

Red Oak Community School District

2011 North 8th Street

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

Regular Board of Directors Meeting

Meeting Location: Sue Wagaman Board Room
Red Oak CSD Administrative Center
The Technology Building, Red Oak High School Campus

Wednesday, March 4, 2015 – 7:00 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Lee Fellers
- 2.0 Roll Call – Board of Directors Secretary Shirley Maxwell or Assistant Secretary Karla Wood
- 3.0 Approval of the Agenda – President Lee Fellers
- 4.0 Communications 1-3
 - 4.1 Good News from Red Oak Schools
 - ★ 17 ROHS Speech Students Qualify for State Contest March 14 in Nevada, Iowa
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 - 5.2 Review and Approval of Monthly Business Reports
 - 5.3 Open Enrollment Request for 2014 – 2015 and 2015 – 2016
- 6.0 General Business for the Board of Directors

Red Oak Community School District Board of Directors Regular Meeting
3.4.2015

6.1 Old Business

- 6.1.1 Red Oak High School Assessments – Requested Follow-up Report from the Meeting of February 23, 2015 10
- 6.1.2 Board Subcommittee for Policy Review: Update from Inman Primary School Staff and Parent Representatives to Improve on Management Issues for Head Lice 11-29
- 6.1.3 Red Oak Middle School Water Event of September 1, 2014 – Final Report of Expenditures for Review and Acceptance by the District's Insurance Provider – Provided by Business Manager Shirley Maxwell 30-32
- 6.1.4 School Budget Planning with Projections and Preparation for the April 13 School Budget Hearing – Business Manager Shirley Maxwell 33-35

6.2 New Business

- 6.2.1 Tiger Vision: Phase I Construction of a New Building on the Campus of Red Oak High School and Renovation of the Current High School Building – Review and Probable Action to Approve a Contract for the Construction Management Firm Boyd Jones of Omaha, Nebraska 36-74
- 6.2.2 Personnel Planning Update No. 1 for the 2015 – 2016 Contract Year: A Review of the Teacher Leadership Program and Recruitment of Teacher Leaders 75-79
- 6.2.3 Personnel Planning Update No. 2 for the 2015 – 2016 Contract Year: Review of Positions Recruited and Current Status of Each: Behavior Disorders Specialist, Secondary Mathematics, Talented and Gifted Coordinator, Media Specialist and Pilot Project for Substitute Teacher Clerk 80-82
- 6.2.4 Personnel Planning Update No. 3: Review of Salaries for School Administrators; Comparability Group of Hawkeye Ten Schools and Discussion for Future Action in Red Oak CSD – Presented by Supt. Terry Schmidt 83-86
- 6.2.5 Discussion of School Budget Reduction Work Timelines – Presented by Supt. Terry Schmidt 87

7.0 Reports 88-99

7.1 Administrative 89-93

7.2 Future Conferences, Workshops, Seminars

7.3 Other Announcements

8.0 Next Board of Directors Meeting: Monday, March 23, 2015 – 6:00 pm, Sue Wagaman
Board Room, Red Oak CSD Administrative Center

9.0 Adjournment

Item 4.0 Communications

4.1 Good News from Red Oak Schools

★ 17 ROHS Speech Students Qualify for State Contest March 14 in Nevada, Iowa

Congratulations to Tiger Speech Coaches Laura Horn and Kim Reeve for their leadership that resulted in 17 state qualifiers:

1. Cassie Vrabel - Lit Program and Storytelling 2. Teanna Pafford - Lit Program and Acting 3. Christian Horn - Expository and Storytelling 4. Emily Rose - Prose and Poetry 5. Leatha Bennett - Acting and After Dinner Speaking 6. Hannah Shalters - Prose and Poetry 7. Sean Griffen - Prose and Solo Musical 8. Nick Carlson - Improv 9. Ethan Hewett - Radio News 10. Lainie Edie - Acting 11. Alexis Wingfield - Improv 12. Johanna Wessel - Solo Musical 13. Elsa Wemhoff - After Dinner Speaking 14. Kyla Gass - Prose 15. Cassandra McDonald - Prose 16. Abigail Sherman - Solo Musical 17. Jared Sherman - Solo Musical

★ Other Good News – see enclosure

4.2 Visitors and Presentations

★ Introduction of a Dog Therapy Program at Inman Primary School

Please welcome guests this evening who will speak briefly about a special reading assistance program underway at Inman Primary. Here is a comment from Principal Gayle Allensworth: *“Dr. Fritz Baier and his yellow lab, Lacey and Mrs. Sandy Williams and her poodle, Snowy have been attending IPS weekly to “volunteer”. Lacey spends time with second graders who read to her and Snowy visits Mrs. Brandy Pease’s class. Snowy has students read to him and also demonstrates obedience, handling and agility. Both of these canine volunteers have added companionship and joy to IPS.”*

4.3 Affirmations and Commendations

- ★ **2015 Tiger Girls Basketball Program** – Appreciation is extended to Tiger Girls’ Head Basketball Coach Dan Martinez and his very able coaching staff - Patty Henke, Nita Martinez, Chris Gilbert, and John Walker. This leadership has provided the student athletes a memorable season.

Item 4.3 – continued

- ★ **Musical Directors Tim Marsden and Mark Haufle** are commended for their gifts/talents in leading many student performers and musical production volunteers in this year's production of "Grease".

4.4 Correspondence

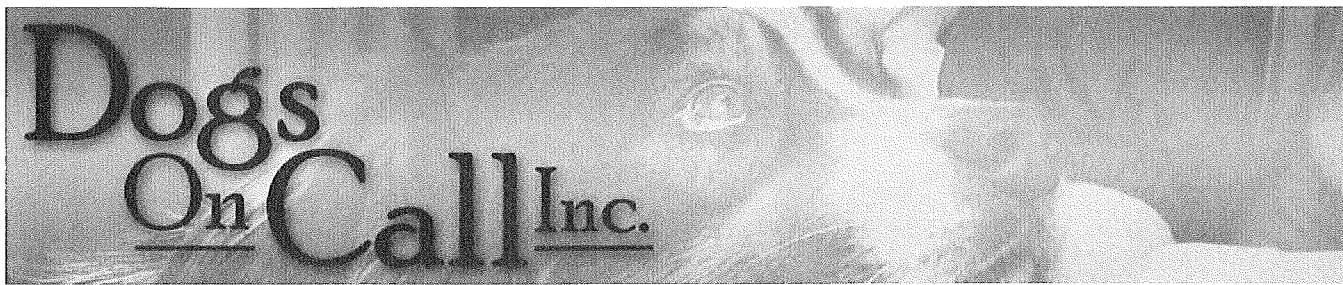
Any correspondence received and important to the governing body is shared.

Good News from WIS:

- Brandon Erp (4th Grader) was First Place Winner at the Iowa AAU State Wrestling Tournament in Des Moines this past weekend. We had several students compete from Washington School: Dawson Bond, Dylan Welch, and Chase Sandholm along with Brandon.
- 4th Grade and 5th Grade earned an overnight Lock-In at the school for growth achievement on Iowa Assessments. 4th grade is March 6th, and 5th grade is March 7th.
- Successful Book Fair was held during conference week in our media center. A big thank you to Jan Burnison, Ann Petersen, and the others that helped set it up, take it down, and sell books. Also a big thanks to KCSI for letting our students advertise the fair! The commercial was just delightful with our students and Melanie's help. We sold \$3,876.97 worth of books, and earned \$1,688.00 for new books and materials for our school.
- Big Thank You to the PTO for making sure that each one of our students got a book from the Book Fair to read. That was so nice, and the students loved the new books. We had kids reading during lunch, reading on the playground, and reading in the morning before school started. What a motivator!

Barbara Sims

Washington Intermediate School Principal
Director of Curriculum and Instruction, ROCSD
simbs@roschools.com (712) 623-6630
"Excellence for ALL...Whatever it takes!"



R.E.A.D.®

What is R.E.A.D.?

The Reading Education Assistance Dogs program improves children's reading and communication skills by employing a powerful method: reading to a dog. But not just any dog. R.E.A.D. dogs are registered therapy animals that volunteer with their handler as a team, going to schools, libraries, and many other settings as reading companions for children.

Intermountain Therapy Animals launched R.E.A.D. in 1999 as the first comprehensive literacy program built around the idea of reading to dogs, and the program has been spreading ever since.

Dogs On Call, Inc. has been a R.E.A.D. affiliate since 2004.

How Does It Work?

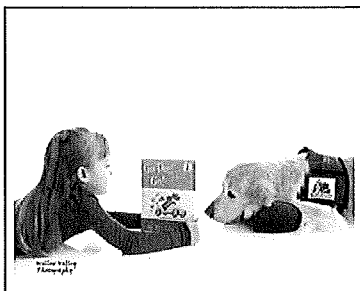
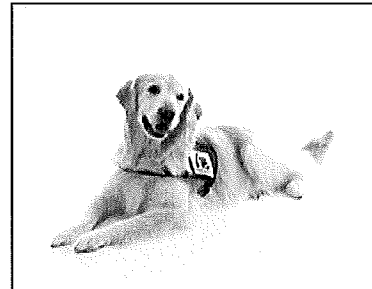
R.E.A.D. utilizes registered therapy animals that have been trained and tested for health, safety, appropriate skills and temperament. When these animals come to hear children read, it's fun and that makes all the difference!

But Why Dogs?

Learning to read is often less about intellectual limitation than about overcoming fears. Animals are ideal reading companions because they:

- Help increase relaxation and lower blood pressure.
- Listen attentively.
- Do not laugh, judge, or criticize.
- Allow children to proceed at their own pace.
- Are less intimidating than peers.

When a R.E.A.D. dog is listening, the environment is transformed, a child's dread is replaced by eager anticipation, and learning occurs. The handler is a skilled facilitator, too, shifting performance pressure off the child and providing support, while the child gets the supervised reading practice necessary to build vocabulary, increase understanding of the material, and gain fluency as a reader.



The Results Are Significant

Participating kids make enormous strides in reading and communication skills while, along the way, building self-esteem, confidence, and social skills. And there are bonus benefits – performance in other subjects tends to improve, as does attendance and even personal hygiene.

To learn more about R.E.A.D go to: www.therapyanimals.org

If this sounds like a good fit for you and your therapy animal, plan on attending a R.E.A.D. workshop taught by our licensed R.E.A.D. Instructors!

Contact: R.E.A.D. Director laurak@dogsoncall.org

Photos Courtesy of Willow Valley Photography.

Share and Enjoy:



Item 5.0 Consent Agenda

BACKGROUND INFORMATION: The following items are presented for approval in one formal motion. Should any director have a question or would like for an item to be placed on the regular discussion agenda, please notify Board Secretary Shirley Maxwell in advance of the meeting.

Enclosed are reference pages for:

5.1 Review and Approval of the Minutes from February 23, 2015

The minutes are enclosed for your review. Unless there are suggested changes, they are submitted for approval by Board Secretary Shirley Maxwell.

5.2 Review and Approval of the Monthly Business Reports

A very limited number of payment vouchers are enclosed for review and approval. Last minute bills could be found at the table. With this early reporting time in March, most of the bills will be provided at the March 23 board meeting. Accounting Clerk Jeanice Lester (lesterj@roschools.com) or Business Manager Shirley Maxwell (maxwells@roschools.com) are available to answer any questions concerning the expenditures. Please call ahead of the regular meeting if you need more information.

5.3 Open Enrollment Requests

Open Enrolled In:

At the board table please find an application for open enrollment for a grade six and grade kindergarten student to continue schooling at Inman and ROMS following a move into the Stanton CSD.

Open Enrolled Out:

At the board table, please find applications from the following:

Two students currently in grade seven and home schooled, into the Stanton CSD for the 2015 – 2016 school year.

A third grade student planning to attend Clayton Ridge Community School via virtual enrollment.

An eleventh grade student planning to attend CAM Community School via virtual enrollment.

Item 5.3 – continued

SUGGESTED BOARD ACTION: It is recommended the board of directors approve the following consent agenda items:

- Minutes from February 23, 2015
- Monthly business reports as presented
- Open enrolled (in) students for the 2014 – 2015 school year as submitted
- Open enrolled (out) students for the 2015 – 2016 school year as submitted

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center
Red Oak Technology Center, Red Oak High School Campus
February 23, 2015

This regular meeting of the Board of Directors of the Red Oak Community School district was called to order by President Lee Fellers at 5:30 p.m.

Present:

Directors: Lee Fellers, Bill Drey, Paul Griffen, Warren Hayes
Terry Schmidt, Superintendent, Shirley Maxwell, Board Secretary
Absent: Kathy Walker

Approval of Agenda

Motion by Director Drey, second by Director Griffen to approve the agenda as presented with the order of agenda items at the discretion of the board president. Motion carried unanimously.

Good News from Red Oak Schools

Large Group State Speech Contest

Three performing groups received straight 1 ratings.

Two performing groups received an overall 2 ratings.

Three performing groups received a straight 2 ratings.

Red Oak Jazz Band placed fifth in Class 2A at the Bluffs Jazz Festival in Council Bluffs. Three students earned awards for their performances, Donnie Torbett, Ethan Howett and Jared Sherman.

Tanner Mertz received 4th at State Wrestling Tournament.

Red Oak High School boys' bowling team placed 4th at State Bowling Tournament.

Red Oak Jazz Band participated in the Iowa High School Music Association State Jazz Festival and earned a Division 1 rating from all three judges.

Red Oak High School Musical "Grease" will be presented February 27, 28 and 29, 2015.

Red Oak High School girls' basketball team will be playing in the State Basketball Tournament.

