



## ***Red Oak Community School District***

***1901 N. Broadway Street, Suite A***

***Red Oak, Iowa 51566***

***712.623.6600***

***www.redoakschooldistrict.com***

### **Regular Board of Directors Meeting**

### **Public Hearing on the FY 2021 Proposed Budget at 7:05 p.m.**

**VIA Zoom Meeting**

**Monday, April 13, 2020 – 7:00 pm**

**Visit Red Oak Community School District Website for Information**

### **- Agenda -**

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bryce Johnson
- 4.0 Public Presenters/Guest and Visitors Addressing the Board
- 5.0 Communications
  - 5.1 Good News from Red Oak Schools
    - 5.1.1 Good News Preschool Program, application for the FY21 shared visions Preschool Program was selected to be funded contingent upon the 2020 legislative appropriation *Pg 1-8*
  - 5.2 Visitors and Presentations
    - 5.2.1 Presentation from Mindy Riibe on February 2020 Board Bites *Pg 9*
    - 5.2.2 Presentation by Nolte Cornman & Johnson PC on FY 19 Audit Results
  - 5.3 Affirmations and Commendations
  - 5.4 Correspondence
  - 5.5 Public Comments
- 6.0 Consent Agenda
  - 6.1 Review and Approval of Minutes from March 23, 2020, April 1, 2020, *Pg 10-13*
  - 6.2 Review and Approval of Monthly Business Reports *Pg 14-20*
  - 6.3 Open Enrollment Requests Consideration
    - 6.3.1 Open Enrollment for 6<sup>th</sup> grader Jasp yr Nielsen for open enrollment from Red Oak Community School District to Stanton Community School District for the 2020-2021 school year *Pg 21-22*
- 7.0 General Business for the Board of Directors
  - 7.1 Old Business
    - 7.1.1 Discussion/Approval of Superintendent Search Process including but not limited to committee participants
    - 7.1.2 Discussion of handling of COVID-19
    - 7.1.3 Discussion/Approval of SIAC members for the 2019-2020 school year *Pg 23*
    - 7.1.4 Discussion/Approval of signs at schools *Pg 24-29*
    - 7.1.5 Discussion/Approval of Continuous Learning Plans for PK-6 and 7-12 presented by building principals.

## 7.2.1 New Business

- 7.2.1 Discussion/Approval of Pandemic Response and Emergency Suspension of Policy pg 30-33
- 7.2.2 Discussion/Approval of FY 21 Budget pg 34-42
- 7.2.3 Discussion/Approval of Budget Adjustment Resolution pg 43
- 7.2.4 Discussion/Approval for 2019 Audit Report as presented
- 7.2.5 Discussion/Approval of 2020-2021 Timberline Billing Service LLC Agreement pg 44-51
- 7.2.6 Discussion/Approval of Chem Search High School Cooling Tower Water Treatment Proposal and Recommendations effective May 1<sup>st</sup>, 2020 pg 52-61
- 7.2.7 Discussion/Approval of Mechanical Contract starting May 1<sup>st</sup>, 2020 pg 62-95
- 7.2.8 Discussion/Approval of Contract Agreement with East Mills School District and Red Oak Community School District for shared Guidance Counselor for the 2020-2021 school year pg 96
- 7.2.9 Discussion/Approval of Contract Agreement with Sidney Community School District for shared Transportation Position for the 2020-2021 school year pg 97
- 7.2.10 Discussion/Approval of Contract Agreement with Stanton Community School District and Red Oak Community School District for shared Maintenance Director for the 2020-2021 school year pg 98

## Personnel Considerations

- 7.2.11 Probable closed session for any discussion relating to the resignation per 21.5(1)(i) of the Iowa Code. ["I move to enter into a closed session per Iowa Code section 21.5(1)(i) "To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."]
- 7.2.12 Discussion/Approval of a possible termination
- 7.2.13 Discussion/Approval of the resignation of Kim Reeve as Language Arts Teacher at Red Oak Jr./Sr. High School
- 7.2.14 Discussion/Approval of the rescinding resignation for Savannah Gohlinghorst as Business Teacher for the 2020-2021 school year pg 99

## 8.0 Reports

- 8.1 Administrative
- 8.2 Future Conferences, Workshops, Seminars
- 8.3 Other Announcements
- 8.4 Board Member Requested Item(s) for next meeting agenda

## 9.0 Next Board of Directors Meeting:

Monday, April 27, 2020 – 7:00 pm  
VIA Zoom Meeting  
Phone/Internet

## 10.0 Adjournment

Special Note: Following the adjournment of the regular board of directors meeting, the board will meet in an exempt session to discuss negotiations strategy for upcoming contract discussions with our support and teacher units per Iowa Code section 20.17(3).

## Tammi VanMeter

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**From:** Gayle Allensworth  
**Sent:** Friday, March 13, 2020 12:38 PM  
**To:** Tammi VanMeter  
**Subject:** FW: FY21 Shared Visions Preschool Application Status  
**Attachments:** Red Oak CSD.SVP Status.pdf; Score Summary.Red Oak.pdf

Tammi,  
Can you make sure this gets into the "Good News" section of the next board meeting? Let me know if you have questions.  
THANKS!!  
G

### *Mrs. Gayle Allensworth, Principal*

Inman Elementary School/Red Oak Early Childhood Center  
Red Oak Community School District  
[allensworthg@roschools.org](mailto:allensworthg@roschools.org)  
Inman Elementary: Ph:712-623-6635 F:712-623-6638

### "Know thy impact." John Hattie

**From:** Stegeman, Amy <amy.stegeman@iowa.gov>  
**Sent:** Friday, March 6, 2020 1:28 PM  
**To:** Gayle Allensworth <allensworthg@roschools.org>; Tom Messinger <messingert@roschools.org>  
**Cc:** Kimberly Villotti <kimberly.villotti@iowa.gov>  
**Subject:** FY21 Shared Visions Preschool Application Status

Attached is notification of the award status for the FY21 Shared Visions Preschool Program application submitted by your organization. This correspondence has been addressed to the Grant Program Manager identified in the application. Please share this information with others in your organization who may need to know the award status.

It is anticipated that a public notice will be made upon expiration of the ten-day appeal window which closes Friday, March 20, 2020.

Thank you,

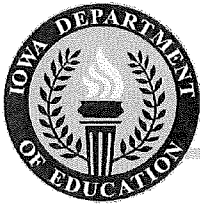
Amy Stegeman

Education Consultant

Iowa Department of Education

Grimes State Office Building

400 E. 14th Street



# IOWA

## Department of Education

Ryan M. Wise, Director

Kim Reynolds, Governor  
Adam Gregg, Lt. Governor

March 6, 2020

Red Oak Community School District  
Red Oak Early Childhood Center  
1901 North Broadway  
Red Oak, Iowa 51566

Dear Ms. Allensworth:

Congratulations, your application for the FY21 Shared Visions Preschool Program, ID# 341452 was selected to be funded contingent upon the 2020 legislative appropriation. The Department of Education received a total of 80 applications in this competitive application process. The funding period for FY21 is July 1, 2020, through June 30, 2021. As a reminder, grant awards are for one year with a renewal option for up to five years provided grantees meet program requirements.

The Department of Education and the Child Development Coordinating Council were committed to ensuring statewide distribution of funds while providing awards to programs serving children identified as at-risk. The number of grants to be awarded was determined based on quality of grant application and established need, as well as the anticipated available funding. Attached is a scoring summary for each section of your application.

All grant awards are tentative pending expiration of a ten-day appeal window for non-funded applicants. If state funding remains similar to the prior year, it is anticipated that the amount of your grant award will be approximately 96 percent of what was requested in the identified application. **Budget negotiations may be necessary** to accommodate the obligation of all funds.

As an awarded grantee for the 2020-2021 year, you will be contacted within 45 days of the state appropriation being finalized to ensure contracts are in place and underway within the Iowa Grants web-based application system. We will also be reaching out to offer information and guidance related to the program requirements and implementation of the Shared Visions Preschool Program, which **may require negotiations** within sections of the application.

Again, congratulations on a successful application for the Shared Visions Preschool Program. We look forward to working together for the goal of successful implementation of the program. Thank you for your dedication to providing comprehensive quality preschool program experiences for children who are at-risk and their families. Please feel free to contact Amy Stegeman at [amy.stegeman@iowa.gov](mailto:amy.stegeman@iowa.gov) with any questions.

Sincerely,

Handwritten signature of W. David Tilly.

W. David Tilly  
Deputy Director

Handwritten signature of Amy Stegeman.

Amy Stegeman  
Consultant

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**FY21 Shared Visions Preschool Program**  
**Application Score Summary**  
Red Oak Community School District  
Application ID# 341452

**Program Summary** – This section should provide a clear, concise description of the program. A brief overview is sufficient; any supporting details can be included in later sections. The following should be included in the summary:

- General description of the applicant agency or organization and justification for applying for this grant funding
- Overview of the applicant’s proposed plan for providing a comprehensive child development program serving children who meet the identified risk factors
- Brief overview of the goals, and accompanying objectives as appropriate, for the program

**SCORE: 12**

**Documentation of Need** – This section should provide documentation to support the need for a child development program serving children and families who meet the identified risk factors in your community/service area. The following information should be included:

- A detailed analysis of the area to be served related to levels of poverty, including an estimate of the number of families whose income is 130% or less of the Federal Poverty Guidelines (based upon factual public reporting sources)
- A detailed analysis and description of the area to be served related to unmet needs and unserved children who meet the identified risk factors, including an estimate of the number of unserved age-eligible children who meet the identified risk factors (based upon factual public reporting sources)
- Factors that have impacted the community/service area causing an increased need for child development programming for children who meet the identified risk factors. For example, some factors you may consider are shown below:
  - Loss of major employers
  - High incidence of child abuse
  - High rates of teenage pregnancy and homelessness
  - Lack of support services for children and families in the service area
  - Possible loss of a current Shared Visions grant

**SCORE: 72**

**Program and Classroom Information** – This section should provide the necessary information to describe the program, identify staff members, and identify all classrooms to be funded by the grant. The following information should be included:

- All requested program information
- All requested staff contact information
- All requested general classroom information, including the anticipated number of children to be served and information related to length of programming and other funding sources

The following program requirements should be considered when completing this information:

- Grants are site specific, and awarded funding may only support the location reported in this section
- A classroom ratio of one adult for every eight children is required
- At a minimum, maximum class size must align with the selected program standards; Refer to the guidance document titled *Class Size Maximum by Program Standards*

The following information should be considered when completing this application:

- Part-day programming is defined as more than 3 hours but less than 7 hours per day
- Full-day programming is defined as 7 or more hours per day
- Programming may be provided solely through the Shared Visions Preschool Program or through a collaboration or partnership with another service, such as wrap-around child care, Head Start, Statewide Voluntary Preschool Program (SWVPP), or a community-based preschool or child care

**SCORE: 14**

**Service Description Plan** – This section should describe how the program plans to provide a comprehensive child development program addressing the needs of children and families. Information should be provided for each of the four sections listed below.

**Parent and Family Engagement** - Services in this area are intended to support the formation of a lasting educational partnership with families, develop a positive and goal-oriented relationship with families to support the development and learning of children enrolled in the program, enhance the existing strengths of parents and families as they support their children’s learning, and connect families to community resources and services.

This section should describe the following:

- A plan for collaborating and partnering with families to support children’s learning, health, and development
- How parent education topics will be identified and provided
- How parents and families will be assisted in assessing their strengths and be connected to community resources and services
- A measurable goal, and accompanying objectives as appropriate, that extends over five years beginning in 2020-2021 and addresses this area of comprehensive services in a manner that is likely to affect positive change

**SCORE: 14.5**

Health and Safety, Medical/Dental, and Nutrition Services - Services in this area are intended to provide a program that builds awareness of good practices in the areas of Health and Safety, Medical and Dental, and Nutrition Services; promotes and supports healthy practices both at home and at school for children and families; develops and promotes a collaborative network for preventive medical and dental services; and promotes awareness of good nutritional practices and their importance in maintaining good health.

This section should describe the following:

- How learning will be supported in the classroom environment
- How parents and families will be assisted in assessing their needs in these areas and accessing needed services/resources
- Collaborative efforts with community medical and dental providers in efforts to promote well-child checks, accessible services, regular medical and dental visits, and immunizations
- A measurable goal, and accompanying objectives as appropriate, that extends over five years beginning in 2020-2021 and addresses this area of comprehensive services in a manner that is likely to affect positive change

SCORE: 18.5

Developmentally Appropriate Programming - Services in this area are intended to provide a program that meets one of the state-approved program standards and that implements research-based practices while offering an intellectually stimulating environment.

This section should describe the following:

- A plan for implementing **one** of the selected program standards as shown below:
  - National Association for the Education of Young Children (NAEYC) Accreditation
  - Iowa Quality Preschool Program Standards (IQPPS)
  - Head Start Program Performance Standards (HSPPS)
- How the program will ensure fidelity of implementation and ongoing monitoring of a research-based curriculum aligned with the Iowa Early Learning Standards
- Assessment practices and use of assessment data related to the implementation of GOLD<sup>®</sup>
- A measurable goal, and accompanying objectives as appropriate, that extends over five years beginning in 2020-2021 and addresses this area of comprehensive services in a manner that is likely to affect positive change

The following program requirements should be considered when completing this section of the application:

- Programs in year one of a grant award shall meet the program standards identified within the application: NAEYC Accreditation, IQPPS, or HSPPS
- Programs that do not attain accreditation, meet identified program standards, or that do not receive a waiver from the Child Development Coordinating Council will not be funded
- Awarded grantees are to maintain the program standards identified in the awarded application throughout the five-year grant cycle, unless unforeseen circumstances occur
  - Such circumstance will be considered at the discretion of the Child Development Coordinating Council



- Awarded grantees are to maintain an agreement with Teaching Strategies, LLC under the Iowa State Umbrella Agreement for GOLD® on the MyTeachingStrategies™ platform and complete three state-determined checkpoints with all enrolled children

\*Awarded applicants must participate in the associated monitoring process for the selected program standards:

- NAEYC – Accreditation Process conducted by the National Association for the Education of Young Children
- IQPPS – State Review and Activities conducted by the Iowa Department of Education
- HSPPS – Head Start Monitoring System/Federal Review conducted by the Office of Head Start

**SCORE: 5.5**

Other Resources and Services - Services in this area are intended to provide other necessary resources and services for children and families enrolled in the program as well as to identify and remove barriers to participation in the program for children and families who meet identified risk factors.

This section should include the following:

- An assessment of the need for transportation, full-day services, and child care to allow children who meet the identified risk factors to participate in the program
- A description of outreach and recruitment efforts to enroll eligible children
- A description of enrollment procedures and how income and risk factors of applicants will be determined to ensure eligibility requirements are met
- A measurable goal, and accompanying objectives as appropriate, that extends over five years beginning in 2020-2021 and addresses this area of comprehensive services in a manner that is likely to affect positive change

The following program requirements should be considered when completing this section of the application:

- Primary Eligibility: Enroll no less than 80% of three-, four-, and five-year-old children who are from families at or below 130% of the federal poverty guidelines. **IAC 281—64.7**
- Secondary Eligibility: Enroll no more than 20% of age-eligible children based on other risk factors as defined by Iowa Administrative Code. **IAC 281—64.8**

**SCORE: 18.5**

**Staff Certification/Development Plan** – This section should focus on the experience and training for the staff who will be directly involved in working with the children enrolled in the program. The following information should be included:

- A description of and rationale for the 2020-2021 professional development plan for staff
- The position, education level, and years of experience for each member of the teaching team(s)

The following information should be considered when completing this application:

- At a minimum, teaching staff are required to meet staff qualifications aligned to the selected program standards; Refer to the guidance document titled *Staff Qualifications by Program Standards*
- If braiding funding sources, awarded grantees must ensure staff qualifications meet program requirements for each funding source, with the most stringent requirement(s) taking precedence. An example would be a program following NAEYC Accreditation and braiding Shared Visions funds with SWVPP funds. The staff qualifications for the SWVPP are more stringent than those for NAEYC Accreditation

**SCORE: 5.5**

**Community Collaboration and Letters of Support** – This section should focus on the joint planning efforts undertaken to develop this grant application.

The following information should be included:

- Community resources, individuals, and agencies involved in the program planning
- A description of how local resources will be accessed, including information on the individuals and agencies that will be providing direct services to the children and families participating in the program
- How the program will complement existing programs and services for children who meet the identified risk factors in the area (e.g. child care, AEA, school districts)
- Letters of support – no more than five letters of support from community agencies or individuals that either describe their support for the program or confirm their direct involvement with the program

**SCORE: 16**

**Program Evaluation** – This section should focus on plans to fully assess the effectiveness of services being provided to children and families through this grant program. The following information should be included:

- Procedures for evaluating the effectiveness of the program should include the following:
  - Connection to the services outlined and goals described in the *Program Summary* and *Service Description Plan* sections
  - How family feedback will be obtained and utilized
  - How student outcomes data will be collected and utilized
- Consideration to develop a Program Advisory Committee that may include the following:
  - Responsibilities and activities of the committee
  - Estimated number of meetings
  - Composition of the committee

\*Note: Awarded applicants are required to maintain an agreement with Teaching Strategies, LLC under the GOLD State Service Umbrella Agreement and complete three state-determined checkpoints with all children.

**SCORE: 14**



**Program Budget** – Shared Visions funds are intended to support direct services to children to the fullest extent possible. This section should provide a clear outline of the program’s anticipated budget and how the requested amount will be used. This section should include the following:

- Accounting procedures for monitoring the expenditure of grant funds
- Completion of the budget form that follows all budget guidance
- Documentation of in-kind support totaling a minimum of 20% of the total program budget

**SCORE: 10.5**

**TOTAL SCORE (out of 228 possible): 201**





# Board Bites

A Monthly Food Service Report  
Mindy Riibe  
2020

## Program Updates

✓ 2019/2020

### ➤ Promotions

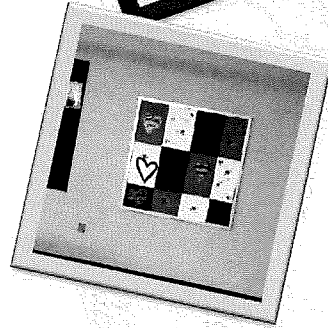
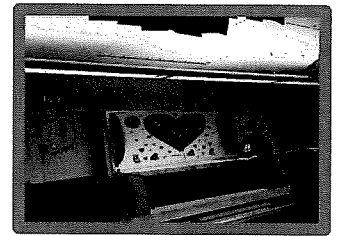
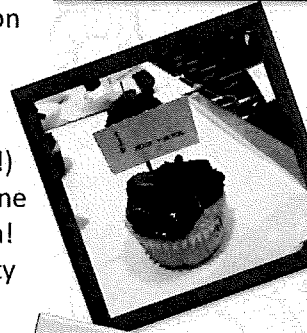
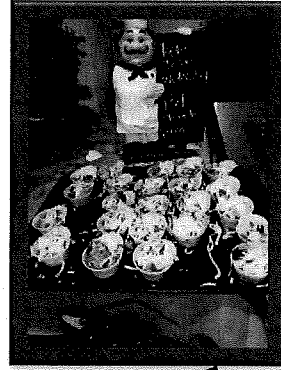
- Ala Carte Items
- 2-2-20 Ground Hog's Day
- 2-4-20 National Random Acts of Kindness Day
- 2-14-20 Valentine's Day
- 2-17-20 President's Day
- 2-17 and 2-20 National Hot Breakfast Month Celebration
- 2-20-20 Nation Muffin Day
- Taste Test Tuesday; Street Pork Tacos with Bacon Corn Salsa "Though my passion for the culinary arts has me widely traveled, my Iowa roots (born and raised Iowan!) will be showcased in this Iowa-themed taco LTO- it is one of my favorites! From BBQ pork to the bacon corn salsa! Enjoy! Chef Joe Weisz, Dallas Center-Grimes Community School

### ➤ HOM

- Mushroom
- Blood Orange
- Caraway

### ➤ Catering

- Board Meetings
- Concessions



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Red Oak Community School District  
Meeting of the Board of Directors  
Meeting Location: Red Oak Inman Elementary Cafeteria  
Red Oak Inman Elementary Campus  
March 23, 2020

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 7:00 p.m. via Go to Meeting due to the COVID-19 Pandemic.

**Present**

Directors: Bret Blackman, Roger Carlson, Jackie DeVries, Bryce Johnson, Kathy Walker  
Superintendent Tom Messinger, Business Manager Deb Drey

**Approval of Agenda**

Motion by Director Walker, second by Director Blackman to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

**Superintendent Update**

Superintendent Messinger suspended public comments for this meeting. He updated the Board on school operations during the school closure. School will be closed until April 13, 2020. Employees will be paid through April 13, 2020, per the resolution that will be acted on at this meeting. The District will not have to make up the days missed for this three-week period. Meals are being provided to children 18 years and under. There is no plan at this time to do learning packets since not all students have access.

**Consent Agenda**

Motion by Director Carlson, second by Director Walker to approve the consent agenda including meeting minutes, monthly business reports, and open enrollments as presented. Motion carried unanimously.

**Superintendent Search**

Motion by Director Carlson, second by Director Blackman to create a subcommittee of Director Carlson and Director Walker to create the interview groups. Motion carried unanimously.

Motion by Director Walker, second by Director DeVries, to change the final superintendent interviews to April 15, 2020. Motion carried unanimously.

**ROECC Reception Area**

Motion by Director Walker, second by Director DeVries to approve the change order to Building Crafts Inc. in the amount of \$37,834.00 for the Red Oak Early Childhood Reception area.

Motion carried unanimously.

**Pandemic Response & Emergency Suspension of Policy Resolution**

Motion by Director Walker, second by Director Carlson, to approve the Pandemic Response & Emergency Suspension of Policy Resolution as presented. Motion carried unanimously.

**Adjournment**

Motion by Director Blackman, second by Director Walker to adjourn the meeting at 7:57 p.m. Motion carried unanimously.

**Continuation of March 23, 2020 Meeting Minutes-Page2**

Next Special Board of Directors Meeting

Wednesday, April 1, 2020 – 7:00 p.m.  
Red Oak Inman Elementary Cafeteria  
Red Oak CSD Inman Elementary Campus

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Bryce Johnson, President

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Deb Drey, Board Secretary

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Red Oak Community School District  
Meeting of the Board of Directors  
Meeting Location: Red Oak Inman Elementary Cafeteria  
Red Oak Inman Elementary Campus  
April 1, 2020

The special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 7:00 p.m. at the Red Oak Inman Elementary School Cafeteria.

