Addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation. The contractors shall point out any inconsistencies in the Contract Documents of observed during the bid phase prior to the last addendum being issued so that the Architect can clarify any inconsistencies.

### 1.6.3 TRANSMISSION OF DATA IN DIGITAL FORM

Add the following sentence to this paragraph 1.6.3:

Should any party request electronic or digital copies of the Instruments of Service from the architect or engineers, the Requesting Party may use the Instruments of Service solely for this intended project they were authored. However, the Requesting Party agrees they shall hold harmless the owner, architects and engineers of an errors or omissions that may have occurred in the electronic Instruments of Service. The Requesting Party accepts all risks when using this Instruments of Service.

DELETE ARTICALES 1.7 & 1.8 IN THEIR ENTIRETY.

## ART. 3 CONTRACTOR

### 3.3 SUPERVISION & CONSTRUCTION PROCEDURES

Add the following subparagraphs 3.3.4 to Section 3.3

- 3.3.4 The Contractor shall perform their work so as to cause minimal inconvenience to the Owner's Operation and Safety of Staff and Public using the premises. Any interruptions of the Owner's operation or inconvenience the contractor shall schedule these periods on their project schedule and also give a written notice 5 days in advance of these interruptions and inconveniences. Should Contractor fail to provide these notices to the owner the contractor shall bare the delays and expenses resulting in not being able to perform the project work due at no additional cost to the Owner. The contractor may perform work after normal business hours if approved by the Owner.

Add the following subparagraphs 3.3.5 to Section 3.3

- 3.3.4 All portions of the work related to the installation of the roof membrane shall be performed by the Contractor, utilizing its own organization and work force. No portion of the work related to the installation of the roof membrane may be subcontracted out to any sub-contractor.**

#### 3.4 LABOR AND MATERIALS

Add the following subparagraphs 3.4.4 and 3.4.5:

- 3.4.4 Products are specified by ASTM or other reference standard, and/or by manufacturer's name and model number or trade name. When specified only by reference standard, the contractor may select any product meeting this standard, by any manufacturer. When several products or manufacturers are specified as being equally acceptable, the contractor has the option of using any product and manufacturer combination listed. When only one product and manufacturer is specified, this is the basis of the contract, unless approval of substitution is made prior to bidding.
- 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's redesign costs, and waives all claims for additional costs related to the substitution which subsequently become apparent; and
  - .4 will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.

#### 3.5 WARRANTY

- 3.5.1 Renumber existing paragraph 3.5 to 3.5.3.

Add the following Subparagraph 3.5.3

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

#### 3.6 TAXES

Delete Section 3.6 and add Section 3.6.1 through 3.6.4:

3.6.1 Iowa Use Taxes shall be paid on all supplies and materials used in, and made component parts of the Project. If Owner is not a Tax Exempt Entity, as determined by State of Iowa, Contractor shall include Sales Tax in their bid as required by law.

3.6.2 Iowa Sales Taxes shall not be paid by the contractor on the building material purchased for the real project to be permanently attached to the building if Owner is a Tax Exempt Entity as determined by the State of Iowa. The Owner shall furnish the Sales Tax Identification Number to the contractor for purchasing at building materials.

3.6.3 The Contractor shall be responsible to including all other Taxes in their Bid other than the State of Iowa Sales Tax. Bidders shall be responsible for informing themselves of the tax laws, requirements, regulations and interpretations as they apply to this project.

3.6.4 The Contractors and Sub-Contractors shall be responsible for keeping records identifying the construction material purchased for this project when using the tax-exempt identification number. All materials purchase tax-free for this project shall be permanently attached to the structure at the time of Final Project Completion.

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

Delete Section 3.7.1 and substitute the following:

3.7.1 The Architect has spoken with the Ankeny CSD Owner's Representative, Tim Simpkins, who stated that the City of Ankeny Building Department does **not** require a Building Permit be purchased for this Re-Roofing Project

## ART. 4 ARCHITECT

4.2.9 Delete Paragraph 4.2.9 and substitute the following paragraph:

4.2.9 The Architect will conduct observations of the work to determine the dates of Substantial Completion and the date of Final Completion and issue Certificates of Substantial Completion pursuant to Section 9.8: received and forward to Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor and issue a Final Certificate for Payment pursuant to Section 9.10.

## ART. 7 CHANGES IN THE WORK

### 7.2 CHANGE ORDERS

Add the following to paragraphs 7.2.2

7.2.2 "Any changes or additions in the work which involve extra cost and for which the additional cost is not determined by mutual agreement on a lump-sum amount shall

be handled on the basis of net cost plus overhead and profit, figure not to exceed 15 percent. ‘Cost’ shall include all items of material and labor, including pro rata charge for foreman, use of power tools and equipment (for the time actually used), power, bond premium, liability, compensation insurance, and automobile insurance may be considered as cost, but these items will not carry the 15 percent for overhead and profit. When requested, the Contractor shall furnish evidence of net cost by means of invoices and certified time records.

“Among items to be included in overhead (not as cost) are any insurance other than that mentioned above, superintendent in charge of the job, timekeepers, clerks watchmen, small tools, incidental job expense, telephones, all telephone calls, and general office expense.

“The Contractor shall furnish to the Architect and Owner an itemized breakdown of quantities and prices on any changes which may be ordered for the use of the Architect in checking the value of such changes. The unit price on changes which call for an addition or subtraction to the contract cost shall not exceed the unit price for similar work as shown on detailed estimate which is submitted for monthly progress payment.

“Where the Contractor seeks the work of a change order through the quotation of a Subcontractor, the cost submitted to the Owner will list (not to exceed) 15 percent overhead and profit once, and only on the items heretofore defined as subject to such markup.”

Change Order shall be submitted using the Change Order attached in this Specification.

## ART. 8 TIME

### 8.3 DELAYS AND EXTENSIONS OF TIME

8.3.1. Delete the words “and binding dispute resolution”.

## ART. 9 PAYMENTS AND COMPLETION

### 9.3 APPLICATIONS FOR PAYMENTS

9.3.1 Add the following sentence:

The form of Application for Payment shall be AIA Document G702, Application and Certification for Payment, supported by AIA Document G703, Continuation Sheet.

9.3.4 Add the following Subparagraph to 9.3.4

The amount of each payment will be based on ninety-five (95) percent of all material and labor incorporated in the Work, plus ninety-five (95) percent of all materials suitably stored at the site, less the sum of all previous payments. The Owner shall retain five (5) percent of the amount of each payment until all requirements of the Contract have been met.

## 9.6 PROGRESS PAYMENTS

### 9.6.1 Add the following Sentence to 9.6.1

The Owner shall, within thirty (30) days of presentation to him of a Notarized Certificate for Payment, pay the Contractor a progress payment on the basis of the approved Application for Payment by the Architect. The State of Iowa Law shall be followed regarding Contractor Payment.

## 9.8 SUBSTANTIAL COMPLETION

### 9.8.3. Substitute the word “observation” in lieu of “inspection” in three locations in this paragraph.

## ART. 10 PROTECTION OF PERSONS AND PROPERTY

### 10.1 SAFETY PRECAUTIONS AND PROGRAMS

#### 10.1.1 Add the following to Subparagraphs 10.1.1

Guard or eliminate machinery and equipment hazards in accordance with safety provisions of Manual of Accident Prevention in Construction, published by the Associated General Contractors of America, current addition, to the extent such provisions are not in contraventions of applicable law. Comply with the safety rules and the requirements of the applicable City, State and Federal regulations.

#### STANDARDS AND HEALTH:

These construction documents, and the joint and several phases of construction hereby contemplated are to be governed at all times, by applicable provisions of the Federal law(s), including but not limited to the most current edition amendments of the following:

William-Steiger Occupational Safety & Health Act of 1970, Public Law 91-596.

Part 1910 - Occupational Safety and Health Standards, Chapter XVII of Title 29, Code of Federal Regulations.

Part 1518 - Safety and Health Regulations for Construction, Chapter XIII of Title 29, Code of Federal Regulations.

## ART. 11 INSURANCE

### 11.1 CONTRACTOR'S LIABILITY INSURANCE

#### 11.1.1.1 Add the following subparagraph 11.1.1.1:

The Contractor shall submit a complete ACORD, Certificate of Insurance or a similar form to the Owner and Architect prior to the start of Construction as proof of insurance. All policies required shall name the Owner and Architect as additional insured.

**11.1.1.2 The insurance required by Subparagraph 11.1.1 shall be written for not less than the following limits, or greater as required by Section 00810 Insurance Requirements:**

11.1.1.3 Add Angelo Architectural Associates, LLC as addition insured on this policy.

11.1.1.4 Add the following sentence to Subparagraph 11.1.4:

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.

11.1.1.5 Add the following subparagraph to 11.1.1.5:

11.1.1.5.1 The Contractor shall not allow any Subcontractor to commence work until the required insurance has been obtained and approved. Approval of the insurance by the Owner and Architect shall not relieve or decrease the liability of the Contractor hereunder.

11.1.1.5.2 Furnish one copy of Certificate herein required for each copy of the Agreement; specifically set forth evidence of all coverage required by Subparagraph

11.1.1.5.3 Furnish to the Owner copies of any endorsements that are subsequently issued amending coverage or limits.

**11.1.2 ADD PERFORMANCE BOND AND PAYMENT BOND**

Add Subparagraph 11.1.2.1 and substitute the following:

11.1.2.1 The Owner requires Performance and Payment Bonds for this project and the Contractor shall furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder. The cost of the Bonds shall be included in the Contract Sum and may be obtained through the Contractor's Bond source. The amount of both Performance and Payment Bonds shall be equal to 100 percent of the Contract Sum.

11.1.2.2 The Owner requires Bonds for this project the Contractor shall deliver the required bonds to the Owner and the Architect not later than 10 days following the date the Notice to Proceed, or if the Work is to be commenced prior thereto in response to a Notice to Proceed, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Owner and the Architect that such bonds will be furnished.

11.1.2.3 The Owner requires Bonds for this project 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.

11.1.2.4 Comply with all the other Maintenance and Warranty requirements required in the Instruments of Service.

11.1.3.1 CONTRACTOR PROPERTY INSURANCE

11.3.1.3.1 Add paragraph 11.1.3.1 with the following:

11.1.3.1 The Contractor shall provide insurance coverage for portions of the Work stored off the site after written approval of the Owner. Value shall established in the approval. Contractor shall provide insurance for portions of the Work in transit.

ART . 13 MISCELLANEOUS PROVISIONS

Add Subparagraphs 13.6 through 13.8.

13.6 OWNERS REBATES

13.6.1 The Owner shall have the right to apply for any and all rebates available for this project. The Contractor shall assist the Owner in applying for all rebates by furnishing invoices and product data for the rebates.

13.7 OWNER’S RIGHT TO OCCUPY

13.7.1 The Owner shall have the right to occupy the entire building interior space and the exterior site except for the designated project staging area. Such occupancy of the building or site does not indicate in any way that the Owner has accepted the project.

13.8 EQUAL OPPORTUNITY

13.8.1 The Contractor shall conform in all aspects related to the Federal Civil rights Act, the Code of Iowa Chapter 216 Civil Rights Commission and the rules and regulation adopted by the Iowa Civil Rights Commission. The Contractors shall not discriminate in any way to any employee or applicant because of race, color, religion, sex national origin, ancestry, age, marital status, sexual orientation, physical or mental handicap, including the Heartland Area Education Agency 11’s policies and procedures.

13.8.2 The Contractor and Sub-Contractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Contractor shall take affirmative action to insure that all applicants are employed, and that employees are treated equally during employment without preference to their race, religion, color, sex, or national origin. This treatment of all employees shall include but not be limited to the following: employment, advancement, transfers, or demotions in the company. This also applies to lay-offs, termination, pay rates, compensation and training. The Contractor shall post in highly visible locations to all employees for all notices regarding the Policies for Non-Discrimination.

ART . 15 CLAIMS AND DISPUTES

15.1.5 CLAIMS FOR ADDITIONAL TIME

Revise entire paragraph 15.1.5.2.

15.1.5.2 There are no liquidated damages required for the Project beginning completed at a specific date. Thus, there shall be no claims for abnormal weather conditions affecting the schedule of construction. **However, the owner reserves the right to notify the Contractor's Bonding Company if the Contractor has not achieved Substantial Completion by the Substantial Completion date required in this project specification.**

15.2.1 Revise entire paragraph 15.1.5.2. Delete words in Paragraph 15.2.1 “and binding dispute resolution”.

END OF SECTION 00800

The Contractor Insurance Requirements for this project shall be as stated on the following three (3) pages of this section.

- A. The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims set forth below which may arise out of, or result from the Contractor's operations under the contract, whether such operation be by the Contractor or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The insurance to be maintained by the Contractor shall be written as follows:

1. **Workers' Compensation and Employers Liability Insurance** as prescribed by Iowa law or the minimum limits shown below;

a. Iowa Benefits-	Statutory
b. Employers Liability	
Bodily Injury by Accident	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Each Employee

The Workers' Compensation policy shall include a *waiver of subrogation clause* in favor of the owner.

2. **Commercial General Liability Insurance** combined single limits shown below covering Bodily Injury, Property Damage and Personal Injury:

General Aggregate Limit	\$4,000,000
Products-Completed Operations Aggregate Limit	\$4,000,000
Personal & Advertising Injury Limit	\$2,000,000
Each Occurrence Limit	\$2,000,000
Fire Damage Limit	\$ 100,000
Medical Expense Limit	\$ 5,000

This insurance must include the following features:

- Coverage for all premises and operations. The policy shall be endorsed to provide the aggregate Per Project Endorsement.
- Personal and Advertising Injury
- Operations by independent contractors.
- Contractual Liability coverage
- Coverage for property damage underground or damage by explosion or collapse (XCU).

3. **Automobile Liability Insurance** covering all owned, non-owned, hired and leased vehicles with a minimum combined single limit for Bodily Injury and Property Damage of \$2,000,000 per accident. Insurance must include Contractual Liability.
4. **Umbrella/Excess Liability Insurance** combined single limit for bodily injury, property damage and personal injury excess primary liability limits: \$1,000,000. The required Liability limits outlined within may be met with any combination of underlying and umbrella/excess policy limits.
5. **Additional Insured** the Contractor will include the School as additional Insured on all policies except Workers' Compensation as respects all work performed. The additional insured coverage shall be primary and non-contributory to any of the owner's policies and shall apply to both ongoing and completed operations.
6. **Insurance Certificates** Each policy noted above shall be issued by an insurance company authorized to write such insurance in the State of Iowa and shall be reasonably acceptable to the School. These insurance policies shall not be cancelled without at least 30 days prior written notice to the School. A properly executed Certificate of Insurance showing evidence of these insurance requirements shall be delivered to the School prior to the commencement of this lease.
7. **Government Immunity** The following clauses will be added to all liability coverages:
  - a. The company and the insured expressly agree and state that the purchase of this policy of insurance by the insured does not waive any of the defenses of governmental immunity available to the insured under Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.
  - b. The company and the insured further agree that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.
8. **Subrogation** To the extent that such insurance is in force and collectible and to the extent permitted by law, the School and Contractor each hereby releases and waives all right of recovery against the other or anyone claiming through or under each of them by way of subrogation or otherwise, except in cases of gross negligence.

9. **Property Insurance** Unless otherwise provided, the Owner shall purchase and maintain property insurance on the project in the amount of the initial Contract Sum, plus value of subsequent Contract modifications and cost of materials supplied or installed by others. 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. This insurance shall include interests of the Owner, the Contractor, Subcontractors and Sub-subcontractors in the Project.

Property insurance shall be on an “all-risk” or equivalent policy form and shall include insurance against the perils of fire, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, testing and debris removal including demolition occasioned by enforcement of any applicable legal requirements. The property insurance may contain sub-limits for earthquake and for flood coverage, depending on availability. At the option of the school district, the insurance covering the project may be written under a Builder’s Risk policy or covered under the District’s permanent property insurance.

**1.01 SCOPE OF THE CONTRACTS**

**A. WORK UNDER THIS CONTRACT**

1. Contract Work includes all material, labor, equipment, tools, expendable equipment, utilities required for construction, taxes, permits and all incidental items necessary to perform and complete in a workmanlike manner, the work required for the construction of:

ANKENY COMMUNITY SCHOOL DISTRICT  
SOUTHEAST ELEM. & PARKVIEW MIDDLE SCHOOLS – RE-ROOFING –  
PARTIAL RE-ROOFING PROJECT  
1005 SE TRILEIN DRIVE, ANKENY IA 50021 &  
105 NW PLEASANT STREETM ANKENY, IA 50021 RESPECTIVELY

2. Work performed under the Contract Documents for this project comprises the complete construction of the Project and includes:
3. Lump Sum Contract will be awarded for the Total Construction of the work, including:  
All Construction Work Relating to a Complete Re-Roofing Project of the designated roof to be re-roofed as outlined below:
4. The General Project Scope where the existing Rooms below the areas to be re-roofed have lay-in acoustic ceiling systems: This is the majority of the project.
  - a. Remove existing fully adhered EPDM roof membrane, any wet insulation, fiberboard, light weight gypsum topping and all related existing metal parapet flashing and as shown on drawings.
  - b. Check above all existing acoustic ceilings in existing schools before installing and screw fastening new roof to existing steel roof deck to identify existing conduit locations so as not to penetrate conduits with new screw fasteners.
  - c. Install new fully adhered 60 mil EPDM roof membrane over new adhered 1/2" thick high density polyisocyanurate protection board adhered with low rise foam adhesive to new 1" thick paper faced polyisocyanurate insulation screw fastened over existing fiberboard, polyisocyanurate insulation, and into 1 1/2" thick steel roof deck & Gypsum Thermal barrier at Parkview M.S. only).
  - d. Remove any existing wet fiber board, wet insulation and gypsum thermal barriers if they exist and install new 5/8" thick gypsum board thermal barrier if existing thermal barrier exists and new polyisocyanurate insulation to level of existing roof insulation matching existing roof slope.
  - e. Install new prefinished parapet flashing and metal gravel stop / fascia roof edge flashing and misc. wall counter flashing where new roofing membrane is terminated per roof details.
  - f. Screw fasteners for roof system shall not penetrate more than 1 1/2" below top of metal roof deck so as not to penetrate electrical conduit.
  - g. Install new 2 x wood parapet block and 1/2" thick o.s.b. sheathing as shown in drawings on parapet walls.
  - h. Legally dispose of all removed existing roof materials and all new unused roof materials as project progress at contractor expense.
6. Each subcontractor is responsible for familiarizing himself with the Work in other divisions and under other contracts as it pertains to and affects his own.

7. Construction will commence upon execution of the contract and the completion of the 2022-2023 School Year the week of June 1, 2023. Contractor shall restrict his operation to areas designated by the Owner and stay within the Contractor erected barricades and fences to protect the public and property. Contractor shall coordinate with the Owner as construction proceeds.
8. The contractor is to coordinate with the owner so as not to intake dust and fumes into the existing HVAC system when performing dusty work or installing adhesives that contain noxious fumes into the building HVAC intakes, doors and windows. Any dust allowed to enter the building generated by the Roofing Contractor will be the responsibility of the Roofing Contractor to have the Owner clean the building and ductwork. This will be a deduct Change Order from the Roofing Contractor's Contract.

#### 1.02 OWNER'S RIGHT TO OCCUPY

- A. The Owner reserves right to use the existing facility as they may elect without in any way affecting the Contract, providing such use of the premises does not interfere with completion of the Contractor's work. The owner will vacate a portion of the site, for areas to receive Re-Roofing Work for the contractor's stage area. The Re-Roofing Project contractor and storage of construction materials shall be staged in the designated areas of parking lot of the building as shown on the site plan. The owner shall be conducting normal business functions during the duration of this project. The owner understands that there will be dirty and noisy events that need to occur during the Re-Roofing Project operations, but requests that the Contractors minimize the most disruptive and dirty work around the site and neighborhood area. The Contractors shall **not** use of the school restrooms. Contractor shall furnish exterior chemical toilets during the project. **The Contractor shall enter the school to look above the existing acoustic ceilings prior to beginning each day of work so contractor can identify if any electrical conduits are in the steel deck flutes.**
- B. The Owner shall occupy and conduct normal business activities on the interior of the facility and everywhere on the exterior of the project except the contractor designated staging and scaffolding areas. Such an act in no way relieves the Contractor from his obligation to continue operations until completion of the Project. This School is not a year-around school, however there are students, parents and staff the will be coming and going during the summer break from this School Building during this re-roofing project.

#### 1.03 SEQUENCE SCHEDULE OF WORK

- A. The Contractor shall furnish 4 foot high orange plastic barricade fencing for the contractor to enclosure around the construction staging area in the parking lot of the site for the Re-Roofing Project Staging Area as shown on the drawings if material is stored on grade. Owner will coordinate with the contractor for exact staging location. Contactor shall maintain and secure the fence and gates at the end of each day during the entire project. The Contractor shall take down the orange plastic barricade fence at the end of the project after the Re-Roofing Project is completed. Any damage cause by vandalism during this project will be the contractor's responsibility.
- B. New construction work shall be kept clean and clear of debris and construction work shall not impede the Owner's access and use of the School Facility day to day operations.

- C. Contractor shall install and maintain temporary safety barricades outside fenced staging around all crane and lift operations when lifting equipment and materials on and off the existing roof throughout the project duration. Also contractor shall install and maintain temporary safety barricades around all scaffolding and ladders and work areas around the existing facility to be re-roofed that are not in the project work area. Temporary barricades protection must comply with all OSHA requirements. Access to the roof must be removed at the end of every day.
- D. Contractor must provide safety barricades, safety belts and harnesses for worker working above the ground to prevent falling conditions per OSHA requirements for all workmen working from ladders, lifts scaffolding, etc. at all times.
- E. Contractor shall provide enclosed trash chutes or roof dumpsters removed by crane or lift from roof which both discharge in the north side of the school. No truck access shall be allowed on the lawn area around the existing building unless noted otherwise on drawings. In no case, shall the materials be allowed to be removed and dropping off the side of the scaffolding or roof without being in an enclosed chute. **If equipment is required too be driven on the lawn, the contractor shall obtain permission from the owner prior to doing so. The Contractor shall be required to restore the lawn like new with new tops soil and sod the damaged or dead lawn area.**
- F. **Contractors shall take extreme caution not to overload the existing roof structure when stocking or remove roofing materials off or on existing roof. Contractor shall disperse the materials around the existing roof at all times.**

#### 1.04 SEQUENCE SCHEDULE OF WORK

- A. All existing utility services and HVAC equipment shall remain 100% operational unless a 48 hour notice is provided to all building occupants that an shut down is being scheduled. Any utility interruptions shall be done on weekends or after 5:00 p.m.
- B. All existing building exits shall remain open and accessible during the entire project duration.
- C. The existing drive, parking areas and dumpster access shall remain open and accessible during the entire project duration. The Contractor shall not use the owners dumpster for disposing of any construction debris at any time of this project.

#### 2.01 PRODUCTS

- A. Not used.

#### 3.01 EXECUTION

- A. Not used.

END OF SECTION 01010

1.01 SECTION INCLUDES

- A. Measurement and payment criteria applicable to the Work performed under a unit price payment method.

1.02 MEASUREMENT

- A. Measurement methods will be done with the Contractor, Owner and the Architect prior to completing work that is not indicated on the Base Bid or Alternate Bids. The work shown on the drawings is the work to be done under the base bid or accepted alternate bids. The unit pricing is for the adding or deleting amount of existing wet insulation, fiberboard and wet light weight gypsum topping to existing metal deck and mechanically screw fasten new matching thickness tapered polyisocyanurate insulation to existing metal deck. **The base bid requires removal of 300 square feet at Southeast Elementary School and 1,000 square feet at Parkview Middle School of wet fiberboard, wet polyisocyanurate insulation and installation new multiple layers of 2" +/- thick new tapered polystyrene insulation. The Contract Price will be adjusted up or down base on the actual amount of wet roof system remove and insulation installed level with top of existing roof fiberboard.**
- B. The measurement will be calculated per:
  - 1. Square foot of unit measure for removing and legally disposing any wet one layer of 1" fiberboard (4" to 8" +/-) six inch +/- thick wet roof system of, multiple layers of 2" thick polyisocyanurate or polystyrene insulation and 1/2" thick light weight gypsum thermal barrier if it exists and replacing with one layer of new 5/8" gypsum board thermal barrier sheathing and new multi-layers of mechanically screw fastened 2" +/- thick felt faced polyisocyanurate insulation with staggered joints match existing tapered roof insulation thickness and slope to existing steel roof deck.

1.03 PAYMENT

- A. Payment Includes: Full compensation for all required labor, products, tools, equipment, plant transportation, services, incidentals, erection, application or installation of any items of the work, including overhead and profit to complete unit price work.
- B. Final payment: Final payment for Work governed by unit prices will be made on the basis of the actual measurements and quantities accepted by the Owner and Architect multiplied by the unit/sum price for the Work which is incorporated in or made necessary by the Work.

1.04 DETERMINATION OF UNIT PRICE WORK

- A. Prior to any of the Unit Price work being performed the Contractor, Owner and Architect shall meet on site to determine the exact scope of the unit price work to be added to the contract. Following the agreed upon change in scope the Architect shall draft a Change Order adjusting the contract amount. The Contractor shall not proceed with the Unit Price Change in Scope until he has a signed change order from the Owner and the Architect.