Affirmations and Commendations

The Directors would like to thank Shopko for the Shopko Business community gift to the Red Oak Schools and Chat Mobility for the revenue sharing gifts to the Red Oak Schools.

Consent Agenda

Motion by Director Drey, second by Director Griffen to approve the consent agenda as presented. Motion carried unanimously.

- Review and approval of minutes from February 9 and 11, 2015
- Review and approval of the monthly business reports as presented

- Review and approval of out-of-state trip for the Red Oak Middle School grade eight vocal class to participate in a vocal festival on April 12, 2015 in Kansas City, Missouri.

Presentation of the Fiscal Year 2013-2014 Audit Report by the Auditing Firm of Nolte, Cornman & Johnson PC

Auditor Nancy Janssen joined the meeting electronically. She gave an oral summary report of the 2014-2015 audit and reviewed a summary of improvements that the district could consider. MOTION by Director Griffen, second by Director Drey to adopt the annual auditor's report for fiscal year 2013-2014. Motion carried unanimously.

School Improvement Progress Reports and Assessment Data Analysis

Administrators Nate Perrien, Red Oak Middle School and Jeff Spotts, Red Oak High School, shared detailed information about the academic performance of students. The title of their presentation was Red Oak Middle School and Red Oak High School Iowa Assessment Breakdown.

TIGER VISION: Phase 1 Construction Of A New High School Building On The Campus Of Red Oak High School And Renovation Of The Current High School Building – Planning Update Presented By BLDD Architects, Alley Poyner Macchietto Architecture and Construction Management Firm Boyd Jones

Architect Randy West of BLDD, Boyd Jones Construction Staff Robert Volz, Mark Pfister, George Schuler, with Architect Daric O'Neal of Alley Poyner Macchietto discussed the following with the directors:

Personnel from their offices that will be working on the project with roles and responsibilities

Community outreach

- Website update
- Tiger Vision Community Advisory Team

Schedule/Timeline

School Budget Preparation Update and Discussion of Guidelines in the Development of All Funds with Probable Consideration by Directors

Business Manager Shirley Maxwell presented several preliminary budget proposals to the Directors. At this time the supplemental state aid has not yet been set. The proposals gave scenarios of what various percents of supplemental state aid would mean for the Red Oak school budget. Budget work will continue with a public hearing to approve the budget scheduled for April 13, 2015 at 6:15 p.m.

High School Administrators Performance Update – Closed Session Requested By Red Oak High School Principal Jeff Spotts And Red Oak High School Assistant Principal Barry Bower

Motion by Director Drey, second by Director Griffen to go into closed session at the request of Jeff Spotts and Barry Bower per section 21.5(1)i of the Iowa Code to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable inquiry to that individual's reputation and that individual requests a closed session and per section 21.5(1)(a) of the Iowa Code to review or discuss records which are required or authorized to be kept

confidential. Following roll call vote the motion was approved unanimously. The board went into closed session at 8:34 p.m. The board came out of closed session at 8:40 p.m.

Motion by Director Drey, second by Director Griffen to approve the appointment of Jeff Spotts as Red Oak High School Principal for the 2015-2016 school year with contractual terms to be determined at a later time. Motion carried unanimously.

MOTION by Director Griffen, second by Director Drey to approve the appointment of Barry Bower as Red Oak High School Assistant Principal/Director of Athletics for the 2015-2016 school year with contractual terms to be determined at a later time. Motion carried unanimously.

Future Conferences, Workshops, Seminars

On March 25, 2015 there will be a general assembly for Red Oak Community School District professional staff with Scott McLeod, expert in education technology.

Adjournment

Motion by Director Drey, second by Director Griffen to adjourn the meeting at 8:49 p.m. Motion carried unanimously. The next regular meeting will be held on Wednesday, March 4, 2015, 7:00 p.m., in the Sue Wagaman Board Room, Administrative Center in the Technology Building.

Lee Fellers, Board President

Shirley Maxwell, Board Secretary

Item 6.1.1 Red Oak High School Assessments – Requested Follow-up Report from the Meeting of February 23, 2015

Background Information: Please allow a brief update from Principal Jeff Spotts regarding performance data from the last meeting. The Directors asked for additional clarifications in relationship to comparative data for students in various academic growth areas.

Jeff will have a limited amount of graphics to share with you.

Suggested Board Action: (no formal action anticipated)

Item 6.1.2 Board Subcommittee for Policy Review: Update from Inman Primary School Staff and Parent Representatives to Improve on Management Issues for Head Lice

Background Information: Inman Principal Gayle Allensworth with School RN Heather Hall have worked over the past several weeks with parent representatives to clarify and improve procedures for students / parents who have chronic challenges with head lice. This evening an update could be ready for your review.

This topic was referred to the Directors' subcommittee for policy: Warren Hayes and Kathy Walker. It may be possible for the current policy to remain unchanged but new, clarified procedures implemented.

Please allow a few minutes for this presentation.

Suggested Board Action: (to be determined)

Red Oak Community School District

Guidance on Head Lice Prevention and Control

Developed February 2015

Table of Contents

Need page numbers on final draft

Purpose of Document

Belief Statement

Task Force

School Role in Head Lice Management

Family Role in Head Lice Management

Resources/Handouts

Family Notification Letter

Lice Fact Sheet

14 Day Treatment: Lice Control Checklist

Nontoxic Head Lice Treatment

Websites (not added yet)

Purpose of Document:

This document is to serve as a resource for the Red Oak Community School District Staff and families in order for all stakeholders to have information necessary for the control of Pediculosis (Lice). Such a condition is common in childhood, yet it is acknowledged as a problem. A working partnership between school officials, families and health officials is needed to reduce the occurrence of Pediculosis in schools.

Belief Statement:

The Red Oak Community School District believes in regular attendance for all students as attendance in school fosters academic and social development. Additionally, Iowa Code 299.1 mandates daily attendance in schools. When students have cases of Pediculosis (Lice) that go untreated, or are treated incorrectly or ineffectively, the learning process is interrupted. Therefore, a task force was created to develop guidelines and resources for school and families. Open communication is encouraged between the school, healthcare providers, agencies and families in efforts to reduce the incidence of headlice, and the interruption of the learning process.

Task Force:

In November 2014, several parents of students at Inman Primary School shared with the Superintendent and Board of Directors that they would like to see a unified system of prevention for Pediculosis, that included a change in policy related to students with active Pediculosis being removed from school until there were not live bugs. This presentation led to the policy subcommittee meeting, and a parent task force being created.

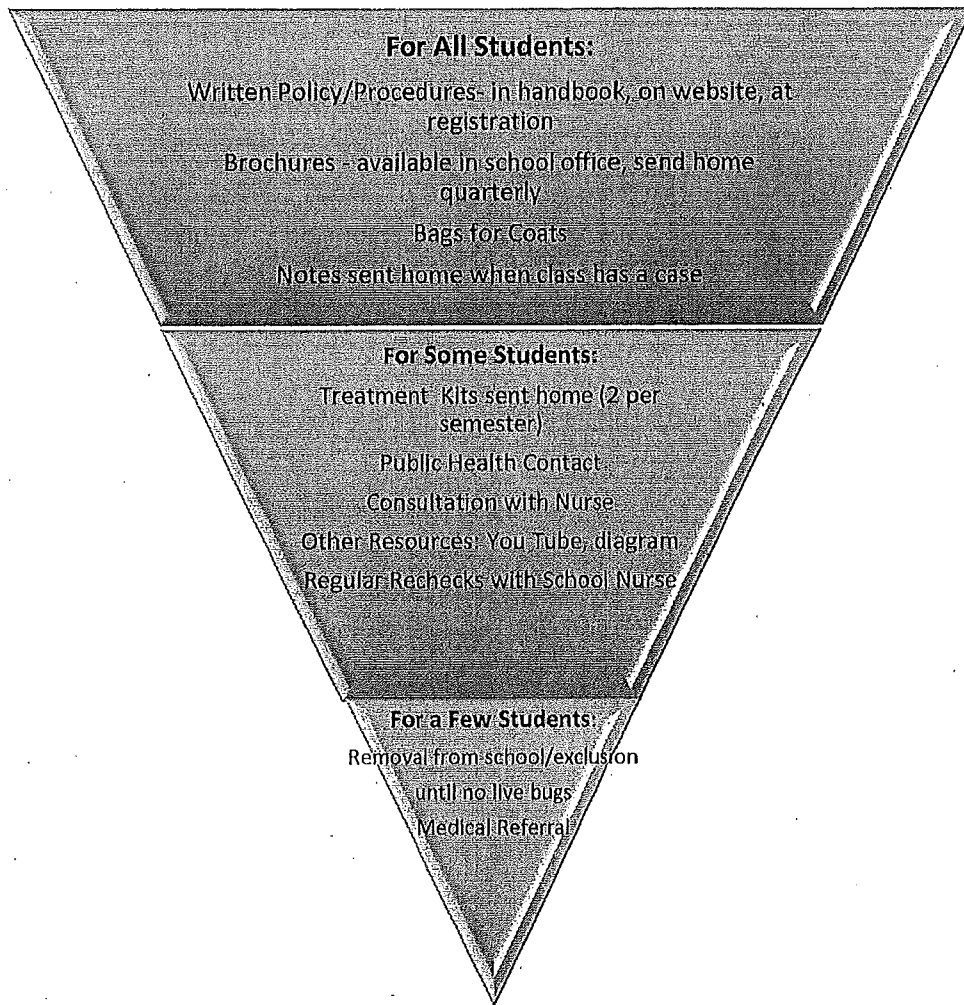
Three parents of students at Inman Primary School were selected to assist with the development of preventative, supportive and corrective procedures for Pediculosis (lice). Mrs. Corrine Jenkins, Mrs. Trish Gray and Mrs. Sumer Sandholm joined Mrs. Allensworth, Principal and Mrs. Hall, School Nurse for two meetings. The result included the development of this document.

School Role In Pediculosis (Lice) Management:

Prevention:

1. Educate Staff, parent and student on ways to prevent headlice.
2. Keep mats, pillows and belongings separated. Coats will be kept in bags
3. Avoid stacking/piling or hanging coats on top of each other
4. Encourage students to keep hats scarves and coats in their sleeves.
5. Remind student not to share combs, brushes, hats and other hair accessories.
6. Avoid sharing earphones and helmets.
7. Watch for signs i.e.: frequent head scratching.

8. Remind parents to do careful weekly inspections of their child's hair (see supporting documents: attachments starting with "Fact Sheet")
9. Notes will be sent home with students where a case has been found.
10. Encourage that long hair is pulled up in pony tail.



Identified Case Management

Children will not be excluded from school on the day that headlice is detected. Children can be excluded from school if live lice are observed after treatment, and the progression to remove nits is not evident. Readmittance of the child to school nurse, or other appointed school official will be at the discretion of the school school nurse and also after the child has been re-treated.

Exclusion from school is not punitive, but is intended to respect the right of an individual to be louse free, and for the learning environment to be free from interruptions for all students.

1. The school nurse will contact the child's family by phone. If unable to reach the family, a note will be sent home with the child, and a copy will be kept in the nurse's office. The school nurse or designated personnel will provide information for the family on the treatment and prevention of head lice.
2. A family may opt to take the student home to treat or, depending on the severity, a child may be sent home for immediate treatment and to prevent the spread of the head lice. This will count as an excused, medical absence. (Documents sent home will include: need to be added) If the family has not received a lice treatment kit twice during the semester, one may be sent home with the child.
3. Upon return to school the next day, the child's hair will be checked. He/She may return to class if there are not any live louse present in the hair. If nits (eggs) are present hair will be rechecked frequently to ensure proper combing of hair at home. Signs of proper combing will result the reduction of nits (eggs). If, at any time, live lice are evident, the family may be asked to pick up the child and re-treat.
4. After 14 days, and the completion of the treatment plan (checklist), if there are still nits or louse present, a family may be asked to keep their child home at the school nurse's or administrative designee's discretion until hair is nit free.
5. A child's hair will be checked two weeks after they are nit free to ensure child is still free of lice.
6. In severe and reoccurring cases, a family may be given information related to a medical referral.

Lice Treatment Kit Contents: Visual Instructions, Shampoo, Spray, Metal Clips, "Used" Baggie for returning items, Shower cap, Black Light (if needed), Metal Comb (keep), Additional Resources (keep)

(INSERT PICTURE OF KIT HERE)

FACT SHEET

Information for Health Professionals

LICE

(Pediculosis or Head lice)

What are head lice?

Lice are wingless insects that are host-adapted to humans and do not live on household pets or in the general environment. An adult head louse can live about 30 days on a person's head but will die within one or two days if it falls off a person.

How are they transmitted?

Lice do not fly or jump. Transmission is almost always through direct contact. Fomites and the environment are extremely infrequent sources. As a rule of thumb, over 95% are transmitted through person-to-person contact and less than 5% through indirect exposure. Lice are transmitted in community settings where close contact from play and living activities occur. While lice infestations are recognized in elementary schools, it is safe to assume that only a minority of lice infestations in school-age youngsters was actually acquired while at school.

What are the risk factors for transmission?

Small children at play are the primary setting for transmission. Increasing risk would also be associated with crowding, such as two families living in one dwelling or in a child-care center and any activity that brings youngsters together in informal settings such as sleep-overs, scouts, youth sports activities, etc. While schools are of lesser importance, best friends or playmates present risk from close associations at recess and during transportation such as in school buses.

What is the best approach to screening?

