



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

***2011 North 8<sup>th</sup> 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

Monday, January 11, 2016 – 6:00 pm

#### **- Revised Amended Agenda –**

- 1.0 Call to Order – Board of Directors President Paul Griffen
- 2.0 Roll Call – Board of Directors Secretary Shirley Maxwell
- 3.0 Approval of the Agenda – President Paul Griffen
- 4.0 Communications
  - 4.1 Good News from Red Oak Schools
  - 4.2 Visitors and Presentations
  - 4.3 Affirmations and Commendations
  - 4.4 Correspondence
- 5.0 Consent Agenda *Page 1*
  - 5.1 Review and Approval of Minutes from December 14 and 21, 2015 and January 4, 2016
  - 5.2 Review and Approval of Monthly Business Reports
  - 5.3 Open Enrollment Requests Consideration
- 6.0 General Business for the Board of Directors

## 1.11.16 Red Oak Community School District Board of Directors Meeting Agenda

### 6.1 Old Business

6.1.1 Presentation / Approval of the 2014-2015 Audit Report by Nolte, Cornman & Johnson Page 1

6.1.2 Review / Approval of the Agreement for Professional Services with BLDD Architects Page 1

6.1.3 Discussion / Approval of an Agreement for Professional Architectural Services for Facilities Planning Page 1

6.1.4 Discussion to Approve the Purchase of a New Network Firewall for District Technology Page 2

### 6.2 New Business

6.2.1 Personnel Considerations Page 2

1. Resignation from High School/Middle School Math Teacher Emily Stout Effective at the End of the Current School Year

2. Recommendation to Hire Cole Meek as Middle School Wrestling Coach

### 7.0 Reports

#### 7.1 Administrative

- Discussion of the 2016 – 2017 Budget Preparations Page 2
- SAVE Money

#### 7.2 Future Conferences, Workshops, Seminars

#### 7.3 Other Announcements

8.0 Next Board of Directors Meeting: Monday, January 25, 2016 – 6:00 pm  
Sue Wagaman Board Room  
Red Oak CSD Administrative Center

### 9.0 Adjournment

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

## 1.11.16 Agenda Notes

### Item 5.0 Consent Agenda

**Background:** Enclosed are the reference pages for the following:

- Minutes from December 14, 2015, December 21, 2015, and January 4, 2016 *p. 1-5*
- Monthly Business Reports *p. 6-8*
- Open Enrollment Requests Consideration (for 2016-2017 school year): *At table*
  - Open enrollment in – Aedynn Graham grade 7 from Essex School District
  - Open enrollment in – Avery Graham grade 9 from Essex School District

**Recommendation:** Approve the consent agenda as presented.

### Item 6.0 General Business for the Board of Directors

#### 6.1.1 Presentation / Approval of the 2014-2015 Audit Report by Nolte, Cornman, & Johnson

**Background:** Nancy Janssen, partner in Nolte, Cornman & Johnson P.C. will be present tonight to give a “snapshot view” and comments of the 2014-2015 annual school audit. This is done annually with representation from the audit firm, sometimes in person and sometimes through a conference call. Since we have three new board members, we thought it would be nice if a representative from the firm was in attendance tonight.

**Recommendation:** Approve the 2014-2015 Red Oak CSD Audit Report as presented.

#### 6.1.2 Review / Approval of the Agreement for Professional Services with BLDD *p. 9-13* Architects

**Background:** There was an agreement brought to the board at the November 9, 2015 board meeting. The agreement is attached to this board packet as well. The decision in front of us is whether or not to continue utilizing the services of BLDD architects. We must give them written notice if cancelling our contract with them.

**Recommendation:** The board should determine if they wish to continue using the services of BLDD or switch to a different architect firm. We own the plans which have been completed to date and we are paid up on all bills to date. Discontinuing the contract would take a letter stating the intent to cancel the contract.

#### 6.1.3 Discussion / Approval of an Agreement for Professional Architectural Services *p. 14-15* for Facilities Planning:

**Background:** There will be two architects here Monday night representing their firms. They will have information on their services and answer questions. Their information is enclosed.

**Recommendation:** Approve using the services of the architect of your choice.

## 1.11.16 Agenda Notes

### Page 2

#### 6.1.4 Discussion to Approve the Purchase of a New Network Firewall for District Technology

**Background:** This was discussed at our last board meeting. We are needing to purchase a new firewall because our current one is a free source firewall and we do not have anyone here to support it. Mr. Deter will be at the board meeting to answer any questions that you may have. He has been extremely busy this past week getting bids and information on the best way to protect our network. He has had vendors and engineers looking at our system and will still be doing this next week as well. As a result, he will be providing an update during the board meeting but we will not be requesting action at this meeting. Our system is currently protected and Mr. Deter is working to make certain we are implementing the right solution.

**Recommendation:** No action will be sought at this board meeting.

#### 6.2 New Business

##### 6.2.1 Personnel Considerations

**Background:**

1. Resignation of High School/Middle School Math teacher Emily Stout effective at the end of the current school year. *p. 66*
2. Recommendation to hire Cole Meek as Middle School Wrestling coach. *p. 67*

**Recommendation:**

1. Approve the resignation of Emily Stout from her teaching duties effective at the end of the current school year.
2. Approve a coaching contract for Cole Meek as Middle School Wrestling Coach to be compensated at a rate of \$2270.63 per the Master Contract pending approval of the background check.

#### Item 7.0 Reports

##### 7.1 Administrative

- **Discussion of the 2016 – 2017 Budget Preparations:**

With the beginning of a new calendar year, it is also time to begin work on the 2016-2017 school budget. Although the budget process is a continual ongoing process there are certain timelines that must be met when preparing the budget for the next fiscal year. The budget forms have just been sent out from the Department of Management so we can now begin work on the aid and levy worksheet. We will keep you updated on the budget process at our meetings from now until the budget is certified before April 15<sup>th</sup>.

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  
December 14, 2015

This regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Paul Griffen at 6:00 p.m.

Present:

Directors: Paul Griffen, Kathy Walker, Bryce Johnson, Mark Johnson,

Absent: Bret Blackman

Tom Messinger, Superintendent, Shirley Maxwell, Board Secretary

**Approval of Agenda**

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

**Consent Agenda**

Motion by Director Walker, second by Director Mark Johnson to approve the consent agenda as presented. Motion carried unanimously.

Items comprised in the consent agenda:

- Review and Approval of Minutes from November 30, 2015
- Review and Approval of Monthly Business Reports
- Review and Approval of the Education Service Agreement with the Des Moines Independent Community School District

**Discussion / Approval for Transfer of Funds in the Student Activity Account per Auditor's Request**

Motion by Director Mark Johnson, second by Director Bryce Johnson to approve the transfer of funds as suggested by the auditor. Motion carried unanimously.

**Discussion / Approval of the Montgomery County Hazard Mitigation Plan**

Motion by Director Mark Johnson, second by Director Walker to approve the Montgomery County Hazard Mitigation Plan for the 2015-2016 school year. Motion carried unanimously.

**Discussion / Approval of the Return to Work Policy**

Motion by Director Walker, second by Director Mark Johnson to approve the Return to Work Policy as presented. Motion carried unanimously.

**Discussion / Approval of the Purchase Agreement with the Trebron Company, Inc. to Provide Continued Anti-Virus and Content Filter Protection for District Technology**

Motion by Director Walker, second by Director Mark Johnson to approve the purchase agreement with the Trebron Company, Inc. to provide Sophos Enduser Protection and Web not to exceed \$12,264.00 for a three year term. Motion carried unanimously. This is an anti-virus and content filter protection for District Technology. This license term is 12/2015-12/2018.

**Discussion / Approval of the Purchase of Forecast5 Analytics, a Financial Software Program**

Motion by Director Mark Johnson, second by Director Bryce Johnson to approve the purchase of Forecast5 Analytics. Motion carried unanimously. The cost of the financial software is \$10,500 with a renewal date of 6/30/2017. This includes both 5Cast8 and 5Sight5.

**Personnel Considerations**

Motion by Director Walker, second by Director Bryce Johnson to approve the resignation from HS custodian Andrew Parker effective 12.1.15. Motion carried unanimously.

Motion by Director Walker, second by Director Mark Johnson to approve an increase in contract hours for Vicki Strait, custodian, from 4 hours/day to 8 hours/day. Motion carried unanimously.

**Discussion / Approval for Presentations and Hiring an Architect for Facilities Planning and Design**

Discussion was held regarding the facilities planning and design. BLDD has been paid to date on all work that has been completed. A question was raised if we wanted to continue with BLDD as our architect or should information and fresh ideas be obtained from other architects. The facilities committee, board members and Superintendent Messinger are going to research this topic further. This discussion will continue at the special meeting that will be held on Dec. 21, 2015.

**Adjournment**

Motion by Director Walker, second by Director Mark Johnson to adjourn the meeting at 7:29 p.m. Motion carried unanimously.

The next regular board meeting will be held on Monday, January 11, 2016 in the Sue Wagaman Board Room, Red Oak CSD Administrative Center at 6:00 p.m. A special meeting to discuss school facilities will be held on Dec. 21, 2015 in the Sue Wagaman Board Room, Red Oak CSD Administrative Center at 5:30 p.m.

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Paul Griffen, President

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Shirley Maxwell, Board Secretary

**Red Oak Community School District  
Special 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  
December 21, 2015

This special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Paul Griffen at 5:30 p.m.

**Present:**

**Directors:** Paul Griffen, Bryce Johnson, Mark Johnson, Brett Blackman  
Tom Messinger, Superintendent and Shirley Maxwell, Board Secretary  
Kathy Walker joined the meeting at 5:54 p.m.

**Approval of Agenda**

Motion by Director Mark Johnson, second by Director Bryce Johnson to approve the agenda.  
Motion carried unanimously.

Motion by Director Mark Johnson, second by Director Blackman to amend the motion to approve the agenda with the order of agenda items at the discretion of the board president.  
Motion carried unanimously.

**Consent Agenda**

Motion by Director Bryce Johnson, second by Director Blackman to approve the consent agenda as presented. Motion carried unanimously. Item in the consent agenda:

- Review and Approval of Monthly Business Reports

**Visitors**

Senator Mark Castello and Representative David Sieck were in attendance at the meeting. They updated the directors on items they felt would be of major importance this year when the session begins. Some of these items included setting of state supplemental aid, school budgets, Smarter Balance Assessment Testing, SAVE tax, equalization of district cost per pupil and equity between districts for the cost of transportation. They stressed the importance of people emailing them while they are in session to voice concerns. They left the meeting at 6:07 p.m.

**Continued Discussion Concerning the Red Oak CSD Building Project**

The Directors reviewed the process to date of the district building project. They discussed when and how to move forward. Discussion centered around the importance of community involvement, presenting true hard facts to the public, setting a guideline going forward and following that guideline. There was discussion on who to work with if and when they do decide to move forward, continue with BLDD or talk with other architects that have expressed an interest. Boyd Jones offered their services in any way they could help. Daric O'Neal stated Alley Poyner Macchietto Architecture would be interested in being the architect. The district

has also been contacted by other firms. This item will be on the next agenda for further discussion and possible action.

**Personnel Considerations**

Motion by Director Mark Johnson, second by Director Walker to approve the recommendation to hire Lori Vanderhoof as Building Secretary at Inman Primary School at \$9.86 per hour, 8 hours per day, with a 10 month contract. Motion carried unanimously.

**Discussion / Approval West Central Development Lease Agreement**

Motion by Director Bryce Johnson, second by Director Blackman to approve the 2015-2016 West Central Development Lease Agreement. Motion carried unanimously.

**Adjournment**

Motion by Director Mark Johnson, second by Director Blackman to adjourn the meeting at 7:14 p.m. Motion carried unanimously. The next regular meeting will be held on Monday, January 11, 2016 at 6:00 p.m. in the Sue Wagaman Board Room at the Administrative Center.

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Paul Griffen, President

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Shirley Maxwell, Board Secretary



Red Oak Community School District  
Special 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  
January 4, 2016

This special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Paul Griffen at 7:30 p.m.

**Present:**

**Directors:** Bret Blackman, Kathy Walker, Mark Johnson, Paul Griffen, Bryce Johnson  
Tom Messinger, Superintendent and Shirley Maxwell, Board Secretary

**Approval of Agenda**

Motion by Director Mark Johnson, second by Director Bryce Johnson to approve the agenda as presented. Motion carried unanimously.

**Closed Session**

Motion by Director Walker, second by Director Mark Johnson to move into closed session at 7:31 p.m. per Iowa Code 21.5(1) to evaluate the professional competency of an individual whose appointment, hiring, performance discharge is being considered when necessary to prevent needless and irreparable injury to the individual's reputation, and that individual requests a closed session. Roll call vote was taken and the motion carried unanimously. The Directors came out of closed session at 8:18 p.m.

**Resignation**

Motion by Director Mark Johnson, second by Director Walker to approve the resignation of Henry Devito from his duties as technology coordinator assistant effective Jan. 1, 2016. Motion carried unanimously.

**Discussion/Approval of Network Firewall**

Technology Director Bob Deter discussed with the Directors the need of purchasing a new network firewall for the district. This item will be on the next agenda.

**Adjournment**

Motion by Director Walker, second by Director Blackman to adjourn the meeting at 8:34 p.m. Motion carried unanimously. The next regular meeting will be held on Monday, January 11, 2016 at 6:00 p.m. in the Sue Wagaman Board Room, Administrative Center in the Technology Building. Motion carried unanimously.

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Paul Griffen, President

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Shirley Maxwell, Board Secretary

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User ID: JAL

| Vendor Name                                       | Invoice Number                            | Amount          |
|---|---|-----------------|
| Account Number                                    | Detail Description                        | Amount          |
| Checking Account ID 1                             | Fund Number 10                            | OPERATING FUND  |
| CASEY'S   | 12312015                                  | 82.97           |
| 10 0020 2700 000 0000 626                         | GAS                                       | 82.97           |
| Vendor Name CASEY'S                               |   | <u>82.97</u>    |
| CENTURY LINK                                      | 12252015                                  | 443.31          |
| 10 0010 2410 000 0000 532                         | DISTRICT WIDE FIRE ALARM LINES            | 443.31          |
| Vendor Name CENTURY LINK                          |   | <u>443.31</u>   |
| CONTINUUM RETAIL ENERGY SERVICES, LLC             | 150-1511-9674                             | 2,676.36        |
| 10 1901 2600 000 0000 621                         | THERMS 1279                               | 632.75          |
| 10 1902 2600 000 0000 621                         | THERMS 170                                | 135.30          |
| 10 2020 2600 000 0000 621                         | THERMS 645                                | 363.41          |
| 10 3230 2600 000 0000 621                         | THERMS 3427                               | 1,544.90        |
| Vendor Name CONTINUUM RETAIL ENERGY SERVICES, LLC |   | <u>2,676.36</u> |
| FIRST BANKCARD                                    | 12112015                                  | 156.87          |
| 10 0010 1200 219 0000 612                         | hp 55A Black Original Toner Cartridge (CE | 156.87          |
| FIRST BANKCARD                                    | 12172015                                  | 14.67           |
| 10 0010 2510 000 0000 580                         | MEAL MEETING                              | 14.67           |
| FIRST BANKCARD                                    | 12212015                                  | 221.76          |
| 10 0010 2510 000 0000 580                         | LODGING                                   | 221.76          |
| FIRST BANKCARD                                    | 12212015-1                                | 60.06           |
| 10 0010 1000 860 3117 612                         | DESKTOP PLANNER                           | 60.06           |
| Vendor Name FIRST BANKCARD                        |   | <u>453.36</u>   |
| ISTE  | 12142015                                  | 125.00          |
| 10 0010 2231 000 0000 320                         | ISTE Membership Renewal                   | 125.00          |
| Vendor Name ISTE                                  |   | <u>125.00</u>   |
| MEDIACOM  | 12212015                                  | 713.69          |
| 10 0010 2236 000 0000 536                         | DISTRICT PRI LINES                        | 713.69          |
| MEDIACOM  | 12212015-1                                | 1,330.00        |
| 10 0010 2236 000 0000 536                         | DISTRICT WIDE INTERNET                    | 1,330.00        |
| Vendor Name MEDIACOM                              |   | <u>2,043.69</u> |
| NOTEFLIGHT.COM                                    | 66726                                     | 69.00           |
| 10 3230 1000 110 0000 320                         | Online music composition tool for studen  | 69.00           |
| Vendor Name NOTEFLIGHT.COM                        |   | <u>69.00</u>    |
| SHAFFER, RALPH                                    | 352041                                    | 130.00          |
| 10 3230 1000 109 0000 612                         | Piano Tuning of Steinway                  | 130.00          |
| Vendor Name SHAFFER, RALPH                        |   | <u>130.00</u>   |
| SOCS/FES  | INV006816                                 | 405.00          |
| 10 0010 2236 000 0000 536                         | DISTRICT WEB SITE HOSTING                 | 405.00          |
| Vendor Name SOCS/FES                              |   | <u>405.00</u>   |
| TOTAL FUNDS BY HASLER                             | 12272015                                  | 1,000.00        |