#### 1.05 SCHEDULE OF UNIT PRICES

State the amount per square foot for removing and disposing any wet (4" to 8"+/-) tapered insulation made up of (1 layer of 1" thick fiber board) and multiple layers of (2" to 3"+/-) thick polyisocyanurate rigid insulation multiple layers of polyisocyanurate insulation screw fastened to metal deck with stagger joints with top layer matching existing tapered roof insulation slope. This Unit Price shall include setting and removing all required scaffolding or equipment to perform this work, overhead and profit. This Unit Price is only for the existing wet insulation board that is discovered after removing the roof membrane that is not identified as wet insulation on the bid drawings. The roof contractor shall check existing roof fiberboard to see if roof system below is wet immediately after removing the existing EPMD roof membrane. If the Roofing Contractor should identify any wet fiberboard or roofing insulation, they shall immediately notify Tim Simpkins, Owner Representative and Architect, who shall determine how much roof fiberboard and roof insulation shall be removed. This unit price will be used to determine the additional cost to be added or deducted from the contract if additional wet fiberboard and roof insulation is removed and replace with new insulation. This Unit Price is an Add or Deduct Unit Price Contractor shall included in Base Bid replacing **300 square feet at Southeast Elementary School and, 1,000 square feet at Parkview Middle School** of removal of wet fiberboard, insulation, and installation and fastening of new and tapered polyisocyanurate roof insulation in base bid. This unit price will be used to adjust the contract price up or down base on how much wet insulation is actually done above or below the amount shown on the drawings.

#### 2.01 PRODUCTS

A. Not used.

#### 3.01 EXECUTION

A. Not used.

END OF SECTION 01025

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures as listed in this Section.
- D. Correlation of Contractor submittals based on changes.
- E. All monthly payments will be reviewed from the AIA - G702 - Application and Certificate for Payment Form and G703 - Continuation Sheet. Submit all Payment Application in categories per specification section number with each specification item indicating the cost for Labor and Materials.
- F. The owner shall pay the contractor approximately every 30 days during the progression of the project base on the amount of work and materials the contractor has installed during the last 30 day period. The contractor shall submit his invoice to the architect on approximately the 20<sup>th</sup> day of each month. Architect will review and forward to the Owner if acceptable. The owner will review and shall pay the contractor between the 20th and the 25<sup>th</sup> of the coming month if they find the pay application acceptable.
- G. Angelo Architectural Associates, LLC shall issue and respond to all Architectural items requiring a RFI, Field Orders and Change Orders relating to those professional services.
- H. The Owner's Construction Representative shall issue and respond to all Change Orders requiring a Change in Contract Price in a timely manner so as not to delay the project. Submit all Change Orders on AIA G701 Change Order Form.

**1.02 RELATED SECTIONS**

- A. Document 00500 – Agreement: Contract Sum.
- B. Document 00600 – Bonds: Performance and Payment Bonds.
- C. Document 00700 – General Conditions
- D. Document 00800 – Supplementary Conditions:
- E. Section 01700 – Contract Closeout: Closeout procedures.

**1.03 SCHEDULES OF VALUES**

- A. Submit a electronic copy of Schedule of Values on AIA Form G702 & G703 – Application and Certificate for Payment Continuation Sheet. Provide electronic copy with signature to architect for review.
- B. Submit Schedule of Values within 15 days after date of Owner – Contractor Agreement for approval of breakdown by owner and architect.
- C. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification Section. Also identify all Division 0 & 1 costs on the Payment Application Form.
- D. Revise schedule to list approved Change Orders, with each Application for Payment.

**1.04 APPLICATION FOR PROGRESS PAYMENTS**

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Present required information in typewritten form.
- C. Form: AIA G702 Application and Certification for Payment and AIA G703- Continuation Sheet including continuation sheets.
- D. For each item, provide a column for listing each of the following:
  - 1. Item number.
  - 2. Description of work.
  - 3. Scheduled Values.
  - 4. Previous Applications.
  - 5. Labor and Material Items separated in different columns.
  - 6. Work in Place and Stored Materials under this Application.
  - 7. Authorized Change Orders.
  - 8. Total Completed and Stored to Date of Application.
  - 9. Percentage of Completion.
  - 10. Balance to Finish.
  - 11. Retainage.
- E. Execute certification by signature of authorized officer.
- F. Use data from approved Schedule of Values, Provide dollar value in each column for each line item for portion of work performed and for stored products.
- G. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of Work.
- H. Submit four copies of each Application for Payment.
- I. Include the following with the application:

1. Transmittal letter as specified for Submittal in Section 01300.
  2. Construction progress schedule, revised and current as specified in Section 01300.
  3. Submit partial release of lien waivers from major Subcontractors and vendors.
  4. Supplementary Agreement for Storage of Materials Off Site, a copy of which is included in Section 01600- Product Requirements.
- J. When Architect requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.
- K. **If contractor desires to submit Application and Certification for Payment that includes Off-Site Stored Material the contractor shall provide a separate Certificate of Insurance, which provides the Owner as the name beneficiary on the Insurance Certificate and also provides photographs showing the stored materials which has a the Project Name tagged to this material in the photograph. No off-site materials shall be paid out unless this procedure is followed.**

1.05 MODIFICATION PROCEDURES

- A. Submit name of the individual authorized to receive change documents and who responsible for the Contractor to handle Contract Changes and issue changes to the Subcontractor for changes in the Project Work.
- B. Requests For Information: RFI's are documents submitted by the Contractor requesting clarification of a portion of the Contract Documents.
1. RFI's shall not be used for:
    - a. Requests for substitution
    - b. Requests for use of different methods or materials than shown.
  2. Content of RFI:
    - a. RFI's shall be submitted using Contractors standard RFI Submittal Form. Provide space for Architect's reply on the form. Number RFI's sequentially.
    - b. RFI's shall be submitted by Contractor only. RFI's from a sub-contractors or other parties will be returned without response.
    - c. Clearly identify questions with verbiage drawings or photographs of existing conditions.
    - d. Include references to Contract Documents such as drawing sheet numbers and specification section page numbers.
  3. Architect's Action:
    - a. Architect will respond within five (5) working days of receipt of RFI.
    - b. Do not proceed until Architect's response has been received. If changes to Contract Sum or Time, do not proceed until Change Order has been fully processed including the Owner and Architects signature.
    - c. RFI's not properly prepared or submitted will be returned without response.

- C. Supplemental Instructions: Architect will advise of minor changes in the Work not involving an adjustment to Contract Sum or Contract time as authorized by the Conditions of the Contract by issuing supplemental instructions on AIA Form G710.
- D. Construction Change Directive: Architect may issue a document, signed by Owner, instructing Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
  - a. The document will describe changes in the Work, and will designate method of determining any change in Contract Sum or Contract Time.
  - b. Promptly execute the change in Work.
- E. Proposal Request: Architect may issue a document which includes a detailed description of a proposed change with supplementary or revised Drawings and Specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within five (5) working days.
- F. Change Request: Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with Section 01600.
- G. Computation of Change in Contract Amount: See Section 00800 – Supplementary Conditions, Article 7 – Change in Work, for maximum percent allowed for Contractor’s overhead and profit.
  - 1. For change requested by Architect for work falling under a fixed price contract, the amount will be based on Contractor’s price quotation.
  - 2. For change requested by Contractor, the amount will be based on the Contractor’s request for a Change Order as approved by Architect.
  - 3. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
  - 4. For change ordered by Architect without a quotation from Contractor, the amount will be determined by Architect based on the Contractor’s substantiation of costs as specified for time and Material work.
- H. Substantiation of Costs: Provide full information required for evaluation.
  - 1. On request, provide following data:
    - a. Quantities of products, labor, and equipment.
    - b. Taxes and insurance.
    - c. Overhead and profit.
    - d. Justification for any change in Contract Time.
    - e. Credit for deletions from Contract similarity documented.
  - 2. Support each claim for additional costs with additional information:
    - a. Origin and date of claim.
    - b. Dates and times work was performed, and by whom.
    - c. Time records and wage rates paid.
    - d. Invoices and receipts for products, equipment, and subcontracts, similarity documented.

3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- I. Execution of Change Order: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract on AIA G701.
- J. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- K. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- L. Promptly enter changes in Project Record Documents.

**1.06 UNIT PRICING**

- A. Should materials and labor require the unit price work to be performed, the owner, contractor and architect shall together measure the unit price work to be performed. Prior to performing any unit price work. Upon agreement of the work to be performed the Architect shall draft a Change Order to reflect the added or subtracted work required by the Contractor.
- B. Refer to Specification Section 01025 Unit Pricing for measuring the additional work.

**1.07 APPLICATION FOR FINAL PAYMENT**

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
  1. All closeout procedures specified in Section 01700.
- C. Submit the following with application for Final Payment:
  - a. All closeout submittals specified in Section 01700 – Project Closeout.
  - b. Updated final statement, accounting for final changes to the Contract Sum.
  - c. Final Payment will not be issued until final procedures have been accomplished until all punchlist items have been completed and accepted by the owner and the architect.
  - d. Final Payment will not be issued until all O & M Manuals and Warranties have been submitted and approved.

**PART 2 PRODUCTS – NOT USED**

**PART 3 EXECUTION – NOT USED**

**END OF SECTION 01100**

**PART 1 GENERAL**

**1.01 PROGRESS MEETINGS**

- A. Contractors shall conduct project progress meetings every two weeks or as needed with Architect and Owner's representative to discuss progress of the Work as work progress. Such meetings may be held as work achieves the following milestones during the active periods of construction, through the project unless otherwise directed. The project progress meetings may be done to incorporate the following required milestone meeting dates.
1. Pre-construction Meeting prior to commencing construction.
  2. When the first day existing membrane roof and flashing is remove and new insulation, protection board and membrane roof are installed.
  3. Every two weeks following the beginning of the new roof membrane installation.
  4. The first day of the metal flashing installation.
  5. Meeting with Contractor and Architect prior to submitting pay application each month.
  6. Substantial Completion Punchlist review meeting.
  7. Any other meetings required by the Owner or the Architect
- B. The Project Progress will be reviewed and discussed in conjunction with such meetings. The Contractor is to bring pay application to last progress meeting of the month for review by architect. If the Pay Application appears acceptable, the architect will sign and forward to Owner's Representative at the Progress Meeting.
- C. Contractor shall set agenda for and conduct Progress Meetings and require attendance of subcontractors, material suppliers, or others who may be affected by the work outlined in agenda. Architect shall keep notes of the meeting, which shall include a brief description of progress of work since previous meeting and report to the Roofing Contractor and Owner's Representative.
- D. Additional meetings may be requested by the Owner, Contractor, major subcontractor or Architect if conditions warrant.
- E. All Scheduled Meetings every two weeks shall be attended by the Owner's Representative, Contractor's Project Manager, Job Superintendent, Major Subcontractors and Architect.

**1.02 OBSERATIONS OF THE WORK**

- A. At such time as the Contractor has requested observation of the Work in accordance with the General Conditions, Architect will schedule meeting at the job site for the purpose of conducting such observations. The Contractor's Job Superintendent and Owner's Representative shall be present for all observations.

**2.01 PRODUCTS**

- A. Not used.

**3.01 EXECUTION**

- A. Not used.

**END OF SECTION 01200**

**1.01 SUBCONTRACTORS & SUPPLIERS**

- A. The Contractor shall submit their shop drawings and their subcontractors, suppliers and manufacturers materials for the Work as required by the Construction Documents. Shop drawings shall be submitted to the Architect two weeks in advance of the contractor requiring return of the shop drawings submittals. The Contractor shall review all sub-contractor submittals and stamp their shop drawing approval before forwarding them to the Architect. The Contractor shall be responsible for providing materials in accordance with approvals given. The Architect reserves the right to delay review of shop drawings and the selection of colors until he has given approval of the subject item or items.

**1.02 SAMPLES**

- A. All samples shall be submitted to the Architect for review and for color selections. The Contractor shall retain required samples and color chips until such time as he has assembled all of the required samples and color chips, unless otherwise directed by the Architect. The Architect will not select colors for work until the list of material suppliers and brand names and the required samples for all items involving color have been submitted and approved. Work shall be in accordance with approved samples. Unless otherwise specified, submit samples of adequate size with the following information:
  - 1. Date, project title, supplier and/or brand names.
  - 2. Quality, type, color range, texture, finish.
  - 3. Printed installation directions, where specified.

**1.03 SHOP DRAWINGS, DATA & ILLUSTRATIONS**

- A. All shop drawings shall be submitted to the Architect.
- B. Shop drawings shall indicate the following:
  - 1. Date, project title, shop drawing number, supplier and/or manufacturer.
  - 2. Working and erection dimensions; schedules.
  - 3. Details of fabrication, assembly, and erection.
  - 4. Kinds and thicknesses of materials; colors, finishes.
  - 5. Connections and location to related work.
  - 6. Note variation from contract requirements because of shop practice or other reasons.
  - 7. Contractor's review stamp, initialed or signed.
- C. Furnish electronic file of each shop drawing to Architect for review. Architect shall correct and email a corrected electronic copy to the Owner and Contractor.
- D. Furnish an electronic file of technical data and illustrations on components, specifications, requirements, etc., indicating dimensions, details, quantities, performance and other applicable data. Mark such data and brochures to identify materials, models, dimensions, performance and capacities.

- E. Shop drawings and technical data will receive no action thereon by Architect until list of materials and/or suppliers and subcontractors has been submitted. Shop drawing shall clearly indicate that they have been reviewed by the contractor and comply with requirements of the contract documents. Architect may hold shop drawings or data in cases where they cannot be reviewed until information on correlated items have been received. Make any corrections or changes as required by Architect and resubmit.

**1.04 REPORTS**

- A. Contractor shall submit laboratory and field tests required for materials. Contractor shall submit with shop drawings or brochures of manufacturer's test data required for products, materials, or equipment.

**1.05 PROGRESS SCHEDULE**

- A. Contractor shall submit electronic copy of estimated progress schedule (Bar Chart) required under the General Conditions within 10 days after award of Contract. Schedule shall include all categories of work outlining the schedule for shop drawing submittals and duration of the specific work category.
- B. The submission of an approved progress schedule must be made prior to submittal of first Application for Payment. No claims for payment will be honored until this requirement has been fulfilled.

**1.06 SCHEDULE OF VALUES**

- A. Contractor shall submit electronic file of Itemized Sheets under the General Conditions, to Architect in such a manner that major line items of Work and subcontracted items of Work are shown as a single line item. Separate material and labor costs on all major items. Submit schedule for approval on continuation sheets within fifteen (15) days after Award of Contract. During the progress of the work, Change Orders shall be added as line items.

**1.07 INSURANCE**

- A. The contractor shall submittal electronic file of all the required Insurance listed in the Section 00800 & 00810 Project Insurance Requirements to Owner and Architect prior to any work beginning on the job site. The Owner shall respond to their acceptance or denial of the submitted Contractors Insurance and notify the Contractor and Architect if acceptable.

**1.08 BONDS**

- A. The contractor shall submit electronic files of all the required Performance & Labor & Materials Bonds required in the General Conditions to Owner and Architect prior to any work beginning on the job site. Owner shall review and respond to their acceptance or denial of the submitted Contractors Bonds to Contractor and Architect.

**2.01 PRODUCTS** Not used.

**3.01 EXECUTION** Not used.

**END OF SECTION 01300**

**PART 1 GENERAL**

**1.01 REQUIREMENTS INCLUDED**

- A. Procedures for preparation and submittal of Schedule of Values / Itemization Sheets.

**1.02 RELATED REQUIREMENTS**

- A. Section 00700 - General Conditions: Schedule of Values / Itemization Sheets.
- B. Section 00700 - General Conditions: Applications for Payment: Procedures for Applications for Payment.

**1.03 FORMAT**

- A. Section 00700 - General Conditions: The all monthly payments shall be submitted in electronic file by contractor on the AIA - G702 - Application and Certificate for Payment Form and G703 - Continuation Sheet to the architect. Architect will review and if acceptable will forward to owner for payment. Submit all Payment Application in categories per specification section number with each specification item indicating the cost for Labor and Materials.

**1.04 CONTENT**

- A. List installed value of each major item of work and each subcontract item of work in labor and material categories as a separate line item to serve as a basis for computing values for Progress Payments. Separate material and labor costs. Round off values to nearest dollar.
  - 1. General Conditions
  - 2. Bonds and Insurance
  - 3. Roofing & Insulation Labor
  - 4. Roofing & Insulation Materials
  - 5. Flashing Labor
  - 6. Flashing Materials
  - 7. Wood Blocking Labor & Materials
  - 8. Other Misc. Items
- B. For each major subcontract, list products and operations of that subcontract as separate line items, i.e. if subcontract for, demolition, rough carpentry, insulation, roof membrane and flashings, etc. they are to be listed as separate line items.
- C. Include work allowances within line item of work.
- D. List contingency allowance in the specified monetary amount for each allowance.
- E. Coordinate listings with progress schedule.

- F. Component listings shall each include a directly proportional amount of contractor's overhead and profit.
- G. The sum of values listed shall equal total contract sum.

**1.05 SUBMITTAL**

- A. Submit one electronic file of the Schedule of Values 15 days prior to first application for payment. Form and content shall be acceptable to Architect/Engineer.
- B. Transmit under Company Transmittal Letter. Identify project by title and number.

**1.06 SUBSTANTIATING DATA**

- A. When Architect/Engineer requires substantiating information, submit data justifying line item amounts in questions.
- B. Provide one copy of data with cover letter for each copy of Application. Show application number and date, and line item by number and description.

**2.01 PRODUCTS**

- A. Not used.

**3.01 EXECUTION**

- A. Not used.

**END OF SECTION 01350**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Quality assurance and control of installation.
- B. References to product standards.
- C. Inspection and testing laboratory services.
- D. Manufacturer's field services and reports.

1.02 RELATED SECTIONS

- A. Section 01300 – Submittals: Submit information for quality control in required shop drawings to validate that the minimum product standards are being met or exceeded.
- B. Section 01600 - Material and Equipment: Requirements for material and product quality control.

1.03 QUALITY ASSURANCE/CONTROL OF INSTALLATION

- A. Monitor quality control over supplies, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply fully with manufacturer's instructions, including each step in sequence of installation of all roofing materials.
- C. **Manufacturer's quality control field representative shall review completed roof installation and confirm installation meets manufacturer's required installation to provide 20 year roof warranty as required in Roof Specification in this Manual.**
- D. Should manufacturers' instructions conflict with contract documents, request clarification from Architect/Engineer before proceeding with construction.
- E. Comply with specified standards as a minimum quality for the work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- F. Perform work by persons qualified to produce workmanship of specified quality.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion or disfigurement.
- H. Roofing Contractor shall install new roofing materials and roof system per the International Building Code current version as adopted by the City of Ankeny.

1.04 REFERENCES

- A. Conform to reference standard by date of issue current on date of contract documents.

- B. Should specified reference standards conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.
- C. Owner shall employ Independent Testing Firm to observe and test all work performed by the Roofing Contractor affecting structural components per the 2018 I.B.C. All required Reports will be submitted by the Independent Testing Firm paid for by the owner and reports to the Architect/Engineer in duplicate indicating observations and results of tests and indicating compliance or non-compliance with Contract Documents.
- D. Contractor shall advise Architect/Engineer when required observations have been performed.
- E. Notify Architect/Engineer and independent firm 24 hours prior to expected time for operations requiring services.
- F. In the event that tests or inspections indicate that the Contractor's work is not in compliance with specification requirements, the Contractor shall bear the cost of re-testing and re-inspection.
- G. In the event that the Contractor elects to use material of an unidentified source, he is responsible for payment of tests to establish quality.

## **2.01 PRODUCTS**

- A. Not used.

## **3.01 CUTTING & PATCHING**

- A. Employ skilled and experienced installer to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements affecting:
  - 1. Structural integrity of elements.
  - 2. Maintaining weather exposed elements.
  - 3. Maintaining efficiency of maintenance and safety.
  - 4. Visual qualities of exposed elements.
- C. Execute cutting, fitting and patching to complete work as follows:
  - 1. Use the proper saw-cutting tools in lieu of chopping or hammering to sever materials.
  - 2. Remove and replace defective and non-conforming work.
  - 3. Provide neatly crafted openings in elements of work for penetrations of mechanical and electrical work.
- D. Fit work tight to pipes, sleeves, ducts, conduit and other penetrations through surfaces. All penetrations through exterior walls and roof shall be watertight.
- E. All work to be cut shall be by means and methods to avoid damage to other work, and to provide proper surfaces to receive patching and finishing.
- F. If existing construction materials are damaged and need repair from the cutting and removal process of existing materials, contractor shall provide new materials.

**3.02 MISCELLANEOUS CONSTRUCTION PROCEDURES**

- A. Patch or replace portions of existing surfaces, which are lifted, discolored or damaged in any way.
- B. When finishing surfaces are cut so that a smooth transition is not possible between new and existing construction materials, terminate existing materials along a straight line.
- C. Where new work abuts or aligns with existing construction, provide smooth and even transition. Patch work to match existing adjacent work in texture, appearance and strength.
- D. Cut, remove and patch work in a manner to minimize damage and to permit restoring products and finishes to original or specified condition.
- E. Close all openings in exterior surfaces, especially roofs to protect existing building interior from weather.
- F. Verify existing site conditions and substrate surfaces are acceptable for working requiring to be performed. Beginning new work indicates acceptance of existing work by contractor.
- G. Examine and verify existing materials and substrates are capable of structural support or attachment of new work being applied or attached.

**END OF SECTION 01400**

PART 1 GENERAL

1.01 TEMPORARY FACILITIES

- A. Contractor option to provide jobsite trailers for job site offices and job site storage space.
- B. Contractor shall provide portable chemical restroom facilities.
- C. Temporary Exit / Entrance protection enclosures.
- D. Fire Prevention Requirements.

1.02 REQUIREMENTS OF REGULATORY AGENCIES

- A. Owner shall pay cost for temporary power and water usage.
- B. Contractor shall comply with applicable codes and utility requirements.
- C. Contractor shall provide temporary sanitary facilities, shall comply with OSHA requirements.
- D. The site job is a tobacco free zone. No worker shall smoke or chew tobacco products of any kind on the job site property. If caught doing using tobacco, the worker shall be removed from the project and shall not allowed to return.**

PART 2 PRODUCTS

2.01 MATERIALS

- A. General: Materials used for temporary facilities may be new or used, except that items to remain incorporated into building construction shall be new. Used material shall be adequate in capacity for purpose intended and must not create unsafe conditions.
- B. All temporary trailers and portable restrooms shall be located inside the temporary construction and security fence as coordinated with owner.
- C. Contractor shall provide temporary entrance / exit protection around all exterior building exit doorways from the door to minimum of 8 feet beyond the temporary chain link fence or to a safe distance away from the work area where lifting operations are taking place. The entrance / exit protection should be constructed of steel scaffolding covered with  $\frac{3}{4}$ " plywood sheathing which creates totally enclosed and protected overhead and sidewall covering so that no falling construction material or debris can fall on anyone entering or exiting the building. This entrance protection shall be at least the clear width of the exit corridor and a least 7'-0" clear height to a safe distance from danger.
- D. One portable fire extinguisher shall be provided on the roof at all times during the re-roofing project and in any construction storage or job site trailers if on site. Provide NFPA 10 pound capacity.

PART 3 EXECUTION

3.01 TOILETS

- A. General Contractor shall erect and maintain portable chemical restrooms for use of all contractors. Contractor shall not use toilets inside the school facility.

3.02 FIELD OFFICE & SHEDS

- A. Roofing Contractor's option to erect and maintain temporary field office on site. Furnish office with plan file if office is placed on site.
- B. Each subcontractor shall coordinate with the Re-Roofing Contractor to determine how to maintain his own shed or other temporary facility for storage of materials, tools and equipment. Locate such facility as directed, with Owner's approval to avoid interference with construction and access to Site and use of facility by owner.

3.03 CONSTRUCTION HEAT

- A. General: General Contractor shall provide supplemental temporary heating equipment, fuel, temporary heat enclosure and labor for temporary heat and operate such equipment, to maintain a minimum of 40 degrees within temporary enclosure when Roofing is being installed.

3.04 ELECTRICAL POWER & LIGHTING

- A. Owner shall furnish electricity and pay cost of energy consumed for construction.
- B. Contractor shall furnish, install, and maintain the following temporary lighting and power services for all contractors.

3.05 TEMPORARY WATER SERVICE

- A. The Contractor may connect to existing water source at project site for construction purposes. Owner shall pay costs for water consumed for construction.

3.06 SECURITY FENCE AND BARRIERS

- A. Fencing: **The Contractor shall furnish and install temporary 4 foot high orange plastic fence around entire project staging area included job site trail, and on site storage areas. It is critical if scaffolding of any kind is left erected at the end of any work day the contractor shall secure the scaffolding must be tied securely to the building structure and must be enclosed within a secure fence that will keep young children away for the construction site area.**
- B. Gates: The contractor shall provide opening in temporary fence as for means of access and exit from the construction site area.