Screening requires a close visual examination of the individual's head for crawling lice and nits (eggs). A small hand lens may help but is not essential. Good lighting is desirable. Examine the hair and scalp for at least 15 minutes to be reasonably sure the child does not have head lice. Most individuals have fewer than 10 adult lice. The characteristic itching caused by lice may not develop for 30 days or longer after infestation. A flashlight or ultraviolet light may help in detecting lice or nits. Ideally parents should screen their own youngsters periodically, perhaps weekly, while they are in child-care or in the early grades at school.

What is the best approach to treatment?

The natural pyrethrins contained in over-the-counter products such as Rid, A-200 Pyrinate, Pronto, and various store brands are perhaps the best class of insecticide because they are effective on lice and are minimally toxic to humans. Lindane is not recommended because of its toxic potential and demonstrated lice resistance. The Iowa Department of Public Health recommends a 14-day treatment process. For a brochure detailing treatment recommendations, please visit: www.idph.state.ia.us/hcci/common/pdf/headlice_brochure.pdf.

What causes treatment failure?

The following are several common reasons why treatment for head lice may fail:

- Misdiagnosis. The symptoms are not caused by an active head lice infestation.
- Applying the treatment to hair that has been washed with conditioning shampoo or rinsed with hair conditioner. Conditioners can act as a barrier that keeps the head lice medicine from adhering to the hair shafts; this can reduce the effectiveness of the treatment.
- Not following following the treatment instructions carefully. Some examples of this are not applying a second treatment if instructed to do so, or retreating too soon after the first treatment before all the nits are hatched and the newly hatched head lice can be killed, or retreating too late after new eggs have already been deposited.
- Resistance of the head lice to the treatment used. The head lice may have become resistant to the treatment. Many strains of lice have developed resistance to the permethrin and lindane insecticides. Also, all products have minimal ovicidal (nit killing) activity so nits remain viable, resulting in nymphal lice emerging after treatment, thus a second treatment 7-10 days later is recommended.
- Reinfestation. The person was treated successfully and the lice were eliminated, but then the person becomes infested again by lice spread from another infested person.

Iowa Department of Public Health

If the over-the-counter therapy continues to fail, the healthcare professional may wish to consider other prescription options (see the CDC website: www.cdc.gov/lice/head/treatment.html) or "extra-label" use of oral ivermectin (Stromectol - Merck). Reference: "Drugs for Head Lice," *The Medical Letter On Drugs and Therapeutics* 47: August 15/29, 2005.

How effective are home remedies?

Never use kerosene, gasoline, or other dangerous substances. There is no clear scientific evidence that use of mayonnaise, vinegar, various types of vegetable oils, Crisco, or Vaseline are effective forms of treatment.

Is it necessary to remove all the nits?

Removal of all nits after successful treatment with a pediculicide is not necessary to prevent further spread. Removal of nits after treatment with a pediculicide may be done for aesthetic reasons, or to reduce diagnostic confusion and the chance of unnecessary retreatment. Because pediculicides are not 100% ovicidal (i.e., do not kill all the egg stages), some experts recommend the manual removal of nits that are attached within 1 cm of the base of the hair shaft.

How important is the environment in lice transmission?

Laundrying of linens and vacuuming of upholstered furniture is more than adequate. Environmental spraying should not be done. The pyrethrin sprays are not without risk and can aggravate the health problems of children with asthma.

What can one do to prevent lice?

The best defense is frequent screening of those at highest risk followed by diligent treatment, if necessary. Assume there are lice in the community at all times of the year.

Additional Tips

- Treat all family members who have lice at the same time. Use the 14-day treatment process. Rinse combs and brushes in very hot water after each use, and between people.
- Only ordinary house cleaning, vacuuming, and washing bedding and clothes in hot water are needed. No special effort or sprays are needed to clean your home. Only dead or dying lice are found on clothing, bedding, or furniture.
- Use of oils, mayonnaise, lotions, creams, and vinegar has not proven effective; kerosene, gasoline and similar products do not work and are dangerous.

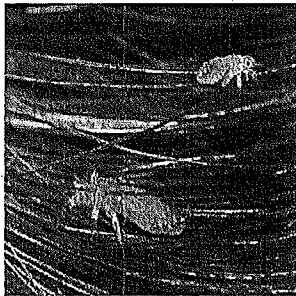
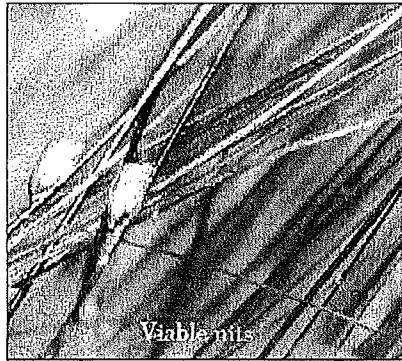


Image of real lice

What about school?

- There is no need for children to be sent home or to miss school, though treatment should be started before returning to school the next day
- School officials should ask parents to check their children's hair at least weekly.



What if treatment does not work?

Reasons:

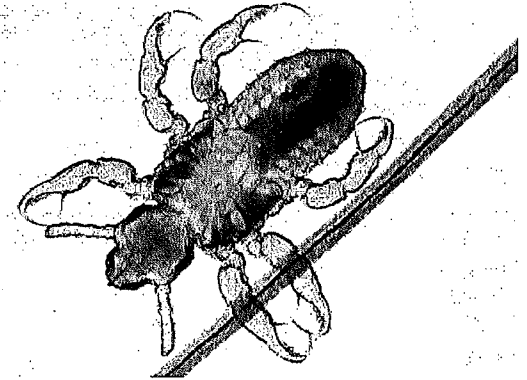
- 1) **Wrong diagnosis** – dandruff, hair products, dust, and other objects can seem like nits (the white eggs) and other insects can look like lice
- 2) **New lice** – child got head lice again from playmate or family member
- 3) **Timing** – the lice may take a few days to die; nits alone do not mean the child still has lice, look for crawling lice
- 4) **Poor treatment** – directions on the treatment product were not correctly followed
- 5) **Resistance to treatment** – some lice are not killed by the chemicals in the over-the-counter treatments (permethrin and pyrethrin)

After the 14 day treatment, if crawling lice are still present, contact your healthcare provider who may recommend a prescription treatment for lice.

For more information visit:
www.idph.state.ia.us/adper/common/pdf/epi_manual/lice.pdf
OR www.cdc.gov/lice/head

Reviewed May 2010

Getting Rid of HEAD LICE



Simple 14-Day Treatment Schedule

and

Information on Head Lice



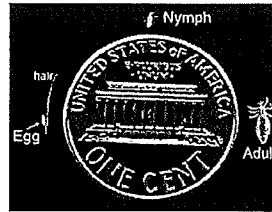
Iowa Department of Public Health
Promoting and protecting the health
of Iowans

FACTS ABOUT

HEAD LICE

- What does head lice look like? Since adult lice are the size of a sesame seed (2-3mm), head lice can be seen by the human eye. They live in human hair, draw blood from the skin, and lay eggs (called nits) on the hair shaft. Live nits are found less than 1/2 inch from the scalp and most often on hair at the back of the head in the neck region. Some children with lice complain of itchiness but many have no symptoms.
- Is your child at risk? Yes. Head lice will spread as long as children play together. They spread almost completely through human hair to hair contact, and pets do not spread lice. Anyone can get head lice. Children in child care, preschools, elementary or middle schools are at risk. Head lice are NOT a sign of being dirty. Head lice are not dangerous and DO NOT spread diseases.
- What can you do? Parents are the key to looking for and treating head lice! The Iowa Department of Public Health advises parents to spend 15 minutes each week on each child carefully looking for head lice or nits. Persons with nits within 1/4 inch of the scalp OR live lice should be treated. Careful use of a nit comb can potentially remove all lice. Each child should have his or her own comb or brush. Teach your child NOT to share hats, scarves, brushes, combs, and hair fasteners.

Treatment: The Iowa Department of Public Health recommends a 14-day treatment process. You may use over-the-counter products. They are safe and not costly. Mark your calendar to help you keep track of treatment.



Lice at various stages of their life cycle

Treatment Calendar

| | |
|--|---|
| <input type="checkbox"/> <u>Day 1</u> Medicated shampoo | <input type="checkbox"/> <u>Day 8</u> Shampoo, condition and COMB |
| <input type="checkbox"/> <u>Day 2</u> COMB only DO NOT WASH | <input type="checkbox"/> <u>Day 9</u> Shampoo, condition and COMB |
| <input type="checkbox"/> <u>Day 3</u> Shampoo, condition and COMB | <input type="checkbox"/> <u>Day 10</u> Medicated shampoo |
| <input type="checkbox"/> <u>Day 4</u> Shampoo, condition and COMB | <input type="checkbox"/> <u>Day 11</u> COMB only DO NOT WASH |
| <input type="checkbox"/> <u>Day 5</u> Shampoo, condition and COMB | <input type="checkbox"/> <u>Day 12</u> Shampoo, condition and COMB |
| <input type="checkbox"/> <u>Day 6</u> Shampoo, condition and COMB | <input type="checkbox"/> <u>Day 13</u> Shampoo, condition and COMB |
| <input type="checkbox"/> <u>Day 7</u> Shampoo, condition and COMB | <input type="checkbox"/> <u>Day 14</u> Shampoo, condition and COMB |

14 Day Treatment Guidelines

- ✓ The treatment days are scheduled to interrupt the lifecycle of the insect. A **nit comb** should be used to comb the hair and can be bought at most pharmacies.
- ✓ Day 1: Use an over-the-counter medicated head-lice shampoo containing pyrethrin or permethrin. Read and follow all directions on the shampoo.
- ✓ Day 2: COMB hair carefully for 15 minutes from the scalp to the end of the hair. Do not wash hair today.
- ✓ Days 3-9: Wash the hair using your regular shampoo. Rinse. Apply hair conditioner to make the hair slippery. COMB the hair the entire length from the scalp to end of hair. Wipe the comb between each stroke with a paper towel, which removes any lice or nits. Keep hair wet while combing. COMB all hair for at least 15 minutes.
- ✓ Day 10: Use an over-the-counter medicated head-lice shampoo. (to kill any lice that hatched since the previous medication use) Read and follow all directions on the shampoo.
- ✓ Day 11: COMB hair carefully for at least 15 minutes from the scalp to the end of the hair. Do not wash hair today.
- ✓ Days 12-14: Wash the hair using regular shampoo. Rinse. Apply hair conditioner to make the hair slippery. COMB the hair the entire length from the scalp to the end of hair. Wipe the comb between each stroke with a paper towel, which removes any lice or nits. Keep hair wet while combing. COMB all hair for at least 15 minutes.

Sugerencias Adicionales

- Aplique el tratamiento contra piojos al mismo tiempo a todos los miembros de la familia que estén infectados. Emplee el programa de 14 días. Enjuague los peines y los cepillos en agua muy caliente después de casa uso, y al cambiar de persona.
- Haga la limpieza del hogar con productos caseros normales, pase la aspiradora como de costumbre y lave la ropa de cama y la ropa personal con agua caliente. No necesita emplear ningún aerosol o esfuerzo especial para limpiar su hogar. Solo encontrará en la ropa personal, ropa de cama, o muebles los piojos muertos o que se están muriendo.
- No se ha comprobado que el uso de aceites, mayonesa, lociones, cremas y vinagre de resultado; el queroseno, la gasolina y los productos similares no son efectivos y son peligrosos.

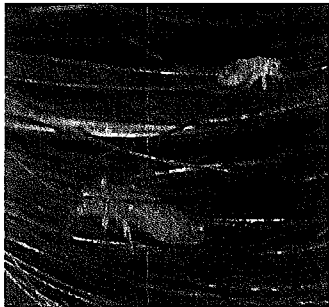
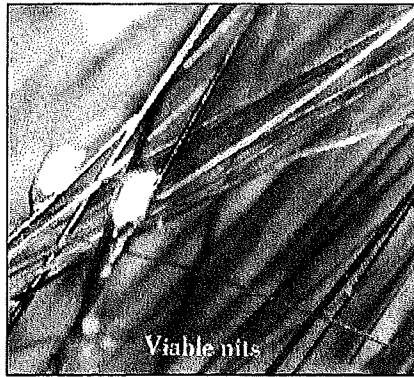


Imagen de piojos de verdad

¿Qué hay que hacer en la escuela?

- No hay necesidad de enviar a los niños a casa o de que falten a la escuela, aunque el tratamiento debería iniciarse antes de que regresen el siguiente día a la escuela.
- Los empleados de la escuela deberían pedirle a los padres que inspeccionen el cabello de sus hijos mínimo una vez a la semana.



¿Qué hacer si el tratamiento no es efectivo?

Razones:

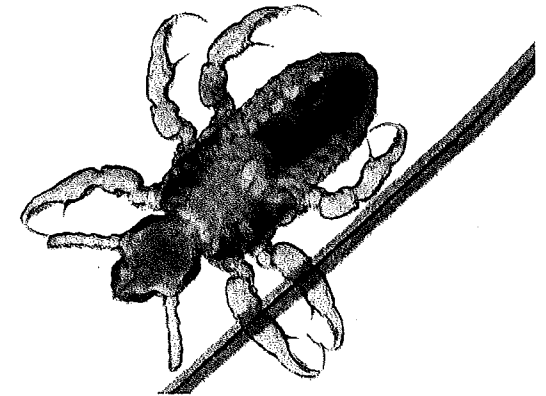
- 1) **Diagnóstico equivocado**— la caspa, los productos para el cabello, el polvo, y otros objetos podrían asemejarse a las liendres (los huevos blancos) y otros insectos podrían asemejarse a los piojos.
- 2) **Piojos Nuevos** —el niño podría contagiarse de nuevo al jugar con un compañero o a través de un familiar.
- 3) **Tiempo de espera**— los piojos podrían tardar unos días en morir; la presencia de liendres no significa necesariamente que el niño todavía tiene piojos, fíjese si los piojos se están moviendo.
- 4) **Tratamiento inadecuado** — No se siguieron correctamente las instrucciones del tratamiento especificadas en el producto.
- 5) **Resistencia al tratamiento** — Algunos piojos no mueren al estar expuestos a las sustancias químicas de los productos de venta libre (permetrina y piretrina).