**Present**

Directors: Bret Blackman, Roger Carlson, Jackie DeVries, Bryce Johnson, Kathy Walker  
Superintendent Tom Messinger, Business Manager Deb Drey

**Approval of Agenda**

Motion by Director Carlson, second by Director Blackman to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

**Public Participation**

President Johnson read information regarding Board Policy 214.1 Public Participation in Board Meetings.

**Consent Agenda**

Motion by Director Blackman, second by Director Carlson to approve the consent agenda as presented including monthly business reports and open enrollment. Motion carried unanimously.

**Superintendent Candidate Screening Questions**

Motion by Director Walker, second by Director Blackman to approve the superintendent search candidate screening questions presented changing Question #8 to include communicating understanding of school finance and financial decisions to staff and the larger community. Motion carried unanimously.

**Superintendent Formal Interview Schedule**

Motion by Director Carlson, second by Director Blackman to approve the Superintendent Formal Interview Schedule with the order of events being building/community tour, interview team interview, and school board interview. Motion carried unanimously.

**Formal Interview Committee Members**

Motion by Director Blackman, second by Director DeVries to approve the formal interview Committee Members as presented. Motion carried unanimously.

**Superintendent Candidate Applicants**

Trent Grundmeyer of Grundmeyer Leader Search went through the superintendent candidate applicants that chose to be discussed in open session. Applicants were Mike VanSickle, Marty Fonley, Brandt Snakenberg, Chad Dumas, John Marino, Todd Liechty, Lance Ridgely, Jeff Privia, Ken Howard, Matthew Herrick. Ken Howard withdrew his name from consideration.

**April 1, 2020 Meeting Minutes Continued-Page 2**

**Closed Session**

Motion by Director DeVries, second by Director Blackman to enter closed session at 8:23 p.m. per Iowa Code Sections 21.5(1)(a) and (i) to review and discuss records authorized to be kept confidential and to evaluate individuals whose appointment or hiring is be considered to prevent needless and irreparable injury to those individuals' reputations and those persons having requested closed session. Motion carried unanimously.

The Board exited closed session at 9:29 p.m.

**Adjournment**

Motion by Director Walker, second by Director Blackman to adjourn the meeting at 9:31 p.m. Motion carried unanimously.

Next Special Board of Directors Meeting

Wednesday, April 8, 2020 – 5:30 p.m.

Zoom Meeting

Next Regular Board of Directors Meeting

Monday, April 13, 2020 – 7:00 p.m.

Zoom Meeting

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Bryce Johnson, President

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Deb Drey, Board Secretary



RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
ALLENSWORTH, GAYLE	03022020GA	137.95
10 0418 1000 100 3342 580	Early Reader's Conference Travel	137.95
Vendor Name ALLENSWORTH, GAYLE		<u>137.95</u>
BATTEN SANITATION SERVICE	013120BS	550.00
10 9010 2600 000 0000 618	1.5 Yard Dumpster - Inter Tech	550.00
BATTEN SANITATION SERVICE	33120BS	2,595.00
10 9010 2600 000 0000 421	Bus Barn/Intertech/FBF/BBF Sanitation	120.00
10 0109 2600 000 0000 421	Jr/Sr HS Sanitation - 3/2020	1,140.00
10 0418 2600 000 0000 421	IES Sanitation - 3/2020	660.00
10 0445 2600 000 0000 421	ROECC Sanitation - 3/2020	675.00
Vendor Name BATTEN SANITATION SERVICE		<u>3,145.00</u>
CAPITAL SANITARY SUPPLY CO.	041905A	1,490.40
10 9010 2600 000 0000 618	Hand Sanitizer Cartridges	1,490.40
CAPITAL SANITARY SUPPLY CO.	41905/42011	2,277.31
10 9010 2600 000 0000 618	Large Black Trash Bags	153.57
10 9010 2600 000 0000 618	Medium Natural Trash Bags	351.69
10 9010 2600 000 0000 618	Mini Jumbo Toilet Paper	800.00
10 9010 2600 000 0000 618	Natural Hand Towels	253.30
10 9010 2600 000 0000 618	Spa Foam for Hair and Body	718.75
CAPITAL SANITARY SUPPLY CO.	42011A/42011	243.76
10 0109 1000 100 0000 612	Pot and Pan Cleaner	128.13
10 0109 1000 100 0000 612	Dishwasher Solution	115.63
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>4,011.47</u>
CARRIE WESTON - CR GRAPHICS	032420CRG	40.00
10 9010 2700 000 0000 618	Letters for New Vans	40.00
Vendor Name CARRIE WESTON - CR GRAPHICS		<u>40.00</u>
CASEY'S BUSINESS MASTERCARD	040120STMT	79.95
10 9010 2700 000 0000 626	Rental Van Pickup/Return Fuel	79.95
Vendor Name CASEY'S BUSINESS MASTERCARD		<u>79.95</u>
CENTURY LINK	040120CL	352.00
10 9010 2490 000 0000 530	Two-Way Transmitter	352.00
CENTURY LINK	Mar2020CL	509.39
10 9010 2490 000 0000 532	Districtwide Long Distance Svcs	509.39
Vendor Name CENTURY LINK		<u>861.39</u>
CHAT MOBILITY	031520CM	527.29
10 9010 2490 000 0000 532	Maintenance Phones x 3	119.97
10 9010 2490 000 0000 532	Tech Phones x 2	79.98
10 0109 2410 000 0000 532	Jr/Sr HS Principal Phone	43.70
10 9010 2510 000 0000 532	SBO Phone	39.99
10 0418 2410 000 0000 532	IES SAM Phone	39.99
10 0418 2410 000 0000 532	IES Principal Phone (90%)	39.33
10 0418 2410 000 0000 532	ROECC Principal Phone (10%)	4.37
10 9010 2490 410 1112 530	ESL Phone	39.99

14

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2490 000 0000 530	Bus Phones x 2	79.98
10 9010 2490 000 0000 530	Nurse Phone	39.99
Vendor Name CHAT MOBILITY		<u>527.29</u>
CITY OF RED OAK	040120STMT	967.03
10 0109 2600 000 0000 411	Jr/Sr HS Tech Ctr Water/Utility - 3/20	129.97
10 0109 2600 000 0000 411	Jr/Sr HS Activity Ctr Water/Utility 3/20	96.87
10 0109 2600 000 0000 411	Jr/Sr HS Water/Utility - 3/2020	44.06
10 0418 2600 000 0000 411	IES Water/Utility - 3/2020	460.46
10 0445 2600 000 0000 411	ROECC Water/Utility - 3/2020	128.96
10 9010 2600 000 0000 411	Webster Water/Utility - 3/2020	24.25
10 9010 2600 000 0000 411	FBF Sprinkler #2 Water - 3/2020	16.05
10 9010 2600 000 0000 411	FBF Sprinkler #1 Water - 3/2020	16.05
10 9010 2600 000 0000 411	Cage Water/Utility - 3/2020	32.62
10 9010 2600 000 0000 411	Inter Tech Water/Utility - 3/2020	17.74
Vendor Name CITY OF RED OAK		<u>967.03</u>
CONTROL MASTERS	3931753	961.51
10 0109 2600 000 0000 432	Valve Replacement/Repair - Jr/Sr HS	961.51
Vendor Name CONTROL MASTERS		<u>961.51</u>
DETER, BOB	040220BD	240.07
10 9010 2235 000 0000 580	Tech Mileage Reimbursement (Jan/Feb/Mar)	240.07
Vendor Name DETER, BOB		<u>240.07</u>
DHS CASHIER 1ST FLOOR	10126268	5,543.05
10 9010 4634 219 4634	Medicaid Provider Share - 3/2020	5,543.05
Vendor Name DHS CASHIER 1ST FLOOR		<u>5,543.05</u>
DOVEL REFRIGERATION	33618482	99.35
10 0418 2600 000 0000 432	IES Refrigerant for Cooler	99.35
DOVEL REFRIGERATION	6000582	515.34
10 0418 2600 000 0000 432	IES Warmer Repair	515.34
DOVEL REFRIGERATION	6000772	404.40
10 0418 2600 000 0000 432	IES Cooler Repair	404.40
Vendor Name DOVEL REFRIGERATION		<u>1,019.09</u>
FAREWAY FOOD STORES	183962/18798 5	66.95
10 0109 1300 340 0000 612	Groceries for Lab	66.95
Vendor Name FAREWAY FOOD STORES		<u>66.95</u>
FARMERS MUTUAL TELEPHONE	040120FMTC	200.00
10 9010 2236 000 0000 536	Admin Office Internet - 4/2020	200.00
Vendor Name FARMERS MUTUAL TELEPHONE		<u>200.00</u>

15

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
FASTENAL COMPANY	77805	19.35
10 9010 2600 000 0000 618	Jaw Set/Pusher - Maintenance	19.35
FASTENAL COMPANY	77833	70.16
10 9010 2600 000 0000 618	T-Rods - Maintenance	70.16
Vendor Name FASTENAL COMPANY		<u>89.51</u>
FBG SERVICE CORPORATION	870908	31,867.25
10 9010 2600 000 0000 340	Districtwide Janitorial Svcs - 3/2020	31,867.25
Vendor Name FBG SERVICE CORPORATION		<u>31,867.25</u>
GREAT AMERICA FINANCIAL SERVICES	26640314	1,421.80
10 9010 2520 000 0000 618	Admin Office Copier Lease	250.78
10 0445 1000 100 0000 359	ROECC Media Copier Lease	134.42
10 0445 1000 100 0000 359	ROECC Office Copier Lease	113.98
10 0109 1000 100 0000 359	Jr/Sr HS Media Copier Lease	242.07
10 0109 1000 100 0000 359	Jr/Sr HS Office Copier Lease	299.48
10 0418 1000 100 0000 359	IES Media Copier Lease	134.38
10 0418 1000 100 0000 359	IES Office Copier Lease	139.00
10 0418 1000 100 0000 359	IES Workroom Copier Lease	107.69
Vendor Name GREAT AMERICA FINANCIAL SERVICES		<u>1,421.80</u>
GREEN HILLS AEA	2302	440.00
10 0109 1000 100 0000 612	Right Track Year One Materials	170.00
10 0418 1000 100 0000 612	Right Track Year One/Two Materials	270.00
GREEN HILLS AEA	2312	225.00
10 0445 1000 460 3117 612	Materials for PreK Support for Students	225.00
Vendor Name GREEN HILLS AEA		<u>665.00</u>
HEALTHY TURF LANDSCAPING, INC	3270	375.00
10 9010 2600 000 0000 424	FB/BBF Spring Fertilizer Application	375.00
Vendor Name HEALTHY TURF LANDSCAPING, INC		<u>375.00</u>
HERRICK, KEVIN	040220KH	51.88
10 9010 2235 000 0000 580	Tech Mileage Reimbursement (Jan/Feb/Mar)	51.88
Vendor Name HERRICK, KEVIN		<u>51.88</u>
HY VEE FOOD STORES	040120	50.00
10 0109 1000 421 3227 618	Cookies for SBS Students to Decorate	50.00
HY VEE FOOD STORES	040120-1	79.57
10 0109 1300 340 0000 612	Four Different Labs	79.57
HY VEE FOOD STORES	040120-2	78.45
10 0109 1300 340 0000 612	Groceries for FACS	30.89
10 0109 1300 340 0000 612	Groceries for FACS	29.24
10 0109 1300 340 0000 612	Groceries for FACS	18.32
HY VEE FOOD STORES	040120-3	18.13
10 0418 1200 211 3301 612	Gallon Bags	1.67
10 0418 1200 211 3301 612	Wax Paper	3.58
10 0418 1200 211 3301 612	Flour	1.34

16

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0418 1200 211 3301 612	Salt	1.70
10 0418 1200 211 3301 612	Cream of Tartar	3.00
10 0418 1200 211 3301 612	Veg Oil	2.18
10 0418 1200 211 3301 612	Food Coloring	2.99
10 0418 1200 211 3301 612	Quart Size Bags	1.67
HY VEE FOOD STORES	040120-5	95.80
10 0109 1300 340 0000 612	Groceries for Sandwich Lab	95.80
Vendor Name	HY VEE FOOD STORES	<u>321.95</u>
J. F. AHERN	370055	360.00
10 0418 2600 000 0000 432	IES Quarterly Sprinkler Inspection	180.00
10 0109 2600 000 0000 432	Jr/Sr HS Quarterly Sprinkler Inspection	180.00
Vendor Name	J. F. AHERN	<u>360.00</u>
MEDIACOM	Int032120LEA F	2,780.00
10 9010 2236 000 0000 536	Districtwide Internet Charges	2,780.00
MEDIACOM	LEAF032120MC	778.71
10 9010 2236 000 0000 536	Districtwide PRI Lines Charges	778.71
MEDIACOM	PRI3122020MC	109.62
10 9010 2236 000 0000 536	Jr/Sr HS PRI Lines	109.62
Vendor Name	MEDIACOM	<u>3,668.33</u>
MIDAMERICAN ENERGY	032020STMTMA E	15,935.57
10 0109 2600 000 0000 622	Jr/Sr HS Electricity - 2/2020	9,864.28
10 9010 2600 000 0000 622	FBF/BBF Electricity - 2/2020	192.08
10 9010 2600 000 0000 622	Inter Tech Electricity - 2/2020	53.30
10 9010 2600 000 0000 622	Inter Tech Electricity - 2/2020	226.40
10 9010 2600 000 0000 622	Inter Tech Gas - 2/2020	285.38
10 9010 2600 000 0000 622	Bus Barn Electricity - 2/2020	563.65
10 0418 2600 000 0000 622	IES Electricity - 2/2020	3,324.83
10 0445 2600 000 0000 622	ROECC Electricity - 2/2020	1,425.65
MIDAMERICAN ENERGY	397712636	362.58
10 0109 2600 000 0000 622	Jr/Sr HS Activity Ctr Electricity	362.58
MIDAMERICAN ENERGY	397730307	13.05
10 9010 2600 000 0000 622	Webster Electricity - 3/2020	13.05
MIDAMERICAN ENERGY	397741884	136.81
10 0109 2600 000 0000 622	Sports Complex Electytricity -2/2020	136.81
Vendor Name	MIDAMERICAN ENERGY	<u>16,448.01</u>
RED OAK FABRICATION INC.	30811	4.23
10 9010 2700 000 0000 618	Fabricated Part for Transportation	4.23
Vendor Name	RED OAK FABRICATION INC.	<u>4.23</u>
RED OAK GRAND THEATER	417	1,020.00

17

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 1000 100 8203 612	PTO - Frozen II Showing for IES	1,020.00
RED OAK GRAND THEATER	564	49.50
10 0109 1000 421 3227 618	SBS Students to attend Star Wars	49.50
Vendor Name	RED OAK GRAND THEATER	<u>1,069.50</u>
RIEMAN MUSIC, INC.	STMT22920	1,344.89
10 0109 2600 910 6220 433	Instrument Repairs	1,344.89
Vendor Name	RIEMAN MUSIC, INC.	<u>1,344.89</u>
RIVERSIDE TECHNOLOGIES, INC	0286344-IN	1,000.00
10 9010 2235 000 0000 739	April 2020 Managed Services - 4/2020	1,000.00
Vendor Name	RIVERSIDE TECHNOLOGIES, INC	<u>1,000.00</u>
SAFEGUARD BUSINESS SYSTEMS	34011513	367.24
10 9010 2310 000 0000 611	General Fund Checks	367.24
Vendor Name	SAFEGUARD BUSINESS SYSTEMS	<u>367.24</u>
SOCS/FES	11160	405.00
10 9010 2236 000 0000 536	April 2020 Web Hosting	405.00
Vendor Name	SOCS/FES	<u>405.00</u>
TIMBERLINE BILLING SERVICE LLC	19148	699.43
10 9010 2510 217 3303 359	March 2020 Medicaid Charges	699.43
Vendor Name	TIMBERLINE BILLING SERVICE LLC	<u>699.43</u>
WESTLAKE ACE HARDWARE	2401151	15.99
10 9010 2700 000 0000 618	Step Stool for Transportation	15.99
WESTLAKE ACE HARDWARE	2401151-1	12.67
10 9010 2600 000 0000 618	Shipping Charges Maint Return	12.67
WESTLAKE ACE HARDWARE	2401151-2	397.86
10 9010 2600 000 0000 618	Maintenance Supplies - General/Inter Tec	274.12
10 9010 2700 000 0000 618	Transportation Maintenance Supplies	36.37
10 0109 2600 000 0000 618	Jr/Sr HS Maintenance Supplies	18.83
10 0418 2600 000 0000 618	IES Maintenance Supplies	68.54
Vendor Name	WESTLAKE ACE HARDWARE	<u>426.52</u>
YOUNG AUTO PARTS INC.	226978	29.98
10 0109 2600 000 0000 618	Jr/Sr HS Heat Pump Parts	29.98
Vendor Name	YOUNG AUTO PARTS INC.	<u>29.98</u>
Fund Number	10	<u>78,416.27</u>
Checking Account ID	1	Fund Number 22
UNITED GROUP INSURANCE	673	MANAGEMENT FUND
22 9010 2700 000 0000 522	New Caravan Auto Insurance	386.00
22 9010 2600 000 0000 521	New Building Amendment	37.00
Vendor Name	UNITED GROUP INSURANCE	<u>423.00</u>

18

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Fund Number 22		423.00
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST
ANDERSON, MICKEY	April2020MA	1,200.00
33 9010 4700 000 0000 450	Admin Rent - 4/2020	1,200.00
Vendor Name ANDERSON, MICKEY		1,200.00
Fund Number 33		1,200.00
Checking Account ID 1	Fund Number 62	BEFORE/AFTER SCHOOL PROGRAM
HY VEE FOOD STORES	040120-6	150.00
62 0418 3300 840 0000 618	Pre- School Supplies	150.00
Vendor Name HY VEE FOOD STORES		150.00
Fund Number 62		150.00
Checking Account ID 1		80,189.27
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
CENTRAL DECATUR HIGH SCHOOL	032320CD	100.00
21 0109 1400 920 6790 340	WRESTLING ENTRY FEE	100.00
Vendor Name CENTRAL DECATUR HIGH SCHOOL		100.00
HOWARD'S SPORTING GOODS	08533-00	264.10
21 0109 1400 920 6840 618	MS BOYS TRACK RIBBONS	264.10
HOWARD'S SPORTING GOODS	08550/08504	1,566.93
21 0109 1400 920 6840 618	B/TRACK VAR. MEDALS	1,212.93
21 0109 1400 920 6840 618	B/TRACK JV MEDA;S	354.00
HOWARD'S SPORTING GOODS	08552-00	33.90
21 0109 1400 920 6840 618	TRACK BLANKS	33.90
HOWARD'S SPORTING GOODS	08590	48.00
21 0109 1400 920 6815 618	VB TOURNEY SUPPLIES	48.00
HOWARD'S SPORTING GOODS	08604-00	229.00
21 0109 1400 920 6840 618	TRACK HIP NUMBERS	229.00
HOWARD'S SPORTING GOODS	08625-00	589.00
21 0109 1400 920 6840 618	TRACK TENT	589.00
HOWARD'S SPORTING GOODS	08647-00	47.20
21 0109 1400 920 6660 618	Gold Golf Medals/Engraving	47.20
HOWARD'S SPORTING GOODS	08650-00	621.39
21 0109 1400 920 6840 618	HS GIRLS TR MEDALS	621.39
Vendor Name HOWARD'S SPORTING GOODS		3,399.52
HY VEE FOOD STORES	040120-4	150.00
21 0109 1400 950 7407 618	FLORAL	150.00
Vendor Name HY VEE FOOD STORES		150.00
INSTRUMENTALIST AWARDS LLC	2001	15.00
21 0109 1400 910 6210 618	Choral Certificates	15.00
Vendor Name INSTRUMENTALIST AWARDS LLC		15.00
RIEMAN MUSIC, INC.	3072965	99.00
21 0109 1400 910 6220 618	Jazz Ensemble Music	99.00
Vendor Name RIEMAN MUSIC, INC.		99.00
RSCHOOLTODAY	45964	400.00
21 9010 1400 920 6600 618	Activities Scheduling Program	400.00

19

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name RSCHOOLTODAY		<u>400.00</u>
TROPHIES PLUS	366475	244.49
21 0109 1400 920 6815 618	Custom Volleyball Patches	<u>244.49</u>
Vendor Name TROPHIES PLUS		244.49
Fund Number 21		<u>4,408.01</u>
Checking Account ID 3		<u>4,408.01</u>

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**2020-2021 School Year Iowa Open Enrollment Application**  
 \*Iowa Law requires an application for each child in a family requesting open enrollment to be sent to both to the resident and receiving districts on/or before deadline in order to be considered for approval. Iowa Code 282.18(2)

**Deadlines: March 2, 2020: Grades 1-12**  
**September 1, 2020: Kindergarten and Preschool special education**

- 1. Full Legal Name of Student: Jaspyr Nielsen
- 2. Date of Birth: 6/18/08
- 3. Grade for 2020-2021: 6
- 4. Gender: Female or  Male
- 5. Parent/Guardian: Kathryn Nielsen
- 6. Telephone (Helpful to have more than one):
- 7. Resident Address Street/Box, City, Zip, County:



- 8. Email Address
- 9. Resident District Red oak Attendance Center Red oak
- 10. District Requested Stanton Attendance Center\* Stanton  
\*Request does not guarantee placement

11. Is this application a request to continue education in the former district of residence following a move to a new district? Yes or  No

12. Please indicate if the applicant has a sibling currently under open enrollment.  
 Sibling Name: Kyre, Mazlyn, Rozlyn District/School open enrolled Red oak Stanton <sup>current</sup>

13. The student will be enrolled in the following (check all that apply):  
 Regular Education  Special Education   
 Home School (CPI)  Home School Assistance Program   
 Dual Enrollment–Academic  Dual Enrollment–Activity Program   
 Open enrolling to an approved online program and participating in cocurricular activities in resident district

- 14. Is your child currently eligible for receiving special education services? Yes or  No
- 15. Is your child currently being evaluated for special education services? Yes or  No
- 16. Is your child currently receiving English Language Learning services? Yes or  No
- 17. Is the student currently under suspension or expulsion from school? Yes or  No  
 If yes, when will the suspension / expulsion be complete?