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User ID: JAL

| Vendor Name               | Invoice Number                           | Amount                     |
|---------------------------|--|----------------------------|
| Account Number            | Detail Description                       | Amount                     |
| 10 0010 2410 000 0000 531 | POSTAGE FILL                             | 1,000.00                   |
| Vendor Name               | TOTAL FUNDS BY HASLER                    | <u>1,000.00</u>            |
| UNITED PARCEL SERVICE     | 0000537022525                            | 217.01                     |
|                           | -1                                       |                            |
| 10 0010 2410 000 0000 531 | UPS CHARGES                              | 61.74                      |
| 10 1901 2410 000 0000 531 | UPS CHARGES                              | 32.19                      |
| 10 1902 2410 000 0000 531 | UPS CHARGES                              | 19.77                      |
| 10 3230 2410 000 0000 531 | UPS CHARGES                              | 83.53                      |
| 10 2020 2410 000 0000 531 | UPS CHARGES                              | 19.78                      |
| Vendor Name               | UNITED PARCEL SERVICE                    | <u>217.01</u>              |
| Fund Number               | 10                                       | <u>7,645.70</u>            |
| Checking Account ID       | 1  | Fund Number 36             |
| FORECAST 5 ANALYTICS INC  | 6538                                     | PHYSICAL PLANT & EQUIPMENT |
| 36 0010 2510 000 0000 350 | 5 SIGHT LICENSE AGREEMENT                | 10,500.00                  |
| Vendor Name               | FORECAST 5 ANALYTICS INC                 | <u>10,500.00</u>           |
| TREBRON COMPANY INC       | 35495                                    | 4,088.00                   |
| 36 0010 2235 000 0000 653 | Sophos Enduser Protection and Web--1st o | 4,088.00                   |
| Vendor Name               | TREBRON COMPANY INC                      | <u>4,088.00</u>            |
| Fund Number               | 36                                       | <u>14,588.00</u>           |
| Checking Account ID       | 1  | <u>22,233.70</u>           |
| Checking Account ID       | 3  | Fund Number 21             |
| 1 PITCH WARRIOR           | 510                                      | STUDENT ACTIVITY FUND      |
| 21 0010 1400 920 6730 320 | ONLINE COACHES SEMINAR                   | 79.00                      |
| 21 0010 1400 920 6835 320 | ONLINE COACHES SEMINAR                   | 39.50                      |
| Vendor Name               | 1 PITCH WARRIOR                          | <u>39.50</u>               |
| ETHEN, CHRIS              | 12222015                                 | 100.00                     |
| 21 0010 1400 920 6710 320 | OFFICIAL                                 | 100.00                     |
| Vendor Name               | ETHEN, CHRIS                             | <u>100.00</u>              |
| FRENCH, DALE              | 12182015                                 | 85.00                      |
| 21 0010 1400 920 6810 320 | OFFICIAL                                 | 85.00                      |
| Vendor Name               | FRENCH, DALE                             | <u>85.00</u>               |
| FRENCH, DUSTIN            | 12182015                                 | 85.00                      |
| 21 0010 1400 920 6810 320 | OFFICIAL                                 | 85.00                      |
| FRENCH, DUSTIN            | 12222015                                 | 85.00                      |
| 21 0010 1400 920 6710 320 | OFFICIAL                                 | 85.00                      |
| Vendor Name               | FRENCH, DUSTIN                           | <u>170.00</u>              |
| KRUSE, SEAN               | 12222015                                 | 100.00                     |
| 21 0010 1400 920 6710 320 | OFFICIAL                                 | 100.00                     |
| Vendor Name               | KRUSE, SEAN                              | <u>100.00</u>              |
| SCHABEN, BRYCE            | 12222015                                 | 100.00                     |
| 21 0010 1400 920 6710 320 | OFFICIAL                                 | 100.00                     |
| Vendor Name               | SCHABEN, BRYCE                           | <u>100.00</u>              |

01/07/2016 10:26 AM

User ID: JAL

| Vendor Name                  | Invoice Number               | Amount        |
|------------------------------|------------------------------|---------------|
| Account Number               | Detail Description           | Amount        |
| SHENANDOAH COMMUNITY SCHOOLS | 12142015                     | 80.00         |
| 21 0010 1400 920 6790 320    | VARSITY TOURNAMENT ENTRY FEE | 80.00         |
| Vendor Name                  | SHENANDOAH COMMUNITY SCHOOLS | <u>80.00</u>  |
| Fund Number                  | 21                           | <u>714.00</u> |
| Checking Account ID          | 3                            | <u>714.00</u> |

## Agreement for Professional Services (Owner-Architect)

Made as of the 28th day of October in the year of 2015.

**BETWEEN THE OWNER:** Red Oak Community School District  
2011 North 8<sup>th</sup> Street  
Red Oak, Iowa 51560

**AND THE ARCHITECT:** BLDD Architects, Inc.

**FOR THE PROJECT:** **Concept Development – Red Oak CSD Master Plan / Scenario J**

**BLDD PROJECT:** 145EX05.201

**PROJECT DESCRIPTION:** Development of the Communities Concept (Recommendation J – 2 Campus) as presented at the September 2014 Board Meeting. This concept consisted of:

- Building a new High School on existing High School Site (already developed)
- Moving the Middle School to existing High School
- Realigning grade levels at Inman and existing High School
- Relocating Red Oak Bus Facility, if possible

Our deliverables for this additional service will include:

- Program of Spaces - identifying functional/spatial needs of the spaces
- Development of a schematic floor plans of the concepts
- Rendered images of the proposed designs
- Preliminary Project Budget - (with Boyd Jones Construction)
- Project Schedule (with Boyd Jones Construction)

**SCOPE OF WORK:** We estimate the work required to meet these goals are as follows:

- Board/Faculty/Staff programming sessions to define scope
- Three (3) additional on-site meetings with board/committees
- Concept development of renderings, drawings, and budgets
- Travel to and from our Davenport Office

This excludes any additional work on the concept previously developed for the High School. Should this be desired, it will be for an additional fee.

**PROFESSIONAL FEE:** Compensation shall be provided on an hourly basis, not to exceed \$20,000, plus reimbursable expenses. The work provided for these additional services would typically occur in the first ten percent (10%) of Schematic Design Phase and will be credited to that portion of future professional fees should the Board contract BLDD Architect to provide A/E Services for subsequent projects resulting from this work

Reimbursable Expenses shall be in addition to the Professional Fee and shall be billed at one and one-tenth (1.10) times amount invoiced to the Architect.

**PAYMENT TERMS:** Payable upon receipt

**SPECIAL CONDITIONS:** N/A



THE TERMS AND CONDITIONS ATTACHED HERETO ARE INCORPORATED AND MADE A PART OF THIS AGREEMENT.

The Standard Hourly Billing Rates attached hereto are incorporated and made a part of this Agreement.

**OFFERED BY:**

BLDD Architects, Inc.

A handwritten signature in cursive script, appearing to read "Barbara Meek", is written over a horizontal line.

*(signature)*

Barbara Meek, AIA  
Principal

*printed name/title*

**ACCEPTED BY:**

Red Oak Community School District

*(signature)*

*printed name/title*



## TERMS AND CONDITIONS

**Performance of Services:** The Architect shall perform the services outlined in this Agreement and on the attached Proposal dated 10/28/15 in consideration of the stated fee and payment terms.

**Standard of Care:** Services provided by the Architect under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

**Additional Services:** For additional services not included above, the Architect shall be compensated as follows: On an hourly rate basis in accordance with the Architect's Schedule of Standard Hourly Rates, unless mutually agreed otherwise.

**Access to Site:** Unless otherwise stated, the Architect will have access to the site for activities necessary for the performance of the services. The Architect will take reasonable precautions to minimize damage due to these activities, but has not included in the fee the cost for restoration of any resulting damage and will not be responsible for such costs.

**Billing/Payment:** The Client agrees to pay the Architect for all services performed and all costs incurred. Invoices for the Architect's services shall be submitted, at the Architect's option, either upon completion of such services or on a monthly basis. Invoices shall be due and payable upon receipt. If any invoice is not paid within 30 days, the Architect may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, suspend or terminate the performance of services. Payment of invoices is in no case subject to unilateral discounting or set-offs by the Client, and payment is due regardless of suspension or termination of this Agreement by either party. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event any portion of an account remains unpaid 120 days after the billing, the Architect may institute collection action and the Client shall pay all costs of collection, including reasonable attorney's fees.

**Reimbursable Expenses:** Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and its employees and consultants directly related to the Project. Reimbursable expenses shall be billed at one and one-tenth (1.10) times the amount invoiced to the Architect.

**Indemnification:** The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Architect, its officers, directors, employees, agents and consultants from and against all damage, liability and cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Architect.

**Waiver:** In addition, the Client agrees, to the maximum extent permitted by law, to waive any claims against the Architect arising out of the performance of these services, except for the sole negligence or willful misconduct of the Architect.

**Information for the Sole Use and Benefit of the Client:** All options and conclusions of the Architect, whether written or oral, and any plans, specifications or other documents and services provided by the Architect are for the sole use and benefit of the Client and are not to be provided to any other person or entity without the prior written consent of the Architect. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the Architect or the Client. All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Architect as instruments of service shall remain the property of the Architect. The Architect shall retain all common law, statutory and other reserved rights, including the copyright thereto.

**Certifications, Guarantees and Warranties:** The Architect shall not be required to execute any document that would result in the Architect certifying, guaranteeing or warranting the existence of any conditions.



**Dispute Resolution:** Any claims or disputes between the Client and the Architect arising out of the services to be provided by the Architect or out of this Agreement shall be submitted to non-binding mediation. The Client and the Architect agree to include a similar mediation agreement with all contractors, subconsultants, subcontractors, suppliers and fabricators, providing for mediation as the primary method of dispute resolution among all parties. The laws of the State of Illinois will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

**Termination of Services:** This Agreement may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the Client shall pay the Architect for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as the result of termination.

**Assignment:** Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including, but not limited to, monies that are due or monies that may be due) without the prior written consent of the other party.



**Standard Hourly Billing Rates**  
(effective January 1, 2015 through December 31, 2015)

|                                 |                   |
|---------------------------------|-------------------|
| Principal                       | \$175.00 per hour |
| Senior Associate                | \$135.00 per hour |
| Associate                       | \$120.00 per hour |
| Structural Engineer             | \$120.00 per hour |
| Architect III                   | \$95.00 per hour  |
| Architect II                    | \$90.00 per hour  |
| Energy Modeler                  | \$90.00 per hour  |
| Architect I                     | \$85.00 per hour  |
| Environmental Graphics Designer | \$85.00 per hour  |
| Architectural Intern III        | \$80.00 per hour  |
| Architectural Intern II         | \$75.00 per hour  |
| Architectural Intern I          | \$70.00 per hour  |
| Interior Designer III           | \$80.00 per hour  |
| Interior Designer II            | \$70.00 per hour  |
| Interior Designer I             | \$60.00 per hour  |
| Architectural Tech III          | \$80.00 per hour  |
| Architectural Tech II           | \$70.00 per hour  |
| Architectural Tech I            | \$60.00 per hour  |
| Administrative Assistant        | \$60.00 per hour  |
| Site Representative             | \$90.00 per hour  |
| Data Software Administrator     | \$80.00 per hour  |
| Commissioning Agent             | \$110.00 per hour |

BLDD Architects, Inc. reassesses hourly billing rates annually based on current payroll rates and overhead factors. BLDD Architects, Inc. reserves the right to increase each classification by increments of \$5 per hour after January 1, 2016. Consultant services will be billed at 1.1 times amount of invoice to BLDD. Reimbursable expenses will be billed at 1.1 times the cost to BLDD.

hourly billing rates



smith metzger

2111 GRAND AVENUE, SUITE 200 ▪ DES MOINES, IA 50312 ▪ (P) 515.244.2111

Dear Mr. Messinger,

Friday was a most informative day as Matt Erion and myself met with board members Mark Johnson and Paul Griffen. We spent the day learning about the past design process with BLDD Architects and toured all your facilities.

I am very interested in working with your district. When I asked Mark and Paul for three questions I could answer, they both responded with the same number one question: "What would it cost to renovate the middle school?"

CMBA has the expertise and is currently completing a similar analysis of a middle school for the Okoboji Community School District. The project is very similar in scope and I have included in this PDF. Examples of many other projects are included, as well as testimonials from many school districts.

Our process of listening, providing options, community engagement, and consensus building has always brought school districts to a referendum or construction. As easy as it would be to use "our process," I would suggest a custom process to build consensus within your community and move your project forward.

I would propose the district engage CMBA to work with the board and other constituents to "story board" a process that will carry you forward. I will be completely transparent with fees by listing hours and costs to complete the chosen process. Certainly my goal is to reuse as much data as possible, but provide fresh and unbiased input. Additionally, it seems we want to complement the "Tiger Vision" and not appear to start anew.

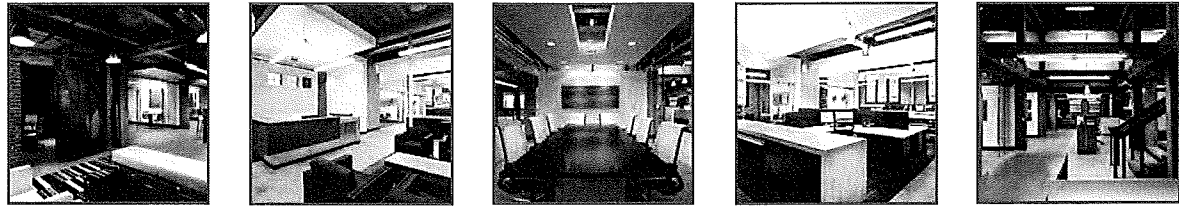
The contract could be hourly with a maximum fee. If the process goes smoother than thought, the district benefits with the savings.

A possible schedule is as follows:

- |                          |                             |
|--------------------------|-----------------------------|
| 1. Investigation         | January to early February   |
| 2. Community engagement  | Late February to late March |
| 3. Final recommendations | April to mid May            |

I am available at your request to help in any way I can.

Rob Smith AIA, LEED AP  
Principal Architect  
(E) rsmith@smithmetzger.com



## CANNON MOSS BRYGGER ARCHITECTS (CMBA)

CMBA is a Midwestern architectural firm with Midwestern values. We have regional offices in Sioux City, Iowa; Des Moines, Iowa; Spencer, Iowa; and Grand Island, Nebraska. Together we maintain a staff of approximately 60 employees; we are large enough to handle big projects, but small enough to provide outstanding service.