Después del tratamiento de 14 días, si todavía nota que hay piojos que se mueven, comuníquese con su médico personal quién podría recetarle un tratamiento para piojos de venta restringida.

Para obtener ayuda llame a la línea telefónica de Iowa Healthy Families al 1-800-369-2229

Para obtener más información diríjase a:
www.idph.state.ia.us/adper/common/pdf/epi_manual/lice.pdf
O a: www.cdc.gov/lice/head

COMO DESHACERSE DE LOS PIOJOS



Un Programa Simple a Seguir de 14 Días de Tratamiento

e

Información Sobre los Piojos



Departamento de Salud Pública de Iowa
Para la promoción y protección de los ciudadanos de Iowa

DATOS SOBRE LOS

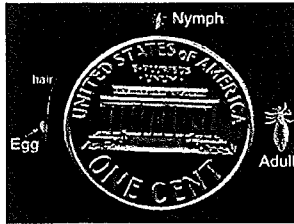
PIOJOS

• ¿Cómo son los piojos? Debido a que los piojos adultos son del tamaño de una semilla de sésamo (2-3mm), Piojos pueden ser captados por el ojo humano. Los piojos habitan en el cabello humano, sacan sangre de la piel, y ponen huevos (conocidos como liendres) en el cabello. Las liendres vivas se encuentran a una distancia menor de ½ pulgada del cuero cabelludo, y la mayoría de las veces se encuentran en la parte trasera de la cabeza en el área del cuello. Algunos niños con piojos se quejan de comezón pero muchos no experimentan ningún síntoma.

• ¿Corre riesgo su niño? Sí. Existe el riesgo de contagio de piojos cuando los niños se reúnen a jugar. Se propagan casi en su totalidad de persona a persona cuando las cabelleras entran en contacto. Las mascotas no propagan los piojos. Cualquiera puede contraer piojos. Los niños que asisten a la guardería, al preescolar, a la primaria, o a la secundaria corren el riesgo de contraerlos. El tener piojos NO significa una falta de aseo. Los piojos no son peligrosos y NO propagan enfermedades.

• ¿Qué queda hacer? ¡Los padres son la clave principal en la búsqueda y tratamiento contra los piojos! EL Departamento de Salud Pública de Iowa aconseja a los padres dedicarle 15 minutos de cada semana para revisar la cabeza a los niños. Si como resultado de esta revisión se encuentran liendres a una ¼ pulgada de distancia del cuero cabelludo o piojos vivos se debería de aplicar un tratamiento. El uso cuidadoso de un peine para liendres puede potencialmente erradicar a todos los piojos. Todos los niños deberían de tener su propio peine o cepillo. Enséñele a su hijo a NO compartir sombreros, bufandas, cepillos, peines, y broches de pelo.

Tratamiento: El Departamento de Salud Pública de Iowa recomienda un tratamiento de 14 días. Puede utilizar productos de venta libre. Son seguros y menos caros. Utilice un calendario para llevar la cuenta de su tratamiento.



Los piojos durante las diferentes etapas de su ciclo de vida

calendario de su tratamiento

| | |
|---|--|
| <u>Día 1</u> Champú Medicinal | <u>Día 8</u> Lávese con champú, acondicionador y PEINESE |
| <u>Día 2</u> PEINESE únicamente NO SE LAVE el cabello | <u>Día 9</u> Lávese con champú, acondicionador y PEINESE |
| <u>Día 3</u> Lávese con champú, acondicionador y PEINESE | <u>Día 10</u> Champú Medicinal |
| <u>Día 4</u> Lávese con champú, acondicionador y PEINESE | <u>Día 11</u> PEINESE únicamente NO SE LAVE el cabello |
| <u>Día 5</u> Lávese con champú, acondicionador y PEINESE | <u>Día 12</u> Lávese con champú, acondicionador y PEINESE |
| <u>Día 6</u> Lávese con champú, acondicionador y PEINESE | <u>Día 13</u> Lávese con champú, acondicionador y PEINESE |
| <u>Día 7</u> Lávese con champú, acondicionador y PEINESE | <u>Día 14</u> Lávese con champú, acondicionador y PEINESE |

Guía Para un Tratamiento de 14 Días

- ✓ Los días del tratamiento están programados para interrumpir el ciclo de vida del insecto. Un peine para liendres se deberá utilizar para peinarse y se puede comprar en cualquier farmacia.
- ✓ Día 1: Utilice un Champú medicinal contra los piojos de venta libre que contenga piretrina o permetrina. Lea y siga las instrucciones indicadas en el champú.
- ✓ Día 2: PEINE su cabello cuidadosamente durante 15 minutos comenzando a partir del cuero cabelludo hasta las puntas del cabello. No se lave el cabello el día de hoy.
- ✓ Días 3-9: Lávese el cabello usando un champú normal. Enjuáguese. Aplique acondicionador al cabello para que quede resbaloso. CEPILLE a lo largo del cabello comenzando a partir del cuero cabelludo hasta las puntas del cabello. Limpie el peine después de cada cepillada de pelo con una toalla de papel, a fin de erradicar todos los piojos y liendres. Mantenga su cabello mojado durante la CEPILLADA. Peine todo su cabello durante un mínimo de 15 minutos.
- ✓ Día 10: Use un champú medicinal contra piojos de venta libre. (para matar todos los piojos que hayan brotado desde la última vez que se puso el medicamento) Lea y siga las instrucciones indicadas en el champú.
- ✓ Día 11: PEINE su cabello cuidadosamente durante un mínimo de 15 minutos comenzando a partir del cuero cabelludo hasta las puntas del cabello. No se lave el cabello el día de hoy.
- ✓ Días 12-14: Lave su cabello usando un champú normal. Enjuáguese. Aplique acondicionador al cabello para que quede resbaloso. PEINESE a lo largo del cabello comenzando a partir del cuero cabelludo hasta las puntas del cabello. Limpie el peine después de cada cepillada de pelo con una toalla de papel, a fin de erradicar todos los piojos y liendres. Mantenga su cabello mojado durante la CEPILLADA. Peine todo su cabello durante un mínimo de 15 minutos.



HEAD LICE: GUIDING PRINCIPLES FOR SCHOOL POLICY

| GENERAL CONTROL MEASURES IN SCHOOLS | |
|--|---|
| RECOMMENDATIONS | RATIONALE |
| <p>Routine classroom or school-wide screening for head lice is not recommended</p> <p>The American Association of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention advocate that "no-nit" policies should be discontinued.</p> <p>Provide parent education program in the management of head lice in the school setting.</p> <p>School personnel involved in detection of head lice infestation should be properly trained.</p> | <p>The American Academy of Pediatrics discourages head lice screenings, which have not been proven to have a significant effect over time on the incidence of head lice in the school setting and are not cost effective. Children should be checked only when demonstrating symptoms of head lice.</p> <ol style="list-style-type: none"> 1. Egg cases farther from the scalp are easier to discover, but these tend to be empty (hatched) or nonviable and, thus, are of no consequence. 2. Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people. 3. The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice. 4. Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel. <p>Head lice are not a medical or public health hazard as they are not known to spread disease. However, parents may have misconceptions and prejudices, which place pressure on school staff. Educating and supporting the child and parent with factual, nonjudgmental information is better than having policies and practices driven by misinformation.</p> <p>The diagnosis of a head lice infestation is best made by finding a live nymph or adult louse on the scalp or hair of a person. Because nymphs and adult lice are very small, move quickly, and avoid light, they can be difficult to find. The diagnosis should be made by a health care provider or other person trained to identify live head lice.</p> |
| INDIVIDUAL CASE MANAGEMENT | |
| RECOMMENDATIONS | RATIONALE |
| <p>A child with an active head lice infestation should remain in class but be discouraged from close direct head contact with others.</p> <p>Notify parent or guardian by telephone or by having a note sent home with the child at the end of the school day stating that prompt, proper treatment of this condition is in the best interest of the child and his or her classmates.</p> <p>Maintain confidentiality when a child is diagnosed with head lice.</p> | <p>A child with an active head lice infestation has likely had the infestation for 1 month or more by the time it is discovered and poses little risk to others from the infestation.</p> <p>The school can be most helpful by making available accurate information about the diagnosis, treatment, and prevention of head lice in an understandable form. Information sheets in different languages and visual aids for families with limited literacy skills should be made available by schools</p> |
| CRITERIA FOR RETURN TO SCHOOL | |
| RECOMMENDATIONS | RATIONALE |
| <p>Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.</p> | <p>Nits may persist after treatment, but successful treatment should kill crawling lice.</p> <p>Do not check for nits (dead or alive) or enforce a no-nit policy for those who have been treated. It is not productive.</p> |

<http://www.health.ri.gov/publications/protocols/HeadLice.pdf>

<http://www.health.ri.gov/for/schools/#lice>

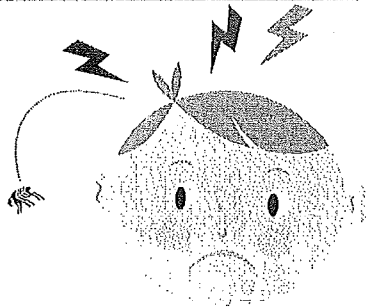
THE FACTS OF LICE: Head Lice Myths and Realities

Sklice
(ivermectin)
Lotion, 0.5%

Was your kid sent home from school with head lice? You're not alone. Between 6 and 12 million US children are infested each year. While you can't prevent all infestations, you can get informed. Here are a few facts about head lice to get you started.

5 Myths About Head Lice

Only dirty kids get lice.
Nope. Head lice infest children from all walks of life.



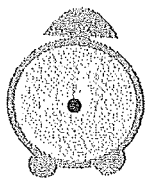
Head lice are dangerous.
Not even close. They do not carry any diseases.



Kids who have head lice are always itching.
False. Only some people are allergic to louse saliva. That's what makes it itch.

There is no reason to involve your doctor if you think your kid has head lice. Whoa, time out. If you think your kid has head lice, consider talking with your healthcare provider to confirm the diagnosis and get advice on appropriate treatments.

Lice can live in your mattress or pillowcase for weeks at a time.
Don't think so. Lice usually survive less than 48 hours away from the host.



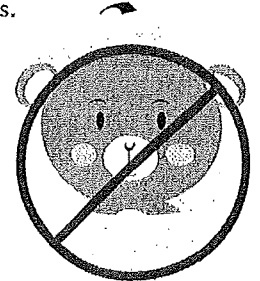
5 Truths About Head Lice

Lice cannot hop or fly. They crawl quickly. However, lice can be projected from the scalp as result of static buildup from brushing dry hair.

Before you throw out Mr. Teddy, you should know that head lice do not spread easily from pillows, furniture, stuffed animals, or clothes.

If you're worried:

- Machine-wash the items in hot water.
- For items that can't be washed, seal them in plastic bags for two weeks. (This applies only to items that were in contact with your child's head over the last 24 to 48 hours.)



Head lice spread only through close contact with a person's head or through sharing things like hats, helmets, scarves, or pillows.

Put down the clippers. You don't need to shave your kid's head. While effective, it's not always the most practical option.

Home remedies such as kerosene, olive oil, vinegar, and even mayonnaise were used to treat head lice in the past. Now people can call their doctors to ask for prescription treatments.

The Facts of Sklice Lotion

Do you suspect your child has head lice? Before you go to your pharmacy, it's a good idea to talk to your doctor.

About Sklice Lotion

Sklice Lotion is a 10-minute treatment for head lice that can be used on children 6 months of age and older.

Indication:

Sklice Lotion is a prescription medication for topical use on the hair and scalp only, used to treat head lice in people 6 months of age and older.


Adjunctive Measures:

Sklice Lotion should be used in the context of an overall lice management program.

Important Safety Information

The most common side effects from Sklice Lotion include eye redness or soreness, eye irritation, dandruff, dry skin, burning sensation of the skin.

Please see accompanying full Prescribing Information for Sklice Lotion.

SANOFI PASTEUR 



5 Steps to Surviving Head Lice

Like any parent new to the head lice scene, you may have a few questions. Relax. We have you covered with this easy-to-use check list. These five steps will help you get started.

Step 1: Check your family.

- Check your family members for lice and nits
- Consider calling your doctor right away to set up an appointment, if needed
- Bring any family member who was in close contact with your child (for example, shared a hat, scarf, pillow, or helmet)

If you suspect any family members have lice, it's a good idea to take them to the doctor.

Step 2: See your doctor.

- Ask about **treatment options**
- Pick up prescription from pharmacy

Step 3: De-louse your house.

- Identify items that could contain head lice
 - Pillows
 - Stuffed animals
 - Hats
 - Scarves
 - Helmets
 - Clothes
- Machine-wash** all washable items in hot water (130° F)
- Seal items that can't be washed in **plastic bags** for two weeks

Step 4: Share the info.

- Call parents of children who may have been in **close contact** with yours
- Cancel all sleepovers and playdates until you're sure your child is lice free
- Notify your child's school**

Step 5: Don't bug out.

- Take a deep breath
- Reassure your child that it's OK
- Help your child understand that it's not their fault

Head lice infestations happen. Getting upset won't help treat the head lice any faster. Stay calm and soon you'll be on your way to being head lice free.