- C. Barriers: Contractor shall provide temporary traffic and pedestrian barriers when loading and unloading construction material or using lifts or cranes that will temporarily be in conflict with pedestrians or vehicular traffic. These barriers shall be installed to comply with City of Ankeny requirements and all OSHA requirements.

**3.07 FUME & DUST CONTROL**

- A. The Contractor shall be responsible for preventing construction dust dirt and fumes from entry the building through to roof top HVAC units.
- B. Contractor shall sequence and stage the project to prevent unwanted dust, dirt and fumes from entering the existing HVAC system.
- C. The contractor shall provide temporary barriers and shut down equipment to prevent this from occurring. Contractor shall coordinate any HVAC shutdown with owner 48 in advance of doing so.
- D. Contractor shall also be responsible if installing temporary barrier not to cause the equipment to overheat.
- E. Any damage to HVAC equipment the contractor shall bare the cost to repair or replace.

**END OF SECTION 01500**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Products required too construct project.
- B. Transportation, handling and unloading.
- C. Product storage and protection.
- D. Product options.
- E. Product substitutions.

**1.02 RELATED SECTIONS**

- A. Document 00200 - Instructions to Bidders: Product options and substitution.
- B. Section 01400 - Quality Control: Product quality monitoring.

**1.03 PRODUCTS**

- A. Products mean new materials, machinery, components, equipment, fixtures, and systems forming the work. It does not include machinery and equipment used for preparation, fabrication, conveying and erection of the work. Products may also include existing materials or components required for reuse as described or permitted by the contract documents.
- B. Provide interchangeable components of the same manufacturer, for similar components.
- C. Furnish products of qualified manufactures suitable for intended use. Furnish products of each by single manufacturer unless specified otherwise.
- D. Provide interchangeable components from same manufacturer for components required too be replaced.
- E. Do not use materials and equipment removed from existing premises, except as specifically permitted by contract documents.

**1.04 TRANSPORTATION, HANDLING & UNLOADING**

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

- D. Protect all materials during job site unloading. Contractor shall review and report all damaged materials if they arrive in damaged conditions to supplier and reorder new materials immediately so as not to delay the construction of project.

#### 1.05 STORAGE AND PROTECTION

- A. Store and protect products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weathertight, climate controlled enclosures that will not cause damage to the materials.
- B. For exterior storage of fabricated products, place on sloped supports, above ground.
- C. Provide off-site storage and protection when site does not permit on-site storage or protection. Provide the required insurance if desiring payment by owner.
- D. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- E. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- F. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement or damage.
- G. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.
- H. **Distribute all materials place on roof so that the roof is not overloaded, and cause damage to the roof structure. Any damage to roof structure by roofing contractor shall be repaired at no additional cost to the Owner.**

#### 1.06 PRODUCT OPTIONS

- A. Products specified by reference standards or by description only: Any product meeting those standards or description as determined by the owner, architect / engineer prior to bidding.
- B. Products specified by naming one or more manufacturers: Products of manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products specified by naming one or more manufacturers with a provision for substitutions: Submit a request for substitution for any manufacturer not named for prior approval by owner, architect / engineer before bidding.
- D. Products specified by naming Product of Reference Manufacturer with other acceptable Manufacturers listed: Provide product of listed acceptable manufacturer meeting minimum attributes of reference manufacturer such as profile, finish, material thickness, available color selections, quality of product, etc.

**1.07 SUBSTITUTIONS**

- A. Section 00200 - Instructions to Bidders: specify time restrictions for submitting requests for substitutions during the bidding period to requirements specified in this section.
- B. Substitutions may be considered when a product becomes unavailable through no fault of the contractor.
- C. Document each request with complete data substantiating compliance of proposed substitution with contract documents.
- D. A request constitutes a representation that the bidder:
  - 1. Has investigated proposed product and determined that it meets or exceeds the quality level for the specified product.
  - 2. Shall provide the same warranty for the substitution as for the specified product.
  - 3. Shall coordinate installation and make changes to other work, which may be required for the work to be complete with no additional cost to Owner.
  - 4. Waives claims for additional cost or time extension, which may subsequently become apparent.
- E. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request or when acceptance will require revision to the contract documents including addenda prior to bidding.

**1.08 ASBESTOS FREE MATERIALS**

- A. All materials and/or products used in the construction and installation of the Work shall be free of asbestos or polychlorinated biphenyl materials.

**2.01 PRODUCTS**

- A. Not used.

**3.01 EXECUTION**

- A. Not used.

**END OF SECTION 01600**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Closeout procedures.
- B. Substantial Complete Certificate.
- C. Contractor Affidavit Forms
- D. Project record documents.
- E. Operation and maintenance data.
- F. Warranties.
- G. Spare parts and maintenance materials.
- H. Final cleaning.
- I. Adjusting.

**1.02 CLOSEOUT PROCEDURES**

- A. Submit written certification that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for all Architect's and Engineer's observations.
- B. Provide submittals to Architect that are required by governing or other authorities.
- C. Submit Final Application for Payment identifying total adjusted Contract Sum including and approved change orders, previous payments, and sum remaining due.
- D. The Owner and Architect and review the Substantially Complete Project and if deemed Substantially Complete, they will sign the Substantial Completion Certificate and that will determine the Beginning Date of the Roof Warranty.
- E. Substantial Completion Form: Submit an electronic file of completed AIA Certificate of Substantial Completion G704 to Architect with all information completed except for the date Substantial Completion is achieved. This date will be confirmed and filled in by Architect when that event occurs.

**1.03 CONTRACTOR AFFIDAVIT CLOSEOUT FORMS**

- A. Prior to final payment, Contractor shall execute electronic copy of each of the following documents to the architect to be reviewed and forward to Owner's legal department for review and approval to make final payment. Provide these on the AIA Standard Document forms listed.
  - 1. AIA G706 - Contractor's Affidavit of Payment of Debts and Claims
  - 2. AIA G706A - Contractor's Affidavit of Release of Liens,
  - 3. AIA G715 - Consent of Surety Company to Final Payment.

**1.04 PROJECT RECORD CONSTRUCTION DOCUMENTS**

- A. Maintain on site one set of record (As-built) documents to record the actual revisions to work being performed which included the following documents.
  - 1. Drawings, Specifications and Addendums
  - 2. Change Orders, Field Orders and other contract modifications
  - 3. Reviewed Shop Drawings, Product Data and Samples
  - 4. Manufacturer's instructions for assembly, installation, maintenance, replacement and adjustment.
- B. Record Drawings: Clearly and accurately mark each revision item in red ink on Record Set of Drawings as listed below:
  - 1. Measure locations of below grade and internal utilities service lines concealed from view.
  - 2. Document field changes in details, connections piping locations, building structural components, dimensions, etc.
  - 3. Any additional details or plan revisions not documented in construction documents.
- C. Project Specifications: Clearly and accurately mark each revision item and product selection in red ink in Project Specification as listed below:
  - 1. Manufacturer's name and product model and number.
  - 2. Product substitutions, alternates utilized or unit prices used.
  - 3. Addendum changes and modifications to Project Specifications.
- D. Shop Drawings: Provide copies of all approved shop drawings signed by architect / engineers.
  - 1. Drawings and product data sheets with all corrected and field revisions clearly marked on all shop drawings.

**1.05 OPERATION AND MAINTENANCE DATA**

- A. Submit one electronic copy prior to final inspection and submit to owner and architect at end of project.
- B. Part 1: Directory, listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.
- C. Part 2: Operation and maintenance instructions, arranged by system. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
  - 1. Significant design criteria.
  - 2. List of equipment.
  - 3. Parts list for each component.
  - 4. Operating instructions.
  - 5. Maintenance instructions for equipment and systems.
  - 6. Maintenance instructions for finishes, including recommended cleaning methods and materials and special precautions identifying detrimental agents.
  - 7. Certificates.
  - 8. Photocopies of all signed warranties by manufacturer's approved personnel.

9. Copies of all Shop Drawings.

**1.06 WARRANTIES**

- A. Provide duplicate notarized copies.
- B. Execute and assemble documents from subcontractors, suppliers, and manufacturers.
- C. Provide Table of Contents in electronic copy
- D. Submit prior to final Application for Payment.
- E. For items of Work delayed beyond date of Substantial Completion, provide updated submittal within ten days after acceptance, listing date of acceptance as start of warranty period.

**1.07 SPARE PARTS AND MAINTENANCE MATERIALS**

- A. Provide products, spare parts, maintenance and extra materials in quantities specified in individual specification Sections.
- B. Deliver to Project site and place in location as directed; obtain receipt prior to final payment.

**1.08 FINAL CLEANING**

- A. Execute final cleaning prior to final inspection.
- B. Clean exterior walls and sweep site staging area clean.
- C. Sweep new roof membrane surface clean of debris and remove any foreign substances, or misplaced adhesives for any other surfaces. Remove all sharp flashing pieces, screws and nails.
- D. Clean debris from roofs drains and drainage systems.
- E. Clean site; sweep paved areas, rake clean landscaped surfaces.
- F. Remove waste and surplus materials, rubbish, and construction facilities from the site.

**1.09 ADJUSTING**

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

**2.01 PRODUCTS**

- A. Not used.

**3.01 EXECUTION**

- A. Not used.

**END OF SECTION 01700**

## ROOF APPLICATION WARRANTY

### 1.01 ROOFING CONTRACTOR IN CONTRACT WITH OWNER

---

Roofing Contractor Name

---

Roofing Contractor Address

### 1.02 OWNER THE ROOF WARRANTY APPLIES

Ankeny Community School District, Board of Directors  
306 SW School Street, Ankeny, IA 50023

### 1.03 PROJECT ROOF WARRANTY APPLIES TO:

Ankeny CSD, Southeast Elementary & Parkview Middle Schools – Partial Re-Roofing Project  
1005 SE Trilein Drive, Ankeny IA 50021 & 105 NW Pleasant Street Ankeny IA, RESPECTIVELY

Southeast Elementary School - Roof Area Approximately 6,500 sq. ft.  
Parkview Middle School – Roof Area Approximately 15,000 sq. ft.

The Roof Contractor who enters the Owner / Contractor Agreement with the Owner warrants to the Owner that the roof installation and all related new roof membrane, roof insulation, flashings, wood blocking and all roof accessories are installed per the roofing manufacturer's requirements and the project documents and that the Roof Manufacturer shall provide the 20 Year Warranty for 60 mil membrane roof and all roof materials **NON-PRO-RATED for up to 90 mph wind speed measured at roof level**. The Roofing Contractor shall provide a (1) One Year WATER TIGHT ROOF SYSTEM WARRANTY from the date of substantial completion. This Water Tight Roof System Warranty shall apply for any leaks, seam adhesive failure, membrane splits, flashing failures or damage cause by normal or extreme seasonal weather, except under abnormal acts caused by tornado, fire, serve accidents of which the owner has no control or abnormal abuse caused by owner.

All costs for labor and material shall be borne by the Roofing Contractor for all proper roof repairs as required by Owner or roof manufacturer, including travel, equipment costs and all related expenses required to make roof watertight and acceptable in appearance and function.

Should water penetrate the interior of the building or it become apparent that repairs or defects observed by the owner or roof manufacturer are deem imperative to prevent further damage to any building components, interior material or furnishing, the owner shall notify the Roofing Contractor immediately upon discovery of the needed repairs. The Roofing Contractor shall within 7 days of being notified of the needed repairs perform the repairs required to restore the roof to satisfactory condition as previously specified and detailed within the project documents. Should the roofing contractor not perform the required repairs within 7 days, the owner shall be authorized by the roofing contractor signing this warranty and hire the needed work to be completed and the roofing contractor agrees to pay all costs for such repairs to the owner within 30 days of receiving the repair invoice. If roofing contractor does not pay all repair costs to the owner within 30 days of receiving the invoice, the owner has the right to pursue legal collection actions against the roofing contractor.

1.04            SIGNATURE OF ROOFING CONTRACTOR AGREEING TO TERMS OF  
                     THIS WARRANTY.

\_\_\_\_\_  
Roofing Contractor

\_\_\_\_\_  
Roofing Contractor Address

\_\_\_\_\_  
Date of Roof Substantial Completion

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Date

\_\_\_\_\_  
Notary Stamp

END OF SECTION 01701

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Protection of existing building and structures.
- B. Coordination of Owner installed Temporary Site Construction Fencing.
- C. Dust Control & Fume Control for project.
- D. Contractor to install all temporary Barricades to keep Public safe from hazards cranes and lift hazards.
- E. Removal and code compliance disposal of all existing roof membrane, flashings, any wet roof insulation, any misc. items removed from the roof.

**1.02 RATED SECTIONS**

- A. Division 1: Administrative Requirements.
- B. Section 07500 - Existing Roof System Removal: Coordinate removal of existing roof system as specified.
- C. Section 07550 – Fully Adhered EPDM Membrane Roof System. Coordinate the installation of new roof system as specified.

**1.03 REGULATIONS**

- A. Comply with all City Traffic Department for Hauling and Disposing of existing roof system at all times throughout the entire project.

**PART 2 PRODUCTS**

**2.01 MATERIALS**

- A. Owner provided Contractor installed construction fence: Coordinate with Owner the proper location of the 4'-0" high orange webbed construction fence with gates around construction site staging area including a minimum of 2 gates.
- B. Temporary fences and barricades per OSHA and City Requirements.
- C. Temporary steel scaffolding and 3/4" plywood sheathing enclosure to protect existing exits near all contractor staging areas.

**PART 3 EXECUTION**

**3.01 SECTION INCLUDES**

- A. Install temporary barricades to protect Public from open hazards of the operations. Coordinate owner installed construction fence location.
- B. Contractor will be required to clean soil or debris off City streets if material is determined to be from this project as required to satisfy the City Traffic Department requirements.
- C. Contractor Staging Area: The contractor may have the a portion of the existing parking lot as indicated on the site plan for the placement of a dumpster or removing or stocking the existing roofing materials, or set up a crane to remove or stock materials to or from the existing roofs. The contractor shall provide and erect and maintain security fencing around designated areas as required by the contractor. The Contractor shall set the crane so that it does not damage existing parking lot and create any hazards for the school occupants. The contractor shall set temporary barricades around the crane and lifting area to protect all staff, students and construction workers per the OSHA requirements.
- D. The Owner shall be responsible to obtain the building permit if required. The Roofing Contractor shall be responsible to obtain all other permits and licenses for the project.

END OF SECTION 02100

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Black Dirt Top Soil Preparation where new sod is required repair damaged lawn area.
- B. Sod the entire area where the roofing contractor has damaged or kill the lawn or depress the lawn so it is not level with the adjacent lawn area.
- C. Maintenance of sod until sod is established.
- D. Protect of new landscaping, building and paving.

1.02 RELATED SECTIONS

- A. Section 02100 – Site Prep: Protect existing lawn from damage. If existing lawns are damaged, re-grade with black dirt to blend with existing lawn and sod and water until lawn is established.

1.03 REFERENCES

- A. FS O-F-241 - Fertilizers, Mixed, Commercial.
- B. ASAP (American Sod Producers Association) Guideline Specification to Sodding.

1.04 DEFINITIONS

- A. Weeds: Include Dandelion, Jimsonweed, Quackgrass, Horsetail, Morning glory, Rush Grass, Mustard, Lambsquarter, Chickweed, Cress, Crabgrass, Canadian Thistle, Nutgrass, Poison Oak, Blackberry, Tansy Ragwort, Bermuda Grass, Johnson Grass, Poison Ivy, Nut Sedge, Nimble Will, Bindweed, Bent Grass, Wild Garlic, Perennial Sorrel, and Brome Grass.
- B. Plants: Living trees, plants, and ground cover specified in this Section and described in ANSI Z60.

1.05 MAINTENANCE DATA

- A. Submit under provisions of Section 01700.
- B. Maintenance Data: Include maintenance instructions, cutting and trimming method; types, application frequency, and recommended coverage of fertilizer.

1.06 QUALIFICATIONS

- A. Installer: Company specializing in installing sod with 3 years experience.
- B. Sod Producer: Company specializing in sod production and harvesting with 5 years of experience.

1.07 REGULATORY REQUIREMENTS

- A. Comply with regulatory agencies for fertilizer and herbicide composition.

- B. Provide certificate of compliance from authority having jurisdiction indicating approval of plants and fertilizer mixture.

1.08 DELIVERY, STORAGE, AND HANDLING

- A. Deliver sod immediately prior to placement. Keep sod moist.
- B. Deliver sod in rolls. Protect exposed roots from dehydration.
- C. Do not deliver sod that can be laid by end of the same day the sod is delivered.

1.09 ENVIRONMENTAL REQUIREMENTS

- A. Do not install sod when ambient temperatures may drop below 35 degrees F or above 90 degrees F.

1.10 COORDINATION

- A. Coordinate work under provisions of Section 01300.

1.11 MAINTENANCE SERVICE

- A. Maintain sod until established or Substantial Completion but for at least a minimum of 30 days after installed.

PART 2 PRODUCTS

2.01 SOD

- A. Sod: ASPA field grown grade; cultivated grass sod; type Kentucky Blue Grass with fibrous root system, free of stones, burned or bare spots; containing no more than 5 weeds per 1,000 S.F.
- B. Harvest Sod: Machine cut sod in accordance with ASPA guidelines.

2.02 TOPSOIL MATERIALS

- A. Topsoil: Fertile, agricultural soil, typical for locality, capable of sustaining vigorous plant growth, taken from drained site; free of subsoil, clay or impurities, plants, weeds and roots; minimum pH value of 5.4 and maximum 7.0.

2.03 SOIL AMENDMENT MATERIALS

- A. Fertilizer: As recommended by growers.
- B. Water: Clean, fresh and free of substances or matter, which could inhibit vigorous growth of plants.

2.04 TOPSOIL MATERIAL

- A. Black Dirt Organic Top Soil free of rocks, stick and roots compacted to 75% compaction.

### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify that prepared subsoil is ready to receive work of this section.

#### 3.02 PREPARATION OF SUBSOIL

- A. Prepare subsoil to eliminate uneven areas. Maintain profiles and contours.
- B. Remove foreign materials, weeds and undesirable plants and their roots. Remove contaminated subsoil.
- C. Scarify subsoil to a depth of 4 inches where sod is to be placed in damaged areas. Repeat cultivation in areas where equipment, used for hauling and spreading topsoil, has compacted subsoil.
- D. Install 2 inches minimum thickness of black dirt topsoil where all new sod shall be installed at all disturbed existing lawn areas cause by this project or as indicated on Drawings.

#### 3.03 FINAL TOPSOIL PREPARATION

- A. Rake topsoil smooth and remove all rocks larger than 1/2" in diameter and any roots or branches.
- B. Level topsoil for smooth uniform grade.
- C. Top soil adjoining all new and existing paving should be rake 1" to 1 1/2" lower than the top of all paving so that when sod is installed it is not higher than the paving.

#### 3.04 LAYING SOD

- A. Moisten prepared black dirt surface immediately prior to laying sod.
- B. Lay sod immediately after delivered to prevent deterioration.
- C. Lay sod tight with no open joints visible and no overlapping. Stagger end joints 12" minimum. Do not stretch or overlap sod pieces.
- D. Lay smooth, align with adjoining grass areas.
- E. Stake all sod as required holding sod in place on all slopes steeper than 1:4 slope.

#### 3.05 MAINTENANCE

- A. Water sod twice a daily for the first two weeks and once a day thereafter minimum until the sod is established on it own and is knitted down to the soil or until substantial completion, but for a minimum of 30 days. Owner shall pay for all water provided by existing hose bids.
- B. Neatly trim sod or mow sod as necessary prior to substantial completion.

- C. Immediately remove clippings after trimming
- D. Water to prevent sod from drying out and dying.
- E. Control growth of weeds. Apply herbicides in accordance with manufacturer's instructions. Remedy damage resulting from improper use of herbicides.

END OF SECTION 02900

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Wood Curb Blocking Dimension Lumber as shown on drawings.
- B. CDX Plywood sheathing 1/2" or 3/4" thick as required and used for wood curb blocking and parapet wall sheathing as shown on drawings.
- C. Use stainless steel non-corrosive screws or nails and painted tapcon screw fasteners when fastening into masonry walls, do not use ballistic fasteners.

**1.02 RELATED SECTIONS**

- A. Section 07500 – Existing Roof System Removal. Removal of existing roof system and protection of existing wood curb blocking and plywood wall sheathing.
- B. Section 07550 – Fully Adhered EPDM Membrane Roof. Provide wood blocking and sheathing for securing new roof membrane as shown on drawings.
- C. Section 07600 Sheet Metal Flashing & Trim: Installing new wood blocking for proper substrate to fasten new metal roof edge flashing as shown on drawings.

**1.03 REFERENCES**

- A. ALSC - American Lumber Standards Committee: Softwood Lumber Standards.
- B. APA: American Plywood Association.
- C. NFPA: National Forest Products Association
- D. SPIB: Southern Pine Inspection Bureau.
- E. WWPA: Western Wood Products Association.

**1.04 QUALITY ASSURANCE**

- A. Perform Work in accordance with the following agencies:
  - 1. Lumber Grading Agency: Certified by ALSC – Standards for lumber shall comply with PS-20.
  - 2. Plywood Grading Agency: Certified by APA – Standards for plywood shall comply with PS-1.
- B. All wood materials with nominal thickness of 3" or less shall be dried in a kiln. Moisture content of all lumber shall not exceed 16% for non-treated lumber. No pressure treated lumber allowed for this project.

## **PART 2 PRODUCTS**

### **2.01 MATERIALS**

- A. Lumber Grading Rules: SPIB
- B. Framing Lumber: Douglas fir-larch or southern pine, grade #2 or better. Maximum 16 % moisture content.
- C. Miscellaneous Framing & Blocking: Stress Group D, 16 percent maximum moisture content, kiln dried after treatment. No new treated lumber is allowed too be used on this project.
- D. CDX Plywood, 1/2" and/ or 3/4" Thick, Structural 1, APA Exterior Grade plywood as shown on drawings. No new treated plywood is allowed too be used on this project.

### **2.02 ACCESSORIES**

- A. Fasteners and Anchors: Corrosion resistant steel nails and screws shall be used for all lumber and plywood fasteners meeting FM4470 requirements
  - 1. Wood to Light Gauge Steel Fasteners: Corrosion-resistant, self drilling and self taping screws with flat head screws or countersunk below top of wood surface.
    - a. Construction Fasteners - Dekfast
    - b. ITW Buildex – Roof Grip
  - 2. Wood to Structural Steel Fasteners: Corrosion-resistant powder of gas actuated fasteners
    - a. Hilti X-U Fastener for to steel or concrete
  - 3. Wood to Concrete or Masonry Anchors: Corrosion resistant screw or ballistic fasteners.
    - a. ITW Buildex – Tapcon Flat Head Phillips or square head painted screw fasteners.
    - b. Hilti X-CF Fasteners for untreated lumber with no moisture exposure.
    - c. Hilti X-CP Fasteners for pressure treated lumber with no moisture exposure.
    - d. Hilti X-CR-L Fasteners for all wood types in heavy industrial areas.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
- B. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- C. By beginning Work, indicates the Roofing Contractor accepts existing conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

**3.02 FRAMING**

- A. Set members level and plumb, in correct position as shown on drawings.
- B. Place horizontal members flat, crown side up if members are vertical and cup side down if members are placed flat.
- C. Refer to drawings for wood blocking locations.
- D. Install wood curb blocking overlapping corners and staggering joints.

**3.03 INSTALLATION OF WOOD COMPONENTS**

- A. Countersunk screw fasten 2x wood curb framing and plywood sheathing to existing wood curb framing. All fasteners to resist 300 lbs. of pull force per screw anchor in any direction.
- B. All new wood nailer anchors to resist 180 lbs. of pull force per anchor in any direction.
- C. All new wood nailer anchors space according to manufactures recommendation but no further spacing the every 16" or one anchor per one square foot of nailer or wood blocking, which every is more restrictive.

**END OF SECTION 06100**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Removal of existing Fully Adhered EPDM elastomeric roof membrane and legal disposal or recycling of existing roof membrane.
- B. Removal of all existing EPDM adhered membrane flashing on wood framed parapet walls and tops of wood roof curbs as shown on drawings.
- C. Removal of all existing pre-finished steel parapet cap flashing and wall counter flashings, flashing clips and all fasteners as shown on drawings. The funds received from the recycling are encouraged to be applied when determining bid price.
- D. Removal and restoration of existing clamping rings and roof drain grates and reinstall after restored. Including welding one crack in each roof drain clamp ring or providing new clamp ring per drain.
- E. Replacement of existing gas piping stands and refrigerant HVAC piping line stand after installing new roof insulation and roof membrane. Adjust all stand height approximately 1 ½” for new roof system thickness added to existing roof.
- F. Removal of all wet existing roof fiberboard and roof insulation and legally disposed of off-site. Refer to 01025 Unit Prices for removal of wet insulation if more or less than shown on drawings.
- G. Remove abandon curb rails as shown on drawings.

**1.02 RELATED SECTIONS**

- A. Section 06100 – Rough Carpentry: Protecting and securely anchoring existing wood blocking and nailers if they should appear loose. Drill and screw anchor any loose perimeter blocking to existing wall framing.
- B. Section 07550 –Fully Adhered Membrane Roof. Install multiple layers of 2 1/2” +/- thick tapered felt faced polyisocyanurate insulation at all wet or damaged existing insulation areas. See Specification Section 01025 Unit Pricing.
- C. Section 07600 – Sheet Metal Flashing and Trim: Coordinate removal of existing metal counter flashing and parapet flashing and installation of all new metal flashing.