### FIRM PROFILE

ESTABLISHED  
Roots back to 1912

#### STAFF

Architects: 35  
Interior Designers: 6  
Engineers: 3  
Technicians: 9  
Administration: 5  
Graphic Designers: 2

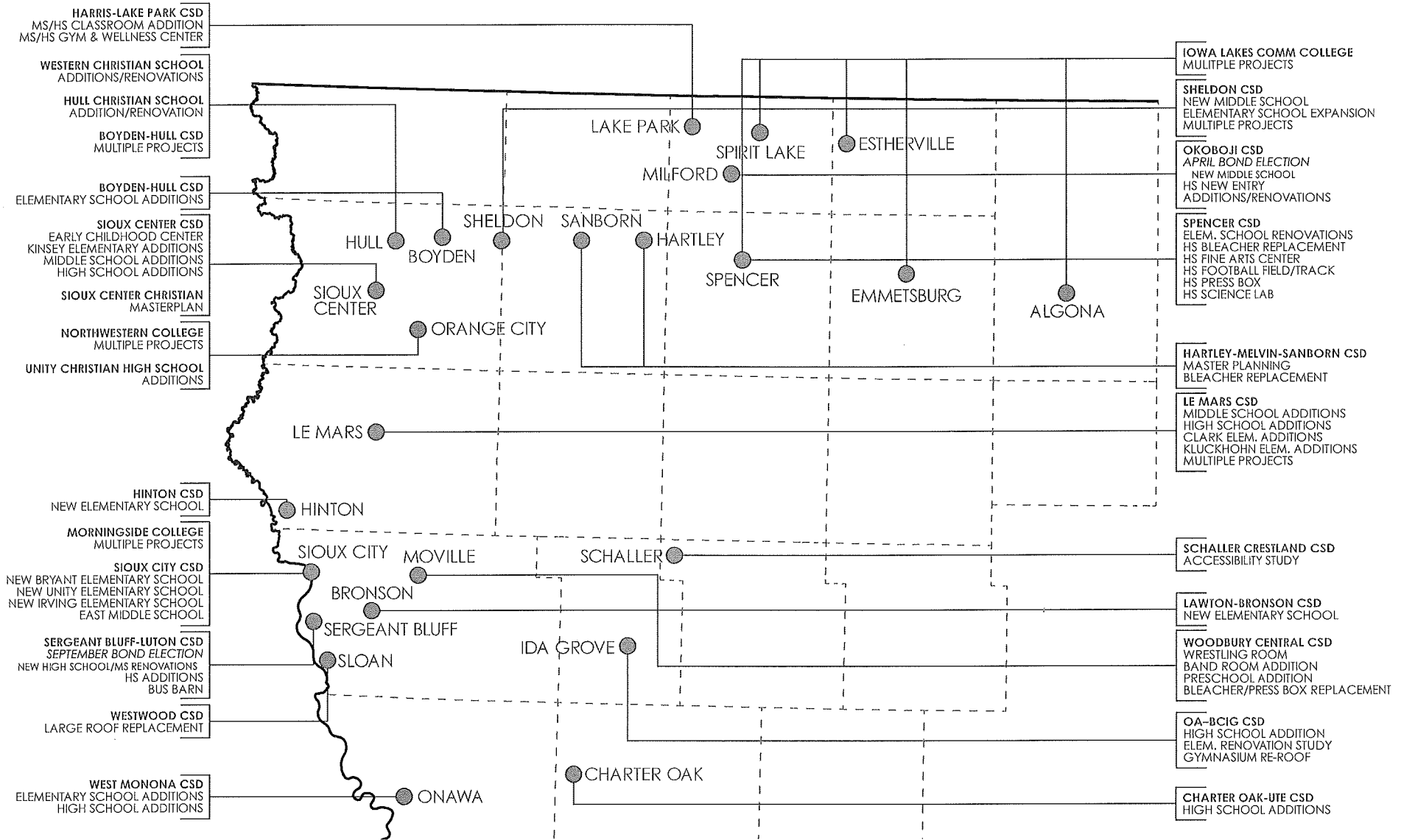
#### LOCATIONS

Sioux City, Iowa  
Des Moines, Iowa  
Spencer, Iowa  
Grand Island, Nebraska

We are recognized as a regional leader in the education, collegiate and healthcare sectors. Our projects are diverse in type and unique in design. We believe that design of our built environment directly affects how we live, work and play. We, as designers, have the opportunity and responsibility to enhance the quality of people's lives through design. By collaborating with our clients, we discover their needs, wants, challenges and opportunities. We build upon this understanding to create a distinct environment that is appropriate for its time, place and function. The creativity of youth and experience of age are both well represented on our staff. Above all, we offer a love of architecture and a commitment to quality. We strive to give our very best and to provide structures of which both the owner and architect can be proud.

**Visit our website to learn more about CMBA:** [www.cmbaarchitects.com](http://www.cmbaarchitects.com)

# CURRENT OR RECENT IOWA EDUCATION EXPERIENCE



# WE'VE COMPLETED OVER 60 BUILDING PROJECTS IN THE LAST 5 YEARS!

## SCHOOL DISTRICTS WE ARE CURRENTLY OR RECENTLY HAVE WORKED WITH:

Brookings School District 5-1 – Brookings, SD

Central City Public Schools – Central City, NE

Charter Oak-Ute Community Schools – Charter Oak, IA

Dakota Valley School District 68-1 – North Sioux City, SD

Graettinger-Teril Community Schools – Graettinger, IA

Grand Island Public Schools – Grand Island, NE

Hartley-Melvin-Sanborn – Hartley, IA

Hastings Public Schools – Hastings, NE

Hinton Community Schools – Hinton, IA

Hull Christian School – Hull, IA

Kenesaw Public Schools – Kenesaw, NE

Lakeview Community Schools – Columbus, NE

Lawton-Bronson Community Schools – Bronson, IA

LeMars Community Schools – LeMars, IA

Norfolk Public Schools – Norfolk, NE

Northwest High School – Grand Island, NE

OA-BCIG Community Schools – Ida Grove, IA

Okoboji Community Schools – Milford, IA

Sergeant Bluff-Luton Community Schools – Sergeant Bluff, IA

Sheldon Community Schools – Sheldon, IA

Sioux Center Christian School – Sioux Center, IA

Sioux Center Community Schools – Sioux Center, IA

Sioux City Community Schools – Sioux City, IA

Spencer Community Schools – Spencer, IA

Unity Christian High School, – Orange City, IA

West Monona Community Schools – Onawa, IA

Western Christian High School – Hull, IA

Westwood Community Schools – Sloan, IA

Woodbury Central Community Schools– Merville, IA

*"My Board of Education never even considers utilizing the services of another firm because they trust and respect the work of your firm...Our staff has a similar level of respect and confidence in the representatives of your firm..."*

**Todd Wendt, Superintendent** – Le Mars Community Schools

## REFERENCES

**Jeff Thelander**, *Superintendent*  
Lawton-Bronson Community Schools  
(P) 712.944.5181  
(E) thelanderj@lb-eagles.org

*"Every individual with whom we worked with at CMBA was honest, forthright, and sincerely concerned about our needs and wishes for the project...Your emphasis on customer service was played out every day and it developed a strong bond of trust with all of us at L-B. You communicated things in ways that we easily understood and you always answered every question thoughtfully and considerately."*

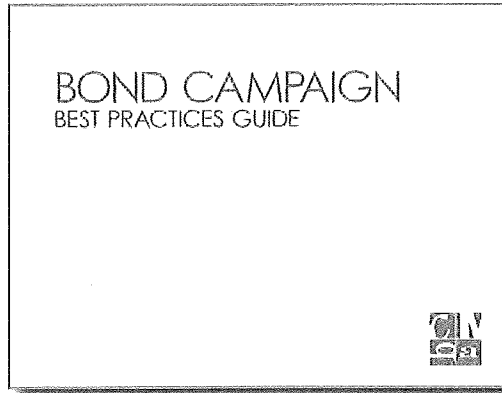
**Pat O'Donnell**, *Superintendent*  
Sioux Center Community Schools  
(P) 712.722.2985  
(E) Pat.ODonnell@scwarriors.org

*"Without a doubt, [CMBA] is one of the most customer-oriented firms with which I have had the pleasure to be associated...The associates were easily accessible and provided straightforward information to the district leadership."*

**Lyle Schwartz**, *Superintendent*  
West Monona Community Schools  
(P) 712.433.2043  
(E) lyle.schwartz@westmonona.org

*"It is clear they have the technical expertise in their field and a strong network of professionals who work together successfully. I have been especially grateful to their responsiveness to our questions, ideas and suggestions during the planning stage."*

## PASSING BONDS – WE CAN HELP TO INFORM THE COMMUNITY!



### WE WROTE THE BOOK ON PASSING BONDS

Well, not really! But we do provide all of the school districts we work with our **Best Practices Guide** to assist you through the entire election process.

### MARKETING & PRESENTATION MATERIAL ASSISTANCE

- Attend/lead meetings with the community and district
- Available to answer questions
- Assist with brochures and campaign materials
- Assist with PowerPoint and public information presentations
- Provide promotional 3D models/animations

FIND OUT MORE AT  
[www.bondissue.org](http://www.bondissue.org)

*We can assist you with your online presence and social media efforts! These are effective and popular ways to gain publicity and inform your voters...for minimal cost!*

**Inform Voters. Win Bond Elections.**

**Information is Key - Define and Communicate Your Need.**

*"It might appear as though your project is simply about what you need. However, it will never become a reality unless it is also about what the public wants. Don't spend months on a campaign, only to find out that no one will support the project."*

**Todd Moss, AM**  
President/CEO of CMAA

**Intrigued?**  
Contact us to find out more about how CMAA can help!

**TELL US MORE!**

1. Customize your logo, school colors and personal photos
2. Financial and voting info specific to your project
3. Post on-going bond updates
4. Countdown/Picker

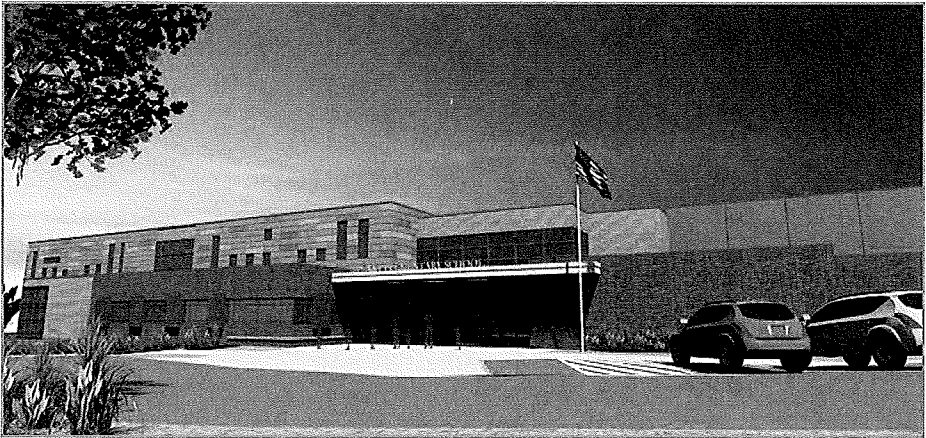
# PROJECT HIGHLIGHTS

## NEW FACILITIES & ADDITIONS/RENOVATIONS





BRYANT ELEMENTARY SCHOOL  
SIOUX CITY COMMUNITY SCHOOLS ■ SIOUX CITY, IOWA

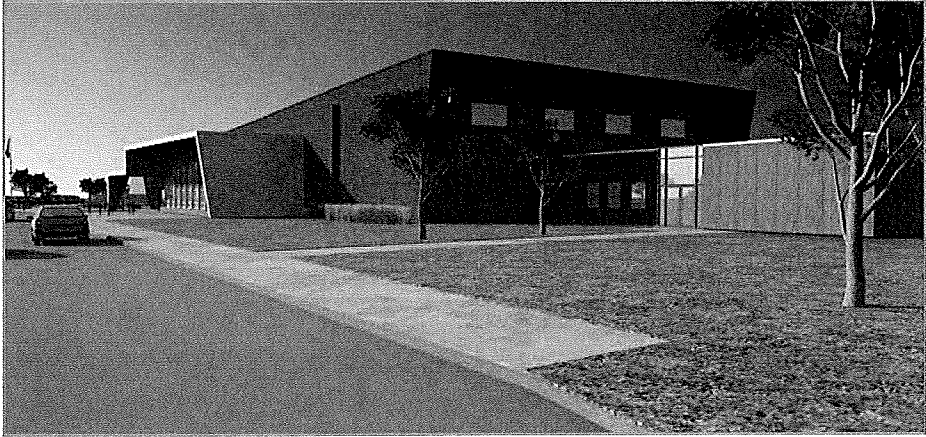
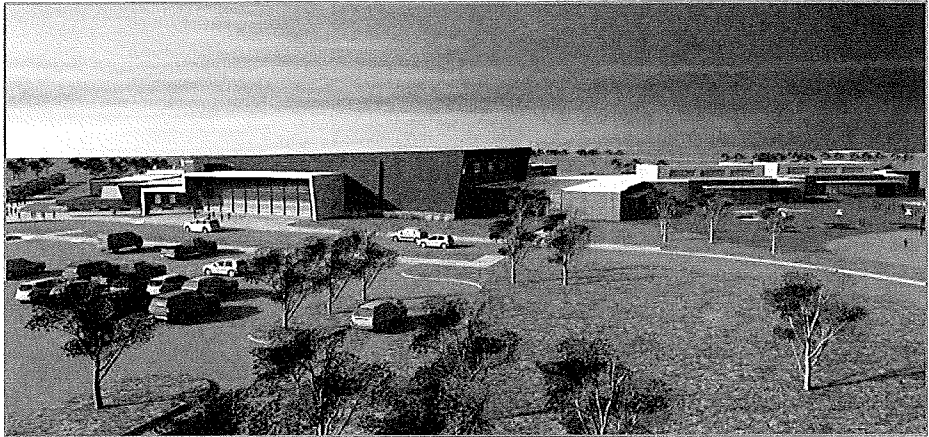
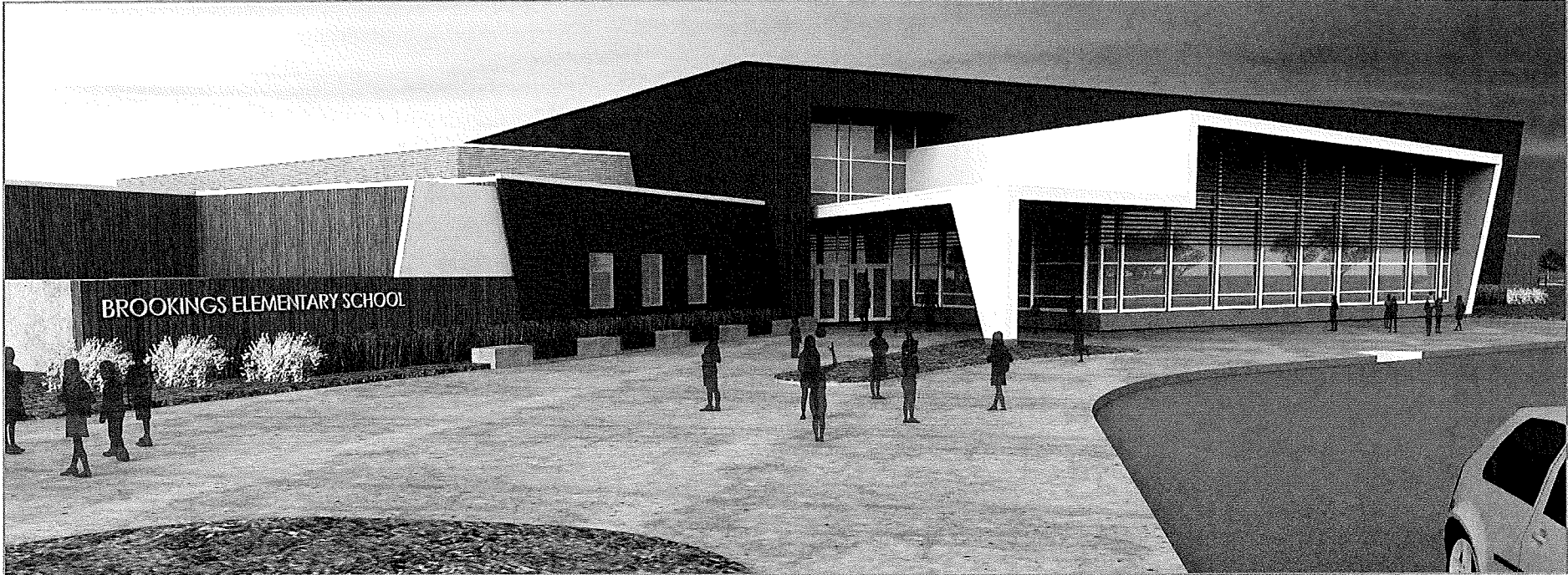