18. **This section should be completed IF the application is being filed after March 2 for grades 1-12. List date of change.**
- a) Change in district of residence due to: family move, change in           
 Marital status, foster care, adoption, or treatment program
  - b) Participation in foreign exchange program



- c) Failure of negotiations for reorganization or whole grade sharing \_\_\_\_\_
- d) Loss of accreditation or revocation of a private or charter school \_\_\_\_\_

19. Is the application being filed due to pervasive harassment or severe health? Yes or No  
 If yes, briefly describe events occurring after March 1 and provide the name of a district employee familiar with the student on a separate sheet.
20. Will you request transportation assistance? Yes or No  
 If yes, attach proof of income and number in household to the application sent to the resident district.

**I certify the above information is true and I have sent a copy of this form to my resident district and to the district I want my child to attend.**

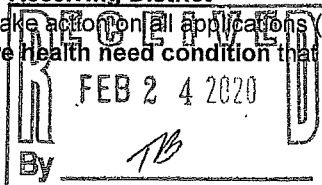
Kathryn Nelson 2/24/20  
 Signature of Parent or Guardian and Date Signed

**\*CAUTION: Knowingly providing false information on this form will invalidate the application.\***

**Receiving District**

The receiving district has the authority to take action on all applications (before or after deadline) except:

- a) Those **alleging harassment or severe health need condition** that cannot be accommodated in resident district.
- b) Resident district has a **diversity plan**.



Date application was received: \_\_\_\_\_  
**If the child has an IEP date of consultation with the resident district and AEA** \_\_\_\_\_

Approved: David Hoke 3/18/20  
 Signature of Superintendent and Date Signed

Denied: \_\_\_\_\_  
 Date of School Board Action and Signature of Superintendent

If denied, indicate reason:

- \_\_\_\_\_ Request was not filed by March 1 and does not meet good cause.
- \_\_\_\_\_ Insufficient classroom space.
- \_\_\_\_\_ Student under suspension or expulsion.
- \_\_\_\_\_ Appropriate special education program is not available.

**Resident District**

Resident district is taking action on this application because of the following:

- \_\_\_\_\_ Resident district has a diversity plan on file with Department of Education.
- \_\_\_\_\_ Student alleges pervasive harassment that began or escalated after deadline.
- \_\_\_\_\_ Student has a severe health condition that began or escalated after deadline.
- \_\_\_\_\_ Application filed late with no good cause

Date application was received: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Signature of Superintendent and Date Signed

Denied: \_\_\_\_\_  
 Date of School Board Action and Signature of Superintendent

If denied, indicate reason:

- \_\_\_\_\_ Does not meet diversity plan criteria.
- \_\_\_\_\_ Does not meet criteria for severe health condition.
- \_\_\_\_\_ Does not meet criteria for pervasive harassment.
- \_\_\_\_\_ Application filed late.

## 2019-2020 SIAC COMMITTEE MEMBERS

### **Community Members:**

Brian and Dawn LeRette

Mark Johnson

Mabel Rico

Edward Grass

Peggy Hayes

Jamie Werges

Tim Werges

Randall Wilson

Georgana Derr

Jeff Gigstad

### **Red Oak School Board Member:**

Jackie DeVries

### **Red Oak Community School District Staff:**

Arryn Gillespie

Josh Kippley

Tess Mittag

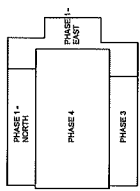
### **Red Oak Community School District Students:**

Lainey DeVries

Aedyn Graham



**ROCSO EARLY CHILDHOOD CENTER**  
 400 IV 2nd Street S  
 Red Oak, IA 51566

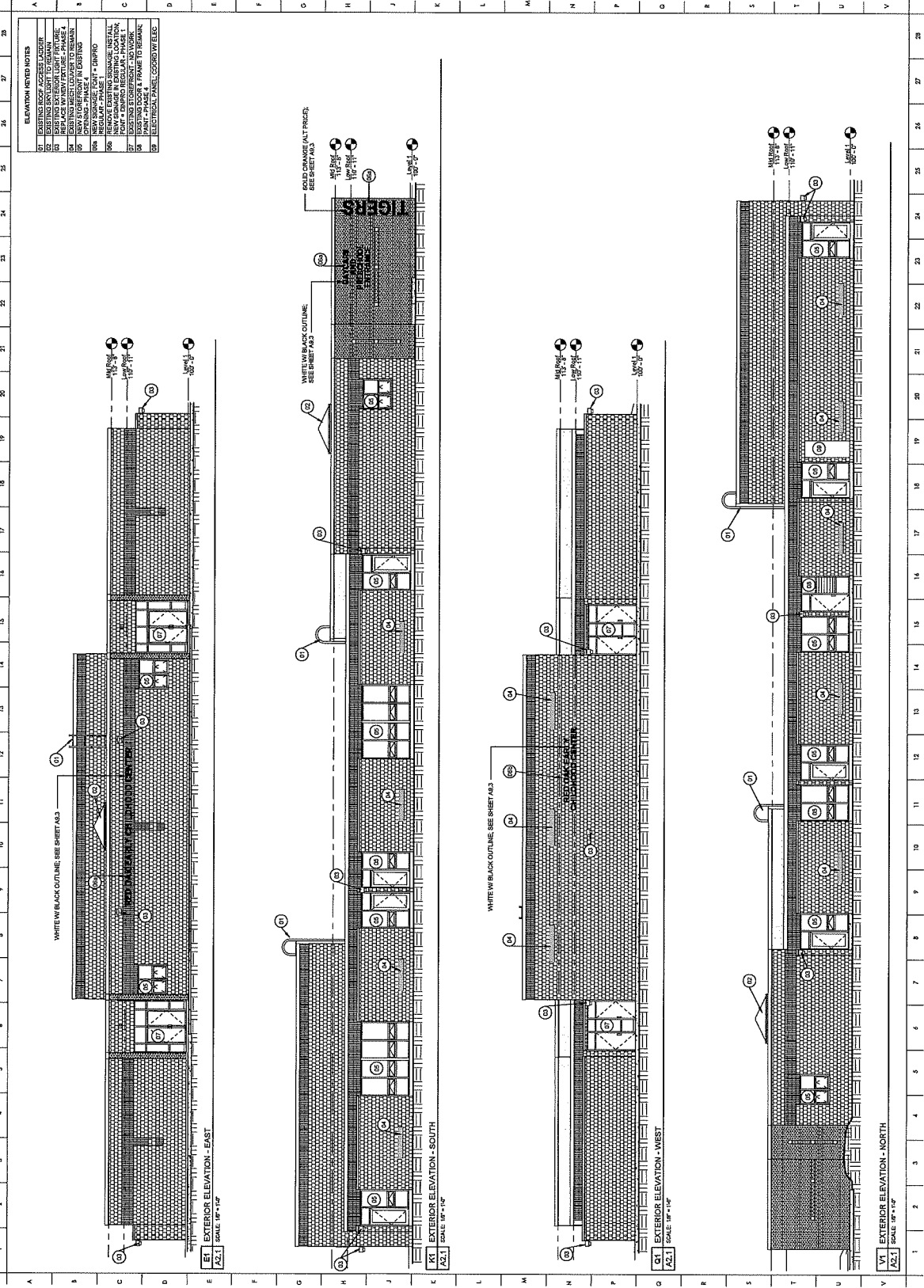


**ALLEY-POYNER MACCHIETTO ARCHITECTURE**

**CONSTRUCTION DOCUMENTS**

REVISION: \_\_\_\_\_ DATE: \_\_\_\_\_  
 PROJECT NUMBER: N124  
 DATE: September 4, 2019  
 CDT 11/10/19 10:30 AM  
 PROJECT LOCATION: \_\_\_\_\_  
**EXTERIOR ELEVATIONS**

**A2.1**





**ROCS EARLY  
CHILDHOOD  
CENTER**  
400 W 2nd Street S  
Red Oak, IA 51566

**ALLEY-POYNER  
MACCHIETTO  
ARCHITECTURE**

CONSTRUCTION  
DOCUMENTS

REVISION: \_\_\_\_\_ DATE: \_\_\_\_\_  
PROJECT NUMBER: 1824 DATE: September 4, 2019  
CADD FILE: 18\_09\_04\_1824.rvt  
CADD PLOT FILE: 18\_09\_04\_1824.rvt

SIGNAGE  
**A9.3**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

A B C D E F G H I J K L M N O P Q R S T U V

WHITE W/BLACK OUTLINE

**RED OAK EARLY CHILDHOOD CENTER**

DAYCARE RED OAK EARLY  
AND CHILDHOOD CENTER  
PRESCHOOL  
ENTRANCE

SOLID ORANGE (ALT PRICE)

**TIGERS**

SCALE NOTES:  
EXERCISE DIMENSIONAL LETTERS  
UNIT: MILLIMETERS  
COLOR: WHITE W/BLACK OUTLINES  
FONT: HELVETICA  
DEPTH: 4"

1/1 SIGNAGE  
1/2/19 10:44:14 AM

25

**ROOSD INMAN  
ELEMENTARY  
ADDITION AND  
REMODEL**

800 Inman Drive  
Red Oak, VA 23156

**ALLEN-POYNER  
MACCHINETTO  
ARCHITECTS**  
1655 Cambridge Drive  
Chesapeake, VA 23060  
PH: 407-341-1544  
WWW.ALLEN-POYNER.COM

**COORDINATORS**

**CELESTINE**  
CELESTINE ENGINEERING  
10000 W. WOODBRIDGE BLVD.  
SUITE 100  
FALLS CHURCH, VA 22033  
PH: 703-441-1100  
WWW.CELESTINE-VA.COM

**STRUCTURAL**  
STRUCTURAL GROUP  
10000 W. WOODBRIDGE BLVD.  
SUITE 100  
FALLS CHURCH, VA 22033  
PH: 703-441-1100  
WWW.STRUCTURAL-VA.COM

**Mechanical**  
MECHANICAL GROUP  
10000 W. WOODBRIDGE BLVD.  
SUITE 100  
FALLS CHURCH, VA 22033  
PH: 703-441-1100  
WWW.MECHANICAL-VA.COM

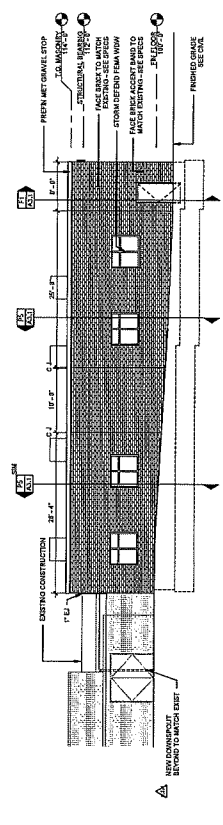
**Electrical**  
ELECTRICAL GROUP  
10000 W. WOODBRIDGE BLVD.  
SUITE 100  
FALLS CHURCH, VA 22033  
PH: 703-441-1100  
WWW.ELECTRICAL-VA.COM

**ADDL** 04/27/19  
**DATE** 04/27/19  
**PROJECT NUMBER** 1709  
**DATE** 04/27/19

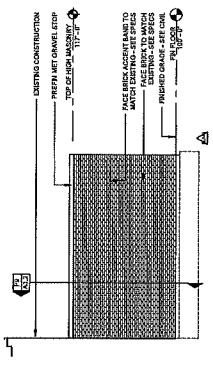
**AVL** 04/27/19  
**DATE** 04/27/19  
**PROJECT NUMBER** 1709  
**DATE** 04/27/19

EXTERIOR ELEVATIONS

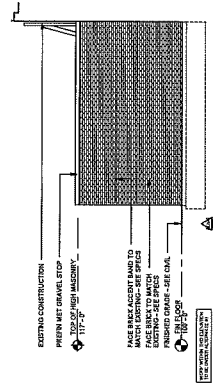
A2.1



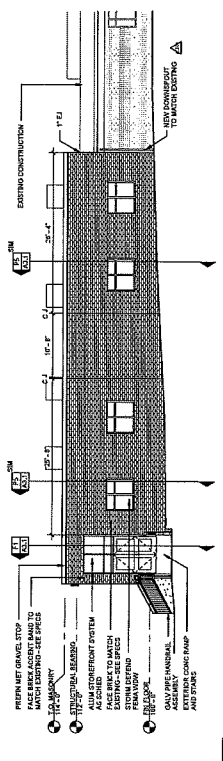
**G1** EXTERIOR ELEVATION - NORTH  
SCALE: 1/8" = 1'-0"



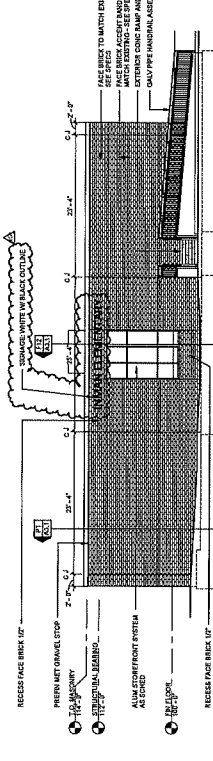
**F6** EXTERIOR ELEVATION - NORTH (ALT #1)  
SCALE: 1/8" = 1'-0"



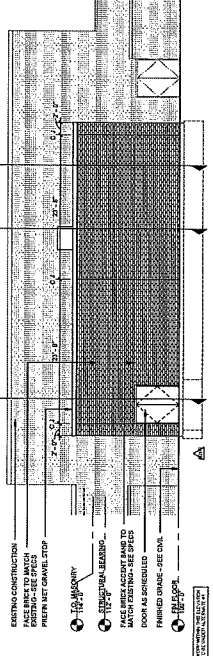
**F7** EXTERIOR ELEVATION - SOUTH (ALT #1)  
SCALE: 1/8" = 1'-0"



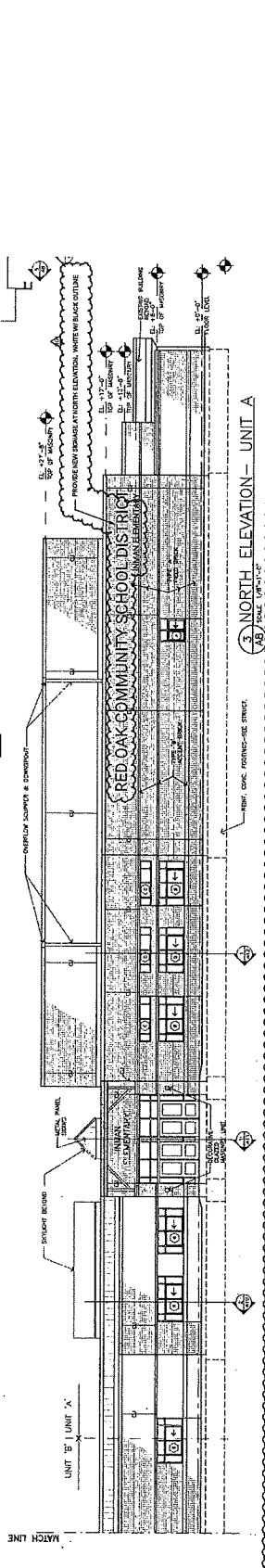
**G1** EXTERIOR ELEVATION - SOUTH  
SCALE: 1/8" = 1'-0"



**F6** EXTERIOR ELEVATION - WEST  
SCALE: 1/8" = 1'-0"



**F7** EXTERIOR ELEVATION - WEST (ALT #1)  
SCALE: 1/8" = 1'-0"



**3** NORTH ELEVATION - UNIT A  
SCALE: 1/8" = 1'-0"

**RED OAK COMMUNITY SCHOOL DISTRICT**  
**INMAN ELEMENTARY**

INMAN ELEMENTARY

A2.1

26

ROBSD HIGH SCHOOL  
ADDITION AND  
REMODEL

2011.04.01.01  
REV. 04.14.0586

ALLEYPOINER ARCHITECTURE  
1956 Cambridge Street  
Dunwoody, NE 40102  
Atlanta, GA 30328  
Tel: 404.251.4735  
Fax: 404.251.4735  
alleypoiner.com

COORDINATOR  
DAN BUCKNER  
DUNWOODY, GA 30118  
PH: 404.251.4735

ARCHITECTURAL CONSULTANT  
ALLEYPOINER ARCHITECTURE  
1956 Cambridge Street  
Dunwoody, NE 40102  
Atlanta, GA 30328  
Tel: 404.251.4735  
Fax: 404.251.4735  
alleypoiner.com

MECHANICAL ELECTRICAL PLUMBING  
ARCHITECTURAL CONSULTANT  
ALLEYPOINER ARCHITECTURE  
1956 Cambridge Street  
Dunwoody, NE 40102  
Atlanta, GA 30328  
Tel: 404.251.4735  
Fax: 404.251.4735  
alleypoiner.com

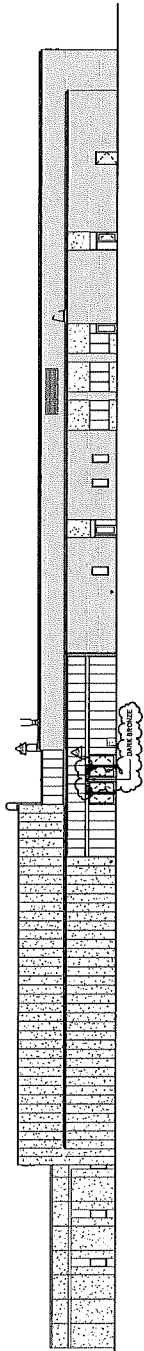
PROJECT NUMBER: 17001  
PROJECT NAME: ROBSD HIGH SCHOOL  
DATE: 04/14/05

DATE: 04/14/05

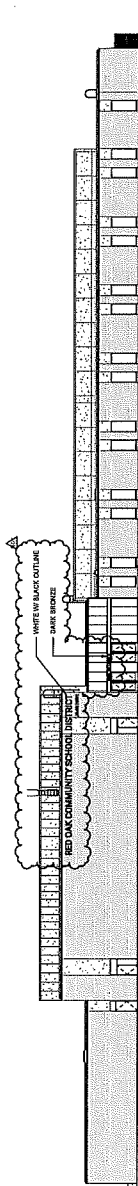
PROJECT NUMBER: 17001  
PROJECT NAME: ROBSD HIGH SCHOOL  
DATE: 04/14/05

OVERALL EXTERIOR ELEVATIONS

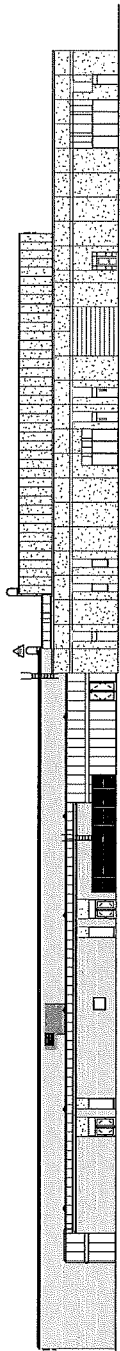
A2.1



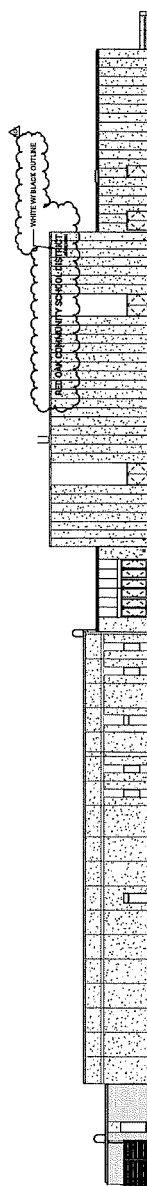
B1 EXTERIOR ELEVATION - OVERALL SOUTH  
SCALE: 1/8" = 1'-0"



B1 EXTERIOR ELEVATION - OVERALL EAST  
SCALE: 1/8" = 1'-0"



B1 EXTERIOR ELEVATION - OVERALL NORTH  
SCALE: 1/8" = 1'-0"



B1 EXTERIOR ELEVATION - OVERALL WEST  
SCALE: 1/8" = 1'-0"

ROBSD HIGH SCHOOL ADDITION AND REMODEL

20111001.DWG  
RSD\_SCH\_A2.5-08

ALLEYPOYNER ARCHITECTURE  
10000 Old York Road  
Omaha, NE 68102  
Tel: 402.421.7714  
Fax: 402.421.4744  
alleypoyner.com

COORDINATE:  
DATE: 10/20/19  
SCALE: 1/4" = 1'-0"  
PROJECT: ROBSD HIGH SCHOOL ADDITION AND REMODEL  
DRAWN BY: J. HENNING  
CHECKED BY: J. HENNING  
DATE: 10/20/19

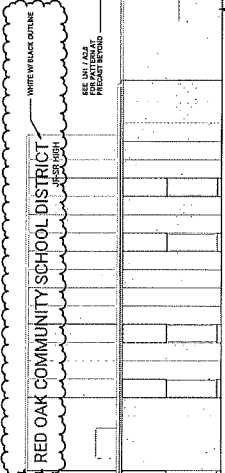
MECHANICAL, ELECTRICAL, PLUMBING AND FIRE PROTECTION (M.E.P.)  
WORK SHALL BE PROVIDED BY THE CLIENT.  
THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.  
THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE.