**1.03 REFERENCES**

- A. ASTM A611 – Metal Roof Deck & Steel Carbon Cold-Rolled for new roof deck opening.
- B. ASTM D1621 –Compressive Properties of Rigid Cellular Plastics.
- C. ASTM D2842 –Standard Test for Absorption of Rigid Cellular Plastics.

#### 1.04 EXISTING ROOF REMOVAL COMPONENTS

- A. Remove existing fully adhered EPDM roof membrane from top of existing wood fiberboard. Contractor is encouraged to recycle membrane roof.
- B. Remove and recycle all steel roof parapet, roof edge and wall counter flashings. Protect existing rigid dry fiberboard and rigid roof insulation from damage. Replace if damaged at no additional cost to owner.
- C. Remove all existing wet fiberboard, polyisocyanurate insulation, expanded polystyrene insulation and wet gypsum board topping as required on roof plans. Provide unit price for project contract adjustment to increase or decrease the removal of any wet roof insulation and fiberboard. The base bid amount of wet insulation to and replaced to be included in base bid are as listed below:
  - 1. Contractor shall included in Base Bid replacing **300 square feet at Southeast Elementary School and 1,000 square feet at Parkview Middle School** of removal of wet fiberboard, insulation, gypsum board fire barrier ( at Parkview M.S. only) and installation and fastening of new 5/8” thick gypsum board fire barrier and tapered polyisocyanurate roof insulation in base bid.

#### 1.05 QUALITY ASSURANCE

- A. **Materials shall be removed so as to maintain watertight roof system at the end of each day.** Do not remove existing roofing membrane when weather forecast has substantial probability of rain that can damage the interior building materials and furnishings.
- B. Re-Roofing Demolition Contractor: All materials to be removed from the roof shall be performed by the Roofing Contractor installing the new roof system, which shall specialize in re-roofing projects.
- C. Re-Roofing Contractor: Roofing Installation Contractor specializing in installation of the specified roof system and that particular Roof Installing Contractor is an approved installer of the roof membrane manufacturer of the specified roof membrane system they are installing.
- D. Do not remove membrane during inclement weather or when air temperature is below 40° F.
- E. Do not remove existing roof membrane when winds are severe enough to displace existing loose laid rigid insulation board.

### PART 2 PRODUCTS

#### 2.01 REPLACEMENT OF EXISTING DAMAGED ROOF COMPONENTS

- A. Insulation: New Polyisocyanurate Board Insulation Replacing Wet Insulation: Closed cell polyisocyanurate foam with black glass reinforced mat laminated to both faces, complying with ASTM C 1289 Type I Class 1, with the following additional characteristics for base layer and tapered layer, matching existing roof insulation and slope.

- B. Gypsum Board Sheathing: New 5/8" Type 'X' sheathing laid on top of steel roof deck where existing gypsum board topping is wet.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify Owner is ready for roof demolition to begin. Coordinate noisy work that will disturb the owner's ability to operate acceptably in the school building below.
- B. Verify weather and temporary protection is available to prevent damage to building interior should unexpected rain occur.
- C. Do not apply roof materials to damp, frozen, dirty, dusty, or deck surfaces unacceptable to manufacturer.
- D. Verify all existing fiberboard and roof insulation is acceptable to remain in place and does not need to be removed due to damaged and or wet existing fiberboard and insulation.
- E. Verify all existing wood perimeter roof edge blocking is sound and securely fastened. Notify Owner and Architect if not acceptable for new roof installation.

### **3.02 EXAMINATION**

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
- B. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- C. By beginning Work, indicates the Roofing Contractor accepts existing conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

### **3.03 REMOVE EXIST. ROOFING MATERIALS REQUIRED FOR NEW ROOF INSTALLATION**

- A. Removal existing Fully Adhered EPDM elastomeric roof membrane and legal disposal or recycling of existing roof membrane for all new roof to be re-roofed.
- B. After removing roof membrane, verify existing fiberboard insulation and rigid insulation surface is clean and dry. Replace any wet or damaged existing roof fiberboard, roof insulation and gypsum fire barrier per Unit Pricing Section 01025 that is not identify on drawings to be replaced.
- C. Remove existing steel roof edge parapet and gravel stop flashings and counter flashings.
- D. Temporarily weight down existing insulation until new roof new roof materials are secured fastened to hold new and existing roofing materials in place.

- E. Provide temporary drainage to all roof drains.
- F. Protect all existing roof insulation from damage during removal and installation of new roof.
- G. Remove all membrane flashings, boots and adhesives for proper adherence of new membrane flashing to new curbs and piping that penetrate roof.
- H. Protect existing metal thru wall scupper sleeves and flashings for new membrane scupper sleeves flashing. Replace metal scupper sleeve if damaged during roof membrane removal.
- I. Sweep and blow entire roof clean of all debris after all materials are removed prior to installation of new roof components.
- J. Remove all existing tar and roofing mastic from roof drain bowl prior to installing new water cut-off mastic. Verify cast iron roof drain bowl is not cracked or damages prior to installing new roof membrane. Notify architect and owner immediately to see if owner wants plumber to replace the cracked bowl or use a roof drain insert. This will be a change to contract price.
- K. Remove all roof materials in chute or with roof dumpster craned from existing roof. Do not dump or slide materials off edge of roof.
- L. Only remove as much existing roof in one day that can be made watertight at the end of the same day. Should the interior of the building get wet due to the re-roofing project, the cost to clean, paint, re-carpet, install new ceilings, replace damaged equipment or furnishing shall paid for in full (no deductible shall be applied) by the roofing contractor. The damage amount will be a de-duct change order from the contract price.
- M. Provide temporary watertight seal between all new roof membrane and existing roof membrane at the end of every work day to insure that the roof is water tight at the end of each work day.
- N. The existing roof decks to the best of our knowledge are all 1 1/2" thick corrugate steel roof decking with 1/2" thick gypsum board fire barrier on the existing metal deck.

### 3.04 PROTECTION

- A. Where construction traffic must continue over existing roof insulation to remain and newly finished roof membrane, provide temporary plywood sheathing or repair damaged insulation and roofing to like new condition. If any existing or new roof is damaged the damaged areas shall be repaired to new condition.
- B. Protect building surfaces against damage from roofing work. Repair to original condition before damaged or better.

END OF SECTION 07500

**PART 1 GENERAL**

**1.01 SECTION INCLUDES:**

- A. Install new 1” thick polyisocyanurate roof insulation securing with painted steel insulation screw fasteners with galvanized steel washer plates securely screwed thru new insulation into existing dry roof fiberboard, roof insulation and light weight gypsum topping (only at Parkview Middle School) into existing 1 1/2” thick steel deck roof deck after removing the existing EPDM roof membrane.
- B. Install new roof high-density cover board insulation and securely fasten with low-rise foam adhesive adhered to new paper faced polyisocyanurate roof insulation as required by roof membrane manufacturer.
- C. Install new fully adhered elastomeric non-reinforced EPDM sheet membrane roof and roof manufacturer’s membrane adhesive adhered to new high density insulation cover board.
- D. Install new elastomeric membrane flashings and roof manufacturer’s seam tape as shown on drawings and required by roof manufacturer and provide a non-prorated Twenty (20) Year Roof Warranty.
- E. Roofing Accessories provided and installed as required for complete watertight roof system with 20 year manufacturer’s warranty.
- F. Install mechanical insulation screw fasteners as required by new National Roofing Council & 2018 International Building Code per new roof zone classifications of Zone #1, #1’, #2 & #3.

**1.02 RELATED SECTIONS**

- A. Section 06100 – Rough Carpentry: New wood blocking, sheathing and curb nailers.
- B. Section 07500 – Existing Roof System Removal. Remove of existing roof system and preparation of the existing roof surface for installation of new roof system.
- C. Section 07600 – Sheet Metal Flashing and Trim: Prefinished metal counter flashing, edge trim flashings and other sheet metal.
- D. Section 07900 – Sealant: Coordinate proper sealant at roof terminations.

**1.03 REFERENCES**

- A. ASTM C518 – Steady State Thermal Transmission Properties.
- B. ASTM D1621 –Compressive Properties of Rigid Cellular Plastics.
- C. ASTM D2842 –Standard Test for Absorption of Rigid Cellular Plastics.
- D. ASTM D412 –Standard Test Methods for Vulcanized Rubber & Thermoplastic Elastomers for Tension.

- E. ASTM D624- Standard Test Method for Conventional Vulcanized Rubber & Thermoplastic Elastomers for Tear Strength.
- F. ASTM D746 – Standard Test Method for Brittleness Temperature of Plastics and Elastomers by Impact.
- G. ASTM E96 – Standard Test Methods for Water Vapor Transmission of Materials.
- H. UL1256 – Fire Test of Roof Deck Construction.
- I. UL790 – Tests for Fire Resistance of Roof Covering Materials

#### 1.04 SYSTEM DESCRIPTION

- A. Elastomeric sheet membrane roof assembly to conform to Underwriters Laboratories (UL) Class A fire hazard classification.
  - 1. Fully Adhered Elastomeric (EPDM) non-reinforced Sheet Membrane System with roof membrane manufacturer's recommended adhesive adhered to new ½" thick high-density polyisocyanurate cover board adhered with low rise foam adhesive to new 1" thick felt faced polyisocyanurate insulation screw fastened through existing fiber board, roof insulation and 1/2" to 1" +/- light weight gypsum thermal barrier (at Parkview Middle School only) into 1 1/2" thick existing steel roof deck and provide wood blocking and sheathing as required and new prefinished metal roof edge flashings and counter flashings as shown on details.
  - 2. Prior to installing new roof as outlined in Paragraph #1 above, remove any wet fiberboard, wet roof insulation and gypsum fire barrier (at Parkview Middle School only) and wet insulation and fill these areas with new 5/8" type 'X' gypsum thermal barrier, polyisocyanurate insulation approximately multiple layers of 2 1/2" +/- thick tapered polyisocyanurate insulation level with top of existing wood fiberboard. Match existing slope at tapered insulation areas.
- B. Thermal/Fire Barrier Assembly to conform to International Building Code FM4450 or UI1256 when tested as an assembly.

#### 1.05 QUALITY ASSURANCE

- A. Submit shop drawings under Provisions of Division 1.
- B. Membrane Manufacturer: Roofing Manufacturer specializing in manufacturing specified sheet roof membrane with 5 years experience.
- B. Applicator: Roofing Installation Contractor trained and approved by the roof membrane system manufacturer's.
- C. **All new roofing laborers providing work installing roof insulation, cover board, roof membrane must be an employee of the Roofing Company the Owner has signed a contract with. They cannot be independent contractors working for a roof company.**

#### 1.06 SUBMITTALS

- A. Submit shop drawings detailing special joint to termination conditions and conditions of interface with other materials.

- B. Submit shop drawings details manufacturers standard termination at roof penetrations.
- C. Submit product data for sheet membrane, elastic flashing, joint cover sheet and joint and crack sealants, flashing adhesives, with temperature range for application of membrane and insulation.
- D. Submit roof manufacturer's current installation instructions.
- E. Submit manufacturer's roof warranty meeting the requirements of this specification without signatures and dates until Substantial Completion is achieved as determine by Architect.

**1.07 DELIVERY, STORAGE, AND HANDLING**

- A. Store roof materials in weather protected environment clear of ground and moisture.
- B. Protect foam insulation board from getting wet and direct sunlight exposure.
- C. Store glues and adhesives per manufacturers requirements. Do not store in freezing temperatures or in direct sunlight the may cause the adhesive containers to heat up and expand causing danger of explosions.

**1.08 ENVIRONMENTAL REQUIREMENTS**

- A. Do not apply membrane during inclement weather or when air temperature is below 40° F.

**1.09 WARRANTY**

- A. Roof Manufacturer Warranty: The Roof Contractor who enters the Owner / Contractor Agreement with the Owner warrants to the Owner that the roof installation and all related new roof membrane, roof insulation, flashings, wood blocking and all roof accessories are installed per the roofing manufacturer's requirements and the project documents and that the Roof Manufacturer shall provide the 20 Year Warranty for 60 mil membrane roof and all roof materials NON-PRO-RATED for up to 90 mph wind speed measured at roof level.
- B. Roof Installation Warranty: The Roofing Contractor shall provide a (1) One Year WATER TIGHT ROOF SYSTEM WARRANTY from the date of substantial completion. This Water Tight Roof System Warranty shall apply for any leaks, seam adhesive failure, membrane splits, flashing failures or damage cause by normal or extreme seasonal weather, except under abnormal acts caused by tornado, fire, serve accidents of which the owner has no control or abnormal abuse caused by owner.

**PART 2 PRODUCTS**

**2.01 ACCEPTABLE MANUFACTURERS – EPDM MEMBRANE**

- A. Firestone Building Products – Fully Adhered EPDM Roofing System
- B. Other Approved Manufacturers:
  - 1. GlenFlex Roofing Systems. Genflex.
  - 2. Carlisle SynTec Systems: – RubberGard.
  - 3. Verisco Roofing Systems - VersiGard.
  - 4. Johns Manville – JM EPDM NR 60

## 2.02 MEMBRANE MATERIALS

A. Membrane: 60 mil thick EPDM, conforming to the following criteria:

PROPERTIES	TEST	RESULTS
Membrane Thickness	ANSI/ASTM D412	60 mil min. +/- 2 mils
Tensile Strength	ANSI/ASTM D412	1300 PSI min.
Elongation	ANSI/ASTM D412	350% min.
Hardness- Shore A	ASTM D2240	60+/-10
Tear Strength	ASTM D624 Die C D1004	175 lb. F/in.
Water Absorption	D471	4%
Moisture		
Vapor-perms	ASTM E96	0.1 perms, max.
Exposure	ASTM D822	No cracks
Low Temperature		
Brittleness Point, max. #F(C)	ANSI/ASTM D746	-75° F. (-59)

B. Other roofing materials required for a complete roofing system manufactured recommended by roof membrane manufacturer as listed below:

1. Roof membrane bonding adhesive.
2. Flexible Flashing Cured and Uncured EPDM Membrane Flashing 60 mil min. thickness, match roof membrane thickness.
3. Lap Sealant. (Sealing exposed edges and membrane flashing seams).
4. Seam Tape. Rubber to rubber self-vulcanizing tape.
5. Metal Termination / Nailing Strips.
6. Water Cutoff Mastic.
7. Pourable Sealer for pitch pockets.
8. Termination bars: Extruded aluminum termination bar as provided by membrane manufacturer.
9. Perimeter Reinforcing Strip: 6" wide EPDM strip with minimum of 3" rubber self-vulcanizing tape and screw fasten non-reinforcing strip to steel roof deck as required by roof membrane manufacturer.
10. Fasteners: Type as recommended by membrane manufacturer, compatible with membrane.
11. Counterflashing: Same as roof membrane material.
12. Premolded EPDM pipe seals.
13. EPDM Walkway Walk Pads: 1/4" thick x 30" x 30" spaced 2" to 3" apart to allow water to flow between walkway pads around all roof top units and at top and bottom of all roof ladders. Refer to roof plan for specific locations.

C. Flexible Flashing: 60 mil thick EPDM uncured; tensile strength of 1200 psi; elasticity of 50 percent with full recovery without set; black color; manufactured by membrane manufacturer.

## 2.03 ROOF PROTECTION COVER BOARD

A. Roof Protection Cover Board: High density closed cell, polyisocyanurate foam core that has been manufactured with coated glass facers both sides of board. ASTM D1621 Compressive Strength 120 min. psi. and with the following additional characteristics:

1. Size: 48 inches by 48 inches, nominal.
2. Thickness: 1/2"
3. Total R-Value: 2.2 minimum for 1/2" thickness
4. Acceptable Manufacturers:
  - a. Firestone: ISOGARD HD
  - b. Carlisle SynTec: SecurShield HD

- c. Other insulation manufacturer's with equal or better product as approved and warranted by roof membrane manufacturer providing the roof warranty.
- B. High Density Cover Board & Attachment: Adhere high density polyisocyanurate cover board with low rise foam adhesive fastening attachment of all Insulation Cover Board to new black paper faced polyisocyanurate in accordance with roof manufacturer warranty requirements.
  - 1. Oly-Bond 500
  - 2. Firestone I.S.O. Twin Pack
  - 3. Other products approved by Architect prior to bidding.
- C. Adhesive Coverage shall comply with the Roof Membrane manufacturer but no less than the following spacing:
  - a. Southeast Elementary School
    - i. Building Height for Roofs = 16'-0" high roof. Zone width is 10'-0"
  - b. Parkview Elementary School
    - i. 2 Story Building Height for Roofs = 30'-0" high roof. Zone width is 18'-0"
- 1. Roof Corners (Zone #3) = 60% of roof height above ground): Continuous rows of adhesive at 4" o.c. maximum.
- 2. Roof Edges (Zone #2) = 60% of roof height above ground): Continuous rows of adhesive at 6" o.c. maximum.
- 3. Outer Roof Field Area: (Zone #1) = 60% of roof height above ground): Continuous rows of adhesive at 12" o.c. maximum.
- 4. Inner Roof Field Area: (Zone #1' Prime) Continuous rows of adhesive at 16" o.c. maximum.

## 2.04 ROOF INSULATION BOARDS & SCREW & ADHESIVE FASTENERS

- A. New Polyisocyanurate Board Insulation Replacing Wet Insulation: Closed cell polyisocyanurate foam with black glass reinforced mat laminated to both faces, complying with ASTM C 1289 Type II Class 1, (felt faced) polyisocyanurate insulation with the following additional characteristics for base layer and tapered layer:
  - 1. Thickness: 3" to 9" +/- thick since roof has tapered roof insulation. Multiple layers 2 1/2" thick insulation board on flat roof deck. Match existing roof insulation thickness and slope with tapered insulation.
  - 2. Size: 48 inches by 48 inches max. size.
  - 3. Compressive Strength: 20 psi when tested in accordance with ASTM C 1289.
- B. New Polyisocyanurate Board Insulation: Closed cell polyisocyanurate foam with black glass reinforced mat laminated to both faces, complying with ASTM C 1289 Type II Class 1, (felt faced) polyisocyanurate insulation with the following additional characteristics for base layer: Install screw fasteners through all new and existing flat and supplemental tapered insulation into steel roof deck.
  - 1. Thickness: 1" thick. One layer of insulation board with stagger joints on existing insulation joint on all structural sloped roof deck.
  - 2. Size: 48 inches by 48 inches max. size.
  - 3. Compressive Strength: 20 psi when tested in accordance with ASTM C 1289.
- C. Insulation Fasteners at Metal Deck: Type, spacing and size as required by roof membrane manufacturer for roofing system and warranty to be provided; use only fasteners furnished by roof membrane manufacturer. Contractor shall use screw fasteners and termination bar a perimeter of roof edges, since the new and existing roof insulation system is thicker than 6", thus the perimeter reinforcing strip is not allowed by roof manufacturers. No wedge anchors allowed, must use screw anchors. Fasten multiple layers of insulation boards in one operation with screw fasteners into metal deck if acceptable for Roofing Manufacturer. (No Adhesives allowed for fastening of

insulation board at metal deck). Minimum pull strength per anchor = 400 lbs.

1. Install insulation fasteners that only extend 1 1/2" maximum below the top of the metal deck. If screw fasteners hit the fluted area, back screw fastener out of insulation and reposition so that screw fastener securely penetrates the top portion of the metal deck. ***This will minimize the chance of penetrating metal electrical conduit.*** Above the existing acoustic tile ceilings there exists many conduits mounted to the bottom of the steel roof deck and some have some conduits that are mount up inside the metal flutes. **Roof Contactor shall daily check above ALL acoustic ceilings where re-roofing project area is being done and identify any conduits mounted up in the flutes of the metal deck and so the Roof Contractor can drill thru from the underside of the roof to identify where the electrical conduits are located so as not to install screw fastener in electrical conduits.**

***If Roof Contractor penetrates any electrical conduits or wiring they shall be response to repair the wiring and conduits to original condition with Licensed Electrician at no additional cost to the Owner.***

2. Fastener Coverage shall comply with the Roof Membrane manufacturer but no less than the following spacing:
  - a. Southeast Elementary School
    - i. Building Height for Roofs = 16'-0" high roof. Zone width is 10'-0"
  - b. Parkview Elementary School
    - i. 2 Story Building Height for Roofs = 30'-0" high roof. Zone width is 18'-0"
- a. Roof Corners: (Zone #3) One Screw fastener per (1.00) sq. ft. minimum. (16) fasteners per 4'x4' board
- b. Roof Edges: (Zone #2) One Screw fastener per (1.33) sq. ft. minimum. (12) fasteners per 4'x4' board.
- c. Outer Roof Field Area: (Zone #1) One Screw fastener per (2.00) sq. ft. minimum. (6) fasteners per 4'x4' board.
- d. Interior Roof Field Area: (Zone #1' Prime) One Screw fastener per (2.67) sq. ft. minimum (4) fasteners per 4'x4' board.
3. Install screw fasteners with approximately 3" diameter steel roof plate washers at each fastener as required by the roof membrane manufacturer. Install screws with washer plates over new 1" thick polyisocyanurate insulation as required by roof manufacturer.

#### 2.04 GYPSUM FIRE BARRIER SHEATHING FOR PARKVIEW MIDDLE SCHOOL PROJECT IF WET

A. Roof Insulation and Fire Barrier Board: 5/8" thick paper faced Type 'X' Gypsum Board Sheathing loose laid on top of existing metal decking where existing gypsum fire barrier is wet and existing wet insulation:

1. Approved Gypsum Board Manufacturers:
  - a. United States Gypsum Corp,
  - b. Georgia Pacific, Corp.
  - c. National Gypsum Company

#### 2.05 ROOF DRAINS

- A. Remove existing beehives and cast iron roof clamping rings connected to existing roof drain body. Wire brush clamping ring and roof drain grate, seal cleaned clamp ring to existing roof drain body. Prime and paint existing roof drain grate and reinstall. Replace any plastic roof drain grates with aluminum or cast-iron roof drain grate.
- B. Weld any crack in existing roof drain clamp ring or provide new clamp ring or provide new steel clam ring, one per drain.

### **PART 3 EXECUTION**

#### **3.01 INSPECTION**

- A. After removing existing EPDM membrane, check existing insulation to see if it is wet. If the insulation is wet, immediately notify Owner Representative, Tim Simpkins and the, Angelo Architectural Associates, LLC, Architect, Mark Thiessen.
- B. Verify existing wood fiberboard surface is clean and smooth, free of depression, waves, or projections. Sweep or blow all debris off existing wood fiberboard surface.
- C. Verify roof openings and penetrating elements through roof are solidly set and anchored.
- D. Do not apply roof materials to damp, wet, frozen, dirty, dusty, or deck surfaces unacceptable to manufacturer.
- E. Verify deck surfaces are dry and free for snow or ice.
- F. Verify all existing metal deck mechanical penetrations are securely anchored.
- G. Examine roof substrate to verify that it is properly sloped to drains.
- H. Verify that the specifications and drawing details are workable and not in conflict with the roofing manufacturer's recommendations and instructions; start of work constitutes acceptance of project conditions and requirements.
- I. Verify that existing and new wood curbs and nailers have been properly installed and anchored. Re-attach if not properly secured.

#### **3.02 EXAMINATION**

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
- B. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- C. By beginning Work, indicates the Roofing Contractor accepts existing conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.
- D. The Architect did an infrared scan of the existing roof area to be re-roofed and identified possible wet areas that should be removed. Since the roof scan was done a year before that actual new roof is being installed, it is possible the wet roof material area has changed slightly. If wet area of roof material is different than shown on drawings, contractor shall show owner and architect the actual wet roof materials that actually, need to be remove and new roof materials shall be installed, so a change to the contract can be issued by Architect.

3.03 INSTALL NEW ROOF INSULATION WHERE EXISTING ROOF INSULATION IS WET.

- A. If after removing existing EPDM roof membrane, if any existing fiberboard, insulation and or gypsum fire barrier is wet, immediately notify owner representative and architect if different in size than what is listed on the drawings. They will determine how much fiberboard, insulation and gypsum fire-resistant topping should be removed. The contractor, owner and architect will measure how many additional square feet of material shall be removed above the amount indicated on roof plan. A contract adjustment will be made if different than drawings.
- B. Loose lay new 5/8" gypsum board fire barrier on existing steel roof deck if existing gypsum fire-resistant barrier is wet and need to be removed and replaced. If only the insulation is wet replace wet insulation only.
- C. Loose lay new multiple layers of 2 1/2" +/- thick of felt faced polyisocyanurate insulation tight to existing dry insulation. New insulation to match top existing roof fiberboard and insulation thickness. Match tapered insulation slope. Mechanically, screw-fasten new insulation and gypsum fire barrier sheathing to steel roof deck.