KEY STATISTICS  
Floor Area: 93,760 SF

CANNON MOSS BRYGGER ARCHITECTS

DAKOTA PRAIRIE ELEMENTARY SCHOOL  
BROOKINGS, SOUTH DAKOTA

Passed bond with over 90% approval

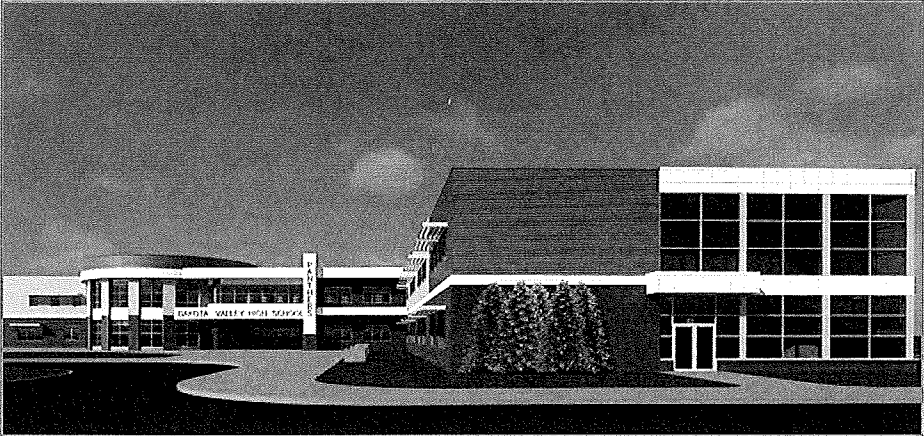
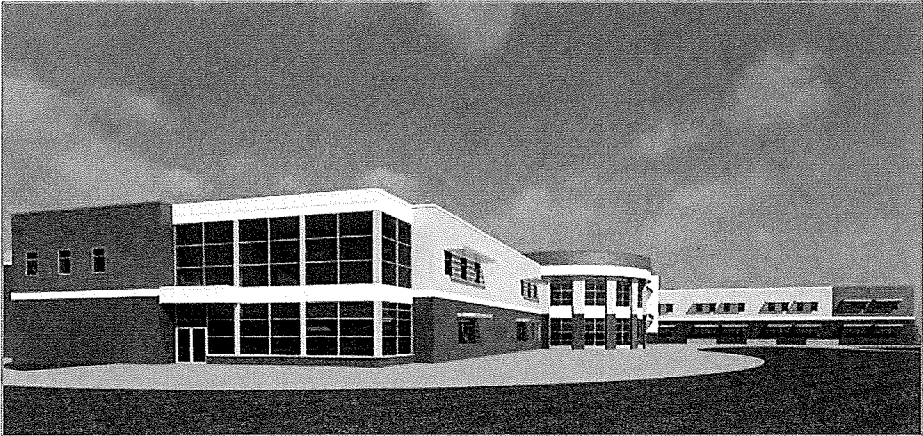
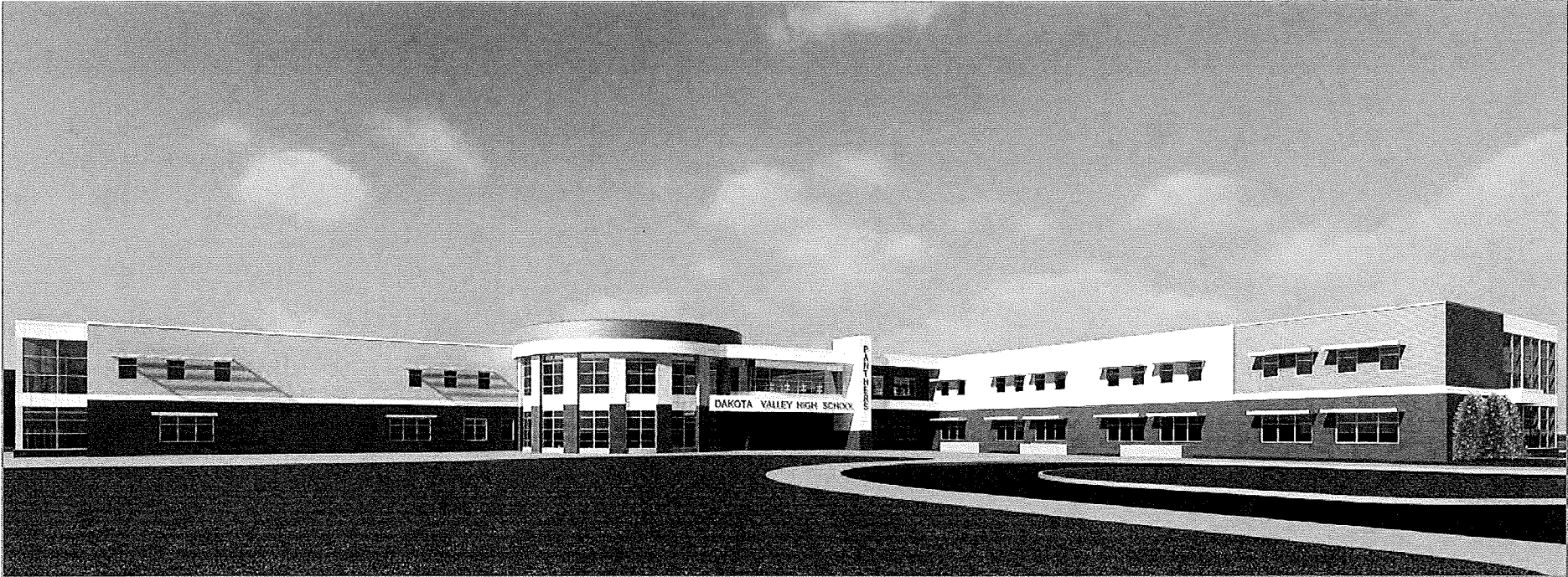


KEY STATISTICS  
Floor Area: 94,000 SF

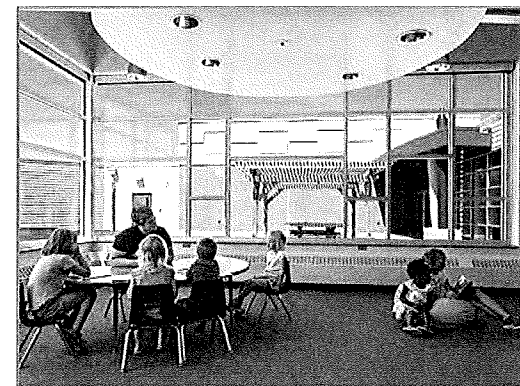
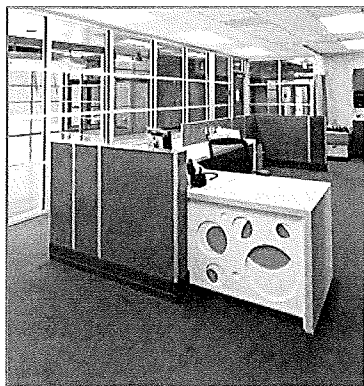
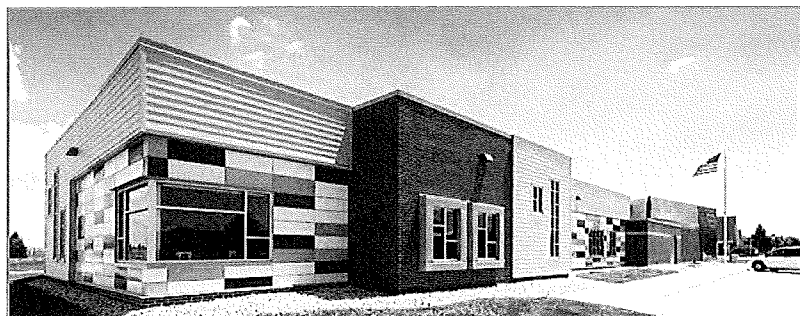
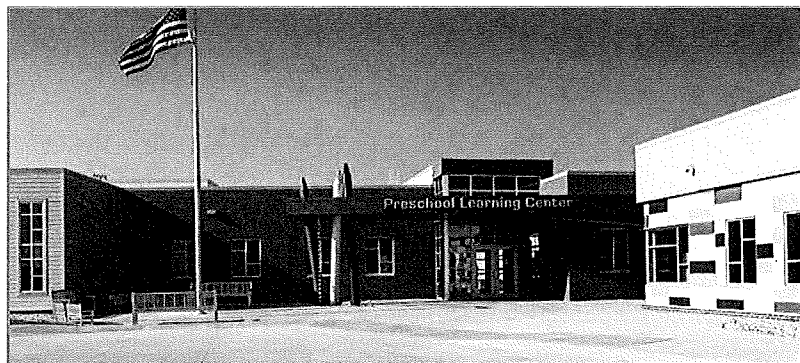
CANNON MOSS BRYGGER ARCHITECTS

DAKOTA VALLEY HIGH SCHOOL  
NORTH SIOUX CITY, SOUTH DAKOTA

Passed bond with over 84% approval

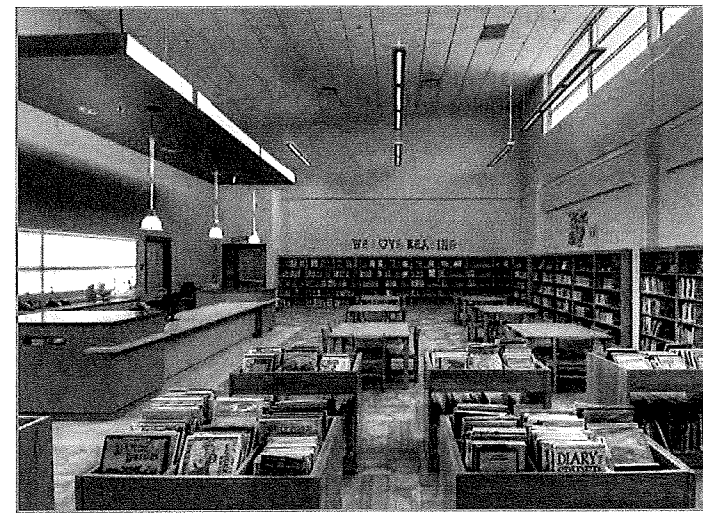
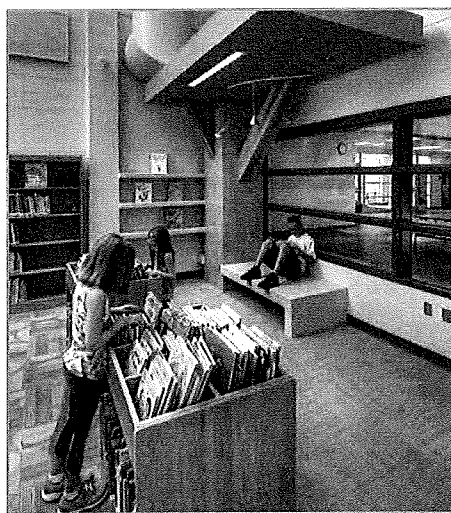


DISCOVERY LEARNING CENTER  
SIOUX CENTER, IA



# HINTON ELEMENTARY SCHOOL

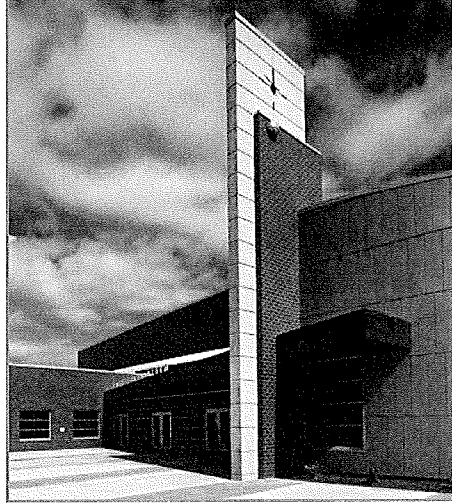
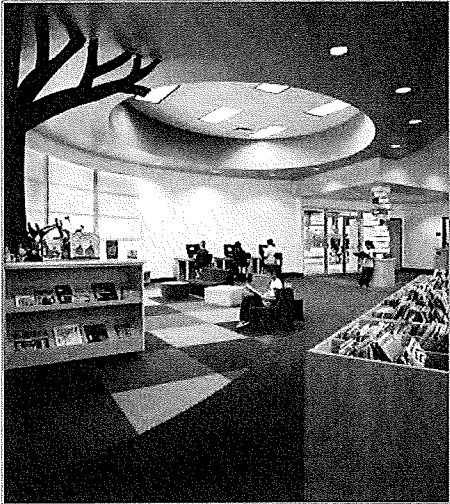
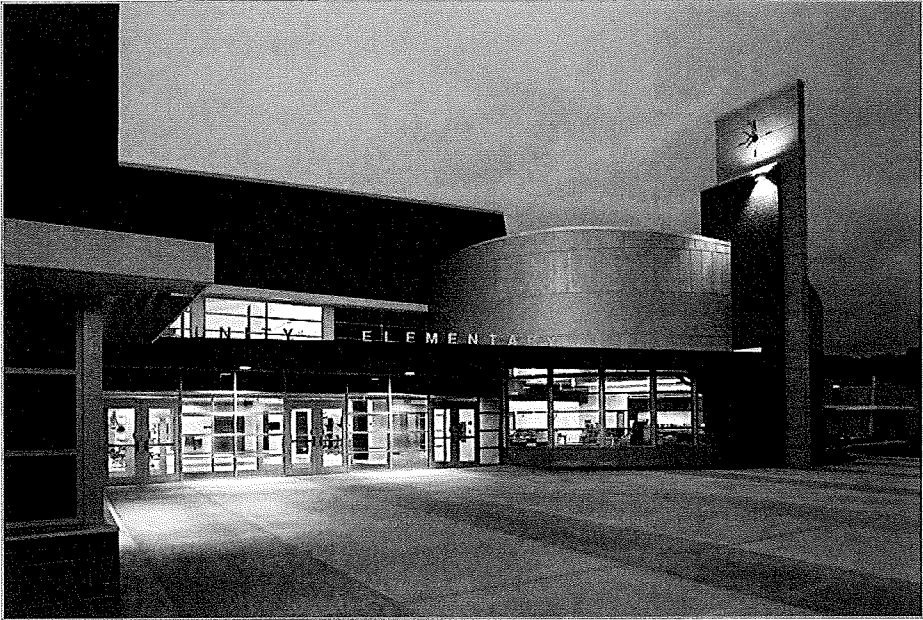
HINTON, IOWA