DATE: 10/20/19  
PROJECT NUMBER: 1001  
DRAWING NUMBER: A2.5-08

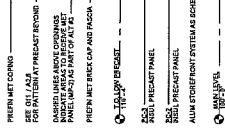
SCALE: 1/4" = 1'-0"  
DATE: 10/20/19  
PROJECT NUMBER: 1001  
DRAWING NUMBER: A2.5-08

PARTIAL EXTERIOR ELEVATIONS

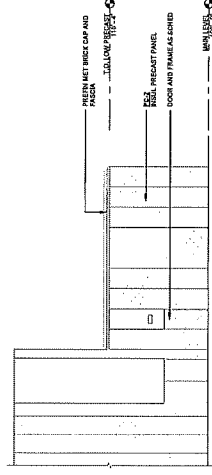
A2.5



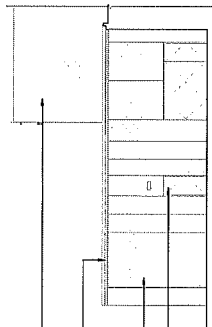
D8 PARTIAL EXTERIOR ELEVATION - WEIGHT ROOM - WEST (ALTERNATE #1)  
A2.5 SCALE: 1/4" = 1'-0"



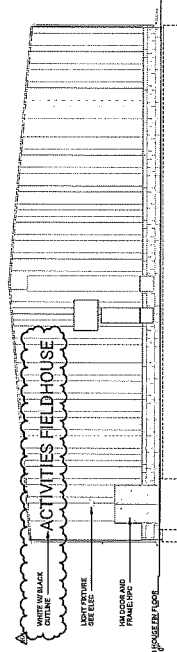
D9 PARTIAL EXTERIOR ELEVATION - WEIGHT ROOM - WEST (ALTERNATE #2)  
A2.5 SCALE: 1/4" = 1'-0"



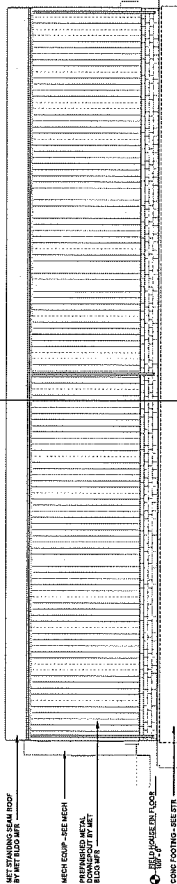
D14 PARTIAL EXTERIOR ELEVATION - WEIGHT ROOM - NORTH (ALTERNATE #1)  
A2.5 SCALE: 1/4" = 1'-0"



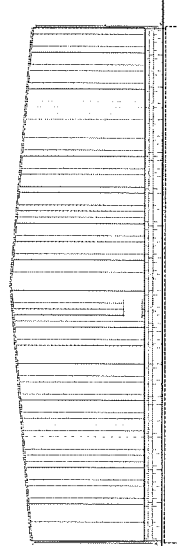
D15 PARTIAL EXTERIOR ELEVATION - WEIGHT ROOM - NORTH (ALTERNATE #2)  
A2.5 SCALE: 1/4" = 1'-0"



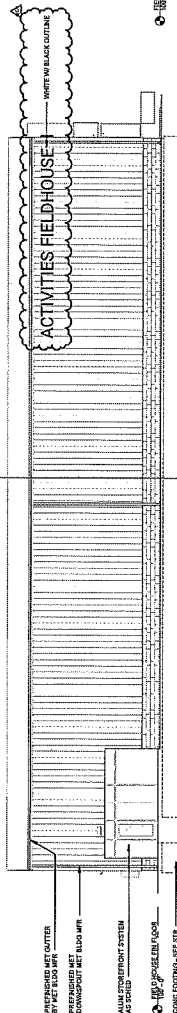
E13 PARTIAL EXTERIOR ELEVATION - FIELD HOUSE - EAST (ALTERNATE #2)  
A2.5 SCALE: 1/4" = 1'-0"



E14 PARTIAL EXTERIOR ELEVATION - FIELD HOUSE - NORTH (ALTERNATE #2)  
A2.5 SCALE: 1/4" = 1'-0"



E15 PARTIAL EXTERIOR ELEVATION - FIELD HOUSE - WEST (ALTERNATE #2)  
A2.5 SCALE: 1/4" = 1'-0"



E16 PARTIAL EXTERIOR ELEVATION - FIELD HOUSE - SOUTH (ALTERNATE #2)  
A2.5 SCALE: 1/4" = 1'-0"

28

**ROBSD HIGH SCHOOL ADDITION AND REMODEL**

2011 NORTH ST  
RED OAK, VA 24666

**ALLEYPOYNER ARCHITECTURE**  
1500 Gables Drive  
Dorchester, VA 24642  
PH: 540-221-1144  
FAX: 540-221-1124  
alleypoyner.com

**CO-DRAWN:**

CHARLIE BERNIERI  
PROJECT ARCHITECT

DAVID BERNIERI  
PROJECT ARCHITECT

DAVID BERNIERI  
PROJECT ARCHITECT

DAVID BERNIERI  
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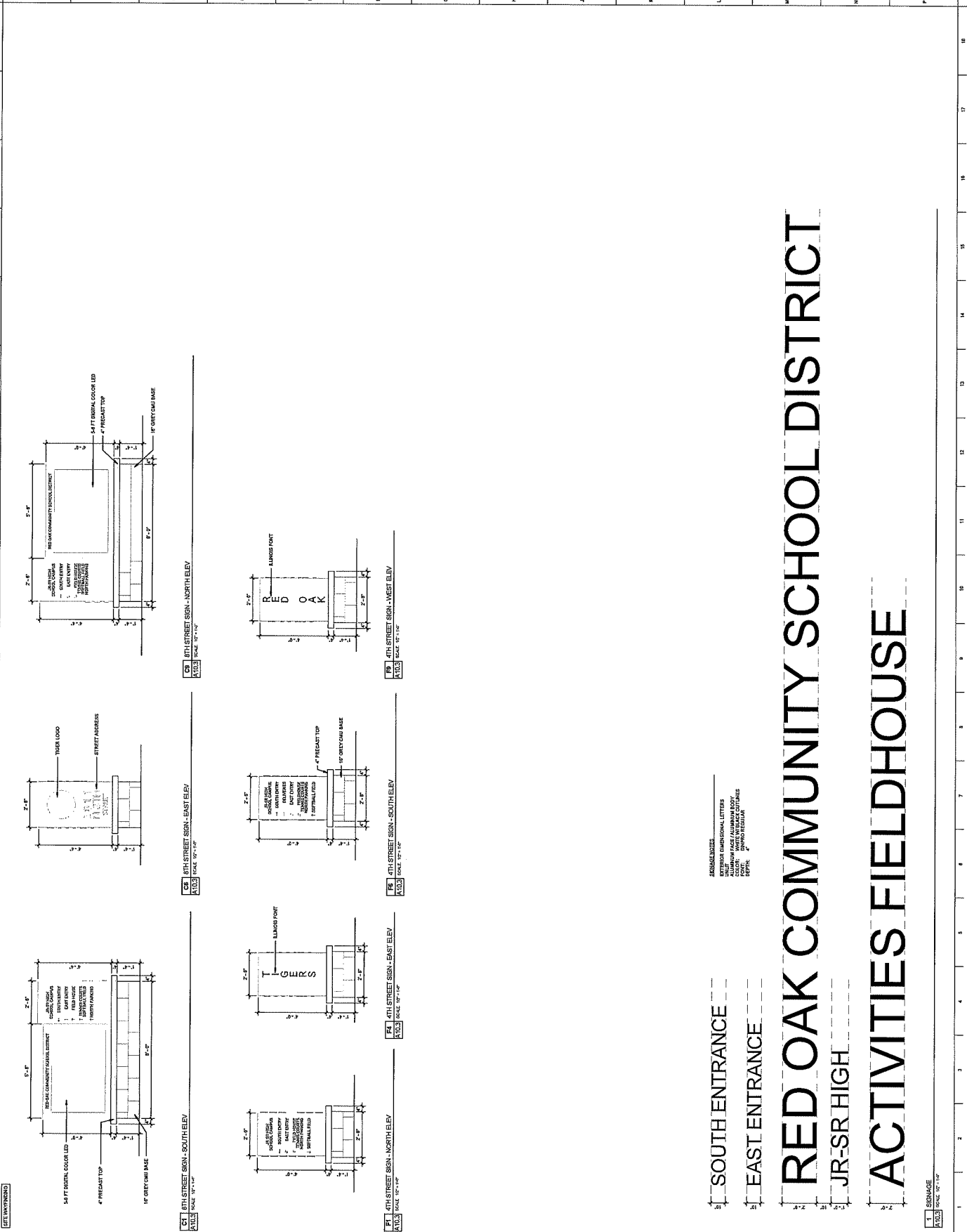
DAVID BERNIERI  
PROJECT ARCHITECT

DAVID BERNIERI  
PROJECT ARCHITECT

DAVID BERNIERI  
PROJECT ARCHITECT

**RED OAK COMMUNITY SCHOOL DISTRICT**  
**ACTIVITIES FIELDHOUSE**

**A10.3**



**1 SOUTH ENTRANCE**  
**2 EAST ENTRANCE**  
**3 SOUTH ELEVATION**  
**4 EAST ELEVATION**  
**5 NORTH ELEVATION**  
**6 WEST ELEVATION**

SCALE: 1/8"=1'-0"

12/20/2019 2:23:21 PM



Revised 4-3-2020

**\*All revisions are reflected in yellow\***

## **Sample Resolution – Pandemic Response and Emergency Suspension of Policy**

The sample resolution below provides boards the method to suspend certain policies which may conflict with guidance being issued by state or federal agencies in response to the COVID-19 pandemic. It ensures the superintendent has authority to act to comply with public health directives.

The sample resolution also includes language in red authorizing continued payment of wages to hourly employees to a date certain. IASB recommends boards consider this action to ensure stability for employees, morale, and employee retention. Alternative language related to furloughs for classified employees has been removed from the revised sample resolution. Information on the potential use of furloughs continues to evolve over time. There are many unknowns regarding the impact of federal stimulus funds on both the district and the employee. In addition, there are indications that this will be viewed by state and federal policy makers as “taxpayers paying twice,” as public funds have been allocated to the district and additional public funds would then be required for unemployment benefits. Schools who wish to furlough employees should work with their legal counsel. If the board has already acted to address wage issues for hourly employees, this language may be removed.

Once the decision is made, paragraphs in red that do not apply must be removed. All wording italicized and in red font must be decided by the district prior to adopting this resolution. Once language has been decided please remove brackets, italics and color changes.

---

## **Resolution – Pandemic Response and Emergency Suspension of Policy**

**WHEREAS**, Iowa Code Ch. 279.8 authorizes local school boards to govern their respective districts, including adopting policies for their own governance; and

**WHEREAS** the Board may, by formal, action suspend or rescind board policy as deemed necessary, appropriate or in the best interests of the District; and

**WHEREAS**, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a national state of emergency and on March 15, 2020 Iowa Governor Kim Reynolds recommended closure of all public and private K-12 schools in Iowa until April 13, 2020 to contain the spread of COVID-19; and

**WHEREAS**, on March 17, 2020, Iowa Governor Kim Reynolds declared a State of Public Health Disaster Emergency under the authority granted through Iowa Constitution, Art. IV, §§ 1, 8 and Iowa Code §§ 29C.6(1), 135.140(6), and 135.144 and directed implementation of the Iowa Department of Homeland Security and Emergency Management's Iowa Emergency Response Plan in response to the novel coronavirus (COVID-19); and

**WHEREAS**, most hourly non-exempt employees will be unable to report to work due to the District's closure and certified contract employees may be asked to work at remote locations to help provide continuity in educational services; and

**WHEREAS**, it fulfills a public purpose to continue to pay District hourly and classified non-exempt employees during this closure to prevent or contain the spread of COVID-19, to promote morale and to help retain current employees following the closure; and

**WHEREAS**, on March 17, 2020 the Iowa Legislature passed and the Governor signed SF 2408 granting waiver of the instructional time requirements in Iowa Code Ch. 279.10 for all public school districts closing before April 12, 2020 in order to prevent or contain the spread of COVID-19; and granting Governor Reynolds the ability to waive instructional time requirements for any public school district which closes on or after April 12, 2020 to prevent or contain the spread of COVID-19; and

**WHEREAS**, on April 2, 2020 Iowa Governor Kim Reynolds recommended extended closure of all public and private K-12 schools in Iowa until April 30, 2020 to contain the spread of COVID-19; and

**WHEREAS**, the Iowa Department of Education, which has the authority to establish and interpret graduation requirements, and to oversee other crucial aspects of public education is providing written guidance to Iowa school districts on issues related to COVID -19, including but not limited to student attendance, distance/online learning, high school credit, meal distribution, and other issues; and

**WHEREAS**, the Iowa Department of Education issued COVID-19 Guidance: Provision of Continuous Learning. This guidance allows school districts to provide either voluntary educational enrichment opportunities to students or required educational services. Voluntary educational enrichment opportunities include educational opportunities provided to students where participation by students is not required and will not be graded other than voluntary completion of concurrent enrollment courses and credit recovery. Required educational services include educational services provided to students who are required to participate. Student work may be graded and credit may be awarded. Equity must be provided for and AEA services resume, to the extent possible, for required educational services. Competencies attained through either voluntary or required educational services may be considered; if done on a voluntary basis they may only be considered after school returns to session.

**NOW, THEREFORE BE IT RESOLVED**, that the Red Oak Community School Board hereby suspends provisions of its board policies and/or whole policies, as identified by the District Superintendent or designee, if such suspension is necessary to implement written guidance from state or federal agencies relating to containing COVID-19 for the duration identified in the Governor's State of Public Health Emergency declaration of March 17, 2020, or as otherwise determined by the Board.

**BE IT FURTHER RESOLVED** that the District Superintendent will consult with and report to the Board as feasible and appropriate regarding the emergency closure and efforts to implement written guidance from health and government agencies.

**BE IT FURTHER RESOLVED** that the District Superintendent is authorized to close any school facility without further action by the Board of Directors. Such closure shall continue during the emergency created by the COVID-19 pandemic until such time as the Superintendent, in consultation with appropriate health and government authorities, deems it in the best interests of the District and its students to open schools.

**BE IT FURTHER RESOLVED** that the District Superintendent is authorized, based upon the needs of the District and guidance from health and government agencies, to direct staff assignments during District closures, including but not limited to essential employees who must report to work, employees who may be reassigned, and employees whose services are not needed.

**BE IT FURTHER RESOLVED** that access to public school grounds and public school buildings of the District may be limited as directed by the Superintendent during District closures.

**BE IT FURTHER RESOLVED** that certified, exempt employees will remain employed during the school closure and until the number of days expressed on the contract have been fulfilled, unless otherwise approved by the Board. Days that contracted employees do not report for duty either onsite if deemed an essential employee; or from a remote location for all other employees due to closure, do not constitute a fulfilled contract day except to the extent those days are forgiven by the District.

**BE IT FURTHER RESOLVED** that in light of this District-wide emergency closure, the Board authorizes the Superintendent to place hourly and classified non-exempt employees on paid administrative leave and to continue to pay them until the number of days expressed in the contract have been fulfilled during the period of school closure.

**BE IT FURTHER RESOLVED** that the District has elected to provide voluntary educational enrichment opportunities to students in the district during this period of school closures.

**BE IT FURTHER RESOLVED** that in the interest of public health and/or to comply with federal or state health department recommendations or guidance, the Board encourages the public to attend or listen to its open public meetings via telephone or video conference, live streaming on television and/or the internet and the Board may also limit public comment to written comments.

**BE IT FURTHER RESOLVED** that the board reserves the right to adjust board meeting dates, times, and locations during the district-wide emergency closure in a manner consistent with the Open Meetings law, and notes that any or all board members may attend board meetings electronically as permitted by law.

**BE IT FURTHER RESOLVED** that execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument. This resolution will remain in full force and effect until it is rescinded or amended by subsequent action of the Board.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_.


By: \_\_\_\_\_  
Board President or Designee

Attest: \_\_\_\_\_  
Board Secretary

# FY 2021 Budget Certification

## Informing the Public

FORECAST5 ANALYTICS



Forecasts Analytics, Inc. Copyright 2016

1

1

### Certified Budget: (DE Iowa School Finance Terminology)

- A document showing the amount of taxes to be levied for each fund and/or program and the aggregate revenues and expenditures.
- This report is certified by the local board no later than April 15 each year for the upcoming fiscal year after holding a public hearing and adoption.

FORECAST5 ANALYTICS

Forecasts Analytics, Inc. Copyright 2016

2

2

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What are we really certifying?

1. Informing the public the maximum we can spend in all funds July 1, 2020 through June 30, 2021.
2. Informing the public the property tax rate for July 1, 2020 through June 30, 2021.

3

How are the expenditures certified to the public identified?

Categories

1. Instruction
2. Total Support Services
3. Noninstructional Programs
4. Total Other Expenditures
5. Total Expenditures

4

35

How is the property tax rate certified to the public?

AS A TOTAL RATE PER THOUSAND OF TAXABLE VALUATION

Requested property tax dollars for all funds combined. The tax rate requested is a total tax rate, not by individual funds.

5

What are we "informing the public," but not certifying?

1. Informing the public the actual revenues and expenditures for fiscal year 2019 for all funds.
2. Informing the public the expected revenues and expenditures for fiscal year 2020 for all funds.
3. Informing the public the expected revenues in all funds July 1, 2020 through June 30, 2021.

6

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What are the key variables?  
Funding

Key Variables			
Red Oak Community School District   Red Oak FY21 Certified Budget-Deb Drey			
Funding Property Tax			
BUDGET-ASSUMPTIONS (FISCAL YEAR)	2020	2021	Change
CERTIFIED ENROLLMENT	1,032.6	1,039.2	6.6
PRESCHOOL ENROLLMENT	68.0	69.0	1.0
SUPPLEMENTAL STATE AID %	2.06%	2.30%	0.24%
DROPOUT PREVENTION \$	341,744	316,478	-25,266
ISL LEVEL	0.10	0.10	0.0
ISL SURTAX	0.09	0.09	0.0
CASH RESERVE LEVY - SBRC	311,953	0	-311,953
CASH RESERVE LEVY - OTHER	29,490	0	-29,490
TAXABLE VALUATION % CHANGE	3.23%	-1.99%	-5.22%
TIF TAXABLE VALUATION % CHANGE	-20.61%	-13.81%	6.80%
REGULAR PPEL FUND RATE	0.33	0.33	0.00
VOTED PPEL FUND RATE	1.34	1.34	0.0
VOTED PPEL FUND SURTAX RATE	1%	1%	0.0
MANAGEMENT FUND DOLLARS	0	375,000	375,000

7

What are the key expenditure changes?

Key Expenditures			
Red Oak Community School District   Red Oak FY21 Certified Budget-Deb Drey			
Expenditures By Fund			
FUND	2020	2021	Change
GENERAL FUND	12,024,737	12,694,374	669,637
ACTIVITY FUND	255,820	259,658	3,838
MANAGEMENT FUND	399,433	405,424	5,991
PUBLIC EDU, RECREATION LEVY FUND	0	0	0
LIBRARY/OTHER FUNDS	0	0	0
SALES TAX AND FACILITIES FUNDS	9,558,031	0	-9,558,031
PHYSICAL PLANT & EQUIPMENT LEVY FUND	150,550	152,810	2,260
DEBT SERVICE FUND	1,525,126	1,548,002	22,876
FOOD SERVICE FUND	808,519	818,396	9,877
OTHER ENTERPRISE FUNDS	14,547	14,765	218
TOTAL	24,736,763	15,893,429	-8,843,334

8

37



# What are the key expenditure changes?

Key Revenues			
Red Oak Community School District   Red Oak FY21 Certified Budget-Deb Drey			
Revenues By Fund			
FUND	2020	2021	Change
GENERAL FUND	12,564,035	12,471,717	-92,318
ACTIVITY FUND	305,662	310,247	4,585
MANAGEMENT FUND	11,659	394,689	383,030
PUBLIC EDU. RECREATION LEVY FUND	0	0	0
LIBRARY/OTHER FUNDS	0	0	0
SALES TAX AND FACILITIES FUNDS	1,324,947	1,310,311	-14,636
PHYSICAL PLANT & EQUIPMENT LEVY FUND	671,884	647,982	-23,902
DEBT SERVICE FUND	2,238,780	2,257,289	18,509
FOOD SERVICE FUND	594,788	603,711	8,923
OTHER ENTERPRISE FUNDS	24,049	24,409	360
<b>TOTAL</b>	<b>17,735,804</b>	<b>18,020,355</b>	<b>284,551</b>

9

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# Property Tax Projections

Property Tax Projections						
Red Oak Community School District   Red Oak FY21 Certified Budget-Deb Drey						
By Fund						
FUND	2017	2018	2019	2020	2021	Change FY20 to FY21
GENERAL FUND	10.1844	11.5446	11.6552	10.4033	9.1833	-1.2201
MANAGEMENT FUND	1.1804	0.7516	0.0000	0.0000	1.0015	1.0015
PUBLIC EDU. RECREATION LEVY FUND	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
LIBRARY FUND	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
PHYSICAL PLANT & EQUIPMENT LEVY FUND	1.5319	1.5435	1.5354	1.5373	1.5193	-0.0181
DEBT SERVICE FUND	1.4076	0.6774	2.0874	3.6658	3.7532	0.0874
<b>TOTAL</b>	<b>14.2844</b>	<b>14.4970</b>	<b>15.5500</b>	<b>15.8064</b>	<b>15.4573</b>	<b>-0.1492</b>

10

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# General Fund Property Tax Projections

General Fund Tax Dollars Breakdown				
Red Oak Community School District   Red Oak FY21 Certified Budget-Deb Drey				
General Fund Tax Dollars Makeup				
Certification Area	2019	2020	2021	Change FY20 to FY21
Uniform Levy	\$1,998,267	\$2,062,864	\$2,021,902	-\$40,962
Additional Levy (Without Dropout Prevention & Budget Guarantee)	\$1,071,515	\$1,061,344	\$1,073,577	\$12,233
Budget Guarantee	\$352,403	\$87,544	\$0	-\$87,544
Dropout Prevention	\$318,139	\$341,744	\$316,478	-\$25,266
Cash Reserve	\$554,304	\$341,443	\$0	-\$341,443
Instructional Support Levy	\$105,604	\$80,502	\$26,862	-\$53,640
<b>Total</b>	<b>\$4,400,232</b>	<b>\$3,975,441</b>	<b>\$3,438,819</b>	<b>-\$536,622</b>

1.1

11

# General Fund Property Tax Projections

General Fund Tax Rate Breakdown				
Red Oak Community School District   Red Oak FY21 Certified Budget-Deb Drey				
General Fund Tax Rate Makeup				
Certification Area	2019	2020	2021	Change FY20 to FY21
Uniform Levy	\$5.4000	\$5.4000	\$5.4000	\$0.0000
Additional Levy (Without Dropout Prevention & Budget Guarantee)	\$2.8956	\$2.7783	\$2.8673	\$0.0890
Budget Guarantee	\$0.9523	\$0.2292	\$0.0000	-\$0.2292
Dropout Prevention	\$0.8597	\$0.8946	\$0.8452	-\$0.0494
Cash Reserve	\$1.4979	\$0.8938	\$0.0000	-\$0.8938
Instructional Support Levy	\$0.2797	\$0.2075	\$0.0708	-\$0.1367
<b>Total</b>	<b>\$11.8852</b>	<b>\$10.4033</b>	<b>\$9.1833</b>	<b>-\$1.2201</b>

1.2

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What are we approving for certification?