3.04 THERMAL INSULATION INSTALLATION WHERE ACOUSTIC TILE CEILING EXISTS BELOW NEW ROOF IN BUILDING INTERIOR.

- A. Verify existing rigid fiberboard surface is clean and dry.
- B. Loose lay insulation boards to moderate contact without forcing joints against edge of adjacent boards. Cut insulation to fit neatly to perimeter blocking, tight to parapet walls and around protrusions through roof with gaps not to exceed 1/8" inch. Stagger joints 12" on center minimum from existing fiberboard joints.
- C. **Contractor shall enter into existing building interior and lift existing acoustic tile ceiling in as main area as required to identify all conduit locations prior to removing existing roof membrane to identify where the existing conduits are located so that when screw fastening the new insulation to the existing steel roof deck the screws do not penetrate the existing conduit.**
- D. **Install roof membrane manufacturer's recommend paint coated steel screw fasteners and galvanized metal washer plates thru new 1" thick polyisocyanurate insulation new or existing roof insulation and new or existing gypsum fire barrier sheathing per required screw spacing.**
- E. Lay tapered insulation or cut boards to slope to establish pitch to all roof drains.
- F. Apply no more insulation than can be covered with membrane in same day.
- G. Minimum thermal value in installed insulation shall be R-Value 6.0 per inch over all near level roof surfaces.

3.05 THERMAL INSULATION INSTALLATION COVER BOARD

- A. Adhere 1/2" high-density polyisocyanurate cover board to all new felt faced polyisocyanurate insulation board with low-rise foam adhesive. Adhesive coverage shall comply with the Roof Membrane manufacturer but no less than the following spacing as required in Paragraph 2.03.C in this roof specification.

### 3.06 ROOF MEMBRANE INSTALLATION

- A. Comply and install new membrane roofing in accordance with roof membrane manufacturer's instructions.
- B. Only remove as much roof membrane as can be newly re-roofed and sealed watertight at the end of each workday. Do not remove existing roof membrane if there is a risky probability of rain in that days forecast.**
- C. Apply adhesive to top and vertical exposed surfaces of all wood perimeter blocking and sheathing at the rate required by roof manufacturer.
- D. Roll out membrane, free from wrinkles or tears. Allow sheet to relax as required by manufacturer. Install new roof membrane in place without stretching or distorting. Firmly roll sheet into place at perimeter of concrete masonry parapet walls. Fasten edge of roof membrane to perimeter of roof edges with EPDM self-adhesive perimeter reinforcing stripe with screw fastener and washer at 6" o.c. maximum or as required by roof manufacturer. Adhere and roll in EPDM roof membrane onto perimeter reinforcing strip and extend the roof membrane up and over the top of the parapet wall and down to existing parapet flashing clip. Fasten outer edge of lowest 2x wood blocking with 1 1/4" long galvanized roofing nails at a minimum of 6" o.c. before installing parapet cap flashings.
- E. Overlap edges and ends minimum 3 inches and solvent seal. Apply uniform bead of sealant to joint edge. Seal permanently waterproof.
- F. Overlap roof membrane with shingle style lap joints in direction drainage of sloped substrate with minimum 3" lap or as required by roof membrane manufacturer.**
- G. Minimize wrinkles and bubbles. If the wrinkle or bubbles can be pinched together or folded over they shall be cut out and patched or an additional piece of roof membrane installed over the wrinkle or bubble as required by the architect.
- H. Fully adhered underside of roof membrane to all new or existing wood blocking and new high-density polyisocyanurate insulation with roof manufacturer SBR rubber blend, formulated adhesive. Seal to adjacent perimeter surfaces.
- I. Continue membranes up vertical surfaces minimum 8" or over top edge of parapet wood blocking or down face of wall to bottom of clip of gravel/fascia flashing as shown in details.
- J. Seal items penetrating membrane with counterflashing membrane material at all existing mechanical penetrations. Leave existing EPDM membrane adhered to mechanical curbs if the existing mechanical equipment is too large to loosen and lift and wrap with new EPDM membrane flashing. If mechanical equipment is small enough to loose screw fasteners and lift equipment and wrap curb with new membrane flashing, then extend roof membrane over top of roof curb and nailed with 1 1/4" galvanized roofing nails on inside of curb. Then reinstall equipment and securely screw-fasten existing equipment to existing roof curb.
- K. Mechanical Walkway Pavers: Adhere new EPDM walkway protection mats at top and bottom of roof access ladder and around all large mechanical HVAC roof top units as shown on roof plan.

3.07 MISCELLANEOUS FLASHING INSTALLATION

- A. Membrane flashings. Install flexible membrane flashing up sides of mechanical unit curbs as shown on detail. Seal flashings watertight too roof membrane and flashing.
- B. Reinforce membrane with multiple thickness of membrane material over joints, wood framed building expansion joints and outside corners, whether joints are static or moving. Provide minimum 5" wide seam tape as manufactured by roof membrane manufacturer. **Provide roofing sealant along both edges of all seam tape.**
- C. **After removing existing metal expansion joint covers between roof level changes, install new membrane up, over and down the other side of the roof expansion joint / parapet wall and seal new membrane roof water tight to existing EPDM Roof Membrane as shown on details.** Do not install new metal flashing covers on expansion joints, unless shown on drawings.
- D. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed during same day.
- E. Secure flashings to wood nailer with roofing nails at 4" o.c. maximum where concealed under flashing.
- F. Remove existing roof drain grates and clamp rings, wire brush clean of existing adhesive from roof drain body and install new roof membrane set in new water cut-off mastic and reinstall clamp ring and newly primed and newly painted existing roof drain grate.
- G. Sweep and blow roof clean of all debris when roof is complete.
- H. Existing Overflow Scuppers: Protect existing prefinished overflow metal thru-wall overflow scuppers through precast concrete wall panels. If existing prefinished metal scupper sleeves are damaged they shall be replaced with new Firestone 24 gauge steel flashing, Color: to match existing roof edge flashing color. Seal new roof membrane flashing water tight with roofing sealant around perimeter of membrane termination to interior 4 sides of existing through prefinished metal thru-wall scupper water tight with seam tape and lap sealant continuous around perimeter of scupper sleeve.
- I. Flashing at Walls, Curbs, and Other Vertical and Sloped Surfaces: Install weathertight flashing at all walls, curbs, parapets, and other vertical and sloped surfaces that the roofing membrane abuts to; extend flashing at least 8 inches high above membrane surface or as shown on drawings.
  - 1. Use the longest practical flashing pieces.
  - 2. Evaluate the substrate and overlay and adjust installation procedure in accordance with membrane manufacturer's recommendations.
  - 3. Complete the splice between flashing and the main roof sheet with specified splice adhesive before adhering flashing to the vertical surface.
  - 4. Provide termination directly to the vertical substrate as shown on roof drawings.

J. Roof Drains:

1. Remove and reinstall existing cast iron roof clamping rings, clean and seal water tight to existing roof drain body. Install new water cut-off mastic on roof drain body and set new roof membrane in mastic and tighten existing clamping ring over new roof membrane and place new beehive on roof drains. **No Roof Drain inserts allowed.**
2. Install cover board around drain to provide smooth transition from roof surface to drain. Slope not to exceed manufacturer's recommendations.
3. Position membrane, then cut a hole for roof drain to allow 1/2 to 3/4 inch of membrane to extend inside clamping ring past drain bolts.
4. Make round holes in membrane to align with clamping bolts; do not cut membrane back to bolt holes.
5. Apply sealant on top of drain bowl where clamping ring seats below the membrane.
6. Install roof drain clamping ring and clamping bolts; tighten clamping bolts to achieve constant compression.
7. Reinstall newly painted roof drain grate on roof drain clamp ring after roof membrane is installed.

K. Flashing at Penetrations: Flash all penetrations passing through the membrane; make flashing seals directly to the penetration.

1. Pipes, Round Supports, Preparation: Wire brush, sand or grind all rust and sealant of metal pipes or supports prior to installing roof membrane flashings or boots.
2. Pipes, Round Supports, and Similar Items: Flash with specified pre-molded pipe flashings wherever practical; otherwise use specified self-curing elastomeric flashing.
3. Pipe Clusters and Unusual Shaped Penetrations: Provide penetration sealant pocket at least 2 inches deep of roof manufacturers recommended two part sealant, with at least 1 inch clearance from penetration, sloped to shed water.
4. Structural Steel Tubing: If corner radii are greater than 1/4 inch and longest side of tube does not exceed 12 inches, flash as for pipes; otherwise, provide a standard curb with flashing.

3.08 ROOFING INSPECTION BY MANUFACTURERS INSPECTOR

- A. Intermediate Roof Inspection by Manufacturer: Provide intermediate inspection by roof manufacturer at the beginning of the reroofing project to observe the total process of the roofing installation so that any corrective measures can be made prior to final inspection and roof system is being is properly and warrantable by roof manufacturer.
- B. Final Roof Inspection by Manufacturer: Provide final inspection of the roofing system by a Technical Representative employed by roofing system manufacturer specifically to inspect installation for warranty purposes (i.e. not a sales person). Have Technical Representative recheck any modifications required by roofing installer to make sure modifications have been made correctly.
- C. Perform all corrections necessary for issuance of warranty. This shall be completed before final payment will be approved by Architect.

3.09 CLEANING

- A. Clean all contaminants generated by roofing work from building and surrounding areas, including bitumen, adhesives, sealants, and coatings.

- B. Repair or replace building components and finished surfaces damaged or defaced due to the work of this section; comply with recommendations of manufacturers of components and surfaces. Replace and damage landscaping including shrubs bushes or sod, or dead grass with new top soil and hydro-seeding.
- C. **Roofing Contractor shall walk the entire roof prior to the Owner and Architect substantial completion punchlist review to remove all debris, mainly sharp objects such as nails, screws and sharp piece of metal flashing!!!!!!!!!!!!!!!!!!!!!!**
- D. **Remove leftover materials, trash, debris, equipment from project site and surrounding areas. Architect will not release final payment until roof and site are clean of all debris and unused materials!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

3.10 PROTECTION

- A. Where construction traffic must continue over newly finished roof membrane, provide durable protection to prevent wear and damage to new roof. Replace or repair damaged roofing to original condition as determine by Architect if new membrane shows wear and tear.
- B. Protect building surfaces against damage from roofing work. Repair to original condition.

END OF SECTION 07550

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Shop fabricated prefinished steel, parapet flashings, fascia / gravel stop flashings, wall counter and mechanical equipment flashings, and overflow scupper flashing for a complete finished watertight project.
- B. Flashing accessories required for a complete flashing installation, including but not limited to seam covers, continuous galvanized clip at all gravel stop / fascia flashing, sealant, flashing fasteners.
- C. Coordination for providing any custom prefinished metal wall panel corner, counter and miscellaneous flashings, etc.
- D. Sheet metal installer / fabricator shall fabricate Mock-Up Sample and install 30 lineal feet of each different type of flashing and have architect approve the installed Flashing Mock-Up samples prior to fabricating the remaining flashing. If Mock-up is not acceptable contractor shall install new mock-up sample until approved by Architect. If acceptable it can remain as part of the final project. Approved mock-up sample shall be the project standard for the remaining flashing installation.

**1.02 RELATED SECTIONS**

- A. Section 06100 – Rough Carpentry: Coordinate installation of new wood curb blocking, nail base sheathing and miscellaneous wood sheathing as shown on drawings.
- B. Section 07500 – Existing Roof System Removal: Coordinate the removal of all existing flashing that is needed to be removed as required for complete roof system as shown on drawings.
- C. Section 07550 – Fully Adhered Membrane Roof: Install new flashing in manner to terminate new roof membrane in durable, aesthetically watertight method as shown on architects drawings and as required for 20 year roof warranty by membrane Manufacturer.
- D. Section 07900 – Joint Sealers: Install concealed sealant at all sheet metal flashing joints. underside of both sides of 4” wide seam covers and up the back 1” high lip of all gravel stops.

**1.03 REFERENCES**

- A. ASTM A 653/A 653M- Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; Current Addition
- B. ASTM B32 – Standard Specification for Solder Metal; Current Addition.
- C. ASTM D 4586 – Standard Specification for Asphalt Roof Cement, Asbestos-Free; Current Edition
- D. SMACNA (ASMM) – Architectural Sheet Metal Manual; Sheet Metal and Air Conditioning Contractors’ National Association; Current Addition.

1.04 SUBMITTALS

- A. See Section 01300 – Administration Requirements, for submittal procedures.
- B. Shop Drawings: Indicate flashing material profile, jointing pattern, jointing details, fastening methods, flashings, terminations, and installation details.
- C. Color Chart: Provide color chart of manufacturer standard colors.

1.05 QUALITY ASSURANCE

- A. Perform work in accordance with SMACNA Architectural Sheet Metal Manual requirements and standard details, except as otherwise indicated.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Stack material to prevent twisting, bending, and abrasion, and to provide ventilation. Slope metal sheets to ensure drainage.
- B. Prevent contact with materials, which may cause discoloration or staining.

PART 2 PRODUCTS

2.01 SHOP FABRICATED ROOF FLASHING MATERIAL

- A. Prefinished Galvanized Steel Flashing Material: Use at exposed flashing locations only. ASTM A 653/A 653M, with G90/Z275 zinc coating; 24 gauge thick base metal. Kynar 500 Finish, with Primer 0.25 +/- .05 mils and Topcoat of 0.8 mils +/- .05 mils.
  - 1. Approved Manufacturer:
    - a. Berridge Manufacturing Company
    - b. Firestone Building Products / Una-Clad
    - c. Pac-Clad
    - d. Other approved Manufacturer providing equal materials as approved by the architect and list in any addendums prior to bidding.
  - 2. Substitutions: Under provisions of Division 01600.
  - 3. Flashings for custom bent parapet flashings, wall counter flashings and thru-wall overflow scupper sleeves and collar around scupper sleeve for 24 gauge prefinished Kynar 500 Finish,
    - a. **Southeast Elementary Flashing Color: Firestone Electric-Blue for all new metal flashing color. No substitution allowed for all new metal flashing color.**
    - b. **Parkview Middle School Flashing Color: Firestone - Bone White or equal.**

- B. Galvanized Steel Flashing Continuous Concealed Clip Material: Use under all parapet flashing locations to secure these types of flashing exposed exterior edges tight to building. ASTM A 653/A 653M, with G90/Z275 zinc coating; 20 gauge thick base metal with galvanized metal finish. See drawing details.
  - 1. Custom bent metal parapet and fascia / gravel stop continuous galvanized clips hooked into exposed 1/2" drip edge in and 'L' Shape profile and lapped over top of wood roof edge wood blocking as shown on drawings.
- C. Provide all flashing as shown on drawings or as required to proper flash all roof edges and mechanical and electrical penetrations.
- D. Provide new overflow scuppers flash sleeves and collars near roof drain locations as soon on drawings.

## 2.02 ACCESSORIES

- A. Galvanized Roofing Nail Fasteners: Galvanized steel roofing nails at 6" o.c minimum or as recommended by flashing manufacturer to fasten galvanized metal 20 gauge continuous roof clips.
- B. Gasketed Steel Screw Fasteners for Counter Flashing and backside of Parapet Flashing: Galvanized pre-finished shelf tapping hex headed screw fastener with small neoprene gasket. **Color of screw fastener to match color of selected flashing color as approved by architect.**
- C. Primers: Zinc chromate type. Used for touch-up primer paint if flashing is damaged during installation.
- D. Sealant: Type specified in Section 07900.
- E. Plastic Cement: ASTM D 4586, Type I.
- F. Solder: ASTM B 32; Sn50 (50/50) type.
- G. Protective Backing Paint: Zinc molybdate alkyd.
- H. Plastic Cement: ASTM D 4586, Type I. Use as required in concealed locations to maintain building watertight.

## 2.03 SHOP FABRICATED CUSTOM MISCELLANEOUS FLASHINGS

- A. Form sections true to shape, accurate in size, square, and free from distortion or defects of 24 gauge thick base metal, Kynar 500 Finish.
  - 1. Parapet Flashings:
  - 2. Fascia / Gravel Stop Flashings:
  - 3. Wall Counter Flashings:
  - 4. Thru-wall Overflow Scupper Sleeve and Collar:
  - 5. Coordinate Misc. Metal Wall Flashings for Auditorium Metal wall panels such as Corner, Counter and Misc. Flashings.

- B. Form pieces in longest possible lengths.
- C. Hem exposed edges on underside 1/2 inch, miter and seam corners.
- D. Form material with flat lock seams, except where otherwise indicated. At moving joints, use sealed lapped, bayonet-type or interlocking hooked seams.
- E. Fabricate corners from one piece with minimum 18 inch long legs; seam for rigidity, seam with sealant.
- F. Fabricate vertical faces with bottom edge formed outward 1/2 inch and hemmed to form drip.

### **PART 3 EXECUTION**

#### **3.01 EXAMINATION**

- A. Verify roof wood curbs and blocking, pipes, sleeves and vents through roof solidly set, reglets in place, and nailing strips located.
- B. Verify roofing membrane termination and base flashings are in place, sealed and secure.
- C. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
- D. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- E. By beginning Work, indicates the Roofing Contractor accepts existing conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

#### **3.02 PREPARATION**

- A. Install starter and edge strips, and cleats before starting installation of pre-finished parapet flashings.

#### **3.03 INSTALLATION**

- A. Flashing shall conform to drawing details.
- B. Secure flashings in place using concealed fasteners. Use exposed fasteners only where permitted.
- C. Apply polyurethane sealant compound between metal flashings pieces.
- D. Fit flashings tight in place. Make corners square, surfaces true and straight in planes, and lines accurate to profiles.

- E. Install flashings to minimize oil can effects in flashings.
- F. Secure flashing using concealed fasteners where possible.
- G. Remove all protective plastic film coating over all flashing before installing the flashing components.
- I. Install 4" wide seam covers over all flashing joints. Leave a 1/2" minimum to 1" gap between 10'-0" long flashing pieces and in hemmed edge seam cover of all seams and set seam covers in continuous bead of sealant on both sides of seam covers for thermal expansion of flashing.
- J. Install and perform all flashing work in accordance with SMACNA Architectural Sheet Metal Manual requirements and standard details, except as otherwise indicated on drawings.

3.04 PROTECTION OF FLASHINGS

- A. Protect all metal flashing from damage. Replace any flashings damage prior to completion of the project.
- B. Remove all plastic protection sheets from flashing just prior to flashing installation. Do not cut plastic of flashing with a utility knife or any sharp object. If flashing is cut or scratched it shall be replaced.**

END OF SECTION 07600

## PART 1 GENERAL

### 1.01 SECTION INCLUDES

- A. Preparing sealant substrate surfaces for proper installation of sealant and accessories.
- B. Joint Primer, Backer Rod and Sealant material for all sealant joints required too keep water out of building interior.
- C. Polyurethane Sealant used for exterior flashing joints.
- D. Accessories:
  - 1. Joint Backing: Round, closed cell polyethylene foam rod; oversize 30 to 50 percent larger than joint width.
  - 2. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer to suit application.
  - 3. Sealant Primer: Sealant Primer recommended by the sealant manufacturer shall be installed prior to installing sealant in all joints to receive sealant.

### 1.02 RELATED SECTIONS

- A. Section 07550 – Fully Adhered Membrane Roof System: Sealant required to seal all roof and wall flashings watertight to masonry precast concrete wall panels, metal flashing panels, roof membrane and metal flashings, etc. to keep building water tight.
- B. Section 07600 – Flashing Metal Flashing and Trim. Seal all lap joints and flashing seam cover so no sealant is exposed on face of prefinished parapet and metal fascia / gravel stop from exterior of building and at exposed top bead on wall counter flashings at 45 degree positive slope so not water can collect on top of counter flashing top hemmed edge. Install sealant watertight along top edge of wall counter flashing and as shown on drawings.

### 1.03 REFERENCES

- A. ANSI/ASTM D1056 - Flexible Cellular Materials - Sponge or Expanded Rubber.
- B. ANSI/ASTM D1565 - Flexible Cellular Materials - Vinyl Chloride Polymers and Copolymers (Open-Cell Foam).
- C. ASTM C790 - Use of Latex Sealing Compounds.
- D. ASTM C804 - Use of Solvent-Release Type Sealants.
- E. ASTM C834 - Latex Sealing Compounds.
- F. FS TT-C-00598 - Caulking Compound, Oil and Resin Base Type.
- G. FS TT-S-00227 - Sealing Compound: Elastomeric Type, Multi-Component.
- H. FS TT-S-00230 - Sealing Compound: Elastomeric Type, Single Component.
- I. FS TT-S-001543 - Sealing Compound, Silicone Rubber Base.

- J. SWI (Sealing and Waterproofers Institute) - Sealant and Caulking Guide Specification.

#### **1.04 SUBMITTALS**

- A. Submit product data indicating sealant chemical characteristics, performance criteria, limitations, and color availability.
- B. Manufacturer's Installation Instructions: Indicate special procedures surface preparation, perimeter conditions requiring special attention.

#### **1.05 QUALITY ASSURANCE**

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform acoustical sealant application work in accordance with ASTM C919.

#### **1.06 WARRANTY**

- A. Provide five (5) year warranty under provisions of Section 01700.
- B. Warranty: Include coverage for installed sealants and accessories, which fail to achieve air tight seal, water tight seal, and exhibit loss of adhesion or cohesion, or do not cure.

#### **1.07 ENVIRONMENTAL REQUIREMENTS**

- A. Do not install solvent curing sealants in enclosed building spaces.
- B. Maintain temperature and humidity recommended by the sealant manufacturer during and after installation.

### **PART 2 PRODUCTS**

#### **2.01 SEALANTS**

- A. Polyurethane Sealant: Use for exterior flashing joints, flashing abutting masonry walls and any exterior general roof caulking.
  - 1. Sika Flex - 1A
  - 2. Tremco - Dymeric
  - 3. BSAF - Sonneborn - Sololastic NP1
  - 4. Dynatrol I – Pecora Corporation
  - 5. Chem-Calk 900 – Botstik Construction Products.

#### **2.02 ACCESSORIES**

- A. Primer: Non-staining type, to suit application for all sealants as recommended by sealant manufacturer.
- B. Joint Cleaner: Non-corrosive and non-staining type, recommended by sealant manufacturer; compatible with joint forming materials.

- C. Joint Backer Rod: ANSI/ASTM D1056; round, closed cell polyethylene foam rod; oversized 30 to 50 percent larger than joint width.
- D. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer to suit application where the joint is not deep enough to install proper sealant depth and backer rod.

### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify that field conditions are acceptable and are ready to receive work.
- B. Verify items provided by other Sections of Work are properly sized and located.
- C. Verify that built-in items are in proper location, and ready for installing sealant primer, backer rod and sealant material.
- D. Verify that substrate surfaces and joint openings are ready to receive work and field measurements are as shown on Drawings and recommended by the manufacturer.
- E. Verify that joint backing and release tapes are compatible with sealant.
- F. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- G. By beginning Work, Contractor accepts existing conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

#### 3.02 PREPARATION

- A. Clean and prime joints in accordance with manufacturer's instructions.
- B. Remove loose materials and foreign matter, which might impair adhesion of sealant.
- C. Perform preparation in accordance with manufacturer's instructions.
- D. Protect elements surrounding the work of this Section from damage or disfiguration.
- E. All surfaces in contact with sealant shall be dry, sound, well brushed and clean, and wiped free from dust.
- F. Use Solvent to remove oil and grease, wiping the surfaces with clean clothes.
- G. Verify that joint backing and release tapes are compatible with sealants.

#### 3.03 INSTALLATION

- A. Seal joints all between dissimilar materials.

- B. Install sealant in accordance with manufacturer's instructions.
- C. Measure joint dimensions and size materials to achieve required 2:1 width/depth ratios.
- D. Install joint backing to achieve a neck dimension no greater than 1/3 of the joint width.
- E. Install bond breaker where joint backing is not used or deep enough to install backer rod.
- F. Apply sealant within recommended application temperature ranges. Consult manufacturer when sealant cannot be applied within these temperature ranges.
- G. Install sealant free of air pockets, foreign embedded matter, ridges, and sags.
- H. Tool joints concave unless detailed otherwise.

#### 3.04 CLEANING AND REPAIRING

- A. Clean adjacent soiled surfaces.
- B. Repair or replace defaced or disfigured finishes caused by work of this Section.
- C. Remove masking tape immediately after joints have been tooled.

#### 3.05 PROTECTION OF FINISHED WORK

- A. Protect sealants until cured.

#### 3.06 SCHEDULE

- A. Exterior Sealant Joints:
  - 1. Install sealant along top edge of all vertical wall counter flashings.
  - 2. Install sealant between all new flashing joints at parapet, gravel stop / fascia flashing and wall counter flashings. Seal 1" high back side of all gravel stop vertical joints on back side of flashings.
  - 3. Install sealant under both edges of 4" wide crimped parapet wall seam joint cap flashing. Sealant should not be exposed on to and face of parapet flashing.
  - 4. Install sealant in joints in mechanical and electrical roof and wall penetrations that are not sealed by the roofing membrane.
  - 5. Install sealant between all misc. metal flashing and trim to prevent water penetration.
  - 6. Install sealant in joints in all exterior building envelope to prevent unwanted water penetration

END OF SECTION 07900



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Approve SBRC for FY22 Limited English Proficient (LEP) Allowable Growth of \$135,377.12

**Extended Information:** Superintendent's Recommendation: Approve the SBRC for FY22 Limited English Proficient (LEP) Allowable Growth of \$135,377.12 as recommended.