KEY STATISTICS  
Completed: 2011; Floor Area: 56,646 SF

CANNON MOSS BRYGGER ARCHITECTS

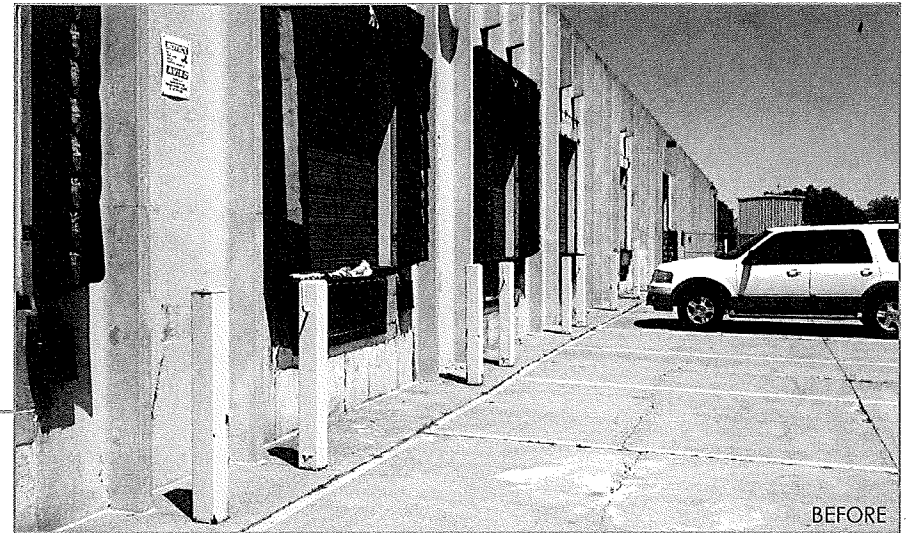
UNITY ELEMENTARY SCHOOL  
SIOUX CITY COMMUNITY SCHOOLS ■ SIOUX CITY, IOWA



KEY STATISTICS  
Completed: 2008; Floor Area: 89,107 SF

CANNON MOSS BRYGGER ARCHITECTS

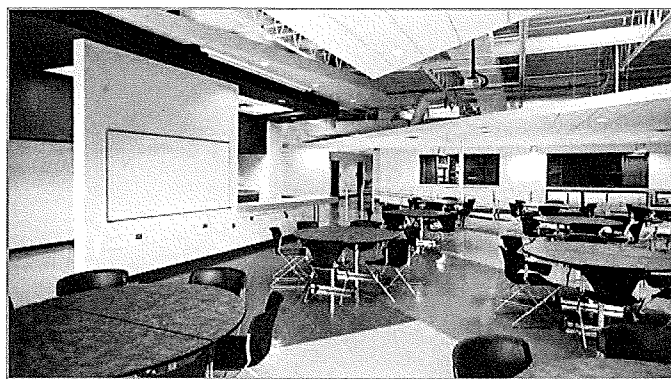
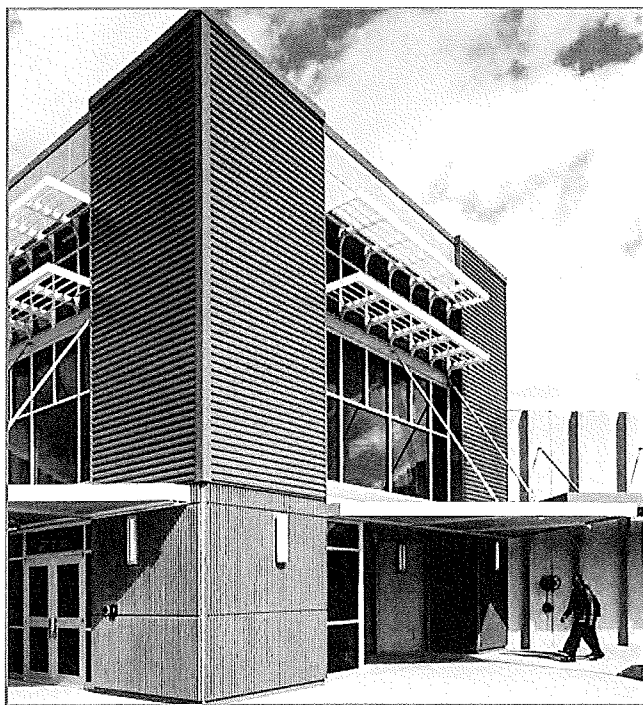
CAREER PATHWAYS INSTITUTE  
GRAND ISLAND PUBLIC SCHOOLS ■ GRAND ISLAND, NEBRASKA



KEY STATISTICS  
Completed: 2013; Floor Area: 45,000 SF

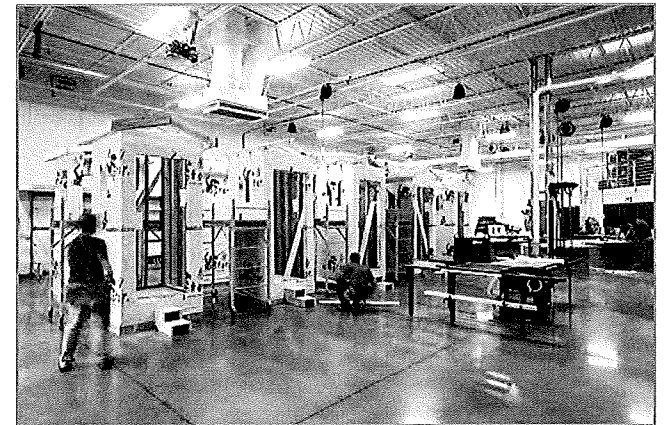
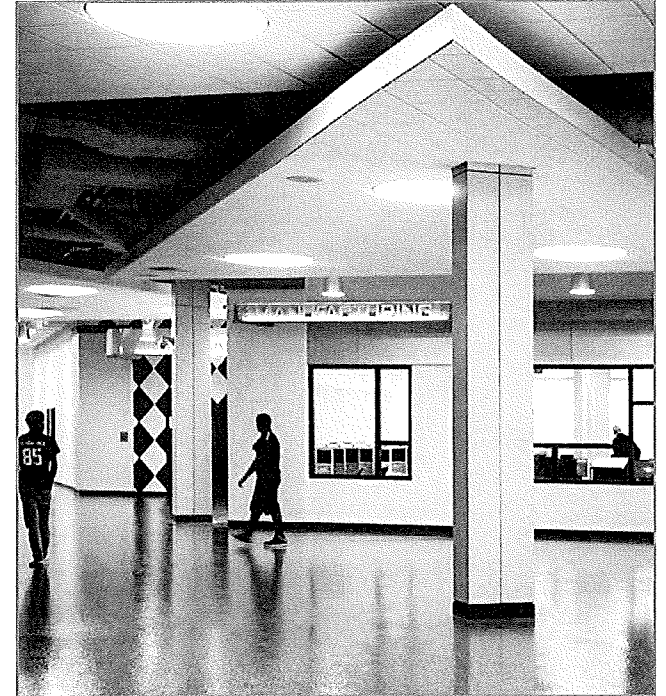
CANNON MOSS BRYGGER ARCHITECTS

CAREER PATHWAYS INSTITUTE  
GRAND ISLAND PUBLIC SCHOOLS • GRAND ISLAND, NEBRASKA

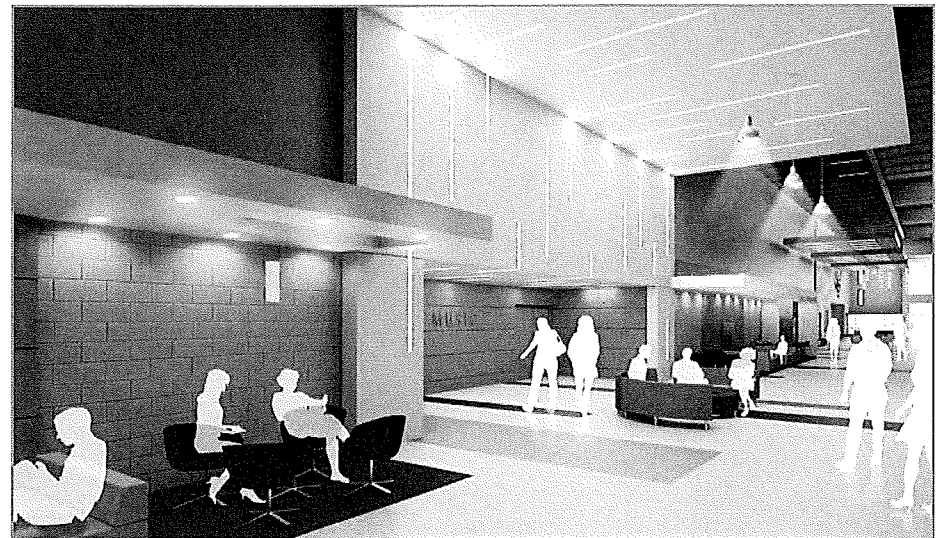
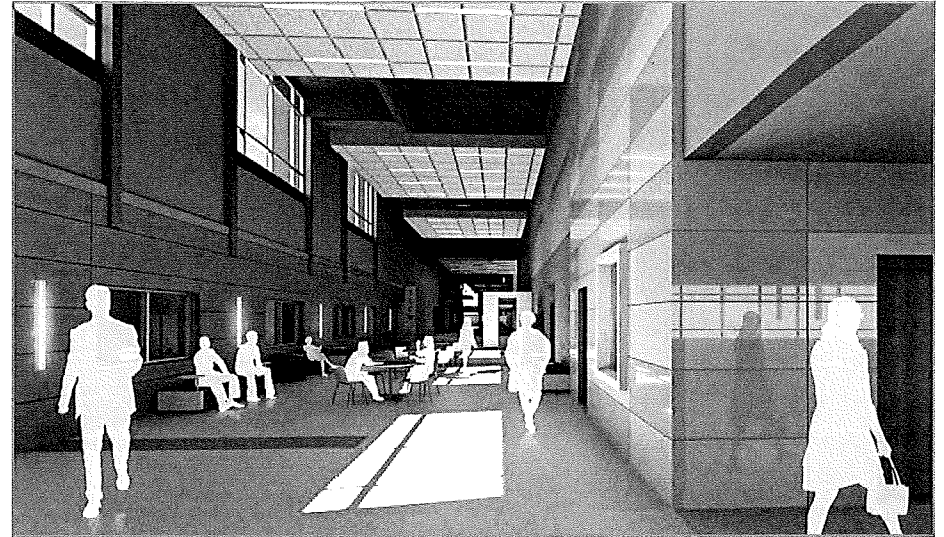




CAREER PATHWAYS INSTITUTE  
GRAND ISLAND PUBLIC SCHOOLS ■ GRAND ISLAND, NEBRASKA



SPENCER HIGH SCHOOL – FINE ARTS CENTER  
SPENCER, IOWA



KEY STATISTICS  
Floor Area: 49,675 SF

CANNON MOSS BRYGGER ARCHITECTS

# SIOUX CENTER HIGH SCHOOL – MEDIA CENTER/STEM CLASSROOM RENOVATION

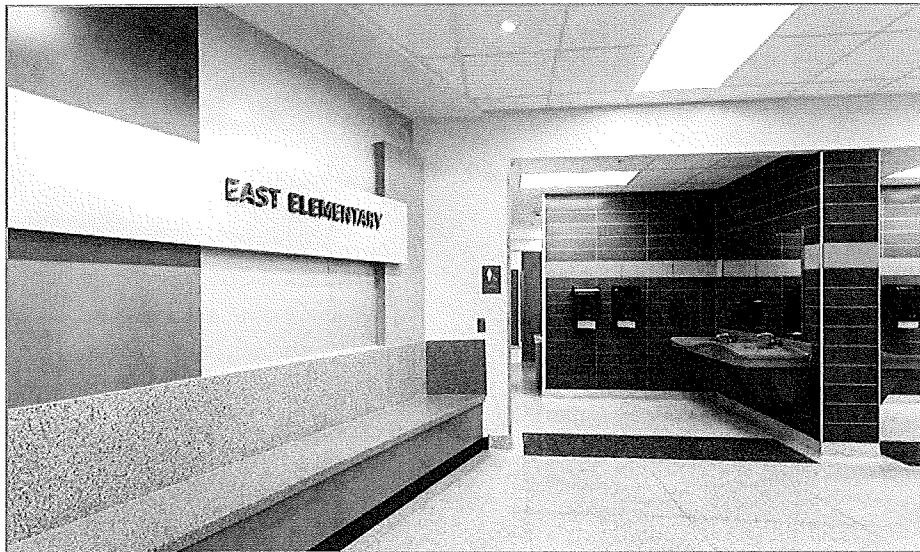
SIOUX CENTER, IOWA



KEY STATISTICS  
Completed: 2015

CANNON MOSS BRYGGER ARCHITECTS

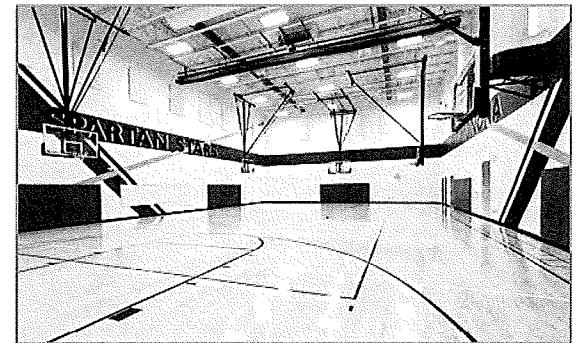
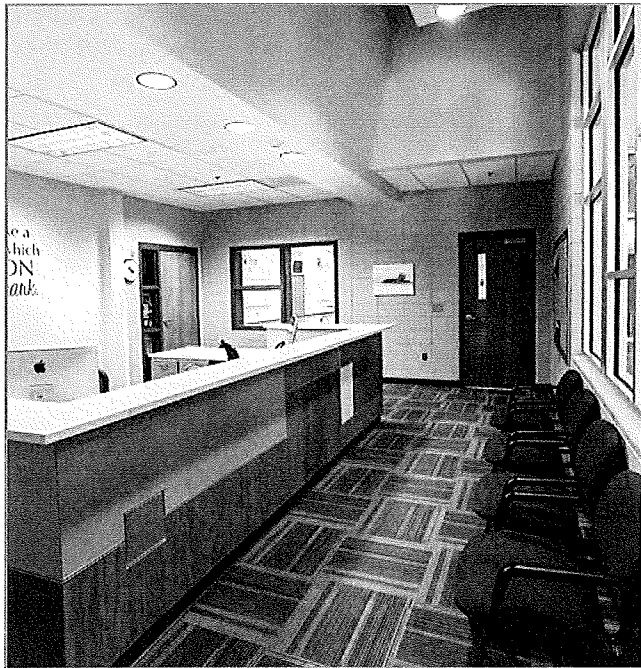
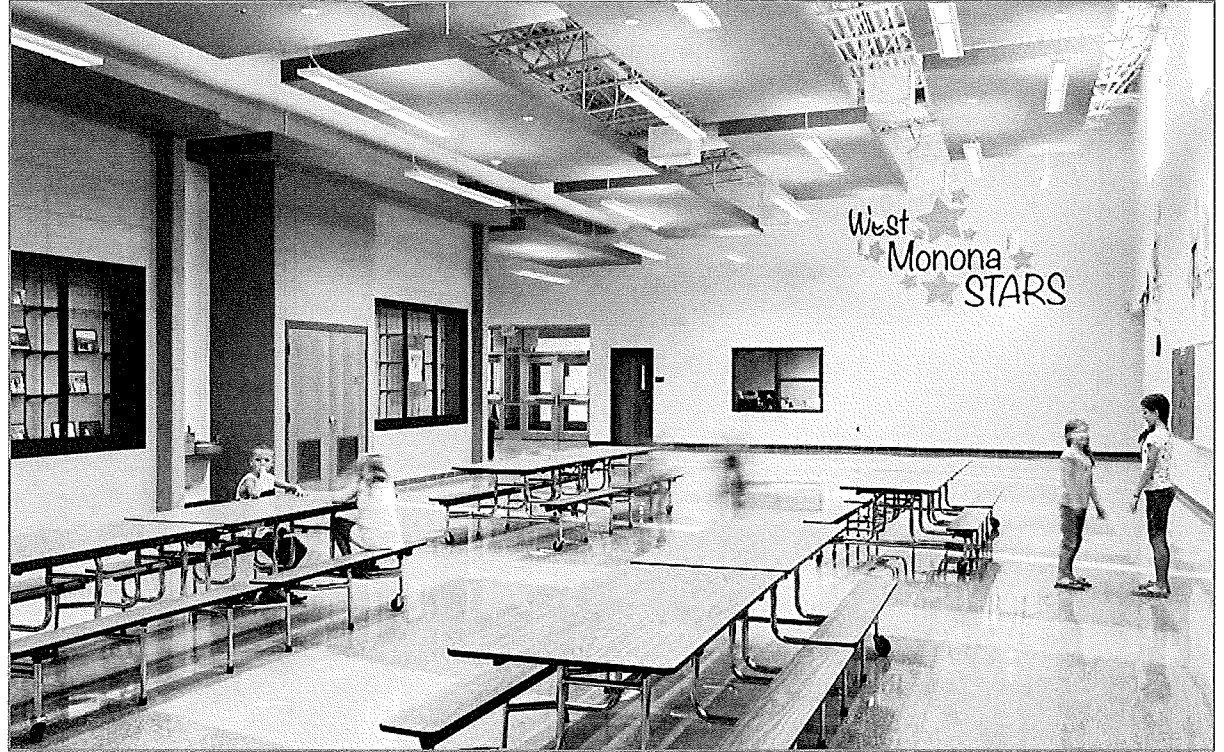
EAST ELEMENTARY SCHOOL  
SHELDON, IOWA