INDICATION:

Sklice Lotion is a prescription medication for topical use on the hair and scalp only, used to treat head lice in people 6 months of age and older.

ADJUNCTIVE MEASURES:

Sklice Lotion should be used in the context of an overall lice management program:

- Wash (in hot water) or dry-clean all recently worn clothing, hats, used bedding and towels
- Wash personal care items such as combs, brushes and hair clips in hot water

A fine tooth comb or special nit comb may be used to remove dead lice and nits.

Before using Sklice Lotion, tell your doctor if you or your child:

- have any skin conditions or sensitivities
- have any other medical conditions
- are pregnant or plan to become pregnant. It is not known if Sklice Lotion can harm your unborn baby, or
- are breastfeeding or plan to breastfeed. It is not known if Sklice Lotion passes into your breast milk

IMPORTANT SAFETY INFORMATION FOR SKLICE LOTION:

To prevent accidental ingestion, adult supervision is required for pediatric application. Avoid contact with eyes.

The most common side effects from Sklice Lotion include eye redness or soreness, eye irritation, dandruff, dry skin, burning sensation of the skin.

Please see accompanying full Prescribing Information for Sklice Lotion.

Talk with your doctor if you have any side effect that bothers you or that does not go away. You may report side effects to the FDA at 1-800-FDA-1088.

References

1. Sklice Lotion [Prescribing Information]. Swiftwater, PA: Sanofi Pasteur Inc.; 2012.

Head Lice Treatment Checklist

Day # 1 Step 1: Check all members of the household for evidence of nits or lice, anyone with them, needs treatment.

Step 2: Purchase/gather all supplies needed:

- Head Lice treatment (ex. Nix), Lamp
- Water based, high PH shampoo (Prell), hair clips, comb,
- Metal Nit removing comb, tweezers, towel, sealable plastic bag

Step 3: Treatment

- Brush hair thoroughly
- Before treating, wash hair thoroughly with water based high PH shampoo free of conditioners (Prell). Do not use conditioner.
- Use Lice killing medicated shampoo as directed, saturating hair and scalp, leave on for recommended time.
- Rinse hair well with water and towel dry. DO NOT SHAMPOO FOR 24 hrs after treatment.
- Put on clean clothing after treating and combing hair.

Step 4: Nit Removal: The Most Important Step Nits are teardrop shaped about the size of a sesame seed attached to the hair shaft, usually whitish, sticky glue-like substance. Take your time.

- Part hair into four sections, work on one section at a time, start at the top of head in that section and lift one-inch sections at a time.
- Take the nit comb with a firm even motion comb away from the scalp to the end of the hair.
- Make sure the teeth of the comb are as deep as they can go.
- Wipe eggs (nits) completely from comb with tissue, toss in sealed bag to prevent re-infestation. You may need to pull out nits with fingernails or tweezers.
- Use clips to pin back sections already done.
- Repeat with remaining sections of hair, after thoroughly checking and removing nits/lice from the whole head, rinse hair thoroughly.
- Clean fingernails, boil tools and launder clothing/towels used in hot water.

Step 5: Clean the Environment

- Launder any items used within the last week using hot water and hot dryer for 20-30 minutes such as clothes, bedding, hats, scarves, towels, sleeping bags, pillows, headbands, coats, or dry clean items.
- Soak in HOT WATER, with Lysol disinfectant (130 degrees for a least 10 minutes) all combs, brushes, hair accessories.
- Vacuum-Carpets, rugs, pillows, mattresses, upholstered furniture, car seats, headrests, stuffed animals, headphones, bike helmets- discard vacuum bag afterwards.
- Bagging-Items that cannot be laundered, soaked or vacuumed can be sealed in a garbage bag for two weeks (after that nits would be dead).
- Continue vacuuming every day for at least a week.
- Notify others that your child has been in contact with.

Day 2-14 Recheck hair and remove nits of all family members for 2 weeks (most commonly found around nape of neck and ears).

- If any new lice are found re-treat, re-wash, re-notify all on the same day.
- Retreat in 7-10 days (Do not use treatment more than twice without consulting your physician).

Prevention: Once you've had lice in your house, you will not want to go through it again:

- Do not share combs, brushes, barrettes, hair-items.
- Do not share hats, scarves, pillows, sleeping bags, headphones (clean between uses).
- Hang hats, coats separately so they do not touch or put each inside a separate bag.
- Encourage children to keep hair up in ponytails.

***Students must be treated and have all nits removed before returning to school.**

***A parent must accompany student to school on the first day back, they cannot ride the school bus to school, the school nurse needs to inspect and confirm that there are no live lice or nits present; if clear the student will stay at school and be allowed to take the bus home. The child must see the school nurse daily for 2 weeks for inspection first thing in the morning, if live lice or multiple nits are found the parent will be called to pick up their child from school to remove and/or retreat.**

HEAD LICE TREATMENT CHECKLIST

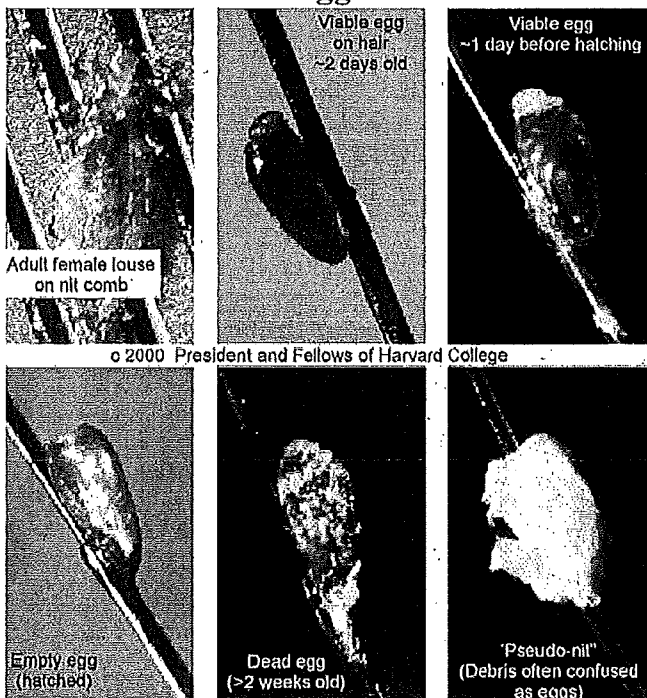
(Please read all of this information prior to beginning the checklist.)

Hair Treatment

When using an over-the-counter or prescription medication, follow these treatment steps:

- 1. Apply lice medication according to label instructions. If your child has extra long hair, you may need to use a second bottle. **WARNING:** Do not use a crème rinse or combination shampoo/conditioner before using lice medication. Do not re-wash hair for 1-2 days after treatment.
- 2. Remove all bugs and eggs (nits) from hair after lice treatment is done. Using a nit comb with long metal teeth, such as "The Lice Meister" works best. However, you can choose to pull them out with your fingers, or by using tweezers. This should be done by dividing the hair into small sections and combing one section at a time. Pin clean sections of hair out of the way. Since the nits are hard to see, it is important to have a bright light and possibly a magnifying glass to help you inspect the hair.
- 3. Have the infested person put on clean clothing after the treatment.
- 4. Comb through the hair with a nit comb daily for the next week.
- 5. After 7 days, no sooner, if any live bugs are seen, repeat lice treatment (only one more time).

Images to assist with the identification of head lice and their eggs.



Alternative Hair Treatments

Some lice treatment medications are toxic and not recommended for use in some situations. Any product containing Lindane is discouraged and should not be used on children under 2 years of age, by pregnant women, or nursing mothers. Optional, non-pharmacological treatments include the use of olive, baby, vegetable, or corn oil or natural enzyme products such as *Lice R Gone*, *Lice B Gone*, and *Not Nice To Lice*. When using oil, saturate the hair so much that it is literally dripping. Place a plastic cap or towel on the head and leave the oil on the hair for at least 8 hours. Comb through the hair with a nit comb to remove all bugs and eggs (nits). Wash the hair, and comb through the hair once more. When using a natural enzyme product, follow the manufacturer's directions. Regardless of treatment method, follow all of the directions on this checklist.

Cleaning Your Surroundings

Follow these steps to avoid re-infestation of head lice. Begin immediately after treating hair.

- 1. Soak combs, brushes, barrettes, hair ornaments, etc. for 20-30 minutes in hot (130° F) water.
- 2. Machine wash all washable clothing and bed linens that the infested person used 2 days before treatment. Use the hot water (130° F) cycle. Dry laundry using high heat for at least 30 minutes. Make sure to include the following:
 - clothing, hats, coats, scarves, and mittens;
 - towels and washcloths;
 - bed sheets, pillow cases, and blankets; and
 - pony tail holders and headbands.
- 3. Dry clean clothing that is not washable OR
- 4. Store clothing, stuffed animals, comforters, etc., that cannot be washed or dry cleaned, in a tightly sealed plastic bag for 2 weeks. After the 2 week period, open the bag outdoors and shake out the items vigorously.
- 5. Vacuum all carpeted areas, upholstered furniture, mattress, and stuffed animals. Discard vacuum cleaner bag after vacuuming, or set vacuum in a room separate from living quarters.
- 6. Repeat vacuuming every day for at least one week.
- 7. Wipe down counter tops and mop floors.
- 8. Clean and vacuum motor vehicles.
- 9. Inform school, parents and others that have been in contact with the infested person.
- 10. Incorporate a head check every three days as part of normal grooming activity with your child.

Nontoxic Head Lice Treatment

Instructions

Each treatment application has three main steps.

- Apply the wet lotion throughout the scalp.
- Comb out as much excess lotion as possible.
- Use a blow dryer to dry your child's hair. This dries the lotion on the scalp, and coats any lice in a shrink-wrap-like layer. The dry lotion must remain on the hair and scalp for at least 8 hours. Usually parents leave it in place until the child's usual bath or shower the next day.

The course of treatment consists of 3 applications done at one week intervals.

What you will need for one application.

- A large bath towel for draping on your child's shoulders.
 - If you wish to perform the diagnostic Lice ID Test, you also need a pale colored hand towel or a disposable "puppy pad." (Full instructions are on the Lice ID Test page.)
 - Cetaphil Gentle Skin Cleanser, (8 oz for short hair, 12 oz for shoulder-length or longer hair).
 - A regular pocket comb.
 - If your child has long hair, you should also get a wide-toothed detangler comb.
 - If you need to remove nits to comply with your school's "no nit policy," you will need a Licemeister comb for step 8. In our experience the metal Licemeister comb is far superior to inexpensive, plastic lice combs.
- Important: Removing nits is NOT necessary for cure.**

How to apply the lotion-detailed instructions

Cover your child's shoulders with a big dry bath towel to catch the lotion which will drip from the scalp.

To boost your cure rate you must cover all the lice with lotion. We advise you to apply so much lotion that it literally overflows the totally soaked scalp and drips off onto the towel.

Pour 8 oz of Cetaphil into the condiment dispenser.

Step 1. Begin with dry hair. Start at the left of the scalp. Make sure the nozzle is always touching the skin. Apply the lotion zigzag back and forth from front to back and then back to front. Apply to the entire scalp as you move forward until you reach the front of the scalp. Use $\frac{1}{4}$ of the bottle.

While the lotion is shown in the diagrams below as yellow, actual Cetaphil Cleanser is a translucent pearly liquid which is not visible once dried on scalp.

Step 2. Now start at the back of the scalp. Again make sure the nozzle is always touching the skin. Change the direction of your zigzagging application now to "criss cross" the first pattern. Move zigzag front to back then back to front as you move from the right side to the left side of the scalp. Use again $\frac{1}{4}$ of a bottle always touching the scalp with the bottle nozzle.

Step 3. Use your fingers to thoroughly massage the lotion throughout the scalp and hair.

Step 4. Redo steps 1, 2, and 3. Use up another $\frac{1}{2}$ bottle of lotion. You now have used a whole bottle of the lotion.

Step 5. Does your child have long hair that reaches to the upper back? Then apply another $\frac{1}{2}$ bottle of lotion to that large amount of hair from roots to tips and massage in thoroughly with your fingers.

Step 6. Wait 2 minutes for lotion to act.

Step 7. Comb out the lotion. You should seek to comb out as much excess Cetaphil lotion as possible. You are done when you can't get out any more lotion. The more you get out, the quicker will be the blow drying step which comes next. You may choose to first use a "detangler comb" if the hair is long or thick. Otherwise you can just start with the plain comb. (Note: if you want to perform the diagnostic Lice ID Test, you will need to examine the combed out lotions. Full instructions are on the Lice ID Test page.)

Step 8. If you need to remove nits to comply with your school's "no nit policy," then use the LiceMeister™ comb to carefully go through the entire scalp. It will remove many nits. If your child's school does not have such a policy, then skip this step. It adds 70% more work and is unnecessary to cure children of head lice.

Step 9. Blow dry the hair thoroughly, so that the scalp skin, hair roots, and full length of the hair are totally dry. You may use a detangler comb and/or your fingers to make the drying process easier. Anticipate that this will take 3 times longer than drying hair that is just wet with water.

Step 10. You may style the hair now with a sterilized comb and /or brush. Please do not apply any styling gel, mousse, hair spray, or other cosmetic products to the hair while the dried Cetaphil lotion is on the hair.

Step 11. Leave the dried lotion on the child's head for at least 8 hours, preferable overnight.

Step 12. To remove the lotion at the end of the treatment phase, you just shampoo with your usual shampoo, cream rinses, etc.

Recommended household clean-up

The three clean up steps should be done once a week at the time of the weekly treatment.