---

**ATTACHMENTS:**

File Name	Description	Type	Upload Date
<a href="#">LEP_Allowable_Costs.pdf</a>	LEP Allowable Costs	Support Document	10/31/2022



Data collected under Iowa Administrative Code [281-60.6\(2\)"a"](#) and [289-6.3\(3\)"h"](#)

Board minutes are required. Upload a copy of the board minutes here:

[File List](#)

[PromisedFile List](#)

If board minutes approving this request are not provided at the time of certification, enter the date of the board meeting being held within the next 30 days at which related action will occur. Upload minutes approving this action within two business days of the board meeting:

11/7/2022 12:00:00 AM

We, the district officials, certify under penalty of perjury and pursuant to the laws of the state of Iowa that the data submitted on this LEP excess costs application, for the year ended June 30, 2022, are true, correct, complete, and comply with all applicable requirements of law, rules, regulations, and instructions; that no unallowable costs were included in the request, that all costs supplement the regular curriculum and do not supplant other funding received for general purpose or this same purpose, were fully expended in the 2021 - 2022 school year, were expended for the purpose designated by the authorizing legislation or agency, and were accounted for separately using proper coding as defined in Iowa Uniform Financial Accounting. We further certify that no costs included in this application were included in any previous request to the SBRC.

Certifier Name: Jennifer Jamison  
Certifier Title: Chief Financial Officer/Board Secretary & Treasurer  
Certifier Phone: 515-965-9604 x 54781  
Certifier Email: jennifer.jamison@ankenyschools.org

LEP Allowable Cost Certified:  
10/28/2022 6:33:18 PM

Program between 410 - 419 Account ID = 9 and Fund = 10 Object by Function		Salaries	Benefits	Purchased Professional	Equip rental/repair	Other (tuition)	Supplies	Equip	Total
		100-199	200-299	300-399	430-449	500-599	600-699	730-739	
1. Instruction	1XXX	<a href="#">334395.72</a>	<a href="#">110234.82</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">3908.64</a>	<a href="#">0.00</a>	<a href="#">448539.18</a>
2. Student Support Services	21XX	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>
3. Staff Support Services	22XX	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">16800.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">16800.00</a>
4. Exec Admin	23XX	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>
5. Bldg Admin	24XX	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>
6. Business Admin	25XX	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>
7. O & M	26XX	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>
8. Transportation	27XX	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>

Program between 410 9. Community Services 419 Account ID = 9 and Fund = 10 10. Total Object by Function	28XX	<u>0.00</u> Salaries	<u>0.00</u> Benefits	<u>0.00</u> Purchased Professional	<u>0.00</u> Equip rental/repair	<u>0.00</u> Other (tuition)	<u>0.00</u> Supplies	<u>0.00</u> Equip	<u>0.00</u> Total
		<u>334395.72</u> 100-199	<u>110234.82</u> 200-299	<u>16800.00</u> 300-399	<u>0.00</u> 430-449	<u>0.00</u> 500-599	<u>3908.64</u> 600-699	<u>730.00</u> 700-739	<u>465339.18</u>

11. Total (Line 10)		465339.18
12. Weighted funding received (from October 2020 CE x FY22 DCPD) (0.00 X 7227.00)	201922.00	
13. Other resources (expenditures above that have project >0000, excluding 1112)	60277.58	
14. FY21 state and federal carryover	0.00	
15. MSA on FY22 Application form (from SBRC application form)	55358.00	
16. Resources Available but unused	0.00	
Total Resources Available (Sum Lines 12 thru 16)	317557.58	
17. Preliminary Maximum allowable request (Lines 11-Total Resources Available, if positive, otherwise zero)		147781.60
18. Revenue Received (Source 1951, Source 1323 AND Program 4XX, and Project 1112)		0.00
19. Revenue not captured (e.g. costs paid from another district) (district input)		12404.48
20. Any expenditure included in the row above that is not expressly allowed by IAC (district input)		0.00
21. Maximum allowable request (Line 17 minus 20, if positive, otherwise zero)		135,377.12
22. Amount requested (may be less than maximum allowable) (district input)		135377.12



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

**Title:** Policies - First of Two Readings

- Extended Information:**
- 105.00 Online Content & Functionality *Minor changes for consistency and clarity*
  - 213.00 Public Participation in Board Meetings *Changes to clarify time limits for speakers; additional minor changes for consistency and clarity*
  - 504.70 Emergency School Closings & Procedures *Minor changes for consistency and clarity; removal of Rules & Regulations for insertion in handbook*
  - 601.30 Emergency School Closings *Elimination and consolidation into 504.70*
  - 606.20 Social Events *Changes for consistency and clarity; removal of detailed language for insertion in handbook*
  - 400.09 Staff Access to District Provided Telecommunications, Etc. *Changes for consistency and clarity*
  - 400.14 E-mail Retention *Changes for consistency and clarity*
  - 807.00 Cell Phone Policy & Procedure *Changes for consistency and clarity; removal of Rules & Regulations for insertion in handbook*
  - 900.00 Parent Reunification *Minor changes for consistency*
  - 203.40 Committees of the Board *Changes to reflect a revised selection process for board committees; changes for consistency and clarity*
  - 307.00 Resolution Protocols *Changes to procedure for reconsideration of district decisions*
  - 502.04 Student Complaints & Grievances *Changes to procedure for reconsideration of district decisions; changes for consistency*
  - 204.11 Grievance Procedure *Elimination via consolidation into 307.00*
  - 400.56 Public Complaints about Employees *Elimination via consolidation into 307.00*
  - 400.72 Intellectual Freedom *Clarification of legal balancing between First Amendment rights and responsibilities of public employees; updated legal & cross references*
  - 400.48 Learning, Training, and Staff Development *Minor edits to enhance transparency regarding legal requirements.*
  - 602.01 Curriculum Development, Implementation, and Evaluation *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
  - 605.00 Selection of Instructional Materials *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
  - 605.02 Objections to Instructional Materials *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
  - 605.05 Objection to Library Materials *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
  - 504.42 Identifying and Reporting Child Abuse *Minor to enhance transparency regarding updated legal requirements.*
  - 601.02 School Day *Minor edits to enhance transparency regarding legal requirements*
  - 804.60 Capital Assets *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*

Superintendent Recommendation: Approve and accept the policies, first of two readings, as recommended.

#### ATTACHMENTS:

##### File Name

[October Policies First Read \(1\).pdf](#)

##### Description

October Policies 1 of 2

##### Type

Support Document

##### Upload Date

10/31/2022



## 105.00 Online Content and Functionality

The ~~District-district~~ complies with the Americans with Disabilities Act (ADA), Iowa Civil Rights Act (ICRA), and Section 504 of the Rehabilitation Act in ensuring people with disabilities have an opportunity equal to that of their nondisabled peers to participate in ~~the District's-district~~ programs, benefits, and services, including those delivered through electronic and information technology. ~~This means that the Distrie~~ Therefore, the district ~~t~~ will take actions to ensure that, to the maximum extent possible, individuals with disabilities receive the same benefits and/or services as their nondisabled peers.

To ~~meet~~ this end, the ~~District-district will-shall~~ provide online content and functionality ~~which-that~~ meets the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content (collectively, the "Accessibility Standards"). The Accessibility Standards shall apply to current and new, newly-added, or modified online content, and may be subject to change with or without notice if they become obsolete.

Notwithstanding the forgoing, if conformance with any Accessibility Standard constitutes a fundamental alteration or undue burden to the ~~District-district~~, the ~~District-district~~ shall provide equally effective alternative access. Providing "equally effective alternative access" means the ~~District-district~~ will take any actions that do not result in a fundamental alteration or undue financial and administrative burdens, but nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the same online benefits or services as their nondisabled peers. ~~Please note that alternatives-Alternatives~~ are not required to produce the identical result or level of achievement for persons with and without disabilities; but will afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, and/or to reach the same level of achievement; in the most integrated setting appropriate to the person's needs.

If you need assistance with an item listed on this website please contact the **district webmaster**.

### Legal Reference:

Americans with Disabilities of 1990

Iowa Civil Rights Act, Iowa Code Chapter 216

Section 504 of the Rehabilitation Act of 1973

### Cross-Reference:

102.00 Equal Educational Opportunity

Adopted:

May 21, 2018

Reviewed:

October 6, 2022

Revised:

November 7, 2022

~~If you need assistance with an item listed on this website please contact the **district webmaster**.~~

## 213.00 Public Participation in Board Meetings

The ~~Board-board~~ recognizes the importance of citizen participation and encourages the community to participate in ~~District-district~~ matters. The public may participate in a public meeting of the board during the *Communication from the Public* portion of the meeting and/or by following established district procedures to request that the board place an item on the official ~~placing an official meeting agenda item before the Board.~~

State law prohibits the ~~board Board of Education~~ from deliberating and/or taking action on items not publicly posted in a timely fashion in advance of ~~the a Board-board~~ meeting ~~for community review, except in-unless such action is necessary due to an emergency-situations~~. Therefore, the ~~Board-board~~ will not deliberate and/or take action on comments shared during Communication from the Public. ~~The Board may table an agenda item for the purpose of further discussion.~~

To officially request that an item be added to the agenda for a Board of Education meeting, an individual must use the published district procedures to notify the ~~Superintendentsuperintendent~~/designee of the suggested item in sufficient time to meet notification requirements in Board Policy 204.60 Notice of Meetings.

~~To allow for maximum participation and to allow timely completion of Bboard meetings, the president/designee shall allow an individual addressing the board Board of Education during Communication from the Public and/or in conjunction with an official agenda item three minutes for remarks, provided that an individual who is addressing the board on behalf of a formally-organized group may have up to five minutes to speak. The Board shall not authorize speakers addressing the board during Communication from the Public to yield their time to other members of the public for comments. The board Board of Education reserves the right discretion to extend, limit, and/or suspend community participation.~~

The Board of Education reserves the right to deliberate and take action on official agenda items and to-The Board may table an agenda item(s) for the purpose of further discussion.

~~To allow for maximum participation and to allow timely completion of Board meetings, the president/designee shall allow each citizen addressing the Board of Education during Communication from the Public and/or in conjunction with an official agenda item three minutes for remarks. The Board of Education reserves the discretion to extend, limit or suspend community participation.~~

The ~~Board-board will-shall~~ not address comments about personnel and/or individual students ~~which-that~~ are confidential and/or otherwise protected by ~~the~~ law.

### Petition for Inclusion of Item on Board Agenda

If the ~~Board-board~~ receives a petition signed by a number of the ~~District's-district's~~ eligible electors equal in number to at least ten percent of the persons who voted in the last preceding election of school officials under section 277-Howa Code, or five hundred eligible electors, whichever is less, the ~~Board-board~~ shall place the proposal specified in the petition on the agenda of the next regular meeting of the school board or on the agenda of a school board meeting held within thirty days of receipt of the petition.

If the proposal relates to curriculum, ~~the d~~ District may halt use of the subject instructional materials until the ~~Board-board~~ holds the meeting at which the proposal is presented and discussed. The meeting notice shall include a brief description of the proposal.

The ~~Board-board~~ shall provide sufficient time to receive public comment on the proposal. The board shall allow each interested member of the public to speak at the meeting regarding the proposal, but may impose a time limit on the amount of time a member of the public is allowed to speak if the time limit is the same for each speaker and necessary due to the amount of people wishing to speak.

*Legal Reference:*

*Iowa Code §§ 21; 22; 279.8-~~(2007)~~.*

*Cross Reference:*

*200.00 Statement of Guiding Principles*

*204.60 Notice of Meetings*

*204.90 Agenda Preparation*

*210.90 Consent Agenda*

*307.00 ~~Communication Channels~~Resolution Protocols*

*400.56 Public Complaints About Employees*

*502.04 Student Complaints and Grievances*

*Adopted:*

*April 21, 2008*

*Reviewed:*

*February 16, 2009*

*March 24, 2014*

*May 20, 2019*

*October 19, 2020*

*June 20, 2021*

*October 6, 2022*

*Revised:*

*February 16, 2009*

*March 24, 2014*

*May 20, 2019*

*October 19, 2020*

*July 6, 2021*

*November 7, 2022*

#### **504.70912.00 Emergency School Cancellations, Closings, Delays, & Early Dismissals and Procedures**

The ~~S~~superintendent is empowered to cancel, close, delay, and/or dismiss the district early ~~the District buildings~~ in the event of hazardous weather and/or other emergencies ~~which that~~ threaten the health or safety of students and personnel. Such action is never to be taken lightly; ~~for public education is one of the principal functions of the community and~~ should be maintained at a normal level except in extreme circumstances. ~~When this regularity of operation ceases, serious difficulties are caused and the welfare of children may be jeopardized. Schools may not properly be closed merely to avoid inconvenience. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore, if~~ If conditions affect only a single school district facility, only that school facility shall be cancelled, closed, delayed, and/or dismissed early.

In making the decision to cancel, close, delay, and/or dismiss early ~~District buildings~~, the ~~Superintendents~~superintendent/designee ~~will shall, the degree practicable and relevant to the emergency conditions, consult with traffic and/or weather authorities, district administrators, and/or leaders of neighboring districts consider many factors related to the safety and health of children and staff, including but not limited to the following principal ones relating to the fundamental concern for the safety and health of children and staff:~~

1. Weather conditions, both existing and predicted.
2. Driving traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition ~~which that~~ would make the operation of schools difficult and/or dangerous.

The ~~Superintendents~~superintendent/designee ~~will shall~~ weigh these factors and ~~will take action to cancel, close or dismiss early District buildings after consultation with traffic and weather with relevant experts and administrators, as needed authorities, local principals, and/or school officials from neighboring districts.~~

The superintendent/designee will make provisions shall to publicly announce such closings, cancellations, or delayed openings, and/or early dismissals via available mass communication media as soon as possible after the decision is made.

Students, parents, and staff will be informed ~~early in~~ each school year of the procedures ~~which that~~ will be used to notify them in case of emergency closings, cancellations, delays, and early dismissals subject to this policy.

When ~~d~~District buildings are closed, cancelled, delayed, and/or dismissed early for emergency reasons, staff members will comply with Board policy in reporting for work.

~~The superintendent/designee will make provisions to publicly announce such closings or delayed opening via available mass communication media as soon as possible after the decision is made.~~

#### **R&R-504.70 School Closing Procedures**

## ~~Non-Weather Related Events~~

~~If classes at any school are cancelled or students are dismissed early due to a non-weather event, activities will be cancelled or adjusted depending upon the emergency.~~

## ~~Weather Related Events~~

~~High School: If school is cancelled or dismissed early because of weather, activities may be cancelled or adjusted to a later time that day. The Superintendent/designee, in consultation with the principal/designee, will decide on activity practice/performance cancellations or set a delayed start time for such events that day.~~

~~Middle School: All activities will be cancelled, unless they are a part of an approved high school activity.~~

~~Elementary: All activities will be cancelled.~~

~~Meetings: District/school building meetings will be cancelled.~~

~~Weekend Events: The Superintendent/designee, in consultation with the responsible administrator, will decide if weekend events will be cancelled.~~

~~Non-School Events: Community Engagement and outside facility rental events scheduled in or on District facilities are cancelled if the Ankeny schools have closed for weather or other emergencies. If the weather turns bad or an emergency arises after school is over for the day and before the evening event, it is up to the Superintendent/designee to decide if their event is going to be held. The Superintendent/designee will communicate that decision to the participants.~~

### Legal References:

Iowa Code 256.7(19); 279.10

Iowa Code. 281 IAC 12.1 (7); (8); (10)

Approved:  
September 17, 1991

Reviewed:  
April 21, 2006  
February 18, 2013  
November 20, 2017  
October 6, 2022

Revised:  
February 19, 1996  
February 18, 2013  
November 20, 2017  
November 7, 2022

### **601.30 Emergency School Closings**

~~The Superintendent / designee, will have the authority to close or to delay the opening of schools because of extreme weather or other emergency conditions for the length of time the emergency exists. The superintendent/designee will make provisions to publicly announce such closings or delayed opening via available mass communication media as soon as possible after the decision is made.~~

#### **~~R.R. 601.30: School Closing Procedures~~**

##### ~~Non-Weather Related Events:~~

~~If classes at any school are cancelled or students are dismissed early due to an emergency other than weather, activities will be cancelled or adjusted depending upon the emergency.~~

##### ~~Weather Related Events:~~

###### ~~High School~~

~~If school is cancelled or dismissed early because of weather, activities may be cancelled or adjusted to a later time that day. The Superintendent/designee, in consultation with the principal/designee, will decide on activity-practice/performance cancellations or set a delayed start time for such events that day.~~

###### ~~Middle School~~

~~All activities will be cancelled, unless they are a part of an approved high school activity.~~

###### ~~Elementary~~

~~All activities will be cancelled.~~

###### ~~Meetings~~

~~District/school building meetings will be cancelled.~~

###### ~~Weekend Events~~

~~The Superintendent/Designee, in consultation with the responsible administrator, will decide if weekend events will be cancelled.~~

###### ~~Non-School Events~~

~~Community Engagement and outside facility rental events scheduled in or on school facilities are cancelled if the Ankeny schools have closed for weather or other emergencies. If the weather turns bad or an emergency arises after school is over for the day and before the evening event, it is up to the responsible Superintendent/designee to decide if their event is going to be held. The Superintendent/designee will communicate that decision to the participants.~~

##### ~~Approved:~~

~~June 5, 1989~~

##### ~~Reviewed:~~

~~January 14, 2009~~

~~February 18, 2013~~

~~November 20, 2017~~

##### ~~Revised:~~

~~February 2, 2009~~

~~February 18, 2013~~

~~November 20, 2017~~

## 606.20 Social Events

### **SCHOOL PARTIES, CLUB MEETINGS, & SOCIAL EVENTS**

All ~~district-sponsored~~ parties, club meetings, and/or social events ~~(those held under the auspices of the Ankeny Community School District)~~ shall ~~are to be~~ held in ~~an Ankeny District~~ a district facility and in a location approved according to district procedures ~~building~~ unless permission to hold the event offsite is obtained from the ~~p~~Principal/designee prior to the event.

The ~~faculty employee~~ sponsor(s) of the group holding the event shall ~~or sponsors are to be~~ present at the meeting or party event for the entire time the group is meeting. If ~~the party is an all-school party or if the group numbers more than 50 or more students are expected to be at the event~~, a minimum of two employees ~~members~~ shall be required to be present at the event. ~~of the faculty should be present. The~~ employee sponsor(s) shall be responsible for ensuring compliance with and/or surfacing to their supervisor(s) violations of district policies and/or procedures during the events for which they are providing supervision.

~~In general, parties will be scheduled on Friday or Saturday nights. If it is necessary to hold them on school nights, they should last no longer than 9:30 p.m. Parties on Friday or Saturday nights may last no longer than 11:30 p.m. Any exceptions to these closing hours must be cleared by the Principal/designee.~~

### **SEASONAL PARTIES**

Seasonal parties will be held in elementary schools at times determined by building principals/designees. ~~during recognized holiday seasons in October, December, and February. Typically, these parties will be held in October, December, and February.~~

No mandatory collection of money from students related to these parties shall be allowed.

~~The school may purchase seasonal decorations. If a tree is displayed, it must be artificial and treated with a flame retardant. Artificial trees' decorations may be lit with small low voltage electric lights. Battery-operated lights/devices are acceptable.~~

~~Each room may have a party with refreshments and activities. No student gift exchanges are permitted. For activities where students are dressing up, the attire should be simple, related to theme of the activity, not be time consuming to put on and not be disruptive to the educational climate.~~

Students who do not wish to participate may opt out. ~~(Policy 604.05 Religion Based Excuse from School Program)~~

#### Cross Reference:

604.05 Religion-Based Excuse from School Program

#### *Reviewed:*

September 9, 2009

July 21, 2014

September 18, 2017

March 19, 2018

October 6, 2022

#### *Revised:*

March 22, 2010

July 21, 2014

*March 18, 2018*  
*November 7, 2022*

#### **400.09 Staff Access to District-Provided Telecommunications, Electronic, and Networked Information Resources**

The ~~District-district~~ supports the appropriate use of technology-based information resources by staff members. These resources include but are not limited to ~~Dd~~district-provided networks, electronic media, and telecommunications tools, such as ~~access to~~ Internet resources.

~~Staff will be given access~~ ~~Access~~ privileges to ~~District-district~~ networks and electronic information resources ~~will be given to the staff~~ as is appropriate to the site and assignment. Staff use of telecommunications and electronic information resources external to ~~District-district~~-provided networks is a privilege which, if abused, may be revoked.

District-provided telecommunications, electronic, and networked information resources are for the advancement and promotion of learning and performance of work-related tasks and teaching; however, incidental personal use is allowed provided it complies with other relevant law and policy. The use of these resources shall be consistent with the ~~District's-district's~~ educational mission and policy and state and federal laws and regulations. Failure to abide by ~~District-district~~ policy, administrative procedures, and/or applicable laws governing use of these resources may result in the suspension and/or revocation of access to these resources. Additionally, any staff violation may result in discipline ~~in accordance with appropriate Board policies and administrative procedures~~ up to and including termination. - Fees, fines, and/or other charges assessed to the ~~District-district~~ may be imposed as a result of misuse of these technology resources by a staff member.

##### *Cross Reference:*

605.~~808~~ *Technology and Instructional Materials*

605.~~707~~ *Technology Use by Students*

400.24 *Copyright Law*

1004.40 *Fees for Use of School Facilities*

*Related Administrative Rules and Regulations: Staff Handbooks*

##### *Adopted:*

June 5, 2000

##### *Reviewed:*

November 15, 2010

August 20, 2012

July 21, 2014

May 15, 2017

October 6, 2022

##### *Revised:*

November 15, 2010

August 20, 2012

November 7, 2022

#### 400.14 Email & Electronic Records Retention

Staff ~~are to be aware~~ email messages are public records when they are created or received in the transaction of public business regardless of the device from which they are sent and/or on which they are received.

The ~~District~~ district specifically finds email, records that are either stored or shared via electronic mail, and/or other forms of electronic communication used for official business is are to be managed and deleted after its their useful life span has expired. ~~This Email Retention policy is intended to help employees determine what information sent or received by email should be retained and for how long. All employees are expected to familiarize themselves with this Email Retention policy. This policy is meant to address typical records that may be contained in email and does not necessarily reference to the types of records, such as paper or other types of electronic forms or data.~~

~~The information covered in this policy includes, but is not limited to, records that are either stored or shared via electronic mail. If instant messaging is used for official business, also retain instant messages.~~

The sender is responsible for retaining emails, records that are either stored or shared via electronic mail, and/or other forms of electronic communication used for official business that originate with the district in a specific folder and/or as a/ printed copy that originate with the Ankeny Community Schools. The recipient is responsible for retaining emails, records that are either stored or shared via electronic mail, and/or other forms of electronic communication used for official business that originate outside the district ~~Ankeny Community Schools.~~

Email Retention of communications and documentation covered by this policy is generally subject to the following retention periods:

- Executive level documentation: correspondence and memos at the executive level to and from public officials, the public, and others concerning policy issues, concerns, actions, or issues, including but not limited to minutes, agendas, organizational charts, reports, studies, news releases, and correspondence shall be retained for (4 years.  
)
- Non-executive level planning and working files: including but not limited to project design plans, survey forms, and charges, diagrams, and statistics, preliminary analysis reporting, research materials, drafts, and other documentation related to management studies, non-fiscal audits surveys, and planning studies shall be retained for (2 years.  
)
- )  
Routine correspondence below the executive level such as documentation, involving day-to-day office administration and activities that do not concern policies and procedures, including but not limited to intra-agency correspondence; routine correspondence with other agencies; and/or correspondence with the public on routine matters shall be retained for (30 days.)  
~~Routine correspondence concerning day to day office administration and activities. These records include intra-agency correspondence; routine correspondence with other agencies; and/or correspondence with the public on routine matters. This category does not include executive level correspondence or correspondence concerning policies and procedures.~~

- ~~Executive level documentation, including minutes, agendas, organizational charts, reports, studies, news releases, and correspondence. (4 years)~~
- ~~Non-executive level planning and working files. (2 years)~~
- Any current public record request for specific public records and any litigation hold notices for records in response to potential litigation shall be ~~retained~~ until notified that the destruction can occur.)

~~Examples of~~ The following types of electronic communication typically ~~e-mail messages which~~ may be deleted without printing a hard copy or otherwise preserving.

~~See detailed definitions below:~~

Messages addressing routine administrative, curricular and/or co-curricular matters, including but not limited to announcements of meetings, schedule of events, ~~etc.~~

- Messages taking the place of informal discussion which, if they were printed, would not be retained in a school record.
- Messages transmitting generic information that are not specific to a student's educational program.
- Messages addressing personal matters unrelated to the district.

The following types of electronic communication typically must be printed and retained or otherwise preserved:

- Messages addressing significant aspects of a specific student's educational program including, but not limited to, health, discipline, special education program, interaction with state agencies and the courts and communication with parent relating to specific aspects of the student's interaction with the district.
- Messages addressing and/or providing information used in making policy decisions, concerning curricular or co-curricular activities, personnel actions or that relate to the business transactions of the district.
- Messages addressing activities of significant interest in the community relating to the district.
- Any current public record request for specific public records and any litigation hold notices for records in response to potential litigation.