KEY STATISTICS  
Completed: 2015; Floor Area: 23,000 SF

CANNON MOSS BRYGGER ARCHITECTS

LARK ELEMENTARY SCHOOL  
WEST MONONA COMMUNITY SCHOOLS ■ ONAWA, IOWA



KEY STATISTICS  
Completed: 2013; Floor Area: 35,000 SF

CANNON MOSS BRYGGER ARCHITECTS

# EXAMPLE OF RECENT STUDY

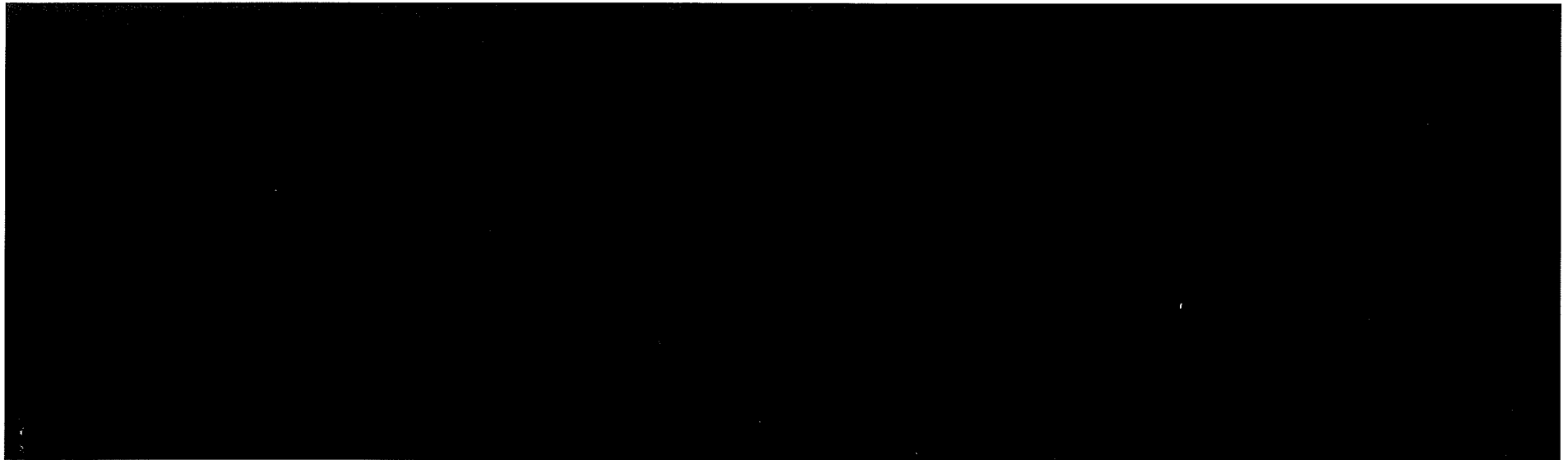
## OKOBOJI COMMUNITY SCHOOL DISTRICT



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# **OKOBOJI MIDDLE SCHOOL**

MIDDLE SCHOOL SCENARIO REPORT



## SCENARIO 1: REMODEL EXISTING MIDDLE SCHOOL – GRADES 5-8

### GOALS / PURPOSES:

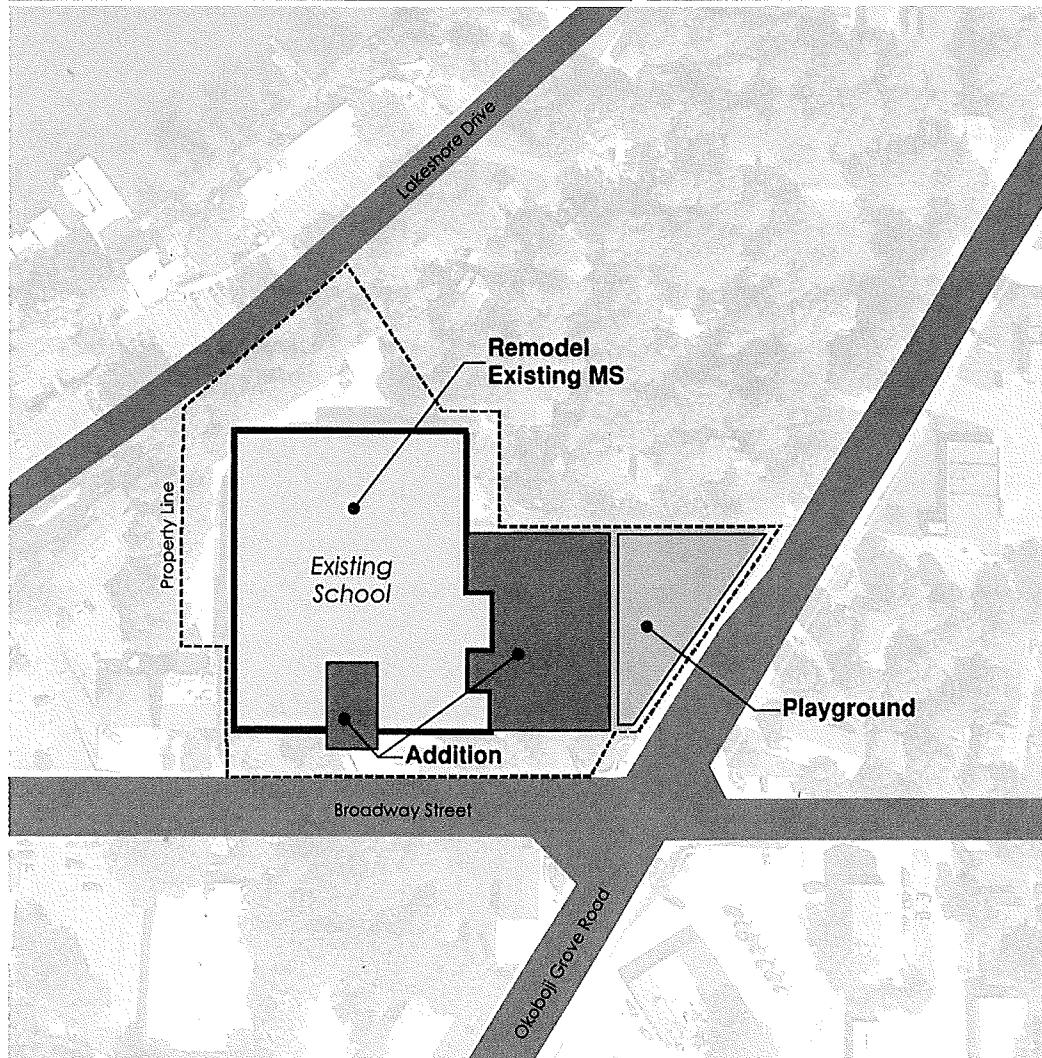
- Grades 5-8 to remain at Arnolds Park as a long-term (permanent) solution
- Renovate and expand existing building to accommodate the needed Grade 5-8 programmatic components.



# REMODEL EXISTING MIDDLE SCHOOL – GRADES 5-8

Existing School  
(Renovated)  
Approx 57,000 SF

Addition  
Approx 25,000 SF



Parking Not shown -  
Site acquisition by OMS



## REMODEL EXISTING MIDDLE SCHOOL – GRADES 5-8

| PRELIMINARY PROJECT BUDGET OPINION  |          |      |           |                     |   |
|---|----------|------|-----------|---------------------|---|
| CONSTRUCTION COSTS  | Quantity | Unit | Unit Cost | Cost Estimate       | Remarks   |
| <b>Remodel/Addition AP Middle School for 5-8</b>  |          |      |           |                     |   |
| New Construction (Addition)   | 25,000   | sf   | 160       | \$4,000,000         | Assumes New Construction would consist of classrooms, commons, and be 2 levels to fill on site  |
| Renovations to Existing Middle School   | 57,000   | sf   | 90        | \$5,130,000         | Includes - Mechanical/Electrical/Code/ADA updates along with reconfiguration of spaces to fill program Window/roof/vertical circulation, etc. |
| Site Development (assumes purchase of land)<br>Includes Staff Parking only (40 stalls)<br>Does NOT include Playground/Gym Parking   |          | ls   |           | \$200,000<br>???    | Parking for approximately 40 staff<br>Additional parking may be required for Assembly spaces and is contingent on property purchase           |
| <b>SUBTOTAL</b>   |          |      |           | <b>\$9,130,000</b>  |   |
| Design/Bid/Inflation/Constr. Contingency  | 15.00%   |      |           | \$1,369,500         | Higher contingency for renovations<br>Multiple phases will add additional costs   |
| <b>TOTAL CONSTRUCTION</b>   |          |      |           | <b>\$10,499,500</b> |   |
| <b>DEVELOPMENT COSTS</b>  |          |      |           |                     |   |
| Design/Engineering Fees, Kitchen Equip, Security, Testing, Financing, Commissioning, etc  | 22.00%   |      |           | \$2,309,890         | Typically 15-25% of construction costs<br>Additional costs for renovations work   |
| Land Purchase/Demolition/abatement/Legal Abatement of existing school   | 52,000   | sf   | 12        | ???<br>\$624,000    | Unknown costs, and feasibility (OMS to provide cost)<br>Entire existing school to be abated (costs will vary based on assessment)             |
| <b>TOTAL DEVELOPMENT</b>  |          |      |           | <b>\$2,933,890</b>  |   |
| <b>TOTAL PROJECT COST OPINION</b>   |          |      |           | <b>\$13,433,390</b> |   |
| <p>Comments</p> <p>CMBA recommends further investigation to confirm the viability of reusing the existing Middle School. SF for addition is based on assumed program needs. It is assumed that minimal portions of the existing school could remain untouched but overall varying amounts of renovations would be required throughout. Bringing the existing MS buildings up to code poses many challenges. Code issues, Restroom accessibility, vertical circulation, ADA access throughout building would all require costly and extensive renovations.</p> <p>All costs assume successful purchase of property for the addition, playground, and parking that would be needed for the school.</p> <p>Phasing to keep the school usable during construction will be extremely difficult and will add additional costs/time to the construction.</p> |          |      |           |                     |   |

**ROUGH MAGNITUDE OF COST \$13,433,390**

# ARNOLDS PARK – REMODEL EXISTING MIDDLE SCHOOL

## CHALLENGES:

- Limited available site area – site acquisition will be necessary
- Variances will be required from City of Arnolds Park for:
  - Parking requirements
    - Current Parking is shared with city
  - Setback requirements
  - Greenspace requirements
- Concessions will be required for program space (limitations of existing building layout).
- Code Compliance Challenges: ADA, Energy Code, Fire egress, Building Code, Mechanical and Electrical codes. Building will need to be retrofitted with automatic sprinkler system.
- Structural changes required to accommodate necessary MEP systems or shifts in program space often result in high costs that are not visible upon completion.
- Construction activities will carry into the school year – phasing construction will be challenging and disruptive.
- Age of building envelope varies (multiple eras of construction, additions / renovations). Condition will need to be assessed.
- Age and condition of MEP systems will need to be assessed.
  - 2010 Study identified energy efficient changes that could be made. Per info received, changes not pursued.
- Existing buildings have many unknown conditions that will be encountered in both design and construction.
  - Result in historically higher rate of change orders.

## SCENARIO 2: REMODEL MIDDLE SCHOOL (4-6) AT ARNOLDS PARK + NEW 7-8 SCHOOL ADDITION AT MILFORD HIGH SCHOOL

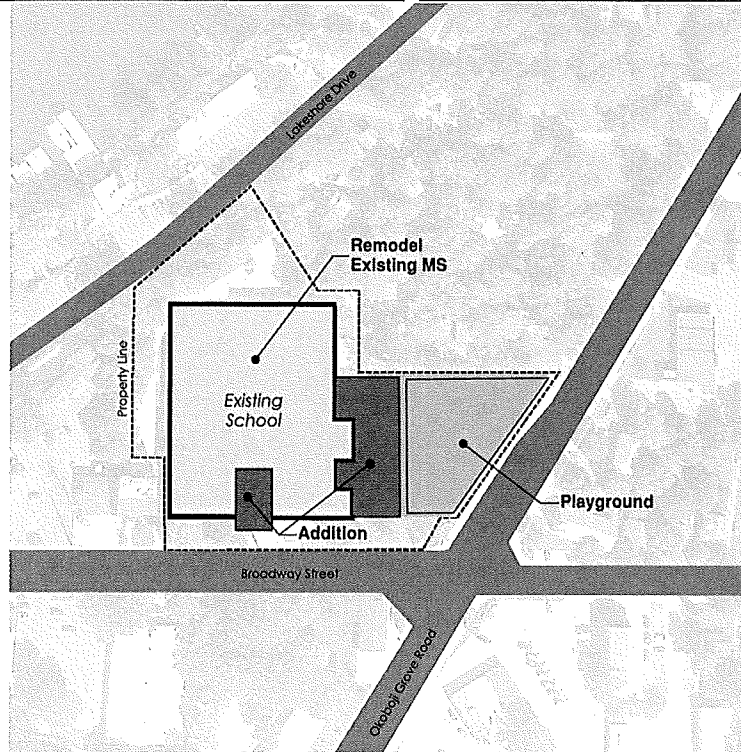
### GOALS / PURPOSES:

- Move Grade 4 from Elementary Building into Middle School Building
- Grades 4-6 to be at Arnolds Park as a long-term (permanent) solution
- Renovate and expand existing building to accommodate the needed Grades 4-6 programmatic components.
- Grades 7-8 to be at Milford on High School Campus to take advantage of shared programs, spaces and staff

# REMODEL EXISTING MIDDLE SCHOOL – GRADES 4-6

Existing School  
(Renovated)  
Approx 57,000 SF

Addition  
Approx 12,800 SF



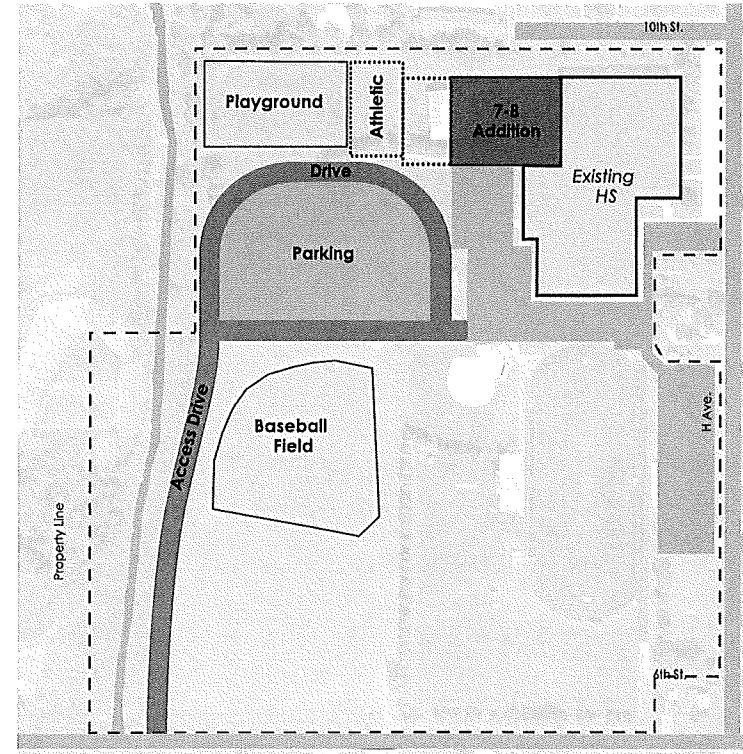
Parking Not shown -  
Site acquisition by OMS