- Sterilize all the family's combs and brushes. You can choose one of two methods. You may soak the combs and brushes in isopropyl (rubbing) alcohol for 10 minutes or you may put them in the dishwasher on the full hot cleaning cycle.
- Treat all bedding at the time of each lotion application. Take all sheets, pillow cases, blankets, comforters, and bedspreads from the beds in your house and run them in the dryer for 10 minutes on high temperature. Then put the bedding back on the beds. You do not have to wash it.
- Patients should change to new fresh clothes after each treatment. Put dirty clothes in the laundry hamper for later laundering.

A Final Caution

To achieve cure, it is important to follow the directions carefully. We have seen the treatment fail when parents do not follow instructions. Avoid these four common mistakes:

- a) Parents skimp on the amount of Cetaphil Cleanser used.
You must use precisely the amount recommended in the detailed instructions or you will fail to coat all the lice with lotion. An uncoated louse will survive the treatment and may go on to reproduce. This is especially important for children with shoulder length or longer hair. You must remember to add an extra half bottle because of the long hair.
- b) Parents apply the lotion incorrectly to the scalp.
Sometimes parents just squirt it on the top of the hair and try to massage it in. This is NOT the way we explain in the instructions. You must achieve a uniform coverage of the entire scalp to be effective. It is critical to be touching the scalp with the nozzle the entire time you apply the lotion. The "criss cross" pattern of application assures even, complete coverage.
- c) Parents do not completely dry the lotion on the scalp.
You must dry the scalp so that it is totally dry. The lotion works by drying onto the louse and plugging up its breathing holes. If you leave the scalp and hair partly wet then the lotion can be accidentally rubbed off when your child changes his shirt, lies down on his pillow, rubs his hair, or lies on the carpet or couch. By thoroughly drying the lotion in the scalp, the lotion adheres to the lice and kills them.
- d) The timing between the applications is wrong.
You must use the treatment in three applications done at one-week intervals. The dried lotion kills lice and disrupts their life cycle. If you wait too long for the next application, then baby lice can grow into adults and lay eggs and continue the cycle.

Item 6.1.3 Red Oak Middle School Water Event of September 1, 2014 – Final Report of Expenditures for Review and Acceptance by the District’s Insurance Provider
– Provided by Business Manager Shirley Maxell

Background Information: Although the water event at Red Oak Middle School took place the weekend of September 1, the process of making all required corrections and assembling final invoices for insurance review has finally reached the conclusion. Enclosed is a detailed list of all expenses submitted to the district’s insurance company.

Please allow Shirley Maxwell a few minutes to review this report. No official action is needed by the Board this evening.

Suggested Board Action: none anticipated

6.1.3 Red Oak Middle School Water Event of September 1, 2014—Final Report of Expenditures for Review and Acceptance by the District’s Insurance Provider--

Below you will find an itemized listing of cost for the Middle School water damage project. Total cost of the project was \$213,734.91. EMC insurance estimated the total replacement cost of the loss was \$134,445.49 with a deductible of \$1,000.00, and depreciation in the amount of \$37,912.26, leaving an actual cash value payment of \$95,533.23. (We have received this cash value payment). Since the district carries Replacement Cost Coverage we will be paid the /actual Cash Value (replacement cost of an item minus depreciation). We have submitted copies of all invoices to EMC Insurance.

| MIDDLE SCHOOL WATER DAMAGE | | |
|---|--|--------------|
| | | |
| Fund: Physical Plant and Equipment Levy | | |
| Vendor | Description | Amount |
| Advanced Restoration | Mold Remediation, Drying | \$27,221.96 |
| Sterling Computer | Access points Licenses | \$5,413.30 |
| Martin Brothers | Heated Cart for food transportation | \$1,872.50 |
| Sellers Construction | Repairs | \$37,092.78 |
| Estes Construction | Consultation | \$32,644.10 |
| Sterling Computer | 4 surveillance cameras | \$2,396.00 |
| O’Neal Electric | Electrical work | \$57,452.00 |
| Carpet Plus Carpet Bargain Barn | Carpet | \$10,984.90 |
| Phillips Floors | Installation | \$4,375.00 |
| Rogers Plumbing and Heating | New valve at mop sink | \$3,758.44 |
| | | |
| GRAND TOTAL - FUND 36 | | \$183,210.98 |
| Fund 10 | | |
| | | |
| Technology Salary | | \$943.62 |
| Para Salary | | \$214.03 |
| Teacher Salary | | \$165.00 |
| Secretary Salary | | \$1,179.60 |
| Custodian Salary | | \$2,174.29 |
| FICA | | \$357.76 |
| IPERS | | \$417.62 |
| American Alarms | Fire Alarm Work | \$1,774.72 |
| AQS Environmental | Testing Air Services | \$715.00 |
| Rogers Plumbing and Heating | Repairs | \$4,898.45 |
| Travel | Employees’ reimbursement between buildings | \$163.72 |
| Martin Brothers | Supplies | \$1,091.60 |
| Pizza Ranch | Meeting meals | \$363.00 |
| Red Oak Do It Center | Ceiling Tiles | \$207.60 |

| | | |
|----------------------------------|-----------------------------|--------------|
| | | |
| Telephone Connections | Pull cables/network cables | \$3,495.07 |
| Watkins True Value | Supplies | \$365.45 |
| Kmart | Supplies | \$109.97 |
| School Specialty | Bookcases | \$489.00 |
| Indoff Incorporated | Toilet Partitions | \$7,620.00 |
| Global | Whiteboard | \$326.40 |
| Egan Supply Company | Floor Supplies | \$870.16 |
| Wilson Performing Art Center | Rent for Middle School Play | \$200.00 |
| AQS Environmental | Asbestos testing | \$200.00 |
| American Alarms | Fire Alarm Work | \$923.75 |
| Power Lock | Key Blanks | \$6.00 |
| Hockenbergs | Supplies | \$1,237.12 |
| Family Dollar | Supplies | \$15.00 |
| GRAND TOTAL FUND 10 | | \$30,523.93 |
| | | |
| OVERALL TOTAL FOR PROJECT | | \$213,734.91 |
| Amount received from EMC to date | | \$95,533.23 |
| Amount Remaining | | \$118,201.68 |

Item 6.1.4 School Budget Planning with Projections and Preparation for the April 13
School Budget Hearing – Business Manager Shirley Maxwell

Background Information: The process for publishing the school budget for fiscal year '16 is nearing completion. At this writing, the district still must develop a budget without any finite direction on budget growth by the Iowa Legislature.

School Business Manager Shirley Maxwell discussed with the Directors at the last meeting some projections that could be made for revenues and expenditures along with the projected taxing amounts that would be required. Especially in the Management Fund the district could make significant adjustments that would lower the property tax requirement.

Enclosed is some work provided by the business manager showing reduction plans in the management fund balance. Please allow a few minutes for Shirley Maxwell to review this information.

Suggested Board Action: none anticipated

RED OAK SCHOOL ESTIMATED TAX LEVY /MANAGEMENT LEVY SCENARIOS

Scenario #1

| | | | 2014-2015 year |
|-------------------------------------|------------------------------------|---|---------------------------------|
| Cash Reserve Levy | \$0 | | 0 |
| Management Fund | \$0 | Line 21.1 | \$950,000 0 tax levied |
| Income Surtax/Instructional Support | 8% | Line 10.15 | 5% |
| Income Surtax/ Voted PPEL | 1% | Line 19.4 | 8% |
| Reg.Program % Growth (estimate) | Budget Guarantee (A/L Line 4.8) | Combined District Cost (A/L Line 5.19) | Overall Tax Rate (Tax Cert.) |
| 0% | \$312,984 | \$10,167,912 | 14.56 |
| 1.25% | \$222,664 | \$10,181,639 | 14.34 |
| 2% | \$169,601 | \$10,189,721 | 14.21 |
| 3% | \$97,345 | \$10,200,734 | 14.03 |
| 4% | \$25,089 | \$10,216,496 | 13.85 |

Remember: You cannot increase levies once published and approved.
Last year's tax levy was \$15.93/1000 assessed valuation.

Scenario #2

| | | | 2014-2015 year |
|-------------------------------------|------------------------------------|---|--------------------------------------|
| Cash Reserve Levy | 0 | | 0 |
| Management Fund | \$250,000 | Line 21.1 (\$.71/1000 va | 950000 \$2.71/100 assessed valuation |
| Income Surtax/Instructional Support | 0.08 | Line 10.15 | 0.05 |
| Income Surtax/ Voted PPEL | 0.01 | Line 19.4 | 0.08 |
| Reg.Program % Growth (estimate) | Budget Guarantee (A/L Line 4.8) | Combined District Cost (A/L Line 5.19) | Overall Tax Rate (Tax Cert.) |
| 0 | \$312,984 | \$10,167,912 | 15.27 |
| 0.0125 | \$222,664 | \$10,181,639 | 15.05 |
| 0.02 | \$169,601 | \$10,189,721 | 14.92 |
| 0.03 | \$97,345 | \$10,200,734 | 14.74 |
| 0.04 | \$25,089 | \$10,216,496 | 14.57 |

Remember: You cannot increase levies once published and approved.
Last year's tax levy was \$15.93/1000 assessed valuation.

Scenario #3

| | 2014-2015 year | | |
|-------------------------------------|------------------------------------|---|---------------------------------------|
| Cash Reserve Levy | 0 | | 0 |
| Management Fund | \$300,000 | Line 21.1 (\$.85/1000 va | 950000 \$2.71/1000 assessed valuation |
| Income Surtax/Instructional Support | 0.08 | Line 10.15 | 0.05 |
| Income Surtax/ Voted PPEL | 0.01 | Line 19.4 | 0.08 |
| Reg.Program % Growth (estimate) | Budget Guarantee (A/L Line 4.8) | Combined District Cost (A/L Line 5.19) | Overall Tax Rate (Tax Cert.) |
| | 0 | \$312,984 | \$10,167,912 15.41 |
| | 0.0125 | \$222,664 | \$10,181,639 15.19 |
| | 0.02 | \$169,601 | \$10,189,721 15.06 |
| | 0.03 | \$97,345 | \$10,200,734 14.88 |
| | 0.04 | \$25,089 | \$10,216,496 14.7 |

Remember: You cannot increase levies once published and approved.
 Last year's tax levy was \$15.93/1000 assessed valuation.

Scenario #4

| | 2014-2015 year | | |
|-------------------------------------|------------------------------------|---|--------------------------------------|
| Cash Reserve Levy | 0 | | 0 |
| Management Fund | \$400,000 | Line 21.1 (\$1.14/1000 \ | 950000 \$2.71/100 assessed valuation |
| Income Surtax/Instructional Support | 0.08 | Line 10.15 | 0.05 |
| Income Surtax/ Voted PPEL | 0.01 | Line 19.4 | 0.08 |
| Reg.Program % Growth (estimate) | Budget Guarantee (A/L Line 4.8) | Combined District Cost (A/L Line 5.19) | Overall Tax Rate (Tax Cert.) |
| | 0 | \$312,984 | \$10,167,912 15.70 |
| | 0.0125 | \$222,664 | \$10,181,639 15.48 |
| | 0.02 | \$169,601 | \$10,189,721 15.35 |
| | 0.03 | \$97,345 | \$10,200,734 15.17 |
| | 0.04 | \$25,089 | \$10,216,496 14.99 |

Remember: You cannot increase levies once published and approved.
 Last year's tax levy was \$15.93/1000 assessed valuation.

Item 6.2.1 Tiger Vision: Phase I Construction of a New Building on the Campus of Red Oak High School and Renovation of the Current High School Building – Review and Probable Action to Approve a Contract for the Construction Management Firm Boyd Jones of Omaha, Nebraska

Background Information: The Directors' Subcommittee for Facilities & Operations (Fellers/Griffen) completed contract discussions with representatives of Boyd Jones Construction – Robert Volz, Executive Vice President and George Schuler, Vice President. Significant review work was completed by Danielle J. Haindfield of Ahlers & Cooney, P.C.

Enclosed is a copy of the contract for your review. As needed, the contract can be reviewed by Lee Fellers and/or Paul Griffen. After the Directors are satisfied with the content, formal action should take place to approve the construction management contract with Boyd Jones Construction with all terms as contained therein.

Suggested Board Action: (as provided)



AIA[®] Document C132[™] – 2009

Standard Form of Agreement Between Owner and Construction Manager as Adviser

AGREEMENT made as of the 23rd day of February in the year 2015
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Red Oak Community School District
2011 North 8th
Red Oak, Iowa 51566
Telephone Number: 712-623-6600
Fax Number: 712-623-6603

and the Construction Manager:
(Name, legal status, address and other information)

Boyd Jones Construction Company
4360 Nicholas Street
Omaha, Nebraska 68131
Telephone Number: 402-553-1804
Fax Number: 402-561-7705

for the following Project:
(Name, location and detailed description)

Additions and Renovations to the Red Oak High School
2011 North 8th Street
Red Oak, IA 51566

The Architect:
(Name, legal status, address and other information)

BLDD Architects, Inc.
5138 Utica Ridge Road
Davenport, Iowa 52807
Telephone Number: 563-359-5777

The Owner and Construction Manager agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132[™]-2009, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; A232[™]-2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; and B132[™]-2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition.

AIA Document A232[™]-2009 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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2 CONSTRUCTION MANAGER'S RESPONSIBILITIES
3 SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES
4 ADDITIONAL SERVICES
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6 COST OF THE WORK
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12 SPECIAL TERMS AND CONDITIONS
13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution" or "to be determined later by mutual agreement.")

§ 1.1.1 The Owner's program for the Project:

(Identify documentation or state the manner in which the program will be developed.)

| As developed by BLDD Architects, Inc. and approved by the Owner. See Exhibit A.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

| See Exhibit A.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

| See Exhibit A.