~~**Executive level documentation:** These records include correspondence and memos at the executive level to and from public officials, the public, and others, concerning policy issues, concerns, actions, or issues.~~

~~**Non-executive planning and working files:** These records include project design plans, survey forms, and charges, diagrams, and statistics, preliminary analysis reporting, research materials, drafts, and other documentation related to management studies, non-fiscal audits surveys, and planning studies.~~

The superintendent/designee shall develop rules and regulations under this policy.

*Adopted:*

*May 21, 2012*

*Reviewed:*

*May 15, 2017*

*October 6, 2022*

*Revised:*

*May 15, 2017*

November 7, 2022

## 807.00 Cell Phone Policy and Procedures

~~A select group of The district may provide select employees will be provided with cellular phone service and/or stipends to cover the cost of cellular phone service due to the nature of the position within the District. Employees provided with this benefit may be required to carry a phone for communication during and/or after normal school hours, for safety, and/or operational concerns. Employees are reminded that work-related communications conducted on cellular phones whether district-provided or otherwise may be subject to law and policy related to preservation and production of public records. (See Appendix A for eligible employees).~~

### **R.R. for Policy 807.00: Procedures for District purchased cell phones:**

#### **Appendix A**

~~The following Ankeny CSD staff positions are eligible for a provided cell phone or stipend deemed necessary for safety, security, and communication purposes:~~

- ~~1. Building and District Administrators/Directors/Managers~~
- ~~2. Technology Department~~
- ~~3. Juvenile Court Liaison~~
- ~~4. Communications Manager/Activities Event Managers/Coordinators~~
- ~~5. HS Activities Coordinator(s)~~
- ~~6. Custodial and Maintenance Manager~~
- ~~7. Social Worker(s)~~
- ~~8. Nutrition Services Assistant Manager~~
- ~~9. Other person as approved by the Superintendent/designee~~

~~**Options: There are two options available to designated staff for cell phones Those options are noted below:**~~

~~**Option #1:** District offered cell phone and service plan: The District will maintain a group plan for eligible individuals to include basic voice and texting services. Free phone upgrade from an approved list every 12-24 months. For certain situations it may be necessary for the person to also have cell data services. Those will be approved on a case by case basis by the District CFO.~~

~~**Option #2:** District offered stipend: Individuals may choose any carrier and plan that meets their personal needs. The District will provide a monthly stipend. No building, student funds, or parent/booster gifts may be used to pay for the phone / PDA devices or data / voice plan. The District technology staff will not “support” any non-district device. Please consult with the technology department staff prior to purchase to ensure it will work with current District hardware architecture.~~

~~**The following procedures apply to either option:**~~

- ~~• As a condition of providing this cell phone the employee is expected to carry the phone and be responsive to calls concerning District business during and outside of regular business hours.~~
- ~~• Employees are prohibited from using a District provided cell phone while operating a motor vehicle.~~
- ~~• The IRS requires the District to treat a cell phone or stipend as a “listed property” and it will be considered a working condition fringe benefit. As a result, the value of the monthly phone charge and minutes used will be placed on the employees W-2 for tax purposes.~~
- ~~• The cell phone numbers of District provided phones will be made available to District administrative staff for their use.~~

**~~The following procedures are specific to those who choose the District purchased cell phones and service plan:~~**

~~Cell phone service provided to an employee is primarily for business use. Business use is any use in the course of performing specific job-related duties on behalf and for the benefit of the District. Because of the difficulty in separating business from personal calls it is recognized and permissible for the employee to also use the District cell phone for limited and responsible amount of personal call time.~~

- ~~• The District has established a cell phone contract with a primary vendor and employees issued cell phones will be covered by this contract agreement.~~
- ~~• Employees who use a district issued phone have no expectation of privacy for billing records and phone calls placed and received.~~
- ~~• Inappropriate use of a District provided cell phone will result in disciplinary action, including possible termination.~~
- ~~• Phones lost or damaged by the employee will be replaced by the District per the cell phone contract provisions and it will be the responsibility of the employee to reimburse the District for this cost.~~
- ~~• District cell phones may be upgraded according to contract terms (typically every 2 years).~~
- ~~• The District will not reimburse staff members for personal cell phone plans. If the employee chooses to have a personal plan they will need to carry both cell phones or choose option 2 above.~~

*Approved:*  
*February 18, 2008*

*Reviewed:*  
*June 21, 2010*  
*October 15, 2012*  
*October 16, 2017*  
*October 6, 2022*

*Revised:*  
*June 21, 2010*  
*October 15, 2012*  
*October 16, 2017*  
*November 7, 2022*

## **900.00 Parent Reunification**

In emergency situations when it is necessary to protect the safety of students, staff, and/or others in the school community, the ~~District~~district may restrict the locations where and the times at which parents may reunify with their children who are under the supervision of ~~District~~district personnel. When such restriction is necessary, the ~~District~~district will work to reunify parents and students as quickly and safely as possible.

The ~~Superintendent~~superintendent/designee ~~will~~shall develop rules and regulations for implementation of this policy, including related to communication with parents about reunification

### *Legal Reference:*

*Homeland Security Presidential Directive (HSPD) 5*  
*Iowa Code 280.3*

### *Cross Reference:*

*507.20 Student Safety*  
*507.50 Emergency Plans and Drills*  
*507.70 Custody and Parental Rights*  
*910.00 Crisis Management & Emergency Operations Plans*  
*911.00 Emergency Management Planning*

### *Approved:*

*April 19, 2010*

### *Reviewed:*

*February 10, 2010*  
*October 19, 2015*  
*February 15, 2021*  
*October 6, 2022*

### *Revised:*

*October 19, 2015*  
*February 2015*  
*November 7, 2022*

## **R.R. for Policy #900.00: Parent Reunification**

Each school has a plan and set of procedures for handling emergencies, including appropriate and safe management of parent/child reunification. These plans may provide that, in some instances and if safety dictates, the school will remain open.

**Parental Notification:** The ~~d~~District is committed to providing parents with the latest and most accurate information available. The method by which the ~~District~~district will typically notify parents of relevant information and provide information related to reunification is described in the annual Parent and Student Handbook. Parents are strongly encouraged to rely on information shared directly by the ~~District~~district via the official sources described in the handbook.

**Parent Responsibilities:** Parents should take the following steps to ensure the ~~District~~district is able to implement emergency procedures in a safe, smooth fashion:

- Avoid physically coming to the child's school and/or to the sight of a school activity during an emergency unless and until directed to do so by ~~District~~district staff. Instead, wait for official notification from the ~~District~~district on how, when, and where to respond.
- Avoid calling the school or ~~District~~district during an emergency.
- Use the approved, school-sanctioned process to designate and regularly update the information for emergency contact(s) ~~who~~ the parent has authorized to pick up the student in the case of an emergency. Only authorized persons (parents/guardians who are legally entitled to pick up the student and/or designated emergency contacts) will be permitted to pick up a student. ***Emergency contacts must be designated in writing; no phone authorizations will be permitted.***
- Be prepared to show a government-issued photo ID – and direct any designated emergency contact to be prepared to do the same – at the reunification site prior to picking up a student.
- Cooperate with safety, emergency management, and ~~District~~district officials.

## 203.40 Committees of the Board

~~The board may establish board committees and standing committees. Committees of the Board Board committees shall provide advisory information and recommendations to assist the board in its decision-making capacity and shall be considered dissolved when their final reports are made to and accepted by the board. Standing committees shall study matters for the board, report periodically, and be dissolved by the board president when no longer deemed necessary.~~

~~Once established, committee members shall may be appointed using a process approved by the board president President of the Board. Their duties shall be outlined at the time of appointment. The function of the committee is to provide advisory information and recommendations as directed by the Board to assist the Board in its decision-making capacity. A committee shall be considered dissolved when its final report is made and accepted by the Board of Directors.~~

~~The Board may appoint a standing committee to study matters for the Board. Members shall be appointed by the Board President. They shall report periodically and be dissolved when no longer necessary.~~

All board committees ~~of the Board~~ are subject to the Open Meetings Law. Notice of the time, date, place, and tentative agenda for their meetings must be given at least 24 -hours before the meeting; meeting and minutes must be taken.

*Legal Reference:*  
*Iowa Code 21.4(2)*

Adopted:  
December 7, 1987

Reviewed:  
February 1, 1999  
March 10, 2003  
January 5, 2009  
October 21, 2013  
January 21, 2019  
October 6, 2022

Revised:  
January 5, 2009  
November 7, 2022

### **307109.00 Resolution Protocols Complaint & Grievance Protocols**

When permissible under law and/or policy, the district endeavors to answer questions and resolve problems at the organizational level nearest to the complaint. To that end, employees shall, whenever possible, direct questions and/or concerns to their immediate supervisor(s). Students, parents, and other members of the school community shall raise questions and/or concerns first with a relevant certified employee and then, if necessary, with the relevant building principal. Administrators shall be responsible for attempting to resolve questions and problems raised by the employees and/or the students they supervise, as well as by other members of the school community within their purview.

If resolution is not possible at the lowest level ~~is not possible~~, an individual may raise the issue with the superintendent/designee within 15 school days of discussion with the principal and/or immediate supervisor. ~~If the issue is not resolved or if there is not a plan in place to resolve the issue within 10 school days of raising the issue to the superintendent/designee, the individual with the concern may submit a written request that the board place the issue on a future board agenda. Within the parameters of law and policy, it is within the board's discretion whether to hear the concern, including at a board meeting.~~

*Legal Reference:*  
*Iowa Code § 279.8*

*Cross Reference:*  
*102.00 Equal Educational Opportunity*  
*201.30 General Powers and Duties*  
*213.00 Public Participation in Board Meetings*  
~~*400.56 Public Complaints About Employees*~~  
*502.04 Student Complaints and Grievances*  
*503.01 Student Conduct*  
*503.03 Fines – Fees – Charges*  
*503.30 School Publications*  
*503.60 Good Conduct Rule*  
*504.50 Use of Motor Vehicles*  
*604.12 Enrollment in Other Districts for High-Level Courses*  
*605.02 Objections to Instructional Materials*  
*605.05 Objections to Library Materials*

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*January 18, 2010*

*Reviewed:*  
*November 11, 2009*  
*May 21, 2012*  
*March 20, 2017*  
*December 16, 2021*  
*October 6, 2022*

*Revised:*  
*May 21, 2012*  
*March 20, 2017*  
*January 18, 2022*

November 7, 2022

#### 502.04 Student-~~Initiated~~ Complaints and Grievances

Student complaints and grievances regarding ~~Board~~board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the ~~Board~~board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 10 calendar days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the ~~Superintendents~~superintendent/designee within 10 calendar days after speaking with the principal.

~~If the matter is not satisfactorily resolved by the Superintendent/designee, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with Board policy.~~

#### *Legal Reference:*

*Iowa Code § 279.8 (2007).*

#### *Cross Reference:*

*109.00 Complaint & Grievance Protocols*

*210.08 Board Meeting Agenda*

*213.00 Public Participation in Board Meetings*

~~*307.00 Communication Channels*~~

*502 Series: Student Behavior and Discipline*

*503 Series: Student Activities*

#### *Adopted:*

*July 2, 1990*

#### *Reviewed:*

*July 8, 2009*

*June 17, 2013*

*April 18, 2016*

*April 2021*

*October 6, 2022*

#### *Revised:*

*November 16, 2009*

*June 17, 2013*

*May 17, 2021*

*November 7, 2022*

#### **400.56 Public Complaints About Employees**

The Board recognizes situations may arise in the operation of the District which are of concern to parents and other members of the school district community.

The Board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the Board it will be referred to the Superintendent for processing in accordance with law and policy. Prior to Board action however, the following should be completed:

- a. Matters should first be addressed to the teacher or employee.
- b. Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the Superintendent/designee for other employees.
- c. Unsettled matters regarding licensed employees from (b) above or problems and questions concerning the District should be directed to the Superintendent/designee.
- d. If a matter cannot be settled satisfactorily by the Superintendent/designee, it may then be brought to the Board. To bring a concern regarding an employee, the individual may notify the Board President in writing, who may bring it to the attention of the entire Board, or the item may be placed on the Board agenda of a regularly scheduled Board meeting in accordance with Board Policy 213.00 Public Participation in Board Meetings.

It is within the discretion of the Board to address complaints from the members of the school district community. Individuals wishing to be heard by the Board, shall follow Board Policy 204.90 Agenda Preparation.

*Legal Reference:*

*Iowa Code § 279.8 (2011)*

*Cross Reference:*

*204.90 Agenda Preparation*

*213.00 Public Participation in Board Meetings*

*307.00 Communication Channels*

*Adopted:*

*March 26, 2012*

*Reviewed:*

*May 15, 2017*

*May 20, 2019*

*Revised:*

*May 15, 2017*

*May 20, 2019*

## **204.11 Grievance Procedure**

~~All grievances with staff covered a Master Contract should be resolved according to the Grievance Article of the Master Contract. All other employees should try to resolve grievances by meeting with their immediate supervisor. If the grievance is not resolved at the lowest possible level, then the grieved party may continue to the next higher level. This procedure may continue until the grievance is resolved. Any grievance relating to equal opportunity, refer to Board Policy 100.00 Statement of Educational Philosophy and 102.00 Equal Educational Opportunity. Any grievance related to sexual harassment, refer to Board Policy 402.13 Harassment.~~

### *~~Cross Reference:~~*

*~~100.00 Statement of Educational Philosophy~~*

*~~102.00 Equal Educational Opportunity~~*

*~~402.13 Harassment~~*

### ~~Adopted:~~

~~January 5, 1987~~

### ~~Reviewed:~~

~~January 5, 2009~~

~~February 17, 2014~~

~~March 25, 2019~~

### ~~Revised:~~

~~January 5, 2009~~

~~March 25, 2019~~

## 400 SERIES: STAFF PERSONNEL

### 400.72 Intellectual Freedom and Expression

The district shall strive to maintain an orderly and effective work environment while balancing employees' First Amendment rights to freedom of expression and diverse viewpoints and beliefs. The district may regulate the expression of employees acting in their official capacity. While employees may speak as individual citizens on matters of public concern, employee expression that has an adverse impact on district operations and/or that negatively impacts an employee's ability to perform their job may result in disciplinary action up to and including termination.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens, from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district from functioning efficiently and effectively may be subject to discipline up to and including termination.

Employees shall comply with Iowa law to the extent it does not infringe on their free speech rights.

Discrimination against ~~District~~ employees and/or students on the basis of their protected speech, including demonstrations of intellectual freedom, is impermissible.

The ~~District~~ district shall not dismiss, suspend, discipline, reassign, transfer, subject to termination or nonrenewal of a teaching contract issued under Iowa Code 279.13 or an extracurricular contract issued under 279.19A, or otherwise retaliate against an employee acting within the scope of the person's professional ethics, if any, for (1) acting to protect a student for engaging in a protected demonstration of intellectual freedom and/or (2) refusing to infringe upon a student's protected demonstration of intellectual freedom and/or protected rights under the first amendment to the Constitution of the United States, or Article I, section 7, of the Constitution of the State of Iowa.

A ~~District~~ district employee who holds a license, certificate, statement of recognition, or authorization issued by the Iowa Board of Educational Examiners under chapter 272 and who discriminates against a student or employee in violation of this section shall be subject to a hearing conducted by the Iowa Board of Educational Examiners which may result in disciplinary action, and the employee's employment may be terminated.

An employee shall not retaliate against a student or another employee who files a complaint related to a violation of this policy and/or other policies related to protected demonstrations of intellectual freedom in the District. If the person who files such a complaint is a District employee, the provisions of section Iowa Code 70A.29 shall apply.

#### *Legal Reference:*

U.S. Const. Amend. I

Kennedy v. Bremerton School District, 597 U.S. (2022)

Iowa Code §§ 279.73; 280.22

#### *Cross Reference:*

400.36 Employee Political Activity

#### *Approved:*

July 6, 2021

#### *Reviewed:*

June 20, 2021

October 20, 2022

#### *Revised:*

November 21, 2022

## 400 SERIES: STAFF PERSONNEL

### 400.48 Learning, Training, and Staff Development

The ~~Board~~board encourages employees to participate in appropriate training and professional development activities to maintain, develop, and extend their job-related skills. To that end, the ~~District~~district endeavors to offer opportunities for staff development. Professional development shall include activities that promote and/or teach about compliance with applicable Iowa laws.

Under law, an individual may earn up to half of the credits needed for licensure renewal by completing an individualized professional development program as verified by the supervising licensed evaluator or by successful completion of professional development courses or programs offered by a professional development program licensed by the board, or by a practitioner preparation institution or area education agency approved by the state board of education.

Employees who wish to participate in non-district sponsored professional learning, ~~including but not limited to professional conferences,~~ during work hours and/or when paid for by the district, must first be approved to do so by their supervisor(s). The ~~Superintendents~~superintendent/designee shall have the discretion to ~~allow or not allow employees to attend or participate in~~ approve or decline the requested professional development and, in so doing, shall consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations, and the school district's financial situation, as well as other factors deemed relevant. ~~event or training.~~

Nothing in this policy ~~should~~shall be interpreted as modifying language otherwise outlined in collective bargaining agreements.

*Legal Reference:*

*Legal Code §279.8: .74*

*281 Iowa Admin. Code 12.7: 83.6 (new standards)*

*Approved:*

*January 22, 1990*

*Reviewed:*

*December 20, 2010*

*February 15, 2016*

*March 22, 2021*

*June 20, 2021*

*Revised:*

*December 20, 2010*

*February 15, 2016*

*March 22, 2021*

*July 6, 2021*

## 600 SERIES: EDUCATIONAL PROGRAM

### 602.01 Curriculum Development, Implementation, and Evaluation

The ~~Superintendent~~superintendent/designee will establish the necessary administrative structures and procedures for the purpose of conducting continuous and long-range planning in curriculum development, implementation and evaluation and the improvement of instruction.

A comprehensive system of curriculum development, implementation and evaluation serves several purposes:

- focuses attention on the content standards of each discipline to ensure the identified curriculum is rigorous and relevant
- increases the probability students will achieve the desired knowledge and skills
- facilitates communication among teachers
- improves classroom instruction

The processes and procedures used in curriculum development are shared with staff at the beginning of a curricular review. These processes include:

- review of standards and benchmarks
- study of current educational research
- review/establishment of course objectives and student achievement data
- investigation and selection of materials
- development of curriculum guides, common assessments, common vocabulary and common maps.

Following the development of the curriculum, assistance is provided to staff in order to assure the curriculum is implemented appropriately at the classroom level. There are two components of any implementation effort that must be present to support the planned changes in curriculum and instruction succeed as intended: (1) understanding the conceptual framework of the content/discipline being implemented and (2) organized assistance to understand the theory, observe exemplary demonstrations, have opportunities to practice, and receive coaching and feedback focused on the most powerful instructional strategies to deliver the content at the classroom level.

Mechanisms for delivering this assistance include:

- study groups
- ~~District~~district staff professional learning courses
- grade level/department meetings
- professional learning communities
- building level professional learning
- job-embedded coaching
- peer review/observations
- classroom observations by administrators

Evaluation of the effectiveness of the curriculum is necessary to ensure that the curriculum has the desired effect on student achievement. Curriculum evaluation must be based on information gathered from a comprehensive assessment system that is designed for accountability and committed to the concept that all students will achieve at high levels, is standards-based, and informs decisions that impact significant and sustainable improvements in teaching and student learning.

Assessment information ~~is~~may be gathered in a variety of ways, including but not limited to:

- student ~~Progress~~progress Reports~~reports~~
- ~~District~~district common assessments
- standardized test results disaggregated by race, gender, free and reduced lunch eligibility, special education - eligibility, and English Language Learner eligibility
- informal classroom assessments

- student, teacher, and parent feedback
- surveys
- college admissions and post-secondary ~~options-choices made by~~for students
- graduation rate

~~It is the responsibility of the S~~The superintendent/designee ~~to shall~~ keep the ~~Board of Education board~~ apprised of curriculum implementation activities, and ~~to~~ develop administrative regulations for curriculum implementation ~~including and making curricular~~ recommendations to the ~~Board~~board.

#### Legal Reference:

20 U.S.C. § 1232h (2004)

34 C.F.R. Pt. 98 (2004)

Iowa Code §§ 216.9; 256.7, 279.8 (2007)

281 I.A.C. 12.5., .8

#### Cross Reference:

~~101-100.00 Statement of Educational Philosophy of the School District~~

~~103.00 Strategic Plan Long-Range Needs Assessment~~

602 Series: Curriculum Development

603 Series: Instructional ~~Curriculum~~Arrangement

605 Series: Instructional Materials

#### Program of Studies

- Each ~~district m~~Middle School and ~~High-high School-school~~ will ~~shall~~ provide students assigned to their attendance center with access to offer the same standard courses as determined by the curriculum review process and ~~approval-approved by from~~ the Board of Education.
- The district shall use the Program of Studies process to Aadding new courses, piloting courses, and/or revising-revise or dropping existing courses-will be completed according to the Program of Studies Process.
- Teachers and administrators, ~~in a collaborative process,~~ shall collaborate to determine whether to be involved in the decision to develop and/or propose a new course and/or to drop a course.
- Concurrent enrollment courses ~~are shall be~~ exempt from this process but shall require approval from the superintendent/designee Director of Secondary Curriculum and Services.

The Program of Studies process shall be used to consider For courses ~~that are~~ developed outside the curriculum review process, ~~approval must be sought and granted through the Program of Studies Process. The action steps are as follows:~~

- ~~The Director of Secondary Education sets the date for the Program of Studies annually. The date for the Program of Studies is communicated in a timely manner so that anyone wanting to develop a proposal has sufficient time to prepare and submit the needed documents.~~
- ~~The subject area PLC team consults with the building principal and Director of Secondary Education to discuss potential proposal(s).~~
- ~~The PLC consults with the horizontal PLC in the district to ensure agreement.~~
- ~~The proposed addition/deletion is reviewed vertically by teachers/departments in the grades above and below. (For instance a proposal from the 6/7 building will be reviewed by 5th grade teachers and 8/9 teachers)~~
- ~~PLC team completes the proposal form and submits to building principal.~~
- ~~The principal reviews, signs form, and submits to the Director secondary Education~~
- ~~Director Secondary Curriculum and Services convenes Program of Studies Committee.~~
- ~~The building principal or designee presents proposals from his/her school.~~
- ~~The Program of Study Committee approves or disapproves each proposal.~~
- ~~Curriculum changes are submitted to the Ankeny Board of Education.~~

#### Legal References:

20 U.S.C. § 1232h

34 C.F.R. pt. 98  
Iowa Code §§ 216.9, 256.7, 279.8, .74; 280.3.  
281 I.A.C. 12.8.

Approved:  
June 5, 2000

Reviewed:  
February 11, 2009  
December 19, 2011  
June 16, 2014  
October 1, 2018  
October 20, 2022

Revised:  
March 23, 2009  
December 19, 2011  
June 16, 2014  
October 1, 2018  
November 21, 2022

## 600 SERIES: EDUCATIONAL PROGRAM

### 605.00 Selection of Instructional Materials

The ~~Board-board~~ has the sole discretion to approve instructional materials for the ~~District-district~~. The board delegates its authority to determine which instructional materials will be utilized and purchased by the school district to licensed employees. The ~~Superintendentsuperintendent~~/designee shall establish a process for regular review and selection of instructional materials that will be recommended to the ~~Board-board~~ for approval and shall provide licensed employees necessary training to ensure selected instructional materials comply with applicable laws.

In reviewing materials that may be recommended to the ~~Boardboard~~, the ~~Superintendentsuperintendent~~/designee shall endeavor to provide a wide range of instructional materials at all levels of difficulty and shall consider the materials' instructional and cultural relevance, age appropriateness, diversity of approach, presentation of different points of view, alignment to the ~~District's-district's~~ current and future needs, trends in educational pedagogy, and/or societal shifts.

Materials given to the ~~District-district~~ without expectation of payment must meet the criteria established herein and must be in compliance with Board Policy, including but not limited to 802.70 *Gifts, Donations, Grants and Bequests* and 606.70 *Community Resources*.

All instructional materials shall be available for review upon request and subject to all applicable laws and as outlined in policy.

#### Legal References:

Iowa Code §§ 279.8; .74; 280.3, .14; 301.  
281 I.A.C. 12.3(12)

#### Cross References:

606.70 *Community Resources*  
802.70 *Gifts, Donations, Grants, and Bequests*  
605.01 *Instructional Materials Inspection*  
605.02 *Objections to Instructional Materials*

#### Approved:

March 22, 2010

#### Reviewed:

January 13, 2010  
February 15, 2016  
November 16, 2020  
June 20, 2021  
October 20, 2022

#### Revised:

February 15, 2016  
November 16, 2020  
July 6, 2021  
November 21, 2022

## **600 SERIES: EDUCATIONAL PROGRAM**

### **605.02 Objections to Instructional Materials**

Members of the Ankeny Community School District community may object to instructional materials, including supplementary classroom materials, and content accessible from district-owned technology devices, used in the district and ask for their use to be reconsidered. The superintendent/designee shall determine administrative regulations for reconsideration of instructional materials.