# ADDITION TO HIGH SCHOOL – GRADES 7-8

7-8 Building Addition  
Approx 48,000 SF

Athletic Area  
Approx 21,000 SF



## REMODEL EXISTING – GRADES 4-6

## ADDITION TO HIGH SCHOOL – GRADES 7-8

| PRELIMINARY PROJECT BUDGET OPINION   |          |      |           |                    |   |
|--|----------|------|-----------|--------------------|---|
| CONSTRUCTION COSTS   |          |      |           |                    |   |
|  | Quantity | Unit | Unit Cost | Cost Estimate      | Remarks   |
| <b>Remodel/Addition MS to 4-6</b>  |          |      |           |                    |   |
| New Construction (Addition)  | 12,800   | sf   | 160       | \$2,048,000        | Assumes New Construction would consist of classrooms, commons, and 2 levels to better fit on site   |
| Renovations to Existing Middle School  | 57,000   | sf   | 60        | \$3,420,000        | Includes - Mechanical/Electrical/Code/ADA updates along with reconfiguration of spaces to fit program<br>Less extensive remodeling will be required for 4-6 MS<br>Parking for approximately 40 staff<br>Additional parking may be required for Assembly spaces and is contingent on property purchase |
| Site Development (assumes purchase of land)<br>Includes Staff Parking only (30 stalls)<br>Does NOT include Playground/Gym Parking  |          | ls   |           | \$180,000          |   |
|  |          |      |           | \$21               |   |
| <b>SUBTOTAL</b>  |          |      |           | <b>\$5,468,000</b> |   |
| Design/Bid/Inflation/Constr. Contingency   | 15.00%   |      |           | \$820,200          | Higher contingency for renovations<br>Multiple phases will add additional costs   |
| <b>TOTAL CONSTRUCTION</b>  |          |      |           | <b>\$6,288,200</b> |   |
| <b>DEVELOPMENT COSTS</b>   |          |      |           |                    |   |
| Design/Engineering Fees, Kitchen Equip, Security, Testing, Financing, Commissioning, etc   | 22.00%   |      |           | \$1,383,404        | Typically 15-25% of construction costs<br>Additional costs for renovations work   |
| Land Purchase/Demolition/abatement/Legal Abatement of existing school  | 52,000   | sf   | 12        | \$624,000          | Unknown costs, and feasibility (QMS to provide cost)<br>Entire existing school to be abated (costs will vary based on assessment)   |
| <b>TOTAL DEVELOPMENT</b>   |          |      |           | <b>\$2,007,404</b> |   |
| <b>TOTAL PROJECT COST OPINION</b>  |          |      |           | <b>\$8,295,604</b> |   |
| <p>Comments</p> <p>CMBA recommends further investigation to confirm the viability of reusing the existing Middle School. \$F for addition is based on assumed program needs. It is assumed that minimal portions of the existing school could remain untouched but overall varying amounts of renovations would be required throughout bringing the existing MS buildings up to code poses many challenges. Code issues, Restroom accessibility, vertical circulation, ADA access throughout building would all require costly and extensive renovations.</p> <p>All costs assume successful purchase of property for the addition, playground, and parking that would be needed for the school.</p> <p>Phasing to keep the school usable during construction will be extremely difficult and will add additional costs/time to the construction</p> |          |      |           |                    |   |

| PRELIMINARY PROJECT BUDGET OPINION   |          |      |           |                     |   |
|--|----------|------|-----------|---------------------|---|
| CONSTRUCTION COSTS   |          |      |           |                     |   |
|  | Quantity | Unit | Unit Cost | Cost Estimate       | Remarks   |
| <b>New Middle School 7-8</b>   |          |      |           |                     |   |
| New Construction   | 48,014   | sf   | 160       | \$7,682,240         | 7-8 Grade, set up for future 5-6 Addition & Athletic Area   |
| Does NOT include Athletic Area   | 0        | sf   | C         | \$0                 |   |
| Does NOT include Shared Classroom  | 0        | sf   | C         | \$0                 |   |
| Does NOT include 5-6 classrooms  | 0        | sf   | C         | \$0                 |   |
| Site Development   |          | ls   |           | \$850,000           | Access drive, parking   |
| Baseball Field/ 200 seat grandstand  |          | ls   |           | \$350,000           |   |
| <b>SUBTOTAL</b>  |          |      |           | <b>\$8,532,240</b>  |   |
| Design/Bid/Inflation/Constr. Contingency   | 15.00%   |      |           | \$1,279,836         | Assumes early 2016 bid  |
| <b>TOTAL CONSTRUCTION</b>  |          |      |           | <b>\$9,812,076</b>  |   |
| <b>DEVELOPMENT COSTS</b>   |          |      |           |                     |   |
| FFE, Design/Engineering Fees, Kitchen Equip, Security, Testing, Financing, Commissioning, etc.                           | 15.00%   |      |           | \$1,471,811         | Typically 15-25% of construction costs  |
| <b>TOTAL DEVELOPMENT</b>   |          |      |           | <b>\$1,471,811</b>  |   |
| <b>TOTAL PROJECT COST OPINION</b>  |          |      |           | <b>\$11,283,887</b> |   |
| <p>Comments</p> <p>This option will be used in conjunction with either "Remodel 4-6 AP"</p>                              |          |      |           |                     |   |
| <b>PRELIMINARY PROJECT BUDGET OPINION</b>  |          |      |           |                     |   |
| <b>CONSTRUCTION COSTS</b>  |          |      |           |                     |   |
|  | Quantity | Unit | Unit Cost | Cost Estimate       | Remarks   |
| <b>Athletic Area</b>   |          |      |           |                     |   |
| New Construction   | 20,905   | sf   | 160       | \$3,344,800         | Assume area is an addition onto Middle School at a later date. Cost may be slightly less if done in conjunction with MS addition  |
| Competition gym, seating, locker rooms   |          |      |           |                     |   |
| Site Development (included in SF cost)<br>very minimal site work assumed   |          | ls   |           | \$0                 | Assumes majority of site work was completed earlier and that parking is adequate for addition occupants of assembly/athletic area |
| <b>SUBTOTAL</b>  |          |      |           | <b>\$3,344,800</b>  |   |
| Design/Bid/Inflation/Constr. Contingency   | 15.00%   |      |           | \$501,720           |   |
| <b>TOTAL CONSTRUCTION</b>  |          |      |           | <b>\$3,846,520</b>  | Assumed inflation if bid in 2021  |
| 28.00%   |          |      |           | \$1,077,024         |   |
| <b>DEVELOPMENT COSTS</b>   |          |      |           |                     |   |
| FFE, Design/Engineering Fees, Security, Testing, Financing, Commissioning, etc.  | 15.00%   |      |           | \$576,978           | Typically 15-25% of construction costs  |
| <b>TOTAL DEVELOPMENT</b>   |          |      |           | <b>\$576,978</b>    |   |
| <b>TOTAL PROJECT COST OPINION</b>  |          |      |           | <b>\$5,500,524</b>  |   |
| <p>Comments</p> <p>CMBA can not predict market conditions or inflation. Inflation is based on 5% a year over 5 years</p> |          |      |           |                     |   |

ROUGH MAGNITUDE OF  
COST \$25,080,015

## REMODEL MIDDLE SCHOOL (GRADES 4-6) AT ARNOLDS PARK NEW GRADES 7-8 SCHOOL AT MILFORD

### CHALLENGES

- See all Challenges listed in Scenario #1: Remodel Existing Grades 5-8 Middle School at Arnolds Park.
- Staffing for both buildings will change. (Administrative comment.)
- Construction at two separate sites – including site development at both.

## SCENARIO 3: PHASE 1 NEW 7-8 SCHOOL ADDITION AT MILFORD HIGH SCHOOL + PHASE 2 NEW 5-6 ADDITION (FUTURE)

### GOALS / PURPOSES:

- Split up front construction costs
- Temporary continued use of Arnolds Park Building during interim. No renovations / additions.
- Grades 7-8 to be at Milford on High School Campus first to take advantage of shared programs, spaces and staff

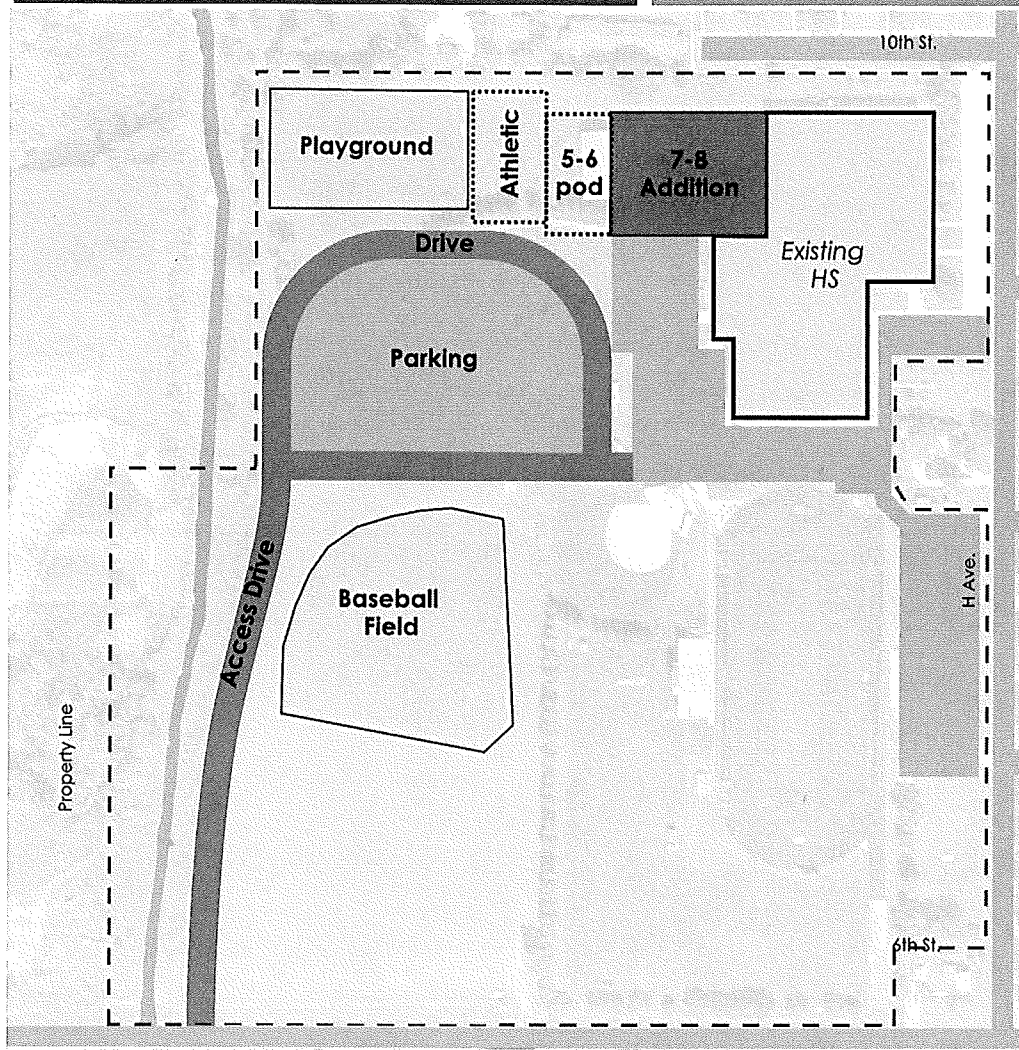


# NEW MIDDLE SCHOOL – IN PHASES

7-8 Building Addition  
Approx 48,000 SF

5-6 Pod Expansion  
Approx 17,228 SF

Athletic Area  
Approx 21,000 SF



## NEW MIDDLE SCHOOL – IN PHASES

| PRELIMINARY PROJECT BUDGET OPINION   |          |      |           |                     |
|--|----------|------|-----------|---------------------|
| CONSTRUCTION COSTS   | Quantity | Unit | Unit Cost | Cost Estimate       |
| <b>New Middle School 7-8</b>   |          |      |           |                     |
| New Construction   | 48,014   | sf   | 160       | \$7,682,240         |
| Does NOT include Athletic Area   | 0        | sf   | 0         | \$0                 |
| Does NOT include Shared Classroom  | 0        | sf   | 0         | \$0                 |
| Does NOT include 5-6 classrooms  | 0        | sf   | 0         | \$0                 |
| Site Development   |          | ls   |           | \$850,000           |
| Access drive, parking  |          |      |           |                     |
| Baseball Field/ 200 seat grandstand  |          | ls   |           | \$350,000           |
| <b>SUBTOTAL</b>  |          |      |           | <b>\$8,532,240</b>  |
| Design/Bid/Inflation/Constr. Contingency   | 15.00%   |      |           | \$1,279,836         |
| <b>TOTAL CONSTRUCTION</b>  |          |      |           | <b>\$9,812,076</b>  |
| <b>DEVELOPMENT COSTS</b>   |          |      |           |                     |
| FFE, Design/Engineering Fees, Kitchen Equip. Security, Testing, Financing, Commissioning, etc. | 15.00%   |      |           | \$1,471,811         |
| <b>TOTAL DEVELOPMENT</b>   |          |      |           | <b>\$1,471,811</b>  |
| <b>TOTAL PROJECT COST OPINION</b>  |          |      |           | <b>\$11,283,887</b> |

Comments:  
This option will be used in conjunction with either "Remodel 4-6 AP"

| PRELIMINARY PROJECT BUDGET OPINION   |          |      |           |                    |
|--|----------|------|-----------|--------------------|
| CONSTRUCTION COSTS   | Quantity | Unit | Unit Cost | Cost Estimate      |
| <b>Athletic Area</b>   |          |      |           |                    |
| New Construction   | 20,905   | sf   | 160       | \$3,344,800        |
| Competition gym, seating, locker rooms   |          |      |           |                    |
| Site Development (included in SF cost) very minimal site work assumed          |          | ls   |           | \$0                |
| <b>SUBTOTAL</b>  |          |      |           | <b>\$3,344,800</b> |
| Design/Bid/Inflation/Constr. Contingency                                       | 15.00%   |      |           | \$501,720          |
| <b>TOTAL CONSTRUCTION</b>  |          |      |           | <b>\$3,846,520</b> |
| <b>DEVELOPMENT COSTS</b>   |          |      |           |                    |
| FFE, Design/Engineering Fees Security, Testing, Financing, Commissioning, etc. | 15.00%   |      |           | \$576,978          |
| <b>TOTAL DEVELOPMENT</b>   |          |      |           | <b>\$576,978</b>   |
| <b>TOTAL PROJECT COST OPINION</b>  |          |      |           | <b>\$5,600,524</b> |

Comments:  
CMBA can not predict market conditions or inflations. Inflation is based on 5% a year over 5 years

| PRELIMINARY PROJECT BUDGET OPINION  |          |      |           |                    |
|---|----------|------|-----------|--------------------|
| CONSTRUCTION COSTS  | Quantity | Unit | Unit Cost | Cost Estimate      |
| <b>5-6 Grade Pod</b>  |          |      |           |                    |
| New Construction  | 17,228   | sf   | 160       | \$2,756,480        |
| Similar to 7-8 Pod  |          |      |           |                    |
| Site Development (included in SF cost) very minimal site work                                     |          | ls   |           | \$0                |
| <b>SUBTOTAL</b>   |          |      |           | <b>\$2,756,480</b> |
| Design/Bid/Inflation/Constr. Contingency  | 15.00%   |      |           | \$413,472          |
| <b>TOTAL CONSTRUCTION</b>   |          |      |           | <b>\$3,169,952</b> |
| <b>DEVELOPMENT COSTS</b>  |          |      |           |                    |
| FFE, Design/Engineering Fees, Playground Equip. Security, Testing, Financing, Commissioning, etc. | 15.00%   |      |           | \$475,493          |
| <b>TOTAL DEVELOPMENT</b>  |          |      |           | <b>\$475,493</b>   |
| <b>TOTAL PROJECT COST OPINION</b>   |          |      |           | <b>\$5,642,515</b> |

Comments:  
CMBA can not predict market conditions or inflations. Inflation is based on 5% a year over 10 years

**ROUGH MAGNITUDE OF COST \$22,426,926**

## PHASE 1 NEW 7-8 SCHOOL ADDITION AT MILFORD PHASE 2 NEW 5-6 SCHOOL ADDITION (FUTURE) AT MILFORD

### CHALLENGES

- Existing Arnolds Park Middle School will not be updated – no renovations.
- Phase 2 will require future funding considerations.
- Inflation and separate packaging costs of splitting construction.
- Staffing for both buildings will change. (Administrative comment.)