§ 1.1.4 The Owner's anticipated design and construction schedule:

.1 Design phase milestone dates, if any:

.2 Commencement of construction:

Init.

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User Notes:

(1851291478)

Anticipated August, 2015

.3 Substantial Completion date or milestone dates:

(Paragraphs deleted) Anticipated June, 2017

§ 1.1.5 The Owner intends the following procurement method for the Project:
(Identify method such as competitive bid, negotiated Contract or multiple Prime Contracts.)

Competitive bid of multiple prime contracts. The number of prime contracts to be determined and approved by the Owner after consultation with the Construction Manager.

§ 1.1.6 The Owner's requirements for accelerated or fast-track scheduling, multiple bid packages, or phased construction are set forth below:
(List number and type of bid/procurement packages.)

To be determined.

§ 1.1.7 Other Project information:
(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements.)

Not applicable.

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.5:
(List name, address and other information.)

Terry Schmidt, Superintendent
Red Oak Community School District
2011 North 8th
Red Oak, Iowa 51566

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Construction Manager's submittals to the Owner are as follows:
(List name, address and other information.)

Red Oak Community School District Board of Directors as may be required by law.

§ 1.1.10 Unless provided by the Construction Manager, the Owner will retain the following consultants and contractors:
(List name, legal status, address and other information.)

.1 Land Surveyor:

To be determined.

.2 Geotechnical Engineer:

To be determined.

.3 Civil Engineer:

N/A

.4 Other:

(List any other consultants retained by the Owner, such as a Project or Program Manager, or construction contractor.)

Not Applicable.

§ 1.1.11 The Construction Manager identifies the following representative in accordance with Section 2.4:
(List name, address and other information.)

Robert Volz
Boyd Jones Construction Company
4360 Nicholas Street
Omaha, NE 68131
Telephone Number: 402-553-1804
Fax Number: 402-561-7705

§ 1.1.12 The Construction Manager's staffing plan as required under Section 3.3.2 shall include:
(List any specific requirements and personnel to be included in the staffing plan, if known.)

§ 1.1.13 The Construction Manager's consultants retained under Basic Services, if any:

- .1 Cost Estimator:
(List name, legal status, address and other information.)

Boyd Jones Construction Company
4360 Nicholas Street
Omaha, Nebraska 68131
402-553-1804
402-561-7705

- .2 Other consultants:

To be determined.

§ 1.1.14 The Construction Manager's consultants retained under Additional Services:

To be determined.

§ 1.1.15 Other Initial Information on which the Agreement is based:

To be determined.

§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Construction Manager shall appropriately adjust the schedules, the Construction Manager's services and the Construction Manager's compensation.

ARTICLE 2 CONSTRUCTION MANAGER'S RESPONSIBILITIES

§ 2.1 The Construction Manager shall provide the services as set forth in this Agreement.

§ 2.2.1 The Construction Manager has been engaged to provide professional construction management services because of its character, expertise, experience and qualifications in dealing with public projects of similar scope. The Construction Manager shall exercise skill and care consistent with the expertise, experience and qualifications of construction management professionals necessary for the successful performance of this educational project.

§ 2.2.2 Construction Manager shall provide professional construction management services on this Project. Such professional services include substantial discretion and authority to plan, schedule, estimate, approve, coordinate, manage and direct phases of the Project, within the parameters of the Contract Documents. Owner hereby finds and Construction Manager hereby represents and concurs that professional construction management services require a high degree of professional skill and experience in the construction management industry, and that Construction Manager possesses such requisite skill and experience to manage a public construction project of this size and type. The Construction Manager represents that he is knowledgeable in public construction and shall exercise reasonable care and skill to comply with all applicable federal and state laws as well as rules, regulations and specifications adopted by any agency with authority over the construction of this Project.

§ 2.2 The Construction Manager shall perform its services consistent with the skill and care ordinarily provided by construction managers practicing in the same or similar locality under the same or similar circumstances. The Construction Manager shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Project.

§ 2.3 The Construction Manager shall provide its services in conjunction with the services of an Architect as described in AIA Document B132™-2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition. The Construction Manager shall not be responsible for actions taken by the Architect.

§ 2.4 The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

§ 2.5 Except with the Owner's knowledge and consent, the Construction Manager shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Construction Manager's judgment with respect to this Project.

§ 2.6 The Construction Manager shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Construction Manager normally maintains, the Owner shall reimburse the Construction Manager for any additional cost.

§ 2.6.1 Comprehensive General Liability with policy limits of not less than One Million Dollars (\$ 1,000,000.00) for each occurrence and Two Million Dollars (\$2,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering owned and rented vehicles operated by the Construction Manager with policy limits of not less than One Million Dollars (\$ 1,000,000.00) combined single limit and Two Million Dollars (\$2,000,000.00) aggregate for bodily injury and property damage.

§ 2.6.3 The Construction Manager may use umbrella or excess liability insurance to achieve the required coverage for Comprehensive General Liability and Automobile Liability, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies.

§ 2.6.4 Workers' Compensation at statutory limits and Employers Liability with a policy limit of not less than One Million Dollars (\$ 1,000,000.00).

§ 2.6.5 Professional Liability covering the Construction Manager's negligent acts, errors and omissions in its performance of services with policy limits of not less than Two Million Dollars (\$ 2,000,000.00) per claim and in the aggregate. The Construction Manager shall maintain this coverage until completion of the Project and for a period of two (2) years thereafter.

§ 2.6.6 The Construction Manager shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.6. The certificates will show the Owner as an additional insured on the Comprehensive General Liability, Automobile Liability, umbrella or excess policies.

ARTICLE 3 SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES

§ 3.1 Definition

The Construction Manager's Basic Services consist of those described in Sections 3.2 and 3.3 and include usual and customary construction coordination and scheduling, constructability review, cost estimating, and allocation of

construction activities among the Multiple Prime Contractors and other services as may be necessary to provide a complete and accurate performance of services. The Construction Manager shall exercise reasonable care in the event it engages engineers, consultants, subcontractors, agents, employees and/or officers (collectively the Consultants) to engage only such persons and entities who possess the experience, skill, knowledge and character necessary to qualify them individually for the particular duties they perform and who shall perform all work in conformity with the standards of reasonable care and skill with respect to professional services they are rendering. The Construction Manager assumes responsibility and liability for the acts, errors and omissions of its Consultants.

§ 3.2 Preconstruction Phase

§ 3.2.1 The Construction Manager shall review the program furnished by the Owner and any evaluation of the Owner's program provided by the Architect, to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner and Architect.

§ 3.2.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

§ 3.2.3 The Construction Manager shall prepare, and deliver to the Owner, a written Construction Management Plan that includes, at a minimum, the following: (1) preliminary evaluations required in Section 3.2.2, (2) a Project schedule, (3) cost estimates, (4) recommendations for Project delivery method, and (5) Contractors' scopes of Work, if multiple Contractors or fast-track construction will be used. The Construction Manager shall update the Construction Management Plan over the course of the Project, unless additional updates are requested by the Owner.

§ 3.2.3.1 The Construction Manager shall also prepare a detailed estimate of construction costs to include all phases and costs associated with the Project. The Construction Budget shall be accompanied by a report to the Owner identifying variances from the Owner's Project Budget. Such report shall be updated on a monthly basis as otherwise needed. The Construction Manager shall make suggestions of alternative construction as necessary to maintain the construction budget and shall facilitate decisions by the Owner and Architect when changes to the design are required to remain within the Owner's Project and Construction Budget.

§ 3.2.4 Based on preliminary design and other design criteria prepared by the Architect, the Construction Manager shall prepare preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume or similar conceptual estimating techniques for the Architect's review and Owner's approval. If the Architect suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of those alternative materials and systems and may also provide its own suggestions.

§ 3.2.5 The Construction Manager shall expeditiously review design documents during their development and advise the Owner and Architect on proposed site use and improvements, selection of materials, and building systems and equipment and methods of Project delivery. The Construction Manager shall also provide recommendations to the Owner and Architect on constructability, availability of materials and labor, sequencing for phased construction, time requirements for procurement, installation and construction, and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions.

§ 3.2.6 The Construction Manager shall prepare and routinely update the Project schedule included in the Construction Management Plan for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities with anticipated construction schedules and highlighted critical and long lead-time items that could affect the Project's timely completion.

§ 3.2.7 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, estimates of the Cost of the Work of increasing detail and refinement. The Construction Manager shall include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in the estimates of the Cost of the Work. Such estimates shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall advise the Owner and Architect if it appears that

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the Cost of the Work may exceed the Owner's last-approved construction budget and make recommendations for corrective action.

§ 3.2.8 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall consult with the Owner and Architect and make recommendations whenever the Construction Manager determines that design details adversely affect constructability, cost or schedules.

§ 3.2.9 The Construction Manager shall provide recommendations and information to the Owner and Architect regarding the assignment of responsibilities for temporary Project facilities and equipment, materials and services for common use of the Contractors. The Construction Manager shall verify that such requirements and assignment of responsibilities are included in the proposed Contract Documents.

§ 3.2.10 The Construction Manager shall provide recommendations and information to the Owner regarding the allocation of responsibilities for safety programs among the Contractors.

§ 3.2.11 The Construction Manager shall provide recommendations to the Owner on the division of the Project into individual Contracts for the construction of various categories of Work, including the method to be used for selecting Contractors and awarding Contracts. If multiple Contracts are to be awarded, the Construction Manager shall review the Drawings, Specifications and any other Construction Documents and make recommendations as required to provide that (1) the Work of the Contractors is coordinated, (2) all requirements for the Project are assigned to the appropriate Contract, (3) the likelihood of jurisdictional disputes is minimized, and (4) proper coordination is provided for phased construction.

§ 3.2.12 The Construction Manager shall update the Project schedule to include the components of the Work, including phasing of construction, times of commencement and completion required of each Contractor, ordering and delivery of products, including those that must be ordered well in advance of construction, and the occupancy requirements of the Owner.

§ 3.2.13 The Construction Manager shall expedite and coordinate the ordering and delivery of materials, including those that must be ordered well in advance of construction.

§ 3.2.14 The Construction Manager shall assist the Owner in selecting, retaining and coordinating the professional services of surveyors, special consultants and testing laboratories required for the Project.

§ 3.2.15 The Construction Manager shall provide an analysis of the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The Construction Manager shall make recommendations for actions designed to minimize adverse effects of labor shortages.

§ 3.2.16 The Construction Manager shall provide the Owner with information regarding applicable requirements for equal employment opportunity programs, and other programs as may be required by governmental and for quasi governmental authorities for inclusion in the Contract Documents.

§ 3.2.17 Following the Owner's approval of the Drawings, Specifications and other Construction Documents, the Construction Manager shall update and submit the latest estimate of the Cost of the Work and the Project schedule for the Architect's review and the Owner's approval.

§ 3.2.18 The Construction Manager shall submit a list of prospective bidders for the Architect's review and the Owner's approval.

§ 3.2.19 The Construction Manager shall develop bidders' interest in the Project and establish bidding schedules. The Construction Manager, with the assistance of the Architect, shall issue bidding documents to bidders and conduct pre-bid conferences with prospective bidders. The Construction Manager shall issue the current Project schedule with each set of bidding documents. The Construction Manager and the Architect shall work together to answer questions from bidders and issue addenda. The Construction Manager shall work with the Owner and its legal counsel, as necessary, to ensure all Iowa Competitive Bidding Laws as outlined in Iowa Code Chapters 26 and 573, as amended from time to time.

§ 3.2.20 The Construction Manager shall receive bids, prepare bid analyses and make recommendations to the Owner for the Owner's award of Contracts or rejection of bids.

§ 3.2.21 The Construction Manager shall prepare for the Owner's review, Construction Contracts and advise the Owner on the acceptability of Subcontractors and material suppliers proposed by Multiple Prime Contractors.

§ 3.2.22 The Construction Manager shall obtain on the Owner's behalf, building permits and special permits for permanent improvements, except for permits required to be obtained directly by the various Multiple Prime Contractors. The Construction Manager shall verify that the Owner has paid applicable fees and assessments. The Construction Manager shall assist the Owner and Architect in connection with the Owner's responsibility for filing documents required for the approvals of governmental authorities having jurisdiction over the Project.

§ 3.3 Construction Phase Administration of the Construction Contract

§ 3.3.1 Subject to Section 4.3, the Construction Manager's responsibility to provide Construction Phase Services commences with the award of the initial Contract for Construction and terminates thirty (30) days after the Owner accepts the Architect issued final Certificate for Payment, except for the continuing duty to provide a one-year warranty inspection.

§ 3.3.2 The Construction Manager shall provide a staffing plan to include one or more representatives who shall be in attendance during the construction phase, provide full-time attendance at the Project site whenever the Work is being performed, and when otherwise necessary even when work is not being performed as determined by Construction Manager.

§ 3.3.3 The Construction Manager shall provide on-site administration of the Contracts for Construction in cooperation with the Architect as set forth below and in AIA Document A232™-2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition, as may be amended. If the Owner and Contractor modify AIA Document A232-2009, those modifications shall not affect the Construction Manager's services under this Agreement unless the Owner and the Construction Manager amend this Agreement.

§ 3.3.4 The Construction Manager shall provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Multiple Prime Contractors with each other and with those of the Construction Manager, the Owner and the Architect. The Construction Manager shall coordinate the activities of the Multiple Prime Contractors in accordance with the latest approved Project schedule and the Contract Documents. Owner and Construction Manager agree that Construction Manager will provide full-time (or some other amount of time as agreed between the parties) administration at the Project site during the Construction Phase.