*Legal Reference:*

*Iowa Code §§ 279.8; 280.3, .14; 301; 728.1.  
281 I.A.C. 12.3(12).*

*Cross Reference:*

*ALA's "Library Bill of Rights"*

*Approved:*

*June 7, 1976*

*Reviewed:*

*March 11, 2009*

*November 17, 2014*

*March 19, 2018*

*February 18, 2019*

*June 16, 2022*

*October 20, 2022*

*Revised:*

*June 15, 2009*

*November 17, 2014*

*March 19, 2018*

*February 18, 2019*

*July 25, 2022*

*November 21, 2022*

#### **R.R. for Policy #605.02**

The district shall follow this process for handling reconsideration of challenged instructional materials:

1. The staff member(s) using the challenged instructional material will listen to the concerns of the individual making the complaint ("Complainant"), inform the Complainant of the selection process, selection procedure, criteria to be met by the instructional materials, purpose and role of the objected material in the education program, and context for the use of the materials, and qualifications of those person(s) selecting the material. The staff member will attempt to resolve the situation informally.
2. If an informal resolution cannot be reached and the Complainant is a student and/or the parent/guardian of a student(s) who would ordinarily be expected to engage with the material, the teacher will provide the relevant student(s) with alternative materials and will not require the student to participate in lessons and/or activities involving the challenged materials during the challenge process if his/her parent/guardian so requests. Unless the Review Committee requests temporary removal for unusual circumstances, challenged materials will be used during the reconsideration process with students other than the student(s) involved in the challenge (if their parent/guardian has requested alternative materials).

3. If steps 1 and 2 do not result in satisfaction for the Complainant and/or if the request is to remove the materials from the curriculum entirely, the teacher with whom the Complainant has been working will request that the complainant submit a formal “**Reconsideration Request Form**” to the relevant principal. Electronic copies of this form shall be available through the district website; the employee with whom the Complainant is working may print and deliver a hard copy of the form to the Complainant at the Complainant’s express request. The staff member will inform his/her building principal that this request has been made of the Complainant. The employee with whom the Complainant has been working will offer to assist the Complainant in completing the form, but if a Complainant refuses to complete the form, the complaint will be deemed invalid and no further action taken.
4. Within ten (10) calendar days of receipt of the completed Reconsideration Request Form, the principal will notify the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ and will appoint an ad hoc committee (“Review Committee”) to review the challenged material. The Review Committee will be comprised of another principal, a content specialist in the content area of the challenged material, two teachers (including a member from the grade level and/or department where the challenged instructional materials are being used), three community residents, and two 10th – 12th grade students whose parents have consented to their participation in the review. The Director of Curriculum and Innovation will facilitate the committee. The Complainant may present to the committee (if the Complainant so requests), but shall not be a member of the committee.

The committee may be subject to applicable open meetings and public records laws. Notice of the committee meeting shall be made public through appropriate communication methods as required by law.

5. The Review Committee will take the following steps after receiving the challenged materials form:
  - Set a date for completion of the review process
  - Read, view, and/or listen to the material in its entirety,
  - Listen to the Complainant’s presentation (if the Complainant requests the opportunity to make a presentation),
  - Check the general acceptance of the material by reading reviews and consulting recommended lists, and
  - Determine the extent to which the material supports the curriculum
6. The Review Committee will present one of the following recommendations to the Complainant and the ~~Chief Academic Officer~~ Assistant Superintendent responsible for curriculum and instruction, within (ten) 10 calendar days:
  - (1) retain the material,
  - (2) withdraw all or part of the material, or
  - (3) limit the educational use of the challenged material.

The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The Review Committee shall forward its written recommendation and justification to the superintendent, the Complainant, and the appropriate attendance centers.

7. Within ten (10) calendar days of the Review Committee’s decision, the Complainant may file an appeal with the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~.
8. Within ten (10) calendar days of receipt of an appeal, the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ will convene the School Improvement Advisory Committee (SIAC) to consider and review the recommendation received from the Review Committee. The absence of a quorum of the SIAC shall not invalidate any recommendations made by SIAC.

9. The School Improvement Advisory Committee (SIAC) will present one of the following recommendations to the superintendent/designee in a timely manner:
  - (1) retain the material,
  - (2) withdraw all or part of the material, or
  - (3) limit the educational use of the challenged material.
10. The superintendent will review SIAC's recommendation and respond to the Review Committee facilitator, the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~, and the Complainant within fifteen (15) calendar days. A decision will be rendered to:
  - (1) retain the material,
  - (2) withdraw all or part of the material, or
  - (3) limit the educational use of the challenged material.
11. Following the superintendent's decision, the Complainant or Review Committee facilitator may appeal the decision to the board for review. The board will hear the appeal within one month following the filing of the appeal. Following the appeal hearing, the board will decide whether to sustain, modify, or ~~to~~ overrule the superintendent's decision. The board will communicate its decision to the Complainant.
12. Pursuant to state law, any person dissatisfied with the decision of the board may appeal to the Iowa Department of Education.
13. Under unusual circumstances, the board may waive the timelines as stated.

The superintendent/designee shall keep the Complainant informed of the status of the reconsideration request throughout the reconsideration process. The Complainant and known interested parties shall be given appropriate notice of meetings as required by law.

A recommendation to sustain a challenge shall not, on its face, be interpreted as a judgment of irresponsibility on the part of any of the individuals involved in the original selection or use of the material.

## 600 SERIES: EDUCATIONAL PROGRAM

### 605.05 Objection to Library Materials

Students and/or parents of students enrolled in the Ankeny Community School District may object to materials located in the district's media center(s). The superintendent/designee shall establish administrative regulations for reconsideration of media center materials.

#### **R.R. for Policy #605.05**

The procedure for handling reconsideration of challenged media center material in response to questions concerning the appropriateness is as follows:

1. The relevant staff member will hold an informal meeting with the complainant via phone, web conference, and/or in person to hear the complainant's concerns, inform the complainant of the selection procedure and the relevant board policies, provide information on the purpose and context for the use of the materials, qualifications of those person(s) selecting the material, and attempt to resolve the situation informally. If the challenged item is an item in a district media center collection, a librarian and/or principal from the attendance center attended by the complainant's child(ren) shall be the staff member charged with holding this initial, informal conversation with the complainant.
2. If step 1 does not resolve the complainant's concern the complainant shall, within one week of the informal meeting outlined in step 1, notify the relevant building principal in writing that the concern remains and that further consideration is needed.
3. Within two calendar weeks of receiving notice of ongoing concerns from the complainant, the superintendent/designee shall convene a committee of the district's teacher librarians to conduct a preliminary review of the challenged material and to determine next steps. The principal shall not share the name of the complaining parent and/or student with the committee and shall instruct the committee on maintaining confidentiality with regard to the review. The committee may decide the material has merit and should remain in the library or they may determine that a modification to the district's media collection should be made. The committee shall communicate their decision, rationale, and information about the formal Reconsideration Process to the complainant in writing within three weeks of receiving notice of the desire for further review from the complainant.
4. The complainant may appeal the teacher librarian committee's decision by filing a formal reconsideration request by filling out the form in Board Policy 605.05F and submitting it to the relevant building principal. This form shall be filed as directed within two calendar weeks of receiving the decision of the librarian committee.

Electronic copies of this form shall be available through the district website; the employee with whom the Complainant is working may print and deliver a hard copy of the form to the Complainant at the Complainant's express request. ~~†The employee with whom the Complainant has been working will offer to assist the Complainant in completing the form, but if a Complainant refuses to complete the form, the complaint will be deemed invalid and no further action taken.~~

5. Upon receipt of a Reconsideration Request Form, the following process for Objections to Media Center Materials shall commence:

- A. Within three calendar days of the receipt of the Reconsideration Request Form, the relevant principal will contact the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ to arrange for appointment of an ad hoc committee ("Review Committee") to review the challenged material. The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~/designee

shall appoint members of the Review Committee within ten (10) calendar days of receipt of the written complaint and, to the greatest extent possible, will be comprised of the following:

- One principal and/or assistant and/or associate principal other than the principal to whom the complaint was reported
- Two elementary school teacher librarians and/or digital literacy teachers
- Two secondary school teacher librarians
- Three parents/guardians of students in the building where the challenge was raised
- Two high school (10th – 12th grade) secondary students whose parents have given written consent for their children to participate on the Review Committee for the item in question. To support objectivity in the review process, these students will be selected to serve on the Review Committee at the start of the year, regardless of whether any challenges have been raised. Parent permission for participation on the committee will be sought each time a review is requested. The names of the students serving on the committee shall not be released publicly in order to protect the student's confidentiality.
- The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~/designee will facilitate the committee.

The principal may share the name of the complaining parent and/or student with the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~, but neither the principal nor the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ shall share that information with the committee. The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~/designee facilitating the committee shall instruct the committee on maintaining confidentiality with regard to the review. However, the committee may be subject to applicable open meetings and public records laws. Notice of the committee meeting shall be made public through appropriate communication methods as required by law. The superintendent/designee shall take reasonable steps to balance public transparency with confidentiality to protect the rights of those involved in the challenge.

The complainant may present to the Review Committee (if requested), but shall not be a member of the committee. If the complainant elects to present to the Review Committee, it shall be understood that the committee will not be able to keep the Complainant's identity anonymous.

The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~/designee shall provide the parents/guardians of the students asked to serve on the Review Committee with information including but not limited to the following: the name/title of the challenged material, the basis for the challenge, and the expectations for participants on the Review Committee. The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~/designee shall not reveal the name of the student and/or parent making the challenge to the parents/guardians when inviting the child to serve.

The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~/designee shall also inform the parents/guardians that their child's participation on the committee is voluntarily and that the child will not face retaliation for participating or choosing not to participate on the committee and/or for any decisions about the challenged material that the student makes as part of the committee.

The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~/designee shall offer the parents/guardians the opportunity to have a reasonable amount of time, as determined by the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~/designee, to review the challenged material prior to determining whether their child may serve on the Review Committee and shall require consent for participation in writing prior to allowing the child to serve on the committee.

- B. Within one calendar week of their appointment, the Review Committee shall hold an initial meeting and establish a timeline for the review process. The Review Committee shall aim to complete a review within two calendar weeks of their initial meeting but shall have discretion to account for the size and complexity of the

challenged material and shall be entitled to an extended review period if multiple items are challenged contemporaneously.

- C. Within three calendar days of their initial meeting, the facilitator of the Review Committee shall provide written notice to the complainant of the anticipated timeline for review.
- D. Following the timeline established in their initial meeting, the Review Committee shall conduct the review process. The review process shall include, but need not be limited to, reading, viewing, and/or listening to the challenged material in its entirety; studying the general acceptance of the material by reading review(s) and consulting recommended list(s); determining the extent to which the material supports the curriculum and/or is needed to support the goals of the district's media collection; and (if requested by the committee) hearing from the complainant.
- E. Following the timeline established in their initial meeting, the facilitator of the Review Committee shall provide the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ with one of the following recommendations: (1) retain the challenged material, (2) withdraw all or part of the challenged material, or (3) limit the use of and/or access to the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ shall communicate the same in writing to the Complainant and the appropriate attendance centers.
- F. Within five calendar days of receipt of the written recommendation of the Review Committee, the Complainant may appeal the recommendation by submitting a written statement to the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ appealing the recommendation and setting forth the reasons for the appeal. Failure to file an appeal by this deadline shall constitute a waiver of appeal of the Review Committee's recommendation, and the matter shall be considered resolved.
- G. Within ten (10) calendar days of receipt of an appeal, the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ shall convene the School Improvement Advisory Committee (SIAC) to consider and review the recommendation received from the Review Committee; a quorum of SIAC members shall not be necessary for this group to meet and act upon the appeal. The available members of the School Improvement Advisory Committee (SIAC) shall meet to discuss the appeal and determine which of the following recommendations to present to the superintendent/designee: (1) retain the challenged material, (2) withdraw all or part of the challenged material, or (3) limit the use of and/or access to the challenged material. The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ shall present this recommendation the superintendent/designee within two calendar days of the SIAC meeting. The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ shall not share the name of the complaining parent and/or student with the committee and shall instruct the committee on maintaining confidentiality with regard to the review.
- H. Within fifteen calendar days, superintendent/designee shall review SIAC's recommendation and provide a written decision to the Review Committee Facilitator and the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ who shall deliver same to Complainant. This decision shall be either to: (1) retain the challenged material, (2) withdraw all or part of the challenged material, or (3) limit the use of and/or access to the challenged material.
- I. Within five calendar days of receiving written notification of the superintendent/designee's decision, the Complainant and/or the facilitator of the Review Committee may appeal the decision to the Board of Education by submitting a written request for board review. The board shall conduct an appeal hearing within one month following the filing of the appeal and shall decide whether to sustain, modify, or

overrule the superintendent/designee's decision. The board will communicate its decision to the Complainant.

J. Pursuant to state law, any person dissatisfied with the board's decision may appeal said decision to the Iowa Department of Education.

6. Under unusual circumstances, the board may waive the timelines outlined herein.

7. Challenged materials shall remain available in the media center collection(s) during the reconsideration process, to students other than the student involved in the challenge (if his/her parent or guardian has requested limited access thereto) unless the Review Committee, in its discretion, requests temporary removal.

8. Unless the Review Committee finds a compelling reason for deviation, a media material shall be eligible for a comprehensive review at Review Committee level or higher no more than once every seven years. If a parent/guardian submits a Reconsideration Request Form challenging a media center material less than seven years after the material's most recent review, the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~/designee will convene the Review Committee using the process outlined herein. The Review Committee will consider the complainant's challenge and determine if a comprehensive review is warranted. If a review is not needed, the Review Committee facilitator shall, within the time frame outlined herein, provide the complainant with a copy of the most recent Review Committee recommendation for the challenged material and an explanation for why further review was not warranted. The complainant may appeal this decision following the appeals process outlined above.

9. The superintendent/designee shall keep the Complainant informed of the status of the reconsideration request throughout the reconsideration process. The Complainant and known interested parties shall be given appropriate notice of meetings as required by law.

10. A recommendation to sustain a challenge shall not, on its face, be interpreted as a judgment of irresponsibility on the part of any of the individuals involved in the original selection or use of the material.

*Legal Reference:*

*Iowa Code §§ 256.7(24); 279.8; 301*

*281 Iowa Administrative Code 12.3(11), (12).*

*Cross Reference:*

*602 Series: Curriculum*

*Development 605 Series:*

*Instructional Materials*

*Approved:*

*June 15, 2009*

*Reviewed:*

*May 11, 2009*

*November 17, 2014*

*February 17, 2020*

*October 19, 2020*

*June 23, 2022*

*October 20, 2022*

*Revised:*

*June 15, 2009*

*November 17, 2014*  
*February 17, 2020*  
*October 19, 2020*  
*July 25, 2022*  
*November 21, 2022*

## 500 SERIES: STUDENT PERSONNEL

### 504.42 Identifying and Reporting Child Abuse

All certificated or licensed employees are mandatory reporters as provided by law and shall report any alleged incidents of child abuse they become aware of within the scope of their professional duties. When a mandatory reporter has a reasonable belief that a child under 18 years of age has been abused by a person responsible for the care of the child, as defined by law, the mandatory reporter shall report the suspected abuse orally to the Iowa Department of Human Services (DHS) within 24 hours of becoming aware of the allegedly abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the mandatory reporter shall also notify local law enforcement.

The failure on the part of an employee who is a mandatory reporter to make a report as required by law may subject the employee to disciplinary action up to and including discharge.

The district encourages non-certificated and non-licensed employees to report suspected child abuse using the process above.

Reports of child abuse shall remain confidential, as required by law.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse and dependent adult abuse, or submit evidence they've taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the two-hour training course will take the one-hour follow-up training course every three years and prior to the expiration of their certificate. The district shall provide required training on the identification and reporting of child abuse to all mandatory reporters employed by the district within six months of their initial employment and at required intervals thereafter. The district shall also provide each new employee who is a mandatory reporter with the legal requirements related to child abuse reporting within one month of initial employment.

The district shall cooperate fully with DHS personnel with regard to in child abuse investigation(s), including but not limited to by providing confidential interview access to the child named in the report and/or to other children alleged to have relevant information. The district recognizes no obligation to contact the parents/guardians of a child suspected to be a victim of abuse.

#### *Legal Reference:*

*Iowa §280.17*

*Iowa Administration, Code 281-102*

#### *Cross Reference:*

*504.41-Abuse of Students by District Employees*

#### *Reviewed:*

*April 21, 2003*

*July 21, 2008*

*December 21, 2009*

*March 25, 2013*

*November 20, 2017*

*April 21, 2022*

*October 20, 2022*

#### *Revised:*

*December 21, 2009*

*November 20, 2017*

*May 16, 2022*

*November 21, 2022*

## 600 SERIES: EDUCATIONAL PROGRAM

### 601.02 School Day

The school day will maximize instructional learning time for students. It will be the responsibility of the superintendent/designee to inform the board annually of the length of the school day. The minimum school day will meet the requirements as established by Iowa Code. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which students are released from school for parent/teacher conferences may be counted as part of students' instructional time. The minimum school day will meet the requirements as established for the operation of accredited schools.

The board may define the number of days kindergarten will be held and the length of each school day for the students attending kindergarten. The school day will consist of a schedule as recommended by the superintendent and approved by the board.

Schedule revisions and changes in time allotments will be made by proper administrative authority, with the approval of the superintendent/designee.

The superintendent shall annually inform the board of the length of the school day.

#### *Legal Reference:*

34 C.F.R. sec. 300

28 C.F.R. pt. 35

Iowa Code §20.9, 256.7 (3) (21) (32), 279..8, 10,

281 I.A.C. 12.2(1), .2(2)

#### *Cross Reference:*

501.11 Compulsory Attendance

601.01 School Calendar

#### *Adopted:*

February 20, 1989

#### *Reviewed:*

February 2, 2009

January 19, 2015

March 23, 2020

June 16, 2022

October 20, 2022

#### *Revised:*

February 2, 2009

January 19, 2015

March 23, 2020

July 25, 2022

November 21, 2022

## 800 SERIES: BUSINESS PROCEDURES

### 804.60 Capital Assets

The ~~District~~district will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the ~~District~~district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law; to improve the ~~District's~~district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include ~~District~~district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than \$5000, except for intangible right to use lease assets. The ~~f~~ederal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset.

All intangible assets (except for right to use lease assets) with a purchase price equal to or greater than \$100,000 with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

This policy applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to “net” the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government’s personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

The district recognizes the importance of classifying leases of intangible assets as assets or liabilities in financial statements. When operating as a lessor, the district will recognize a lease liability and an intangible right-to-use lease asset. When operating as a lessee, the district will recognize a lease receivable and a deferred inflow of resources consistent with the requirements established in GASB 87.

The district recognizes a lease liability and an intangible right-to-use lease asset with an initial value of the identified threshold amount or more. At the commencement of a lease, the district initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date plus certain initial direct costs to place the asset in service. The lease asset is then amortized on a straight-line basis over the life of the lease.

The capital assets management system must be updated monthly to account for the addition/acquisition, disposal, relocation/transfer of capital assets. It is the responsibility of the ~~Superintendent~~superintendent/designee to count and reconcile the capital assets with capital assets management system on June 30 each year.

It is the responsibility of the ~~Superintendent~~superintendent/designee to develop administrative regulations implementing this policy and to educate employees about this policy and its supporting administrative regulations.

*Legal Reference:*

Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A

*Cross Reference:*

805.50 Inventory

806.10 Property and Casualty Insurance Program

~~806.20 Periodic Review of Property and Casualty Insurance Program~~

Approved:

June 21, 2010

Reviewed:

June 21, 2010

November 16, 2015

February 15, 2021

October 20, 2022

Revised:

November 16, 2015

February 15, 2021

November 21, 2022



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Approve 2023-24 Program of Studies Course Recommendations

**Extended Information:** Superintendent's Recommendation: Approve and accept the 2023-24 Program of Studies Course Recommendations as presented.

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**ATTACHMENTS:**

File Name	Description	Type	Upload Date
<a href="#">Program of Studies Summary 2022-23 (implementation 23-24).pdf</a>	23-24 Program of Studies	Support Document	10/26/2022

**Program of Studies Overview  
2022-2023**

Addition, Revision Removal	Course Name	Rationale
The following courses will be new offerings for students for the 2023-24 school year		
Addition	Advanced Journalism	Currently students can experience journalism through an intro to journalism course. Once completed there is no additional coursework in journalism. Due to high student interest, as well as the variety of journalistic platforms to explore, the advanced journalism course proposal was approved.
The following courses will be revised to align to DMACC concurrent enrollment.		
Revision	AP American Government & Politics	Align this course to DMACC POL111. The standards and competencies align. Students should receive college credit when engaging in collegiate level work.
The following courses will be eliminated from the course catalog due to lack of enrollment.		
Removal	AP Comparative Government	Enrollment has been in the single digits for the past three years.



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** Approve Student Services Assistant Job Description

**Extended Information:** Superintendent's Recommendation: Approve and accept the Student Services Assistant job description as recommended.

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**ATTACHMENTS:**

File Name	Description	Type	Upload Date
<a href="#">5.60_Student_Services_Assistant.docx.pdf</a>	Student Services Assistant Job Description	Support Document	11/3/2022



## ANKENY COMMUNITY SCHOOL DISTRICT

*The Ankeny Community School District (CSD) enjoys a reputation as one of the premier school districts in Iowa and the midwest, with students, staff and parents unified in their efforts to excel in academics, athletics, the arts and activities. Located in the heart of Iowa, Ankeny is just 6 miles from the capital city of Des Moines. The District serves over 12,500 PK-12 students. Ankeny CSD is the 7<sup>th</sup> largest school district in the state of Iowa, growing an average of 300 students per school year. The district offers a competitive salary and benefit packages.*

**JDE: 5.60**

# Student Services Assistant

### Purpose Statement

The position of **Student Services Assistant** focuses on efficiently and effectively performing office and clerical duties supporting day-to-day student services department operations and activities.

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**Job Title:** Student Services Assistant

**Hourly Wage:** \$21.00/hour

**Hours:** 8:00 – 4:30, daily (30 minute unpaid lunch)

**Benefit Summary:** C

**Employment Year:** 261-Day Contract: 253 Work Days, 8 Paid Holidays

**Reports To:** Assistant Director of Student Services/Director of Student Services

**Wage/Hour Status:** Non-Exempt

### **Minimum Qualifications:**

- Demonstrated ability to work as a team
- Strong written and oral communication skills
- Proficient in technology skills, specifically Windows, Google Apps, Excel, and Power Point
- Strong ability to accurately maintain records
- Experience with data collection and analysis

**Education:** High School Diploma or equivalent

### **Preferred Qualifications:**

- 3 or more years of experience as an administrative assistant
- 

### Essential Functions

- Provides clerical support to the Student Services team.

- Aids directors, assistant directors, and student services team members in the preparation, delivery, organization, and follow-through of materials, agendas, minutes, and supplies with accuracy and attention to detail.
- Supports the collection and organization of data from district-wide assessments and reporting tools.
- Aids in designing data reports to meet compliance needs for Drop Out Prevention, Homeless, and other state and federal legislation or system needs.
- Supports various student services programs including but not limited to Dropout Prevention, Social Emotional Support, Alternative Programming, Transition Programming, and Nurses
- Processes incoming correspondence and prepares outgoing correspondence, reports, and notices as directed.
- Supports and assists building level and department administrators in problem-solving curriculum and/or student services questions.
- Assists department in carrying out various student services programs and procedures for all district employees.
- Collaborates and cross-train other support personnel to cooperatively complete tasks and projects.
- Communicates effectively, both orally and in writing.
- Completes basic clerical and office tasks.
- Works efficiently and effectively without close supervision.

### **Performance Responsibilities and Duties**

- Provides great customer service, information, and assistance to all employees.
- Creates a warm and friendly office environment.
- Provides a variety of clerical and office assistant duties.
- Participates in staff development training programs, faculty meetings, and special events as assigned.
- Demonstrates integrity and maintains confidentiality.
- Respectfully and appropriately interacts with all employees.
- Works well with others, maintaining positive and effective communication with all school personnel.
- Upholds and adheres to safety rules and policies of the Ankeny Community School District safety program.
- Supports the goals and objectives of the school district and follows all district policies.
- Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
- Performs any other duties as assigned by the appropriate supervisor.
- Perform all duties in a safe manner to avoid injury to oneself and/or others.

### **Other Functions**

- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Working Environment**

#### **Mental Demands/Physical Demands/Environmental Factors:**

The usual and customary methods of performing the position functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Working conditions may include extreme temperatures and humidity. Hazards may include exposure to communicable diseases. This position requires the ability to maintain emotional control under stress.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Computer, copier, and audiovisual equipment

**Terms of Employment**

Work year established by the Superintendent

**Evaluation:**

Job performance will be evaluated annually as per district policies and procedures

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Ankeny Community School District is an Equal Opportunity/Affirmative Action Employer. It is the policy of the District to provide equal employment opportunities and not to illegally discriminate on the basis of race, national origin, religion, sex, disability, sexual orientation, gender identity, color, age or marital status in its employment and personnel practices. The job categories where the representative groups are underrepresented.**

**Approved by:** \_\_\_\_\_ **date:** \_\_\_\_\_

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