Department of Management - Form 5-PB-6  
**NOTICE OF PUBLIC HEARING**  
 Prepared Red Oak School Budget Summary  
 Fiscal Year 2010-2021

Location of Public Hearing: Inman Elementary School Cafeteria 900 Inman Drive, Red Oak, IA 51566  
 Date of Hearing: 03/23/20  
 Time of Hearing: 7:05 p.m.

The Board of Education will conduct public hearing on the proposed 2010-2021 fiscal year budget and on the proposed certification of the budget. The budget summary is available in the public hearing room. The public hearing is open to all interested parties. The public hearing will be held on the date and time specified above.

	Budget 2011	Revised 2010	Actual 2010	Act %10-21
Total Available Resources	5,211,000	5,211,000	5,211,000	0%
Local Governmental Revenue	177,820	189,570	188,020	-7.7%
Income Tax	51,827	51,455	53,812	10.3%
Public Transportation Revenue	411,816	405,889	400,047	-4.1%
Excess on Investments	219,721	216,472	431,792	196.6%
Mobile Program Sales	129,265	127,356	124,850	-4.7%
Student Activities and Sales	309,816	305,218	299,270	-4.6%
Other Revenues from Local Sources	789,245	785,200	703,044	-10.5%
Revenue from Intergovernmental Sources	0	0	0	0%
State Foundation Aid	7,729,512	6,803,016	6,869,970	-11.2%
Intergovernmental Support State Aid	0	0	0	0%
Other State Sources	1,267,356	1,248,942	1,221,482	-1.8%
Commercial & Industrial State Reimbursement	122,653	109,500	113,182	9.3%
Title I Grants	315,431	315,431	322,602	3.2%
IDEA and Other Federal Sources	636,770	667,372	656,670	-3.4%
Total Revenues	17,731,000	16,914,613	16,710,673	-5.1%
General Long-Term Debt Proceeds	0	33,650	20,333,340	121,546.0%
Transfers In	799,352	787,541	779,660	-2.4%
Proceeds of Fixed Asset Dispositions	0	0	0	0%
Special Items/Unaudited Adjustments	0	0	0	0%
Total Revenues & Other Sources	18,530,352	17,735,804	38,063,713	214.6%
Beginning Fund Balances	10,770,655	17,777,813	16,041,771	-10.3%
Total Resources	29,301,007	35,513,617	54,105,484	53.5%

Actual Publication Form

Department of Management - Form 5-PB-6  
**NOTICE OF PUBLIC HEARING**  
 Prepared Red Oak School Budget Summary  
 Fiscal Year 2010-2021

Location of Public Hearing: Inman Elementary School Cafeteria 900 Inman Drive, Red Oak, IA 51566  
 Date of Hearing: 03/23/20  
 Time of Hearing: 7:05 p.m.

By Year

	Budget 2011	Revised 2010	Actual 2010	Act %10-21
Tax on Land on Property	5,637,375	5,859,750	5,242,696	0.9%
Utility Replacement Excise Tax	177,820	189,570	188,020	-7.7%
Income Tax	51,827	51,455	53,812	10.3%
Tuition/Transportation Received	411,816	405,889	400,047	-4.1%
Excess on Investments	219,721	216,472	431,792	196.6%
Mobile Program Sales	129,265	127,356	124,850	-4.7%
Student Activities and Sales	309,816	305,218	299,270	-4.6%
Other Revenues from Local Sources	789,245	785,200	703,044	-10.5%
Revenue from Intergovernmental Sources	0	0	0	0%
State Foundation Aid	7,729,512	6,803,016	6,869,970	-11.2%
Intergovernmental Support State Aid	0	0	0	0%
Other State Sources	1,267,356	1,248,942	1,221,482	-1.8%
Commercial & Industrial State Reimbursement	122,653	109,500	113,182	9.3%
Title I Grants	315,431	315,431	322,602	3.2%
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Total Resources	29,301,007	35,513,617	54,105,484	53.5%

What are we approving for certification? Revenues (Resources)

Revenues (Resources)

40

## What are we approving for certification? Expenditures (Requirements)

		Budget 2021	Re-est. 2020	Actual 2019	Avg %19-21
*Instruction	24	8,871,205	9,207,203	8,818,306	0.91
Student Support Services	25	359,856	331,457	355,037	
Instructional Staff Support Services	26	993,566	929,778	1,022,102	
General Administration	27	868,382	696,377	450,078	
School Administration	28	587,837	531,955	566,605	
Business & Central Administration	29	250,032	226,154	218,410	
Plant Operation and Maintenance	30	1,169,876	1,162,012	1,158,220	
Student Transportation	31	312,504	309,436	317,811	
This row is intentionally left blank	32	0	0	0	
*Total Support Services (lines 25-31)	32a	4,116,429	4,187,378	4,125,241	-0.11
*Noninstructional Programs	33	834,717	824,599	661,377	12.34
Facilities Acquisition and Construction	34	192,812	2,119,206	192,812	
Debt Service (Principal, Interest, Bond Charges)	35	1,548,000	1,535,000	1,601,700	
AEA Support - Direct to AEA	36	465,000	305,000	481,500	
*Total Other Expenditures (lines 34-36)	36a	2,053,279	4,129,973	21,923,000	-69.41
Total Expenditures	37	15,875,689	18,349,153	35,537,669	
Transfers Out	38	0	6,370,132	789,318	
Other Uses	39	17,700	17,478		
Total Expenditures, Transfers Out & Other Uses	40	15,893,400	24,736,763	36,327,000	
Indefinite Fund Balance	41	13,892,780	10,720,855	17,771,811	
Total Requirements	42	28,791,210	35,507,618	54,098,811	
Proposed Property Tax Rate (per \$1,000 taxable amount)		15.4372			

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## What are we approving for certification? Expenditures (Requirements)

Red Oak Community School District   Red Oak FY21 Certified Budget-Deb Drey				
What Are We Certifying? FY21 Requirements Only!				
Certification Area	2019 (Actual)	2020 (Re-Estimated)	2021 Certifying	Change FY20 to FY21
*Instruction	8,818,306	9,207,203	8,871,267	-335,936
*Total Support Services (lines 25-32)	4,126,244	4,187,378	4,116,429	-70,949
*Noninstructional Programs	661,377	824,599	834,717	10,118
*Total Other Expenditures (lines 34-36)	21,932,039	4,129,973	2,053,276	-2,076,697
Total Expenditures	35,537,966	18,349,153	15,875,689	-2,473,464

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16

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## Critical Certified Budget Deadlines

Requirement	Deadline
Budget Publication	10 to 20 days prior to official Board Hearing of budget
Board Adoption of Budget (Official hearing is often on this same date)	Prior to April 15th
Notice of successful elections on ISL, PERL, PPEL	No later than April 15th
Budget Guarantee Resolution	To DOM by April 15th
Due date to DOM and County	April 15th
FY 2020 Budget Amendment Resolution	No later than May 31, but before exceeding budget

Whereupon, the President declared the following Resolution duly adopted:

**RESOLVED, THAT THE BOARD OF DIRECTORS OF THE RED OAK COMMUNITY SCHOOL DISTRICT, WILL LEVY PROPERTY TAX FOR THE FISCAL YEAR 2020-2021 FOR THE REGULAR PROGRAM ADJUSTMENT AS ALLOWED UNDER SECTION 257.14, CODE OF IOWA.**

**PASSED AND APPROVED, this 13<sup>th</sup> day of April, 2020.**

---

President

ATTEST:

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Secretary

# **Timberline Billing Service LLC**

1801 Fuller Road, West Des Moines, Iowa 50265

Phone 515-222-0827 Fax 515-222-0834

## **Agreement of Service**

The document serves as a legally binding agreement between Timberline Billing Service LLC (Timberline) and Red Oak Community School District (District) regarding the accessing of Medicaid reimbursement for covered school-based services.

Timberline is a Limited Liability Company formed and headquartered in the State of Iowa. Timberline is a statewide medical claim processing company, specializing in working with local school districts and Medicaid. The agreement is set forth herein:

### **Background**

Timberline assists school districts as a Medicaid provider in accessing Medicaid reimbursement for covered services. This includes both special education services and primary preventive services provided in the school-based setting. As a full-service company, Timberline will work with District staff to assure appropriate documentation (from training to monitoring completed forms), process the staff documentation for submission of claims to Medicaid and the review of claims which may need to be resubmitted to Medicaid.

### **Timberline Responsibilities**

- 1) Present information about the Medicaid Local Education Agency (LEA) Program to the District's administration and staff.
- 2) Train the District's staff on the covered services and documentation requirements for the LEA program.
- 3) Monitor and review the documentation/claiming forms of all District staff.
- 4) Keep all District information acquired as a result of these services confidential. In the event that any disclosure of any documentation/information acquired by Timberline is required by law, Timberline will notify the District of such obligation prior to such disclosure. Notwithstanding the above, Timberline shall be in full compliance with all requirements of FERPA, as required by the District, and with HIPAA and their respective rules and regulations as well as laws of the State of Iowa regarding mental health, substance abuse and AIDS information. Further, any documentation or information obtained pursuant to this Agreement will be destroyed or returned to the District, at the sole discretion of the District, upon termination of this Agreement.
- 5) Compare District staff documentation with the quarterly Medicaid eligibility listing from District to ensure student eligibility for the students reported on claiming forms provided by LEA.

- 6) Submit Medicaid claims, or respond to District with listing of additional information needed to process the claim, within 60 days from the receipt of the documentation.
- 7) Review any denied claims for reconciliation. This may include resubmission or communication with District on the reason for the appropriate denial of the claim by Medicaid.
- 8) Provide quarterly updates on Iowa Medicaid LEA program benefits. This may be accomplished via the Timberline website, newsletter, or emails to the contact person for District.
- 9) Continue consultation and communication with the Iowa Medicaid Enterprise, Department of Education and the Medicaid fiscal intermediary to ensure the District's full compliance with all requirements of the Medicaid program.
- 10) Perform a quarterly Quality Assurance Service for the District. This will include a full review of all documentation for a random sample of paid claims during the previous quarter.
- 11) Provide Timberline's proprietary software, T-TRAK, for confidential use by the District, its employees and contractors. Timberline owns T-TRAK and the copyright to it. Nothing in this Agreement shall change Timberline's ownership rights to its intellectual property, including but not limited to T-TRAK.
- 12) Obligations are conditioned upon the prior performance by the District as set forth under the District's responsibility.

#### **District Responsibilities**

- 1) Obtain provider certification as required by the Iowa Medicaid program for LEA billing.
- 2) Provide Timberline Billing Service with a quarterly Medicaid eligibility list of students with IEP's. This listing is available via the web-IEP application for all school districts in Iowa.
- 3) Ensure that all personnel for which claims are submitted meet standards as set forth in Iowa Department of Education rule 281, Iowa Administrative Code 41.401 (256B, 34CFR300), to the extent that their certification or license allows them to provide services. Practitioners shall meet the Board of Educational Examiners' Licensure or recognition requirements for the position. Additionally, practitioners are required to hold a professional or occupational license, certificate or permit if they do not hold a Board of Educational examiner's licensure.
- 4) Verify that all providers are not excluded from participation in Medicaid by the U.S. Department of Health and Human Services Office of the Inspector General.



- 5) Provide required access to all personnel, materials, information and financial data necessary to accomplish the designated services listed in this Agreement of Service. Notwithstanding the above, both parties recognize and agree that the District must be in compliance with FERPA, HIPAA and Iowa laws regarding the treatment of substance abuse, mental health and AIDS information, as well as any other applicable federal or state laws, and that the District will not be in breach of this provision if it is prohibited from providing required information to Timberline on the basis of compliance with such laws.
- 6) Provide Timberline Billing Service LLC with a list, and update as needed, of all District staff authorized to access District reports on the Timberline client-only website.
- 7) Complete enrollment with Iowa Medicaid to name Timberline Billing Service LLC as the District's vendor.
- 8) Keep Timberline's proprietary software, T-TRAK, confidential and not share it with any third party or individual. District shall devote its best efforts to protect T-TRAK and any associated documentation against any unauthorized or unlawful use or copying. Under no circumstances may District decompile or attempt to reverse engineer or derive source code of T-TRAK, or permit any third party to do so.

### **Fees**

District shall pay Timberline a fee equal to six percent (6%) of the net Medicaid reimbursement retained by District. This does not include any Medicaid funds that are returned to the Iowa Department of Human Services. This fee will be calculated monthly based on the paid claims for the preceding month. District shall make payment to Timberline within thirty (30) days from the date of the invoice. Unpaid balances will accrue interest at the rate of 1.5% per month commencing forty-five (45) days from the date of the invoice.

### **General Terms**

District Information, Confidentiality, and Use. All data provided to Timberline by the District, either by manual or electronic means, is and shall remain the property of the District. Timberline may have access to certain District information and data, all of which shall be considered confidential. Timberline agrees that all such information and data shall be used only for the intended purpose and shall not sell, rent, share or otherwise disclose any such information and data to any unauthorized third party.

Warranty. Notwithstanding anything contained in this Agreement to the contrary, Timberline represents and warrants that it is the owner of or otherwise has the right to use, distribute, and license or sublicense all materials and methodologies used in connection with providing the services and products which are the subject of this Agreement, and that such materials and methodologies shall not infringe any copyright or other proprietary right of a third party. Notwithstanding anything contained in this Agreement to the contrary, Timberline further represents and warrants that (a) the work

to be performed and services to be provided by it under this Agreement will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable, trained and qualified personnel; (b) the work will be configured using commercially reasonable technical specifications; (c) the work will operate in conformance with the terms of this Agreement; (d) the work to be performed by it under this Agreement will not violate any law, statute, ordinance or regulation; and (e) the work to be performed by it under this Agreement will be free of any software disabling devices, internal controls, or computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information.

Notwithstanding anything contained in this Agreement to the contrary, Timberline agrees to defend at its own cost and expense any threatened or actual claim or action against the District, its subsidiaries and/or affiliated companies, for actual or alleged infringement of any patent, copyright or other property right based on any work furnished to the District by Timberline under this Agreement or the use thereof by the District.

Notwithstanding anything contained in this Agreement to the contrary, Timberline warrants that the service will be available to the District and will be provided substantially in accordance with the descriptions and specifications set forth in any user documentation provided to the District. Timberline shall use commercially reasonable efforts to make the service continuously available to the District and to promptly restore availability if it is within Timberline's reasonable control.

Insurance. Timberline shall maintain liability insurance for protection from claims arising out of performance of services caused by negligent error, omission, or act for which the insured is legally liable. Such liability insurance will provide for coverage in a minimum amount of \$1,000,000 effective through the term of this Agreement and for claims made within one year thereafter. Upon request, Timberline shall provide to the District a certificate indicating that such insurance coverage has been obtained.

Notice. Notwithstanding anything contained in this Agreement to the contrary, any notice required or permitted by this Agreement will be deemed to be delivered, and thus effective, when personally received, or three days after being placed in the United States Mail, postage prepaid, and addressed to the party as detailed below:

Notice to Timberline must be sent to:  
Dann Stevens, CEO  
1801 Fuller Road  
West Des Moines, Iowa 50265

Notice to the District must be sent to:  
Red Oak Community School District  
Tim Messinger, Superintendent  
1901 N Broadway Street, Suite A  
Red Oak, Iowa 51566

Timberline makes no guarantee of results with respect to any claim. Timberline shall not be liable for any errors or omissions contained in the information submitted to Timberline by the District. The District shall not be liable for any errors or omissions as a result of actions by Timberline staff.

### **Miscellaneous Terms**

This Agreement shall be governed exclusively by Iowa law. The parties expressly agree that any litigation arising between them related, in any way, to this Agreement and/or any and all disputes, actions, claims, or causes of action related thereto shall be initiated and maintained only in the U.S. District Court for the Southern District of Iowa or the District Court for Polk County, Iowa.

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be modified to the extent necessary to be valid and enforceable, and all other provisions of this Agreement shall remain in full force and effect.

The relationship between the parties is that of independent contract. No joint venture, partnership, employment, or agency relationship exists between the parties as a result of this Agreement. Neither party has the authority to create any obligations for the other, or to bind the other to any representation, statement or document.

The failure of either of the parties to enforce any right or provision under this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by such party in writing. No waiver shall be implied from a failure of either party to exercise a right or remedy. In addition, no waiver of a party's right or remedy will affect the other provisions of this Agreement.

Neither party may assign any right or obligation under this Agreement, in whole or in part, without the other party's prior express written consent, which may be withheld at such party's reasonable discretion. Subject to the foregoing, this Agreement will be binding upon and will inure to the benefit of the parties and their respective successors and assignees.

The captions in this Agreement are included for convenience of reference only and are in no way meant to define or limit any of the provisions contained in this Agreement or otherwise affect their construction or effect. When a word or phrase is enclosed in parenthesis and quotation marks, i.e., ("Word"), then that word or phrase shall be interpreted as if fully written out in the following format: "(hereinafter referred to as the 'Word')," and thereafter in this Agreement, that word or phrase shall stand as an abbreviation of the longer phrase to which it relates.

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

Anything in this Agreement to the contrary notwithstanding, Timberline shall refrain from any action which would violate any law, rule, policy, or regulation of any governmental body or agency having jurisdiction over this Agreement.

**Term and Termination**

This Agreement of Service shall be effective July 1, 2020, and continue through June 30, 2023. This Agreement of Service shall be automatically renewed for additional terms of one year beginning the 1<sup>st</sup> day of July each subsequent year unless either party has provided written notice of the intention to terminate at least thirty (30) days prior to the then-current termination date. If termination is done prior to the then current termination date, either party must give thirty (30) days advance notice in writing of the intention to terminate the Agreement of Service. This Agreement of Service may also be terminated at any time by a party not in default hereunder upon thirty (30) days written notice to the party that has committed a material breach of this Agreement.

**Timberline Billing Service, LLC**



\_\_\_\_\_  
Dann Stevens, CEO

Date 3-25-20

**Red Oak Community School District**

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

Date \_\_\_\_\_

# **Timberline Billing Service LLC**

1801 Fuller Road, West Des Moines, Iowa 50265

Phone 515-222-0827 Fax 515-222-0834

## **ADDENDUM TO AGREEMENT OF SERVICE**

This document is in reference to a contract agreement effective July 1, 2020, between Timberline Billing Service LLC (Timberline) and Red Oak Community School District (District).

Be it known that the undersigned parties, for good consideration, do hereby agree to make the following changes and/or additions which shall be a part of said contract as if contained therein:

### **Additional Timberline Responsibilities**

1. Coordinate Medicaid claiming on behalf of the District.
2. Identify and notify District staff of students eligible for Medicaid claiming.
3. Prepare claiming forms for District staff completion.
4. Prepare and maintain a Medicaid audit file for all students with Medicaid claims for the District.
5. Distribute and collect claiming forms from District staff.
6. Forward claiming forms to Timberline Claims Department for processing.
7. Monitor IEP/BIP/IHP for services that can be claimed and notify District staff of any changes.

### **Additional District Responsibilities**

1. Provide Timberline with access to the District's Web-IEP system of IEP students.
2. Provide Timberline with access to District staff for training, distribution and collection of claiming forms.
3. Provide Timberline with basic office supplies (i.e. file folders).

### **Fees**

The fee District shall pay Timberline is changed to equal eight percent (8%) of the net Medicaid reimbursement retained by District. This does not include any Medicaid funds that are returned to the Iowa Department of Human Services. This fee will be calculated monthly based on the paid claims for the preceding month. District shall make payment to Timberline within thirty (30) days from the date of the invoice. Unpaid balances will accrue interest at the rate of 1.5% per month commencing forty-five (45) days from the date of the invoice.

**Term**

This Addendum shall be effective July 1, 2020, and continue through June 30, 2023.

All other terms and provisions of said contract shall remain in full force and effect.

**Timberline Billing Service, LLC**

**Red Oak Community School District**



\_\_\_\_\_  
Dann Stevens, CEO

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

Date 3-25-20

Date \_\_\_\_\_



April 2, 2020

RED OAK COMMUNITY SCHOOLS  
2011 N 8TH, MONTGOMERY  
RED OAK, IA 51566

Subject: High School Cooling Tower Water Treatment Proposal & Recommendations

Dear Adam :

Thank you for the opportunity to present the results of our comprehensive analysis and to present a water treatment proposal for your facility. Included in this proposal are your results and any recommendations we have based on our observations along with Chemsearch's H2O Solutions commitment to satisfy your needs. First and foremost, Chemsearch's H2O Solutions is committed to providing you with an effective water treatment program that delivers cost effective results. Our recommendations will help you maximize equipment life, efficiency, reliability, and safety of your systems while reducing overall energy and water costs.

With over ninety years of experience, Chemsearch's H2O Solutions is well qualified to provide system solutions to solve waterside problems. Our extensive variety of products and equipment allow us to design a cost effective program for any operation. In addition, we are committed to providing you with the highest quality of service that will make a difference on your bottom line. It is our commitment to that high level of service that makes us the clear choice for a successful water treatment program.

If you have any questions or need additional information, please let me know. Thank you for your time and considerations.

Sincerely,

Jacob Hike  
Water Treatment Specialist  
Chemsearch H2O Solutions  
402-208-6142  
jake.hike@chemsearchfe.com

cc: Chemsearch Distribution



Water Treatment Proposal  
April 2, 2020

RED OAK COMMUNITY SCHOOLS

## PROVEN EXPERTISE IN WATER TREATMENT

### WHO WE ARE

Founded in 1919, Chemsearch is a leading provider of Water Treatment products, technology and solutions throughout the world. Chemsearch has developed H2O Solutions, a family of products and services to enhance reliability and efficiency in Water Treatment.