§ 3.3.5 Utilizing the construction schedules provided by the Multiple Prime Contractors, the Construction Manager shall update the Project schedule, incorporating the activities of the Owner, Architect, and Multiple Prime Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery and procurement of products, including those that must be ordered well in advance of construction. The Project schedule shall include the Owner's occupancy requirements showing portions of the Project having occupancy priority. The Construction Manager shall update and reissue the Project schedule as required to show current conditions. If an update indicates that the previously approved Project schedule may not be met, the Construction Manager shall recommend corrective action, if any, to the Owner and Architect.

§ 3.3.6 The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, and scheduling of the Work. The Construction Manager shall prepare and promptly distribute minutes to the Owner, Architect and Multiple Prime Contractors.

§ 3.3.7 Consistent with various bidding documents and utilizing information from the Multiple Prime Contractors, the Construction Manager shall schedule and coordinate the sequence of construction and assignment of space in areas where the Multiple Prime Contractors are performing Work, in accordance with the Contract Documents and the latest approved Project schedule.

§ 3.3.8 The Construction Manager shall schedule all tests and inspections required by the Contract Documents or governmental authorities, and arrange for the delivery of test and inspection reports to the Owner and Architect.

(Paragraph deleted)

§ 3.3.9 If the Construction Manager identifies that Work is not in conformance with the Contract Documents the Construction Manager will immediately stop the Work (unless the non-conformance is of a very minor nature and will not impact the continuation of Work on the Project) and recommend to the Owner and Architect a course of corrective or other action. The Construction Manager shall work solely for the benefit of the Owner.

§ 3.3.10 The Construction Manager shall monitor and evaluate actual costs for activities in progress and estimates for uncompleted tasks and advise the Owner and Architect as to variances between actual and budgeted or estimated costs. If the Contractor is required to submit a Control Estimate, the Construction Manager shall meet with the Owner and Contractor to review the Control Estimate. The Construction Manager shall promptly notify the Contractor if there are any inconsistencies or inaccuracies in the information presented. The Construction Manager shall also report the Contractor's cost control information to the Owner.

§ 3.3.11 The Construction Manager shall develop cash flow reports and forecasts for the Project and advise the Owner and Architect as to variances between actual and budgeted or estimated costs.

§ 3.3.12 The Construction Manager shall maintain accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.

§ 3.3.12.1 The Construction Manager shall develop and implement procedures for the review and processing of Applications for Payment by Multiple Prime Contractors for progress and final payments.

§ 3.3.12.2 Not more frequently than monthly, the Construction Manager shall review and certify the amounts due the respective Contractors as follows:

- .1 Where there is only one Contractor responsible for performing the Work, the Construction Manager shall, within seven days after the Construction Manager receives the Contractor's Application for Payment, review the Application, certify the amount the Construction Manager determines is due the Contractor, and forward the Contractor's Application and Certificate for Payment to the Architect.
- .2 Where there are Multiple Prime Contractors responsible for performing different portions of the Project, the Construction Manager shall, within seven days after the Construction Manager receives each Contractor's Application for Payment: (1) review the Applications and certify the amount the Construction Manager determines is due each Contractor, (2) prepare a Summary of Contractors' Applications for Payment by summarizing information from each Contractor's Application for Payment, (3) prepare a Project Application and Certificate for Payment, (4) certify the total amount the Construction Manager determines is due all Multiple Prime Contractors collectively, and (5) forward the Summary of Contractors' Applications for Payment and Project Application and Certificate for Payment to the Architect.

§ 3.3.12.3 The Construction Manager's certification for payment shall constitute a representation to the Owner, based on the Construction Manager's evaluations of the Work and on the data comprising the Contractors' Applications for Payment, that, to the best of the Construction Manager's knowledge, information and belief, the Work has progressed to the point indicated and the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion and to specific qualifications expressed by the Construction Manager. The issuance of a Certificate for Payment shall further constitute a recommendation to the Architect and Owner that the Contractor be paid the amount certified.

§ 3.3.12.4 The certification of an Application for Payment or a Project Application for Payment by the Construction Manager shall not be a representation that the Construction Manager has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences for the Contractor's own Work, or procedures; (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.3.13 The Construction Manager shall review the safety programs developed by each of the Multiple Prime Contractors solely and exclusively for purposes of coordinating the safety programs with those of the other Contractors and for making recommendations to the Owner for any safety programs not included in the Work of the Multiple Prime Contractors. The Construction Manager's responsibilities for coordination of safety programs shall not extend to direct control over or charge of the acts or omissions of the Contractor, Multiple Prime Contractors, Subcontractors, agents or employees of the Contractors or Multiple Prime Contractors or Subcontractors, or any other persons performing portions of the Work and not directly employed by the Construction Manager.

§ 3.3.14 The Construction Manager shall determine in general that the Work of each Contractor is being performed in accordance with the requirements of the Contract Documents and notify the Owner, Contractor and Architect of defects and deficiencies in the Work. The Construction Manager shall have the authority to reject Work that does not conform to the Contract Documents and shall notify the Architect about the rejection. The failure of the Construction Manager to reject Work shall not constitute the acceptance of the Work. The Construction Manager shall record any rejection of Work in its daily log and include information regarding the rejected Work in its progress reports to the Architect and Owner pursuant to Section 3.3.20.1. Upon written authorization from the Owner, the Construction Manager may require and make arrangements for additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed, and the Construction Manager shall give timely notice to the Architect of when and where the tests and inspections are to be made so that the Architect may be present for such procedures.

§ 3.3.15 The Construction Manager shall advise and consult with the Owner and Architect during the performance of its Construction Phase Services. The Construction Manager shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Construction Manager shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work of each of the Contractors, since these are solely the Contractor's rights and responsibilities under the Contract Documents. The Construction Manager shall not be responsible for a Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall be responsible for the Construction Manager's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or Multiple Prime Contractors, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

§ 3.3.16 The Construction Manager shall transmit to the Architect requests for interpretations and requests for information of the meaning and intent of the Drawings and Specifications with its written recommendation, and assist in the resolution of questions that may arise.

§ 3.3.17 The Construction Manager shall review requests for changes, assist in negotiating Contractors' proposals, submit recommendations to the Architect and Owner, and, if they are accepted, prepare Change Orders and Construction Change Directives that incorporate the Architect's modifications to the Contract Documents.

§ 3.3.17.1 The Construction Manager shall receive certificates of insurance and bond documents from the Contractors and forward them to the Owner with a copy to the Architect.

§ 3.3.18 The Construction Manager shall assist the Initial Decision Maker in the review, evaluation and documentation of Claims, subject to Section 4.3.1.7.

(Paragraph deleted)

§ 3.3.19 In collaboration with the Architect, the Construction Manager shall establish and implement procedures for expediting the process and approval of Shop Drawings, Product Data, Samples and other submittals. The Construction Manager shall review all Shop Drawings, Product Data, Samples and other submittals from the Contractors for general compliance with the Contract Documents and applicable laws, ordinances, building codes and regulations. The Construction Manager shall coordinate submittals with information contained in related documents and transmit to the Architect, with copies to the Owner, of those which have been approved by the Construction Manager. The Construction Manager's actions shall be taken in accordance with the Project submittal schedule approved by the Architect, or in the absence of an approved Project submittal schedule, with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor, other Multiple Prime Contractors, the Owner or the Architect.

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§ 3.3.20 The Construction Manager shall keep a daily log containing a record of weather, each Contractor's Work on the site, number of workers, identification of equipment, Work accomplished, problems encountered, and other similar relevant data as the Owner may require or request.

§ 3.3.20.1 The Construction Manager shall record the progress of the Project. On a monthly basis, or as otherwise necessary due to a status change in the project schedule, etc., the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information identified below:

- .1 Work completed for the period;
- .2 Project schedule status;
- .3 Submittal schedule and status report, including a summary of remaining and outstanding submittals;
- .4 Request for information, Change Order, and Construction Change Directive status reports;
- .5 Tests and inspection reports;
- .6 Status report of nonconforming and rejected Work;
- .7 Daily logs;
- .8 Summary of all Multiple Prime Contractors' Applications for Payment;
- .9 Cumulative total of the Cost of the Work to date including the Construction Manager's compensation and reimbursable expenses at the job site, if any;
- .10 Cash-flow and forecast reports; and
- .11 Any other items the Owner may require or request.

§ 3.3.20.2 In addition, for Projects constructed on the basis of the Cost of the Work, the Construction Manager shall include the following additional information in its progress reports:

- .1 Contractor's work force report;
- .2 Equipment utilization report;
- .3 Cost summary, comparing actual costs to updated cost estimates; and
- .4 Any other items as the Owner may require:

Not applicable.

§ 3.3.21 The Construction Manager shall maintain at the site one recorded copy of all Contracts, Drawings, Specifications, addenda, Change Orders and other Modifications, in good order and marked currently to record all changes and selections made during construction, and in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. The Construction Manager shall maintain records, in duplicate, of principal building layout lines, elevations of the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer. The Construction Manager shall make all such records available to the Architect and the Contractor, and upon completion of the Project, shall deliver them to the Owner.

§ 3.3.22 The Construction Manager shall arrange for the delivery, storage, protection and security of Owner-purchased materials, systems and equipment that are a part of the Project until such items are incorporated into the Work.

§ 3.3.23 With the Architect and the Owner's maintenance personnel, the Construction Manager shall observe the Contractor's or Multiple Prime Contractors' final testing and start-up of utilities, operational systems and equipment and observe any commissioning as the Contract Documents may require.

§ 3.3.24 When the Construction Manager considers each Contractor's Work or a designated portion thereof is substantially complete, the Construction Manager shall, jointly with the Contractor, prepare for the Architect a list of incomplete or unsatisfactory items and a schedule for their completion. The Construction Manager shall assist the Architect in conducting inspections to determine whether the Work or designated portion thereof is substantially complete.

§ 3.3.24.1 Upon achievement of substantial completion, the Construction Manager shall assist the Architect in performing its responsibilities in accordance with procedures for the review and processing of applications by contractors for progress payments and final payments as the Owner's Designated Representative under Iowa law for purposes of evaluating the release of retainage.

§ 3.3.25 When the Work or designated portion thereof is substantially complete, the Construction Manager shall prepare, and the Construction Manager and Architect shall execute, a Certificate of Substantial Completion. The Construction Manager shall submit the executed Certificate to the Owner and Contractor. The Construction Manager shall coordinate the correction and completion of the Work. Following issuance of a Certificate of Substantial Completion of the Work or a designated portion thereof, the Construction Manager shall evaluate the completion of the Work of the Contractor or Multiple Prime Contractors and make recommendations to the Architect when Work is ready for final inspection. The Construction Manager shall assist the Architect in conducting final inspections.

§ 3.3.26 The Construction Manager shall forward to the Owner, with a copy to the Architect, the following information received from the Contractor or Multiple Prime Contractors: (1) certificates of insurance received from the Contractor or Multiple Prime Contractors; (2) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (3) affidavits, receipts, releases and waivers of liens and/or Iowa Code Chapter 573 claims or bonds indemnifying the Owner against liens; and (4) any other documentation required of the Contractor under the Contract Documents, including warranties and similar submittals.

§ 3.3.27 The Construction Manager shall secure and transmit to the Architect warranties and similar submittals required by the Contract Documents for delivery to the Owner and deliver all keys, manuals, record drawings and maintenance stocks to the Owner. The Construction Manager shall forward to the Architect a final Project Application for Payment upon compliance with the requirements of the Contract Documents. Prior to final completion of the Project, the Construction Manager shall compile manufacturers' operations and maintenance manuals, warranties, and guarantees, and certificates, and index and bind such documents in an organized manner and provide the binder to the Owner. The Construction Manager shall also secure and transmit to the Owner required affidavits, releases, bonds and waivers and shall deliver to the Owner all keys and other information. In consultation with the Architect, the Construction Manager shall determine when the Project and the Contractor's work is finally completed, and shall provide to the Owner a written recommendation regarding payment to the Contractor and shall issue a final Project Application for payment upon compliance with the requirements of the Contract Documents. At the conclusion of the Project, the Construction Manager shall prepare and deliver to the Owner final project account and close-out reports. The Construction Manager shall collect and submit the as-built drawings to the Owner within four (4) weeks of the date of final completion. The Construction Manager shall also assist the Owner in checking all equipment and verifying that all Project systems are working properly at the end of the Project and prior to Final Completion and Acceptance.

§ 3.3.28 Duties, responsibilities and limitations of authority of the Construction Manager as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the Owner, and Construction Manager. Consent shall not be unreasonably withheld. The Architect shall be informed of any modifications made to the Construction Manager's contractual duties or responsibilities.

§ 3.3.28.1 The Construction Manager shall, by visits to the site and by adequate and necessary observations and inspections, required or otherwise appropriate to the stage and nature of the construction activities, exercise due diligence to safeguard the Owner from defects and deficiencies in the Work performed and materials provided by the Multiple Prime Contractors and from the Multiple Prime Contractors' failure to carry out the Work in accordance with the Contract Documents and the Project schedule. These provisions shall require a representative of the Construction Manager to be on site at all times construction is being performed on the Project. This individual shall also be available at all times, whether on site or not, by cellular phone.

§ 3.3.28.2 During the one (1) year warranty and correction period following the date of Substantial Completion, the Construction Manager shall oversee, monitor and coordinate the remedial work of the Contractors, including but not limited to, making certain that the respective Contractors are notified of the extent and nature of the remedial work which needs to be done, and that such work is done in a timely and satisfactory manner.

§ 3.3.29 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Construction Manager shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.