### A PROVEN PROVIDER

- One of the leading water treatment companies serving the worldwide middle market
- Six major production plants serving more than 10,000 customers in North America

### WHO WE SERVE

- Property Management
- Hospitals, Clinics, & Nursing Homes
- Food Processing & Packaging
- Local, State and Federal Government
- Universities & School Districts
- Manufacturing Facilities

### ASSOCIATIONS WE WORK CLOSELY WITH

- BOMA – The Building Owners & Managers Association
- ASHE – American Society for Healthcare Engineering
- AFE – Association for Facilities Engineering

### CHEMSEARCH H2O SOLUTIONS – A TRUSTED RESOURCE

- Owners
- Managers
- Facility Engineers







Water Treatment Proposal  
April 2, 2020

RED OAK COMMUNITY SCHOOLS

## **BENEFITS FROM USING CHEMSEARCH H2O SOLUTIONS**

Proper treatment of heating and cooling systems can translate into significant savings. Chemsearch is dedicated to help customers.

### **SAVE MONEY AND TIME THROUGH OPTIMUM PERFORMANCE**

- Maximize system efficiency – to conserve energy & reduce water consumption
- Reduce operating & maintenance costs
- Unmatched service and support

### **IMPROVE SAFETY AND EFFICIENCY WITH NEW AND INNOVATIVE PRODUCTS**

- Comprehensive product offering including solids for sustainability
- Dedicated research and development team offering cutting-edge technology

### **ENJOY CONFIDENCE IN A COMPLETE AND EFFECTIVE PROGRAM**

- Customized treatment programs for your individual needs
- Expert testing and analysis to ensure system protection
- Equipment division including pretreatment and chemical application equipment
- Corporate laboratory support

### **EXPERIENCE PEACE OF MIND THROUGH OUTSTANDING QUALITY**

- Highly trained, professionally accredited service consultants
- All Chemsearch manufacturing facilities are ISO 9001 Certified
- We meet or exceed standards of the following:





Water Treatment Proposal  
April 2, 2020

RED OAK COMMUNITY SCHOOLS

## The H2O Solutions Difference

Service is one of the most important aspects of any water treatment program. The economics and technical success of any treatment program depend not only upon chemical and equipment selection, but also how well the treatment program is serviced and managed.

### Regular Service Visits

Initially, service visits will be provided as often as necessary to ensure that the transition to Chemsearch's H2O Solutions is seamless and all water treatment systems are functioning properly. At that point, regular and routine visits will occur. During routine visits, your Chemsearch's H2O Solutions Representative will:

- Perform an on-site in depth analysis of the water in all systems of the program and document the results.
- Control Manual log sheets will be reviewed and where appropriate, discussed with plant personnel.
- Verification of proper operation of pretreatment and chemical feed/control equipment will be checked and adjustments and calibrations made where necessary.
- Troubleshoot as required with written recommendations if existing equipment cannot be repaired on-site.
- An electronic or written service report will be provided at each service visit. This report will document the current system conditions and present recommendations for corrective measures.
- The results of each service visit will be discussed with the appropriate plant personnel and signed by plant personnel.
- On site operator training will be provided as required.

A small thumbnail image of a service report form. The form has a header with the Chemsearch logo and some text. Below the header is a large table with multiple columns and rows, likely for recording data from a service visit. The table has several columns with headers that are difficult to read but appear to include fields for date, time, and various parameters.

Chemical inventory levels will be checked and noted on the Service Report.





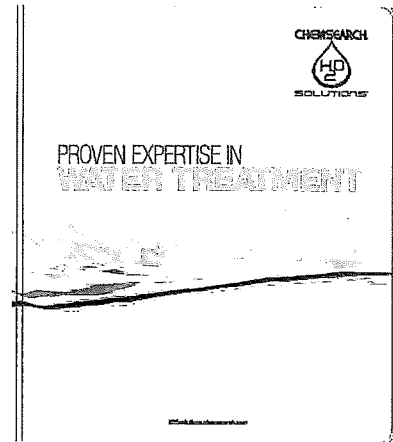
Water Treatment Proposal  
April 2, 2020

RED OAK COMMUNITY SCHOOLS

## Value Added Services

We will also provide a wide range of value added services that will enhance the results you receive from your water treatment program, and help ensure your realize operational cost savings.

1. Review meetings will be provided as necessary or specified to communicate program results.
2. Engineering Support Specialists available as needed to assist with technical audits, surveys, equipment inspections and provide troubleshooting assistance. Our customers are supported by some of the best and most experienced professionals in the business.
3. We will help maintain your chemical feed and control systems. A major cause of program failure is improperly operating chemical feed and control equipment. As your water treatment supplier, we will help you keep this important equipment operating properly, and if necessary, provide the services of our professional Equipment Support Group.
4. We are committed to providing a high level of training. We will provide "one on one" operator training as needed, as well as site specific training and seminars.
5. We will provide a detailed Program Control Manual for your treatment programs that include the SDS Sheets, control ranges, corrective measures, test procedures, troubleshooting guidelines and any additional equipment recommendations or upgrades.
6. Professional laboratory analyses will be provided as needed to help prevent and diagnose problems. We have full service analytical and research laboratories with modern instrumentation and over 25 chemists and scientists dedicated to water treatment.
7. Specialty inspection and monitoring equipment available when needed – boroscope, dissolved oxygen monitor, ultrasonic flow sensor, condensate monitors, corrators, and much more.
8. Service Available When You Need It. Should you need us anytime outside of our normal visits, just call us. Our goal is to be there when you need us.

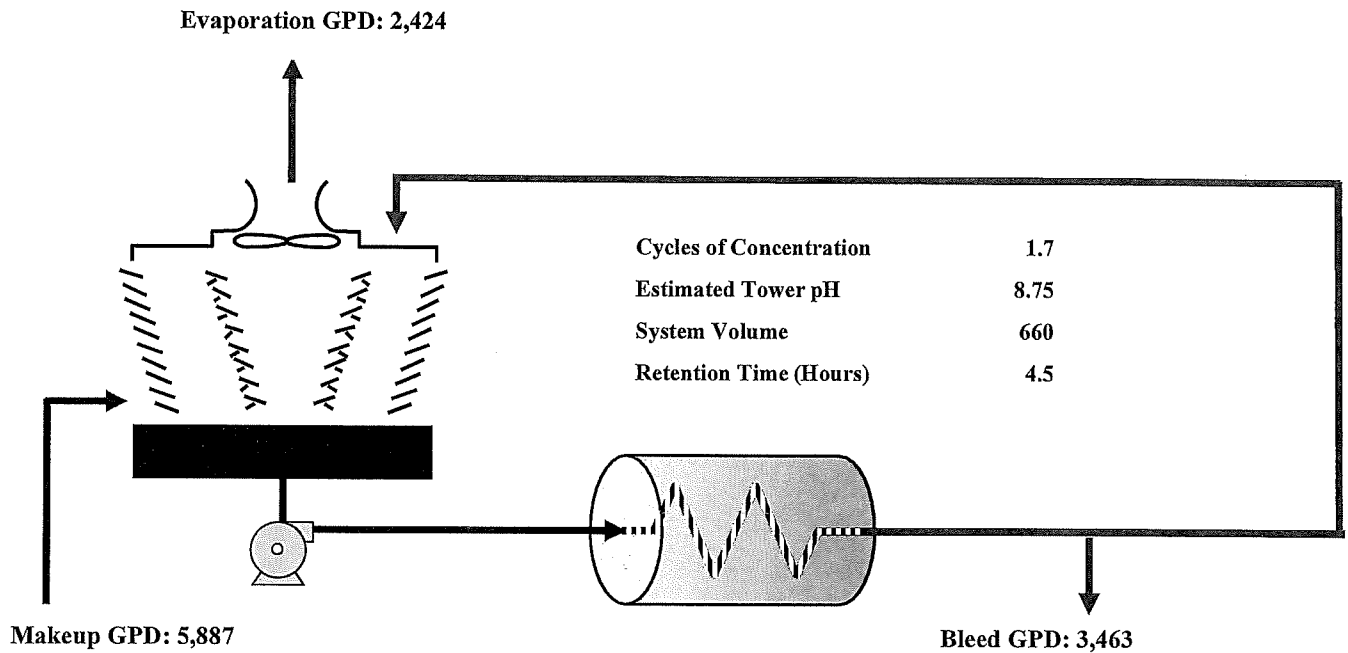




Water Treatment Proposal  
April 2, 2020

RED OAK COMMUNITY SCHOOLS

Cooling Tower System Data	
System Name	BAC VF1-1018N-4D
System Cooling Tower Type	Fluid Cooler
System Location	2011 N 8TH, RED OAK, IA



Cooling System Data			
Design Capacity (Tons)	220	Operation (hr/day)	24
Cooling Average Load	30	Operation (days/year)	210
Maximum Skin Temperature (F)	115	Tower LSI	2.25

Water Chemistry Data		
Sample	Makeup	Calculated Tower
Conductivity (us/cm)	460	782
M-Alkalinity (ppm)	225	383
Calcium Hardness (ppm)	176.0	299.2
Magnesium Hardness (ppm)	44.0	74.8
Chloride (ppm)		



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CHEMSEARCH.



Water Treatment Proposal  
April 2, 2020

RED OAK COMMUNITY SCHOOLS

System Products	
System Name	BAC VF1-1018N-4D
System Type	Fluid Cooler
System Location	2011 N 8TH, RED OAK, IA

**CHEMSEARCH 15000LTT:**

CHEMSEARCH 15000LTT is a liquid blend of high performance inhibitors designed to control corrosion and scale in open recirculating cooling water systems. It is specifically formulated to provide effective control in systems using high alkalinity and hardness makeup water plus enhanced copper corrosion protection. CHEMSEARCH 15000LTT contains a special fluorescent tracer for accurate control and easy monitoring. CHEMSEARCH 15000LTT provides excellent recoverability from system upsets, and is effective over a wide range of operating conditions.

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**SUMP BUDDY WT ANTIMICROBIAL TIME RELEASE:**

SUMP BUDDY WT ANTIMICROBIAL TIME RELEASE is a concentrated DBNPA based microbiocide in a convenient, slowly dissolving, solid tablet form. SUMP BUDDY WT ANTIMICROBIAL TIME RELEASE is used in recirculating cooling water, and various industrial and process water systems. SUMP BUDDY WT ANTIMICROBIAL TIME RELEASE provides effective control of bacteria, fungi, and yeast and is effective on algae at the prescribed dosages.

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**MB-1000:**

MB-1000 is a bromine-chlorine hydantoin, broad spectrum oxidizing microbiocide in tablet form. MB-1000 effectively controls bacteria, slime, algae and fungi in a range of applications including recirculating cooling water systems, air washers, and various industrial, process and other water systems. MB-1000 provides controlled release of stabilized forms of bromine and chlorine when dissolved.

---



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CHEMSEARCH.



Water Treatment Proposal  
April 2, 2020

RED OAK COMMUNITY SCHOOLS

## Transition Plan

In order to make the transition from the existing supplier to Chemsearch's H2O Solutions as seamless as possible, Chemsearch's H2O Solutions will complete the following steps:

1. Verify site specific regulations and safety procedures for transportation of chemicals within the facility and ensure requirements are met.
2. Chemsearch H2O Solutions will be on-site as often as needed to transition to the new treatment program and begin building a partnership with the designated staff involved.
3. Evaluate current inventory, manage it minimizing customer disposal costs and develop plan to transition to Chemsearch's H2O Solutions products
4. Comprehensive sampling of all systems to be treated and assess current operating conditions of all systems covered under the agreement.
5. Establish progress review with updates on a weekly basis to start with and monthly thereafter.
6. Determine sequence at which the updates will take place and where installations will occur.
7. Train all designated staff on proper handling procedures and PPE needed when testing and adjusting the program.
8. Once the program is initiated, supply a Chemsearch H2O Solutions Control Manual complete with SDS sheets, labels, testing requirements and daily log sheets for systems specified under the agreement.



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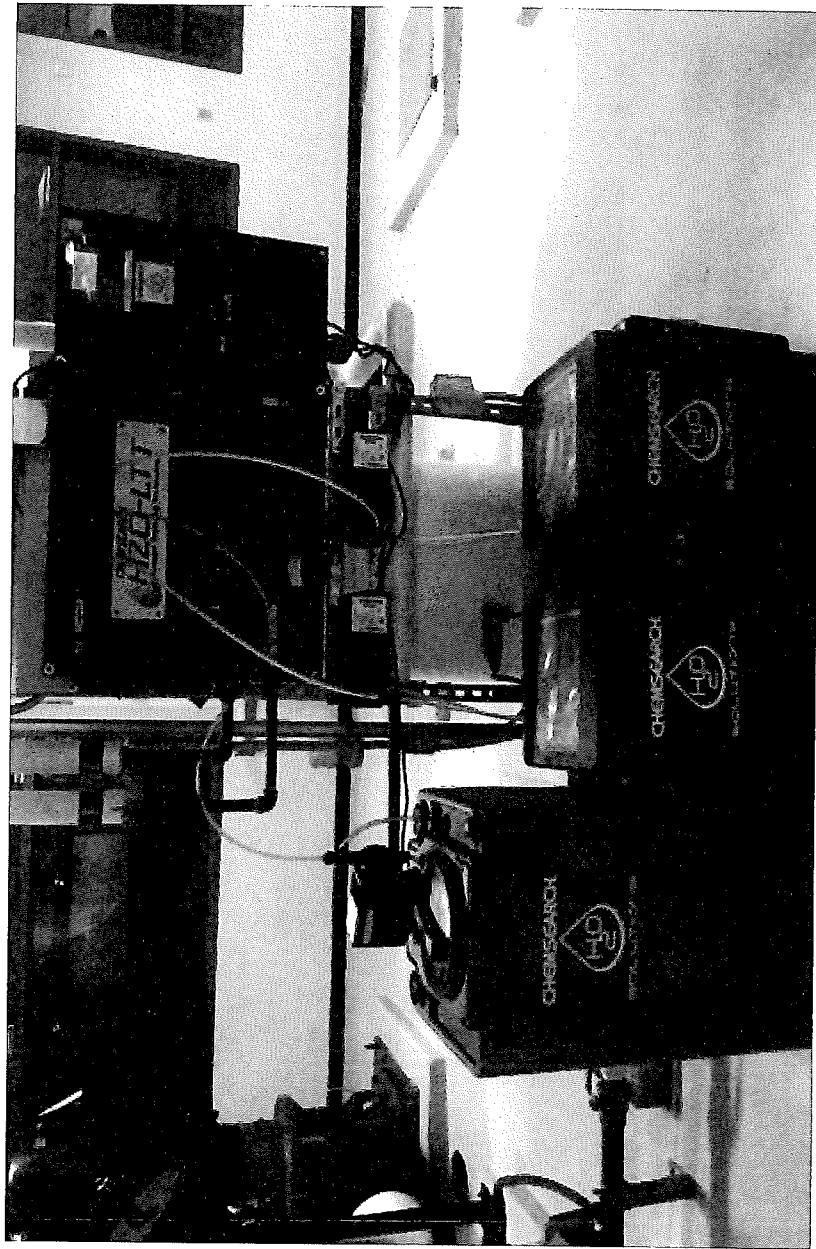
CHEMSEARCH.



SOLUTIONS



Chemsearch H2O Solutions Standards recommend that all chemicals in use are in dual containment to maintain adequate chemical safety measures at all times. **Chemsearch will provide containment for all chemicals in use. Biocides will be stored and applied directly to the cooling tower sump as a 100% solid chemical thus eliminating storage and handling of liquid biocides.**



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CHEMSEARCH.



Water Treatment Proposal  
April 2, 2020

RED OAK COMMUNITY SCHOOLS

## Details of the High School Cooling Tower Water Treatment Program

Our water treatment cost analysis is based on the system operating parameters as supplied during the survey, analyzing the characteristics of the make-up water, and maintaining the recommended cycles of concentration for system efficiency.

In order to minimize the administrative costs associated with chemical ordering, inventory, and management at each location, we are proposing an agreement for the water treatment chemicals and services outlined in this proposal:

<b>Annual Price Quotation</b>	\$4,673.95
<b>Annual Number of Billings</b>	12
<b>Price Per Billing</b>	\$389.50
<b>Total Contract</b>	\$4,673.95

This price does not include any shipping or applicable taxes

Equipment installation is not provided and must be performed in accordance with local Life and Safety codes. Chemsearch's H2O Solutions will provide direction and supervision in the way of location, drawings, and initial startup and calibration of equipment and verify operation thereof.



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# Proposal

CAMBLIN MECHANICAL INC.

714 West 7th street  
PO Box 520  
Atlantic, IA 50022

Phone: 712-243-1535 Fax: 712-243-1578  
website: www.camblinmechanical.com



Date: 3/17/2029

Customer: Red Oak Schools  
Attention: Adam

Phone:  
Fax:  
Email:

We hereby submit specifications and estimates for: **A 3 year service agreement serving Red Oak Schools (High School, Stem Center, and Inman) based on the Maintenance Contract Scope and equipment list supplied by Red Oak Schools. Please see attached.**

Year 1	\$	3,149.00
Year 2	\$	3,148.00
Year 3	\$	3,148.00
<b>Three year agreement total:</b>	<b>\$</b>	<b>9,445.00</b>

**Exclusions:** Filters, Belts, Repairs,  
Note\* This quote does not include High School heat pumps, or VRF systems not listed in scope.

**CREDIT TERMS:** If full payment is not received within 30 days from the date of invoice, a finance charge equal to a monthly percentage rate of 1.75% will be assessed on any unpaid or remaining balance.

If any portion of the contract price is not paid when due, Camblin Mechanical Inc. will have the statutory right to enforce and perfect a mechanic's lien on the building, land, or improvements made in connection with any work performed under this contract.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized  
Signature

  
\_\_\_\_\_  
Greg Kline  
[greg@camblinmechanical.com](mailto:greg@camblinmechanical.com)

Note: This proposal may be  
withdrawn by us if not accepted within 30 days.

*Acceptance of Proposal* – The above prices, specification, and conditions are satisfactory and are hereby accepted.  
You are authorized to do the work as specified. Payment will be as outlined above.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date Accepted

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Camblin Mechanical, Inc.

PO Box 520

Atlantic IA 50022

Phone: 712-243-1535

Fax: 712-243-1578

## Maintenance Agreement

**To:** Red Oak Schools  
Attention: Adam

**Date Submitted:** 3/19/2020

**Facility Name:** Red Oak Schools  
**Facility Location:** Schedule 1: High School and Stem Center  
Schedule 2: Inman School

**Submitted by:** Greg Kline  
Service Manager

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Preventative maintenance will be performed during normal business hours and are defined as 8:00 a.m. to 4:30 p.m., Monday through Friday inclusive, excluding Saturdays, Sundays, or holidays (unless otherwise noted under "Notes or Exclusions").

Reasonable means of access to the equipment being maintained shall be provided by the owner. Our service does not include the normal operation of your system such as starting, stopping or resetting of the equipment described. However, Camblin Mechanical, Inc. shall be permitted to start and stop all equipment necessary to perform the herein agreed services.

Camblin Mechanical, Inc. shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control, but not restricted to acts of God, war, civil commotion, acts of Government, fire, theft, corrosion, electrolytic action, floods, lightning, freeze ups, lock-outs, differences with other trades, riots, explosions, quarantine restrictions, delays in transportation, shortages of vehicles, fuel, labor, materials, or malicious mischief.

Camblin Mechanical, Inc.'s responsibility for injury or damage to persons or property may be caused by or arise through the maintenance service, or use of the system(s) shall be limited to damage caused directly by our negligence in performing or failing to perform our obligations under this agreement. In no event shall Camblin Mechanical, Inc. be liable for business interruption losses or consequences or speculative damages.

Camblin Mechanical, Inc. will present a service report for your signature at the completion of each visit.

We will not be required to make safety tests, install new attachments, or appurtenances, add additional controls, and/or revamp or renovate existing systems with devices or a different design or function to satisfy conditions established by insurance companies, laboratories, government agencies, etc.

In the event the system is altered, modified, changed or moved, Camblin Mechanical, Inc. reserves the right to terminate or renegotiate the agreement based on the condition of the system after the changes have been made.

If emergency service is included in this agreement and is requested at a time other than when we would have made a scheduled preventative maintenance call, and inspections do not reveal a defect required to be serviced under this agreement, we reserve the right to charge at the prevailing rates.

Camblin Mechanical, Inc. reserves the right to discontinue this maintenance service agreement at any time, without notice, unless all payments under this contract have been made as agreed.

If replacement parts are included in this agreement, it is understood that Camblin Mechanical, Inc. will not be responsible for the replacement or repair of boiler tubes, boiler sections, boiler refractory, chimney, breaching, refrigeration evaporators, refrigeration condensers, water coils, steam coils, concealed air lines, fan housings, ductwork, water balancing, decorative casting, equipment piping, or other structural or non-moving parts of the heating, ventilation and air conditioning system. Replacement control required to make replacements or repairs necessitated by reasons of negligence, misuse, or other causes beyond our control except ordinary wear and tear.

If equipment becomes non-repairable due to unavailability of replacement parts, Camblin Mechanical, Inc. will no longer be required to maintain or service such equipment as part of this agreement. However, Camblin Mechanical, Inc. will assist the owner in replacing the equipment at prevailing service rates.

It is agreed that the equipment, piping, ductwork, controls, etc, have been installed basically as shown on the contract drawings for this building and that the insulation and performance of the systems is acceptable to the owner.

It is further understood that the equipment covered under this agreement is in maintainable condition and eligible for a maintenance agreement. If, at the time of start-up or on the first inspection, repairs are found necessary, such repair charges will be submitted for the owner's approval. If these charges are declined, those items will be eliminated from the agreement and the price of the agreement will be adjusted in accordance with equipment covered.

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**Camblin Mechanical, Inc.** agrees to provide maintenance for the Building Environmental Systems described in the attached schedule with the following conditions, including General Conditions.

Customer: Red Oak Schools-High School and Stem Center  
Address:

Contact Person: Adam Wenberg

**Camblin Mechanical, Inc.** and the customer agree to the following:

Inspection Schedule:

- Annual
- Semi-Annual unit checks
- Quarterly filter changes
- Monthly
- Scheduled maintenance inspection labor
- Scheduled maintenance materials
- Scheduled repair labor
- Unscheduled repair parts

**High School**

<u>Schedule</u>	<u>Attached</u>	<u>Type of Equipment to be maintained</u>
A	<input checked="" type="checkbox"/>	2-Benchmark Boilers
B	<input checked="" type="checkbox"/>	1-Aerco smart plate heat exchanger
C	<input checked="" type="checkbox"/>	2 Glycol feed tank
D	<input checked="" type="checkbox"/>	5 Taco pumps
E	<input checked="" type="checkbox"/>	1 Duplex sewage grinding pump
F	<input checked="" type="checkbox"/>	5 Roof Top units
G	<input checked="" type="checkbox"/>	1 Cooling Tower

**STEM center**

H	<input checked="" type="checkbox"/>	2-Modulex boilers
I	<input checked="" type="checkbox"/>	3-Taco pumps
J	<input checked="" type="checkbox"/>	4- 1 EGS heat exchanger
K	<input checked="" type="checkbox"/>	2-Carrier Condensing units
L	<input checked="" type="checkbox"/>	1-MAU for Culinary

Payment & Terms

Time and material Labor Rate of \$\_ per hour

- Three year Contracted sum of 9445.00 (quarterly installments of \$787.08) to be paid net 30 days from quarterly invoice date.

All Applicable Sales taxes are included in the above price.

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The contract price shall be subject to yearly adjustments to recognize any changes in costs. Notice of proposed adjustments to the annual price will be provided to you at least thirty (30) days prior to the agreement renewal date.

This Maintenance Agreement shall begin on the 1st day of January, 2019 and shall continue from year to year there after until terminated. Either Party may terminate this agreement upon thirty (30) days written notice prior to the anniversary date of the agreement.

**Duration of Agreement**

Agreement shall remain in effect for a period of one (3) years from April 1, 2020

Year 1	(Effective April 1, 2020)
Year 2	(Effective April 1, 2021)
Year 3	(Effective April 1, 2022)

CREDIT TERMS: If full payment is not received within 30 days from the date of invoice, a finance charge equal to a monthly percentage rate of 1.75% will be assessed on any unpaid or remaining balance.

If any portion of the contract price is not paid when due, Camblin Mechanical, Inc. will have the statutory right to enforce and perfect a mechanic's lien on the building, land, or improvements made in connection with any work performed under this contract.

This proposed Service Agreement has been accepted:

Camblin Mechanical, Inc.

Red Oak Schools

\_\_\_\_\_  
By: Greg Kline, Service Manager

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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## High School-Schedule A

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |   |   |
|---|---|
| <input type="checkbox"/> Weekly                   | <input checked="" type="checkbox"/> Maintenance Labor         |
| <input type="checkbox"/> Monthly                  | <input checked="" type="checkbox"/> Maintenance Materials     |
| <input type="checkbox"/> Quarterly filter changes | <input type="checkbox"/> Repair Labor                         |
| <input type="checkbox"/> Semi-Annual unit checks  | <input type="checkbox"/> Repair Materials                     |
| <input checked="" type="checkbox"/> Annually      | <input checked="" type="checkbox"/> 24-hour response          |
| <input type="checkbox"/> Other                    | <input checked="" type="checkbox"/> 15% repair parts discount |

### Equipment Covered:

- 2 Benchmark Boilers (serial #: G-16-1515, and G-16-1515)
  - Perform 2 year maintenance on 2 Benchmark BMK3000 boilers in accordance to manufactures recommendations (to be completed on 1st and 3rd year of contract) using Aerco Bi-annual maintenance kit. Year 2 of contract will include the installation of ignitor and flame sensor, (Aerco annual maintenance kit).
  - Remove burners from boilers and inspect heat exchangers and burners.
  - Perform combustion testing and adjustments to listed boilers.
  - Test operation of all CSD-1 components (Control and safety devices).
  - Test operation of hot water pumps.
  - Test operation of heat and related components on all RTU's, and MAU's.
  - Discuss findings with Red Oak Schools Maintenance Director

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## Schedule B

Scheduled maintenance inspections shall be performed during normal working hours.

**Frequency:**

- |   |   |
|---|---|
| <input type="checkbox"/> Weekly                   | <input checked="" type="checkbox"/> Maintenance Labor         |
| <input type="checkbox"/> Monthly                  | <input type="checkbox"/> Maintenance Materials                |
| <input type="checkbox"/> Quarterly filter changes | <input type="checkbox"/> Repair Labor                         |
| <input type="checkbox"/> Semi-Annual unit checks  | <input type="checkbox"/> Repair Materials                     |
| <input checked="" type="checkbox"/> Annually      | <input checked="" type="checkbox"/> 24-hour response          |
| <input type="checkbox"/> Other                    | <input checked="" type="checkbox"/> 15% repair parts discount |

**Equipment Covered:**

Aerco Smartplate heat exchanger

**Inspection Visit:**

- Test and document temperature differential.
- Test and document pressure differential.
- Report results to Red Oak Schools Maintenance Director.

## Schedule C

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |                                     |               |                                     |                           |
|-------------------------------------|---------------|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Weekly        | <input checked="" type="checkbox"/> | Maintenance Labor         |
| <input type="checkbox"/>            | Monthly       | <input type="checkbox"/>            | Maintenance Materials     |
| <input type="checkbox"/>            | Quarterly     | <input type="checkbox"/>            | Repair Labor              |
| <input type="checkbox"/>            | Semi-Annually | <input type="checkbox"/>            | Repair Materials          |
| <input checked="" type="checkbox"/> | Annually      | <input checked="" type="checkbox"/> | 24-hour response          |
| <input type="checkbox"/>            | Other         | <input checked="" type="checkbox"/> | 15% repair parts discount |

### Equipment Covered:

2 Glycol feed tanks

### Inspection Visit:

- Check fluid level and document
- Check pump operation
- Check pressure switch operation
- Check alarms
- Check electrical connections, and amp draw
- Report findings to Red Oak Schools Maintenance Director.



## Schedule D

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |                                     |               |                                     |                           |
|-------------------------------------|---------------|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Weekly        | <input checked="" type="checkbox"/> | Maintenance Labor         |
| <input type="checkbox"/>            | Monthly       | <input checked="" type="checkbox"/> | Maintenance Materials     |
| <input type="checkbox"/>            | Quarterly     | <input type="checkbox"/>            | Repair Labor              |
| <input type="checkbox"/>            | Semi-Annually | <input type="checkbox"/>            | Repair Materials          |
| <input checked="" type="checkbox"/> | Annually      | <input checked="" type="checkbox"/> | 24-hour response          |
| <input type="checkbox"/>            | Other         | <input checked="" type="checkbox"/> | 15% repair parts discount |

### Equipment Covered:

5 Taco pumps

### Inspection Visit:

- Check voltage, and amp draw
- Check for leaks
- Check motor starters, and contactors for wear.
- Check incoming and outgoing pressures
- Discuss findings and recommendations with owner

## Schedule E

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |                                     |               |                                     |                           |
|-------------------------------------|---------------|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Weekly        | <input checked="" type="checkbox"/> | Maintenance Labor         |
| <input type="checkbox"/>            | Monthly       | <input checked="" type="checkbox"/> | Maintenance Materials     |
| <input type="checkbox"/>            | Quarterly     | <input type="checkbox"/>            | Repair Labor              |
| <input type="checkbox"/>            | Semi-Annually | <input type="checkbox"/>            | Repair Materials          |
| <input checked="" type="checkbox"/> | Annually      | <input checked="" type="checkbox"/> | 24-hour response          |
| <input type="checkbox"/>            | Other         | <input checked="" type="checkbox"/> | 15% repair parts discount |

### Equipment Covered:

2 Weil Duplex sewage grinder pumps

### Inspection Visit:

- Check electrical connections at panel
- Check operation of each pump
- Check voltage and amp draw
- Grease pump bearings with manufacturer recommended lube.
- Report findings to Red Oak Schools Maintenance Director.

## Schedule F

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |   |   |
|---|---|
| <input type="checkbox"/> Weekly                   | <input checked="" type="checkbox"/> Maintenance Labor         |
| <input type="checkbox"/> Monthly                  | <input checked="" type="checkbox"/> Maintenance Materials     |
| <input type="checkbox"/> Quarterly                | <input type="checkbox"/> Repair Labor                         |
| <input checked="" type="checkbox"/> Semi-Annually | <input type="checkbox"/> Repair Materials                     |
| <input type="checkbox"/> Annually                 | <input checked="" type="checkbox"/> 24-hour response          |
| <input type="checkbox"/> Other                    | <input checked="" type="checkbox"/> 15% repair parts discount |

### Equipment Covered:

5 Roof Top Units

1 heating check

1 cooling check

### Inspection Visit:

#### **Heating**

- Check gas trains (where applicable)
- Check and vacuum enthalpy wheels (where applicable)
- Check electrical connections, voltage, and amp draw
- Check blower motor, wheels, and belts
- Check temperature rise
- Check unit operation in heating.

#### **Cooling**

- Leak test units
- Check electrical connections, voltage, and amp draw
- Test operation of compressors, fans, and motors.
- Check refrigeration circuits including super heat, subcooling, and oil pressure.
- Check all safety controls.
- Check all associated systems, (Pumps, strainers, VFD's and starters)
- Report findings to Red Oak Schools Maintenance Director.

## Schedule G

Scheduled maintenance inspections shall be preformed during normal working hours.

**Frequency:**

- |  |   |
|--|---|
| <input type="checkbox"/> Weekly                  | <input checked="" type="checkbox"/> Maintenance Labor         |
| <input type="checkbox"/> Monthly                 | <input type="checkbox"/> Maintenance Materials                |
| <input type="checkbox"/> Quarterly filter change | <input type="checkbox"/> Repair Labor                         |
| <input type="checkbox"/> Semi-Annual unit check  | <input type="checkbox"/> Repair Materials                     |
| <input checked="" type="checkbox"/> Annually     | <input checked="" type="checkbox"/> 24-hour response          |
| <input type="checkbox"/> Other                   | <input checked="" type="checkbox"/> 15% repair parts discount |

**Equipment Covered:**

Cooling Tower

**Inspection Visit:**

- Check electrical connections
- Check voltages and amp draws
- Lube bearings
- Check tower media
- Check contactors, capacitors, and relays
- Report findings to Red Oak Schools Maintenance Director.

## Schedule H

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |                                     |                          |                                     |                           |
|-------------------------------------|--------------------------|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Weekly                   | <input checked="" type="checkbox"/> | Maintenance Labor         |
| <input type="checkbox"/>            | Monthly                  | <input checked="" type="checkbox"/> | Maintenance Materials     |
| <input type="checkbox"/>            | Quarterly filter changes | <input type="checkbox"/>            | Repair Labor              |
| <input type="checkbox"/>            | Semi-Annual unit checks  | <input type="checkbox"/>            | Repair Materials          |
| <input checked="" type="checkbox"/> | Annually                 | <input checked="" type="checkbox"/> | 24-hour response          |
| <input type="checkbox"/>            | Other                    | <input checked="" type="checkbox"/> | 15% repair parts discount |

### Equipment Covered:

2 Modulex Boilers MLX-454

### Inspection Visit:

- Perform 1 year maintenance on Modulex boiler according to manufactures recommendations (to be completed on 1st and 3rd year of contract using Aerco annual maintenance kit) Year 2 of contract will use Aerco bi-annual maintenance kit for water and fireside.
- Perform safety checks on all CSD-components.
- Test operation of hot water pumps.
- Discuss findings with Red Oak Schools Maintenance Director.

## Schedule I

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |                                     |                          |                                     |                           |
|-------------------------------------|--------------------------|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Weekly                   | <input checked="" type="checkbox"/> | Maintenance Labor         |
| <input type="checkbox"/>            | Monthly                  | <input checked="" type="checkbox"/> | Maintenance Materials     |
| <input type="checkbox"/>            | Quarterly filter changes | <input type="checkbox"/>            | Repair Labor              |
| <input type="checkbox"/>            | Semi-Annual unit checks  | <input type="checkbox"/>            | Repair Materials          |
| <input checked="" type="checkbox"/> | Annually                 | <input checked="" type="checkbox"/> | 24-hour response          |
| <input type="checkbox"/>            | Other                    | <input checked="" type="checkbox"/> | 15% repair parts discount |

### Equipment Covered:

3 Taco Pumps

### Inspection Visit:

- Check for leaks
- Lube bearings
- Check operation
- Report findings to Red Oak Schools Maintenance Director.

## Schedule J

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |                                     |                          |                                     |                           |
|-------------------------------------|--------------------------|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Weekly                   | <input checked="" type="checkbox"/> | Maintenance Labor         |
| <input type="checkbox"/>            | Monthly                  | <input checked="" type="checkbox"/> | Maintenance Materials     |
| <input type="checkbox"/>            | Quarterly filter changes | <input type="checkbox"/>            | Repair Labor              |
| <input type="checkbox"/>            | Semi-Annual unit checks  | <input type="checkbox"/>            | Repair Materials          |
| <input checked="" type="checkbox"/> | Annually                 | <input checked="" type="checkbox"/> | 24-hour response          |
| <input type="checkbox"/>            | Other                    | <input checked="" type="checkbox"/> | 15% repair parts discount |

### Equipment Covered:

4-EGS heat exchangers

### Inspection Visit:

- Check pressure differentials
- Check temperature differentials
- Water sampling for chemical testing
- Report findings to Red Oak Schools Maintenance Director.

## Schedule K

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |                                     |                          |                                     |                           |
|-------------------------------------|--------------------------|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Weekly                   | <input checked="" type="checkbox"/> | Maintenance Labor         |
| <input type="checkbox"/>            | Monthly                  | <input checked="" type="checkbox"/> | Maintenance Materials     |
| <input type="checkbox"/>            | Quarterly filter changes | <input type="checkbox"/>            | Repair Labor              |
| <input type="checkbox"/>            | Semi-Annual unit checks  | <input type="checkbox"/>            | Repair Materials          |
| <input checked="" type="checkbox"/> | Annually                 | <input checked="" type="checkbox"/> | 24-hour response          |
| <input type="checkbox"/>            | Other                    | <input checked="" type="checkbox"/> | 15% repair parts discount |

### Equipment Covered:

2 Carrier Condensing Units

### Inspection Visit:

- Leak test units
- Check electrical connections, voltage, and amp draw
- Test operation of compressors, fans, and motors.
- Check refrigeration circuits including super heat, subcooling, and oil pressure.
- Check all safety controls.
- Report findings to Red Oak Schools Maintenance Director.



## Schedule I

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |                                     |                          |                                     |                           |
|-------------------------------------|--------------------------|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Weekly                   | <input checked="" type="checkbox"/> | Maintenance Labor         |
| <input type="checkbox"/>            | Monthly                  | <input checked="" type="checkbox"/> | Maintenance Materials     |
| <input type="checkbox"/>            | Quarterly filter changes | <input type="checkbox"/>            | Repair Labor              |
| <input type="checkbox"/>            | Semi-Annual unit checks  | <input type="checkbox"/>            | Repair Materials          |
| <input checked="" type="checkbox"/> | Annually                 | <input checked="" type="checkbox"/> | 24-hour response          |
| <input type="checkbox"/>            | Other                    | <input checked="" type="checkbox"/> | 15% repair parts discount |

### Equipment Covered:

1 MAU for Culinary

### Inspection Visit:

- Check heat cycle
- Check cooling cycle
- Check electrical connections, voltage, and amp draw
- Test operation of compressors, fans, and motors.
- Check all safety controls.
- Report findings to Red Oak Schools Maintenance Director.

2

**Camblin Mechanical, Inc.** agrees to provide maintenance for the Building Environmental Systems described in the attached schedule with the following conditions, including General Conditions.

Customer: Red Oak Schools-Inman Primary School  
Address:

Contact Person: Adam Wenberg

**Camblin Mechanical, Inc.** and the customer agree to the following:

Inspection Schedule:

- Annual
- Semi-Annual unit checks
- Quarterly filter changes
- Monthly
- Scheduled maintenance inspection labor
- Scheduled maintenance materials
- Scheduled repair labor
- Unscheduled repair parts

**Inman Primary School**

<u>Schedule</u>	<u>Attached</u>	<u>Type of Equipment to be maintained</u>
A	<input checked="" type="checkbox"/>	2-Benchmark Boilers
B	<input checked="" type="checkbox"/>	2-hot water pumps
C	<input checked="" type="checkbox"/>	Condensing units (West, East, and Gym)
D	<input checked="" type="checkbox"/>	4-RTU's

Payment & Terms

Please see Scope 1 for High School and Stem Center

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The contract price shall be subject to yearly adjustments to recognize any changes in costs. Notice of proposed adjustments to the annual price will be provided to you at least thirty (30) days prior to the agreement renewal date.

This Maintenance Agreement shall begin on the 1st day of April, 2020 and shall continue from year to year there after until terminated. Either Party may terminate this agreement upon thirty (30) days written notice prior to the anniversary date of the agreement.

**Duration of Agreement**

Agreement shall remain in effect for a period of one (3) years from April 1, 2020.

Year 1	(Effective April 1, 2020)
Year 2	(Effective April 1, 2021)
Year 3	(Effective April 1, 2022)

**CREDIT TERMS:** If full payment is not received within 30 days from the date of invoice, a finance charge equal to a monthly percentage rate of 1.75% will be assessed on any unpaid or remaining balance.

If any portion of the contract price is not paid when due, Camblin Mechanical, Inc. will have the statutory right to enforce and perfect a mechanic's lien on the building, land, or improvements made in connection with any work performed under this contract.

This proposed Service Agreement has been accepted:

Camblin Mechanical, Inc.

Red Oak Schools

\_\_\_\_\_  
By: Greg Kline, Service Manager

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Inman Schedule A

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |                                     |                         |                                     |                           |
|-------------------------------------|-------------------------|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Weekly                  | <input checked="" type="checkbox"/> | Maintenance Labor         |
| <input type="checkbox"/>            | Monthly                 | <input type="checkbox"/>            | Maintenance Materials     |
| <input type="checkbox"/>            | Quarterly filter change | <input type="checkbox"/>            | Repair Labor              |
| <input type="checkbox"/>            | Semi-Annual unit check  | <input type="checkbox"/>            | Repair Materials          |
| <input checked="" type="checkbox"/> | Annually                | <input checked="" type="checkbox"/> | 24-hour response          |
| <input type="checkbox"/>            | Other                   | <input checked="" type="checkbox"/> | 15% repair parts discount |

### Equipment Covered:

2 Aerco Benchmark Boilers

### Inspection Visit:

- Perform 2 year maintenance on 2 Benchmark BMK3000 boilers in accordance to manufactures recommendations (to be completed on 1st and 3rd year of contract) using Aerco Bi-annual maintenance kit. Year 2 of contract will include the installation of ignitor and flame sensor, (Aerco annual maintenance kit).
- Remove burners from boilers and inspect heat exchangers and burners.
- Perform combustion testing and adjustments to listed boilers.
- Test operation of all CSD-1 components (Control and safety devices).
- Test operation of hot water pumps.
- Discuss findings with Red Oak Schools Maintenance Director

## Inman Schedule B

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |                                     |                          |                                     |                           |
|-------------------------------------|--------------------------|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Weekly                   | <input checked="" type="checkbox"/> | Maintenance Labor         |
| <input type="checkbox"/>            | Monthly                  | <input checked="" type="checkbox"/> | Maintenance Materials     |
| <input type="checkbox"/>            | Quarterly filter changes | <input type="checkbox"/>            | Repair Labor              |
| <input type="checkbox"/>            | Semi-Annual unit checks  | <input type="checkbox"/>            | Repair Materials          |
| <input checked="" type="checkbox"/> | Annually                 | <input checked="" type="checkbox"/> | 24-hour response          |
| <input type="checkbox"/>            | Other                    | <input checked="" type="checkbox"/> | 15% repair parts discount |

### Equipment Covered:

2 hot water pumps

### Inspection Visit:

- Check voltage, and amp draw
- Check for leaks
- Check motor starters, and contactors for wear.
- Check incoming and outgoing pressures
- Discuss findings and recommendations with owner
- Discuss findings with Red Oak Schools Maintenance Director.

## Inman Schedule C

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |                                     |                          |                                     |                           |
|-------------------------------------|--------------------------|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Weekly                   | <input checked="" type="checkbox"/> | Maintenance Labor         |
| <input type="checkbox"/>            | Monthly                  | <input type="checkbox"/>            | Maintenance Materials     |
| <input type="checkbox"/>            | Quarterly filter changes | <input type="checkbox"/>            | Repair Labor              |
| <input type="checkbox"/>            | Semi-Annual unit checks  | <input type="checkbox"/>            | Repair Materials          |
| <input checked="" type="checkbox"/> | Annually                 | <input checked="" type="checkbox"/> | 24-hour response          |
| <input type="checkbox"/>            | Other                    | <input checked="" type="checkbox"/> | 15% repair parts discount |

### Equipment Covered:

Condensing units (West, East, and Gym)

### Inspection Visit:

- Leak test units
- Check electrical connections, voltage, and amp draw
- Test operation of compressors, fans, and motors.
- Check refrigeration circuits including super heat, subcooling, and oil pressure.
- Check all safety controls.
- Report findings to Red Oak Schools Maintenance Director.

## Inman Schedule D

Scheduled maintenance inspections shall be performed during normal working hours.

### Frequency:

- |                                     |                          |                                     |                           |
|-------------------------------------|--------------------------|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Weekly                   | <input checked="" type="checkbox"/> | Maintenance Labor         |
| <input type="checkbox"/>            | Monthly                  | <input type="checkbox"/>            | Maintenance Materials     |
| <input type="checkbox"/>            | Quarterly filter changes | <input type="checkbox"/>            | Repair Labor              |
| <input type="checkbox"/>            | Semi-Annual unit checks  | <input type="checkbox"/>            | Repair Materials          |
| <input checked="" type="checkbox"/> | Annually                 | <input checked="" type="checkbox"/> | 24-hour response          |
| <input type="checkbox"/>            | Other                    | <input checked="" type="checkbox"/> | 15% repair parts discount |

### Equipment Covered:

4 Roof Top Units

### Inspection Visit:

- Check gas trains (where applicable)
- Check and vacuum enthalpy wheels (where applicable)
- Check electrical connections, voltage, and amp draw
- Check blower motor, wheels, and belts
- Check temperature rise
- Check unit operation in heating.

### **Cooling**

- Leak test units
- Check electrical connections, voltage, and amp draw
- Test operation of compressors, fans, and motors.
- Check refrigeration circuits including super heat, subcooling, and oil pressure.
- Check all safety controls.
- Check all associated systems, (Pumps, strainers, VFD's and starters)
- Report findings to Red Oak Schools Maintenance Director.



**Mechanical Service Division**

# Maintenance Service Agreement

Quotation #: HV00450

**Customer Name:** Red Oak Schools  
**Customer Address:** 904 Broad Street  
**City, State, Zip:** Red Oak, Iowa 51566

## **Plibrico Company, L.L.C.**

**Name:** Mike Winkelmann  
**Title:** HVAC General Manager  
**Date:** March 31, 2020



# Maintenance Service Agreement

## General

Plibrico Company, L.L.C. will provide a maintenance program for the cooling and heating equipment listed in "Attachment #1: Red Oak Schools Maintenance Contract Scope". To maintain the equipment in good working order, trained technicians will perform all preventive maintenance tasks in accordance with the guidelines issued by the manufacturer. The maintenance program meets the manufacture's guidelines to properly maintain and service your equipment. All service work will be performed during normal company work hours unless otherwise stated. Plibrico will provide a written report of findings, corrective actions, and recommendations following each visit.

## Refrigerant Conservation Services

Certified technicians will perform additional leak detection activities and other services, including the use of storage and recycling equipment, to ensure compliance with the clean air act and other state and local regulations on all items containing CFC and HCFC refrigerants listed in "Attachment #1".

## Services Not Included in This Agreement

If additional services are required, Plibrico will make specific recommendations, including work required, prices and timing. Upon customer approval, work will be performed according to the recommendations in a professional timely manner.

## Terms of This Agreement

The terms this Agreement shall be three (3) years starting May 01, 2020. It shall then renew annually beginning on May 01, 2023 which will be the anniversary date of this agreement.

After the 36 months, the Agreement price is subject to an escalation based on (A) the wholesale price index for metal products and materials; (B) cost changes in overhead and union-based rates.

The cancellation of the Agreement can be done by either party with a written thirty (30) day notice. Upon cancelation, current cost incurred shall be billed on a time and material basis.

## Terms and conditions

This Agreement is subject to the terms and conditions included with this document, unless noted otherwise in this document. Applicable taxes not included.

### **Pricing and Payment: Payable in quarterly installments. Terms are net 30.**

**Price Per Year:** ..... \$14,572.00  
(Fourteen Thousand Five Hundred Seventy-Two Dollars and & 00/100)

Quarterly installments of .....\$ 3,643.00

### **Option Add for Washington Elementary for 2<sup>nd</sup> & 3<sup>rd</sup> Year**

**Price Per Year:** ..... \$ 1,562.00  
(One Thousand One Hundred Sixty-Two Dollars and & 00/100)

Approved by Plibrico Company LLC

Name: Mike Winkelmann

Title: HVAC General Manager

Date: March 31, 2020

X: *Mike Winkelmann*

Accepted by: (Print)

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

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

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

X: \_\_\_\_\_

**SCOPE OF WORK:**

**“See Attachment #1 Red Oak Schools Maintenance Contract Scope”**

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# TERMS AND CONDITIONS MAINTENANCE CONTRACT

## EXCLUSIONS

It is understood that the following are not the responsibility of Plibrico under this Agreement:

1. Operation of the equipment.
2. Services, repairs or replacement necessitated by misuse, improper operation, continued operation of covered equipment against Plibrico recommendations, or negligence of customer, customer's employees, agents, contractors or invitees.
3. Correction or replacement of equipment or components damaged due to corrosion, lack of proper water treatment, vibration, electrolytic action, or other causes beyond the control of Plibrico.
4. Inspections, alterations or replacements required by insurance companies, municipal or governmental authorities.
5. Replacement of major components which cannot be repaired due to age or unavailability of replacement parts.
6. Replacement or servicing of equipment or components such as pneumatic piping, fuses, starters, circuit breakers, disconnect switches, electrical and control wiring, plumbing, non-moving parts such as pressure vessels, heat exchangers, tubes, panels, ductwork, structural supports, and decorative casings unless specifically included in this Agreement.
7. In the event that repairs or replacements performed by Plibrico are a recoverable cost or an allowable claim under any policy of insurance under which Customer is an insured party (primary, additional, or otherwise) or a loss payee, Customer agrees to present such claim to the insurer and to diligently pursue such claim, and Customer further agrees that Plibrico shall be entitled to payment for such repairs or replacements to the extent Customer receives payment from the insurer. Upon request by Plibrico, Customer shall assign its rights under and for such claim to Plibrico.
8. The work shall not include the detection, abatement, encapsulation, or removal of asbestos or products, materials, or equipment containing asbestos. Customer shall notify Plibrico in writing if any hazardous materials, including without limitation, asbestos, are present at the jobsite. Customer shall take adequate precautions to protect Plibrico, its employees, agents and subcontractors from such hazardous materials and will arrange for others to remove or encapsulate such hazardous materials if necessary for the performance of the work. Customer agrees to indemnify and save Plibrico, its employees, agents and subcontractors harmless from and against any loss, injury (including death) or liability of any nature arising out of or resulting from exposure of any person or property to hazardous materials at the jobsite. If warned of danger and Plibrico agrees to proceed taking precautions, customer shall not be liable.

## INITIAL INSPECTION

During the first 30 days of this Agreement or upon seasonal start-up, if Plibrico should find any equipment covered under this Agreement to be in need of repair and replacement, Plibrico will inform the Customer in writing of the equipment condition and the proposed corrective action. When the Plibrico so notifies the Customer, it is understood that Plibrico will not be responsible for the present or future repair or replacement, or operability of the equipment, until such a time the equipment is restored to a condition acceptable to Plibrico.

## CUSTOMER RESPONSIBILITIES

In order to permit Plibrico to properly perform the services included in this agreement, Customer agrees:

- a. To provide reasonable and timely access to all equipment covered in this Agreement.
- b. To allow Plibrico to start and stop equipment, as necessary.
- c. Unless otherwise included in this Agreement, to provide water treatment, as appropriate, for the proper functioning of the equipment covered in this Agreement.
- d. To provide proper disposition of used oil and contaminated refrigerant in accordance with applicable laws and regulations.

## LIMITATIONS OF LIABILITY

Plibrico shall not be liable for personal injuries or property damage arising from causes beyond its reasonable control or without its fault or negligence. Nor shall Plibrico be liable for any delay or default in performing hereunder if such delay or default is caused by any condition or circumstance beyond Plibrico's reasonable control, such as, but not limited to, governmental restrictions, strikes or other labor troubles, acts of God, interruption or irregularities in electrical power or telephone services, embargoes, or unavailability of materials or parts.

In no event shall Company liability for direct or compensatory damages exceed the payments received by Plibrico from Customer under this contract, nor shall Plibrico be liable for any special, indirect, consequential or incidental damages of any nature. The foregoing limitations on damages shall apply under all theories of liability or causes of action, including but not limited to contract, warranty, tort (excluding Obvious negligence) and strict liability and shall inure to the benefit of Plibrico's suppliers and subcontractors.

## WARRANTY

Plibrico warrants that the work performed hereunder shall be done in a workmanlike manner and that all Plibrico manufactured parts and components shall be free from defects in workmanship and materials. This warranty shall be effective for a period of ninety (90) days from the date the work is done or the part or component is installed or until the date on which this Agreement terminates, whichever first occurs. The Customer's remedy, should any breach of the warranty occur, shall be for Plibrico to perform defective work or to repair or replace, at Plibrico's option, any parts or components which are shown, to Plibrico's satisfaction, to be defective, provided that Customer gives Plibrico notice promptly upon discovery of the defect. This work shall be at Plibrico's cost, with aforementioned limitations.

THE WARRANTY AND REMEDIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES AND REMEDIES, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE WARRANTIES CONTAINED HEREIN SET FORTH CUSTOMER'S SOLE AND EXCLUSIVE REMEDY IN THE EVENT OF A DEFECT IN WORKMANSHIP OR MATERIALS.

## TERMINATION

Plibrico may terminate this Agreement upon written notice to Customer in the event that (1) any sums or monies due and payable under this Agreement are not paid when due; or (2) alterations, additions, or repairs are made to covered equipment by others, Either party may terminate this Agreement upon the anniversary date of this Agreement provided that written notice of such termination is received by the other party at least thirty (30) days prior to the anniversary date. Neither party shall be liable to the other party for any reason because of such termination at the anniversary date.

## DISPUTES, CHOICE OF LAW AND COSTS

This contract shall be deemed to have been entered into and shall be governed by the laws of the State of Illinois. All claims, disputes and controversies arising out of or relating to this contract, or the breach thereof, shall, in lieu of court action, be submitted to arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and any judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The site of the arbitration shall be Omaha, Nebraska, unless another site is mutually agreed between the parties. The parties agree that in any arbitration each shall be entitled to discovery of the other party as provided by the Federal Rules of Civil Procedure: provided, however, that any such discovery shall be completed within four (4) months from the date the Demand for Arbitration is filed with the American Arbitration Association. In the event it becomes necessary for Plibrico to incur any costs or expenses in the collection of monies due Plibrico from Buyer, or to enforce any rights or privileges hereunder, Buyer, upon demand, shall reimburse Plibrico for all such costs and expenses (including, but not limited to, reasonable attorney's fees). Actions by Plibrico to collect monies due us under this contract may be brought in any court of competent jurisdiction in lieu of arbitration. All claims arising out of or relating to the performance or non-performance of this contract must be commenced within one (1) year from the date the claim arose. Failure of either party to comply with this limitation shall constitute a voluntary and knowing waiver of such claims.

## ENTIRE AGREEMENT

When executed by the parties and approved by Plibrico's authorized representative, this Agreement contains the entire agreement between the parties with respect to the services covered herein, No other representations, warranties, or statements (whether expressed in customer's purchase order or otherwise), shall be binding upon Plibrico unless expressly agreed to in writing by Plibrico's authorized representative.

# **ATTACHMENT #1; Red Oak School Maintenance** **Contract Scope**

Red Oak Schools  
Maintenance Contract Scope  
Contract Years 2020-2022  
3 Year contract

Mechanical service contract will include one cooling inspection and one heating inspection per year. Cooling inspections will begin around May 1<sup>st</sup> 2020. Heating inspection will begin around October 1<sup>st</sup> 2020. This will be the first year of the contract, with the second and third years of the contract including the same inspections.

First year on maintenance contract will include the High School, and attached Steam Center, and Inman Primary School. An option for the second and third year of contract will include maintenance on the former Webster Elementary building.

School maintenance personnel will change all air filters, belts, and grease bearings related to air handling equipment, heat pumps, and VRF systems

## **Equipment Covered by Mechanical Contractor**

### **High School**

- 2 Aerco Benchmark 3000 Boilers
- 1 Aerco Smartplate heat exchanger
- 1 Glycol feed tank
- 5 Taco pumps
- 1 Duplex sewage grinding pump
- 5 Roof top Units
- Cooling Tower

### **Steam Center**

- 2 Aerco Benchmark Boilers (Modulex)
- 3 Taco Pumps
- 1 EGS Heat Exchanger
- 2 Carrier condensing units
- 1 MAU for Culinary

### **Inman Primary School**

- 2 Aerco Benchmark BMK2.0 Boilers
- 2 hot water pumps
- Condensing unit: West, East, and Gym

- 4 RTU's

#### Scope of Work for Cooling Inspection

- Leak check refrigeration systems
- Inspect all contactors, relays, starters, and electrical
- Test operation of compressors, fans, and motors
- Perform running inspection on cooling circuits that includes check superheat, subcooling, oil pressure, and levels
- Test all operating and safety controls
- Check operation of any associated pumps, strainers, VFDs, and starters

#### Scope of Work for Heating Inspection

- Perform 2 year maintenance on all 4 benchmark boilers, (2) Aerco Modulex Boilers, in accordance to manufactures recommendations (To be completed on 1<sup>st</sup> and 3<sup>rd</sup> year of contract. Year 2 of contract will include the installation of new ignitor and flame sensor, aka, annual maintenance kit)
- Remove burners from benchmark boilers and inspect heat exchangers and burners
- Perform combustion testing and adjustments to all boilers
- Test operation of all CSD-1 components
- Test operation hot water pumps
- Test operation of heat and related components on all RTU's and MAU's

Option to add Washington Elementary building to year 2 and 3 of contract. Equipment maintenance will follow the above listed schedules. Equipment will include the following:

- 1 ERV
- 1 RTU
- 3 VRF's
- 3 HRU's



5126 F Street  
Omaha, NE 68117-2806  
Phone: **402.553.7300**  
Fax: **402.556.5015**  
**raymartinco.com**

## Preventative Maintenance Agreement

Customer:

Red Oak Schools

1901 N Broadway Street, Ste A

Red Oak, Iowa 51566

Submitted by:

**Ray Martin Company**

April 3, 2020

**General Information**

Ray Martin Company will provide a program that will conduct routine service inspections of all heating and cooling equipment list located on last page of this document. Equipment will be maintained in proper operating condition by qualified service technicians. These inspections will meet manufactures recommendations and acceptable industry standards.

**Services Not Provided by This Contract**

Any additional repairs to equipment, replacement of parts, or additional expenses that are not covered by this agreement. Time and material repairs will be completed with preferred pricing for duration of contract.

**Pricing and Payment**

This agreement is scheduled for three (3) years, starting on May 1<sup>st</sup> 2020. Agreement will renew annually beginning May 1<sup>st</sup>, 2023. Cancellation of this agreement can be done by either party with written notice prior to renewal date.

After the first three years of this agreement, pricing is subject increase due to labor and material costs.

**Pricing and Payment**

The annual price of this agreement will be \$6,200.00 per year. All payments are net 30 days. Additional cost to include former Washington School for years 2 and 3 of contract will be \$1,150.00 per year

Accepted by: \_\_\_\_\_  
(Print) (Signature)

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

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

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Ray Martin Company will include one cooling inspection and one heating inspection per year. Cooling inspections will begin around May 1<sup>st</sup> 2020. Heating inspection will begin around October 1<sup>st</sup> 2020. This will be the first year of the contract, with the second and third years of the contract including the same inspections.

First year on maintenance contract will include the High School, and attached Steam Center, and Inman Primary School. An option for the second and third year of contract will include maintenance on the former Washington Elementary building.

School maintenance personnel will clean coils, change all air filters, belts, and grease bearings related to air handling equipment, heat pumps, and VRF systems

#### Scope of Work for Cooling Inspection

- Leak check refrigeration systems
- Inspect all contactors, relays, starters, and electrical
- Test operation of compressors, fans, and motors
- Perform running inspection on cooling circuits that includes check superheat, subcooling, oil pressure, and levels
- Test all operating and safety controls
- Clean cooling tower basin, grease any necessary bearings
- Check operation of any associated pumps, strainers, VFDs, and starters

#### Scope of Work for Heating Inspection

- Perform 2-year maintenance on all 4 benchmark boilers, in accordance to manufactures recommendations (To be completed on 1<sup>st</sup> and 3<sup>rd</sup> year of contract. Year 2 of contract will include the installation of new ignitor and flame sensor, aka, annual maintenance kit)
- Remove burners from benchmark boilers and inspect heat exchangers and burners
- Remove and clean ignitors and flame sensors on Aerco Modulex boilers at Steam Center
- Perform combustion testing and adjustments to all boilers
- Test operation of all CSD-1 components
- Test operation hot water pumps
- Test operation of heat and related components on all RTU's and MAU's



Option to add Washington Elementary building to year 2 and 3 of contract. Equipment maintenance will follow the above listed schedules. Equipment will include the following:

- 1 ERV
- 1 RTU
- 3 VRF's
- 3 HRU's

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## Equipment Covered By This Contract

Equipment	Quantity	Manufacture	Model	Serial	Location
Boiler	2	Aerco	Benchmark	G-16-1514	High School
Heat Exchanger	1	Aerco	SPDW61	wwp9 s-16-091	High School
Sewage Grinder	2	Vertical	W-2224-12	541.087	High School
Glycol Feed Tank	1				High School
Loop Pumps	3	Taco	CI3013E2MCAC	5333142/4/1	High School
Hot Water Pumps	2	Taco	CI3009E2KACC	7466829/1	High School
RTU-D101	1	Valent	VPRX-210-16H-	15534325	High School
RTU-D102	1	Valent	VPRX-210-10H-	15534326	High School
RTU-2 Weight Room	1	Lennox	LGH150H4BM1	5618L01082	High School
RTU-D117	1	Valent	VPRX-350-30H-	15534327	High School
RTU AreaB	1	Innovent	NA	NA	High School
Cooling Tower	1	BAC	VF1-1018N-4D2	U188234601-01-01	High School
Boiler	2	Aerco	MLX454H	454-09-0168	Steam Center
Condensing Unit	1	Carrier	38AH-034---611	3610Q60483	Steam Center
Condensing Unit	1	Carrier	38AH06470578	3301F05015	Steam Center
MAU	1	Accurex	XD6X-115-H32-	15624008	Steam Center
Boiler	2	Aerco	Benchmark	G-01-0357	Inman
Hot Water Pumps	2	Bell & Gosset	2E10.500BF	3243022	Inman
Condensing Unit	1	McQuay	ALP032CS27-ER	STNU001200019	Inman
Condensing Unit	1	McQuay	ACR060AS27	STNU001200081	Inman
Condensing Unit	1	McQuay	ACR080AS27	STNU001200082	Inman
Air Handling Unit	3	McQuay	E714	NA	Inman
RTU's	4	Lennox	KGB036S4DS2G	5618J09443	Inman

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**CONTRACT AGREEMENT**  
**East Mills School District and Red Oak School District**  
**Shared Guidance Counselor**  
**2020-2021 School Year**

This contract is entered into between the Board of Education of the East Mills Community School District, State of Iowa, and the Board of Education of Red Oak Community School District, State of Iowa, for the duration of the 2020-2021 school year.

The East Mills Community School District will reimburse the Red Oak Community School District a combined total of the FTE 20% of the total cost of the shared teacher or position which includes salary, benefits, and substitute teacher costs. Travel costs and any other costs related to performance of duties related to the sharing agreement will be shared on a 20%-80% basis.

**The Red Oak CSD will provide the following teacher services to the East Mills Community School District:**

Guidance Counselor .2 FTE

The Red Oak Community School District will administer the employment contract in accordance with the current agreement with the Red Oak Education Association and Red Oak School Board Policies.

The East Mills Community School District will reimburse the Red Oak Community School District a combined total of the FTE 20% of the total cost of the shared teacher or position which includes salary, benefits, substitute teacher costs. Travel costs and any other costs related to performance of duties related to the shared agreement will be shared on a 20% - 80% basis.

The Red Oak Community School District will bill the East Mills Community School District after the completion of the first and second semesters for the teacher costs during the 2019-2020 school year.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President or Designee  
East Mills Community School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
President or Designee  
Red Oak Community School District

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**CONTRACT AGREEMENT**  
**Red Oak Community School District and Sidney Community School District**  
**Shared Director of Transportation Position**

This contract is entered into between the Board of Education of Red Oak Community School District, State of Iowa and the Board of Education of the Sidney Community School District, State of Iowa.

Travel costs and any other costs related to performance of duties related to the shared agreement will be shared on a 80%-20% basis.

**The Sidney Community School District will provide the following services to the Red Oak Community School District:**

**Director of Transportation Position: 80%-20% Basis**

The Sidney Community School District will administer the employment contract in accordance with the current agreement with the Sidney School Board Policies.

The Sidney Community School District will bill the Red Oak Community School District after the completion of the first and second semesters for the Director of Transportation Position costs during the 2020-2021 school year.

President or Designee  
Red Oak Community School District \_\_\_\_\_

Date \_\_\_\_\_

President or Designee  
Sidney Community School District Amanda Ethernan

Date April 7, 2020

**CONTRACT AGREEMENT**  
**Stanton School District and Red Oak School District**  
**Shared Maintenance Director**  
**2020-2021 School Year**

This contract is entered into between the Board of Education of the Stanton Community School District, State of Iowa, and the Board of Education of Red Oak Community School District, State of Iowa, for the duration of the 2020-2021 school year.

The Stanton Community School District will reimburse the Red Oak Community School District a combined total of the FTE 20% of the total cost of the shared position which includes salary and benefits. Travel costs and any other costs related to performance of duties related to the sharing agreement will be shared on a 50%-50% basis.

**The Red Oak CSD will provide the following position to the Stanton CSD:**

Maintenance Director .2 FTE

The Red Oak Community School District will administer the employment contract in accordance with the current agreement with the Red Oak School Board Policies.

The Stanton Community School District will reimburse the Red oak Community School District a combined total of the FTE 20% of the total cost of the shared position which includes salary and benefits. Travel costs and any other costs related to performance of duties related to the shared agreement will be shared on a 50% - 50% basis.

The Red Oak Community School District will bill the Stanton Community School District after the completion of the first and second semesters for the position costs during the 2020-2021 school year.

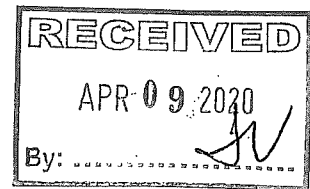
\_\_\_\_\_  
Date

\_\_\_\_\_  
President or Designee  
Stanton Community School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
President or Designee  
Red Oak Community School District

Savannah Gohlinghorst  
2377 Evergreen Ave  
Red Oak, Iowa 51566



Tom Messinger  
Superintendent  
1901 N. Broadway  
Red Oak, Iowa 51566

Dear Mr. Messinger,

I hope you will accept this letter as me rescinding my resignation letter that I gave to you on February 14, 2020.

Since resigning, I have had a lot of sad moments thinking about losing the relationships I have with my students. I am passionate about what I am teaching and when teaching things for the 'last' time in the course of the last month, I have come to the realization that I don't want it to be the last time. Also since turning in my resignation, my daughter has started her fifth daycare in as many months and I am happy to say we have finally found somewhere we can rely on and I am comfortable leaving her to go to work every day.

I look forward to being with the district during this trying time and serving in my capacity as high school business teacher. Please let me know if I can answer any further questions regarding this matter.

Sincerely,

*Savannah Gohlinghorst*  
Savannah Gohlinghorst