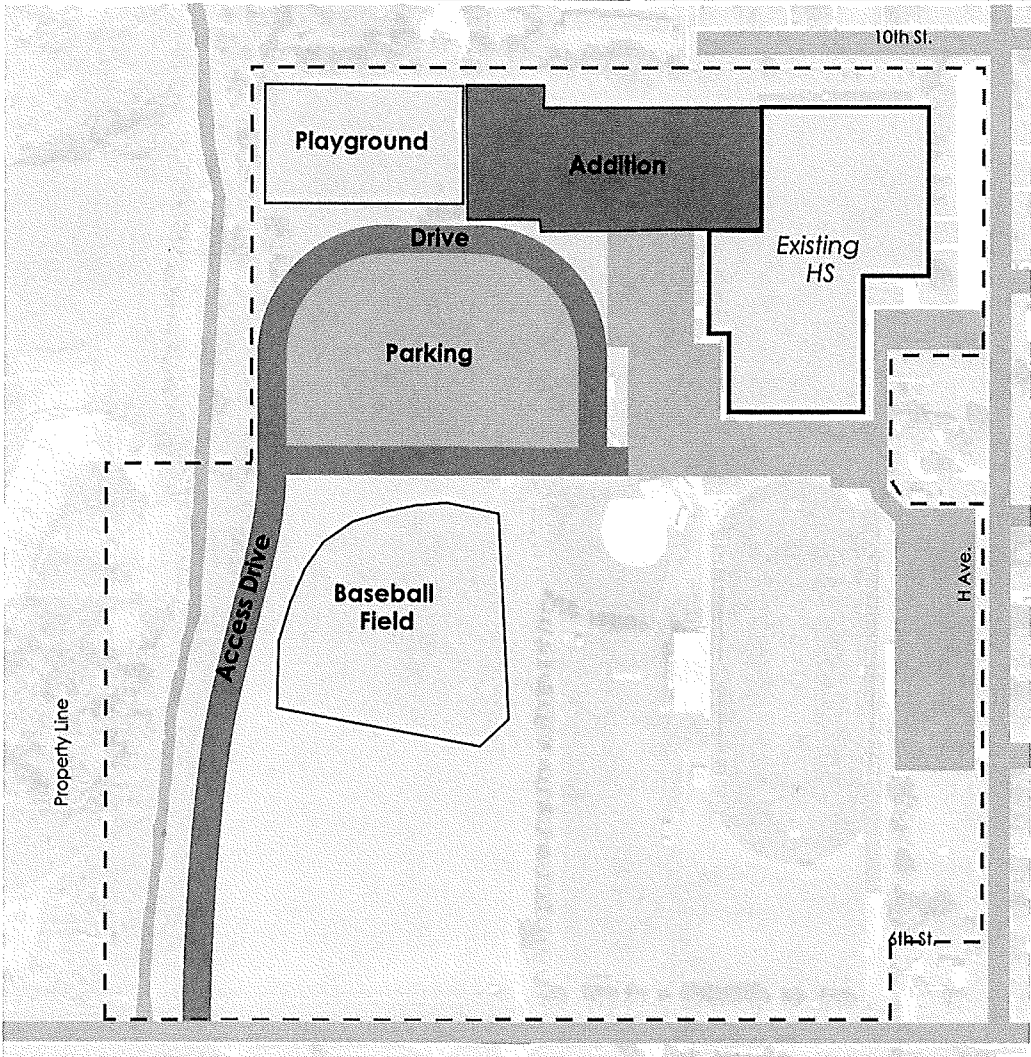
## SCENARIO 4: NEW GRADES 5-8 MIDDLE SCHOOL AT MILFORD

### GOALS / PURPOSES:

- Maximize shared staff and facilities with Middle School and High School on same campus, physically attached.
- Updated programmatic organization to meet changing curriculum (spatial design)
- Long range planning for Milford's High School Campus

# NEW MIDDLE SCHOOL – GRADES 5-8

Addition  
Approx 82,000 SF



NORTH  
Not To Scale

## NEW MIDDLE SCHOOL – GRADES 5-8

| PRELIMINARY PROJECT BUDGET OPINION   |          |      |           |                     |  |
|--|----------|------|-----------|---------------------|--|
| CONSTRUCTION COSTS   | Quantity | Unit | Unit Cost | Cost Estimate       | Remarks  |
| <b>New Middle School 5-8</b>   |          |      |           |                     |  |
| New Construction   | 82,000   | sf   | 160       | \$13,120,000        | Assumes minimal remodel of HS 4,000-8,000sf      |
| Includes Athletic Area   | 0        | sf   | 160       | \$0                 |  |
| Include 5-6 classrooms   | 0        | sf   | 160       | \$0                 |  |
| Site Development   |          |      |           | \$850,000           |  |
| Access drive, parking  |          |      |           |                     |  |
| Baseball Field/ 200 seat grandstand  |          |      |           | \$350,000           |  |
| <b>SUBTOTAL</b>  |          |      |           | <b>\$13,970,000</b> |  |
| Design/Bid/Inflation/Constr. Contingency   | 15.00%   |      |           | \$2,095,500         | Assumes early 2016 bid                           |
| <b>TOTAL CONSTRUCTION</b>  |          |      |           | <b>\$16,065,500</b> |  |
| <b>DEVELOPMENT COSTS</b>   |          |      |           |                     |  |
| FFE, Design/Engineering Fees, Kitchen Equip, Security, Testing, Financing, Commisioning, etc.                            | 15.00%   |      |           | \$2,409,825         | Typically recommend 15-25% of construction costs |
| <b>TOTAL DEVELOPMENT</b>   |          |      |           | <b>\$2,409,825</b>  |  |
| <b>TOTAL PROJECT COST OPINION</b>  |          |      |           | <b>\$18,475,325</b> |  |
| Comments   |          |      |           |                     |  |
| Program is for 86,146 sf but it is assumed that approx. 6,000sf could be accomplished with remodeling existing HS spaces |          |      |           |                     |  |
| Single phases project will have slightly different sf then multi phase projects  |          |      |           |                     |  |

**ROUGH MAGNITUDE OF COST \$18,475,325**

# NEW GRADES 5-8 MIDDLE SCHOOL AT MILFORD

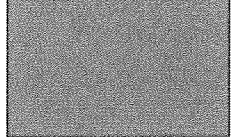
## CHALLENGES

- Site development will require adding access road(s) and moving baseball field
- Electrical Utilities

Red Oak Community School District

# Scope Document for Master Plan and Programming

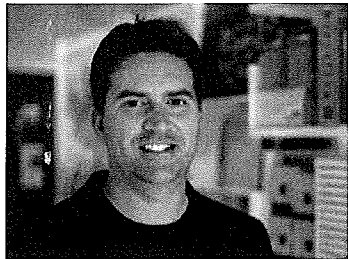
ALLEY•POYNER  
MACCHIETTO  
ARCHITECTURE



January 7, 2016



# Alley Poyner Macchietto Team



Daric O'Neal  
Architect



Jay Palu  
Architect



Eric Westman  
Architect



Janey Mass  
Architect



Todd Moeller  
Architect

Engineering Technologies, Inc.



Justin Veik  
Engineer

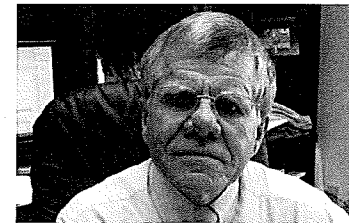


Adam Cramm  
Architect



Monica Erickson  
Architect

JFSCO Engineering



Pete Crawford  
Engineer

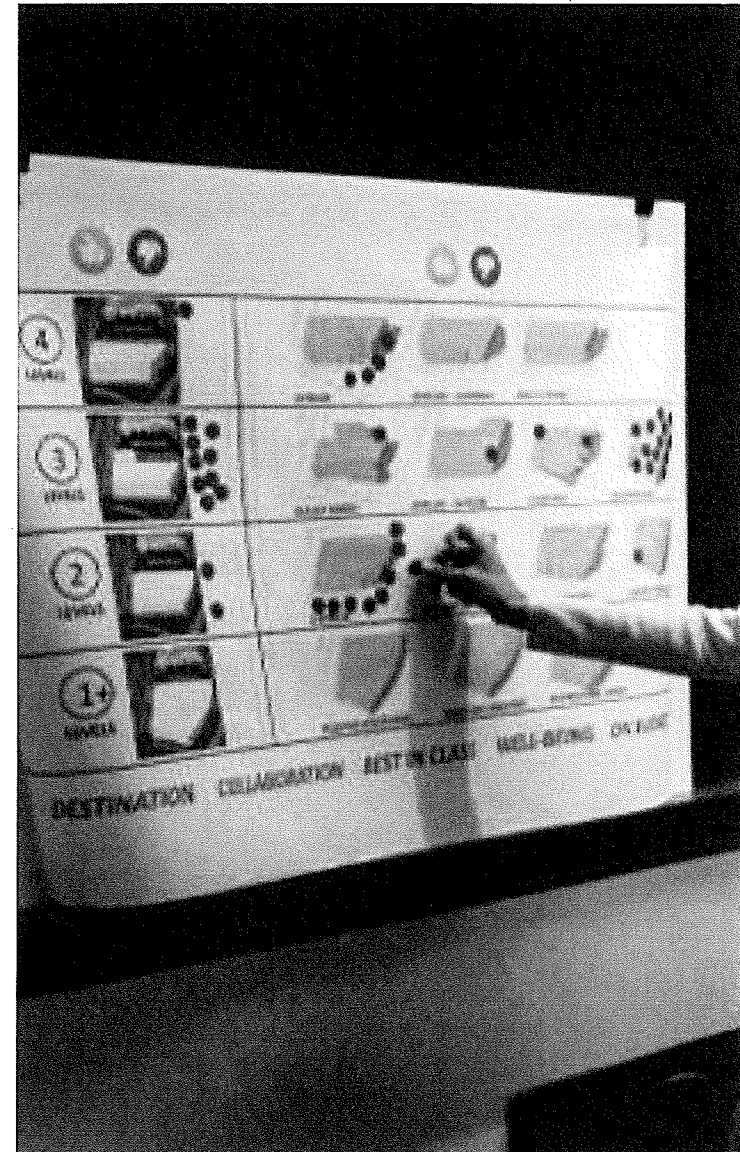
# Goals

- Become the district of choice
- Reduce operational costs that affect the general fund
- Maximize existing space and square footage
- Provide environments that enhance and improve the educational experience for all students and staff
- Create community pride in the schools
- Move forward with community based solution

# Process for Community Based Outcomes

## 1. Assess current deficiencies and needs

1. Accessibility Code | ADA
  1. 2011 Equity Report
2. Life Safety Code
  1. Fire Alarm | Fire Sprinklers | Egress | FEMA
  2. Compare changes to 2013 Facility Assessment / Conditions Report
3. Security
4. HVAC | Plumbing | Electrical
  1. Compare changes to 2013 Facility Assessment / Conditions Report
5. Learning, Administrative and Activity Environments
  1. Students
  2. Classrooms / teachers
  3. STEM
  4. Media center / library
  5. Information Technology
  6. Performing Arts
  7. Band, choir, stage productions
  8. Community Partnerships
  9. Visual arts
  10. Athletics
  11. Trade / Technical related
  12. Others as determined necessary through public engagement



# Process for Community Based Outcomes

## 2. Provide comparables

1. Information gathered from other districts within the Hawkeye 10 and a 60 mile radius of Red Oak will be used

## 3. Assess operational costs

1. Staff, Transportation, Utilities, Maintenance

## 4. Educate diverse community committee

1. Establish focus groups to create priorities
  1. Prioritize Needs VS Wants

## 5. Create options and scenarios based on assessment, focus group priorities, and community input

1. See potential options to stimulate discussion later in this document
2. Present these options to community (Public Meeting 2)
3. Refine based on feedback and input
  1. Take solution back to community committee and focus groups
4. Refine again based on feedback and input
5. Present updated options to community (Public Meeting 3)
6. Refine based on feedback and input
  1. Take solution back to community committee and focus groups



# Process for Community Based Outcomes

## 6. Look at Sources and Uses of Funding

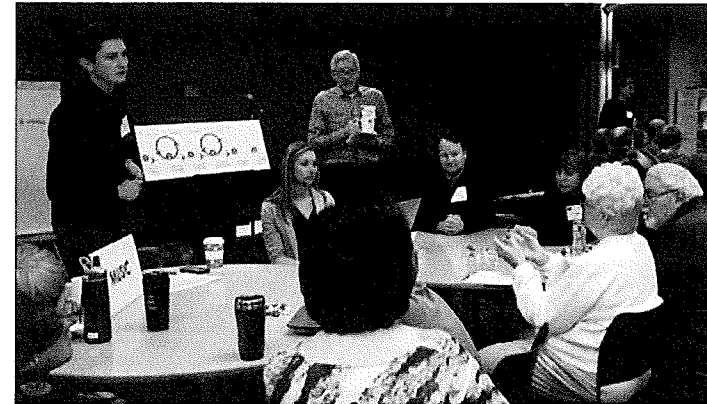
1. Current options
2. Options if PPEL is passed again
3. Options if SAVE is extended
4. Options if BOND is passed
5. Energy Audits and Utility Company Incentives
6. What areas could be good for private donations?

## 7. Generate Master Plan and Implementation Concepts

1. Present to community committee and focus groups
  1. Refine based on feedback and input
2. Present to community (Public Meeting 4)

## 8. Community and Focus Groups makes recommendation to School Board for adoption of Master Plan

1. Board considers adoption of Master Plan
2. Board considers implementation concepts that may or may not require a bond resolution to move forward



# Inman Campus

- Process for community based outcomes as outlined earlier in this document
- Potential options to stimulate discussion
  - Bring pre-K to site
  - Add 4<sup>th</sup> grade to site
  - Add 4<sup>th</sup> and 5<sup>th</sup> grade to site
  - Is there enough space to add even more?
- Evaluate kitchen
  - What is the capacity of the current kitchen?
  - What would it take for this kitchen to serve the entire district?
- Other options as they evolve through community input

# Washington Campus

- Process for community based outcomes as outlined earlier in this document
- Potential options to stimulate discussion
  - Can additional space be added onto this building to bring another grade here?
  - Bring pre-K and K to site, early childhood, developmental K
  - Before and After School “Kids Club” day care program
  - ROAR (Red Oak Academic Resource) Center
  - District Offices
    - Partnerships with other Educational Agencies
    - Regional Alternative School
    - Facilities and Transportation offices

## *ROAR options continued*

- Club spaces
  - Tag a Longs
    - Club sports
  - PTO
  - FFA
  - FBLA
- Shared Conference Center
- Review adjacent properties and their usefulness
  - Bus and vehicle parking
- Incorporate items for life safety, accessibility, and equity report
- Other options as they evolve through community input

# Middle School Building

- Process for community based outcomes as outlined earlier in this document
- Potential options to stimulate discussion
  - Leave 6 - 8 on site
  - Add 5<sup>th</sup> grade to site
  - Add 4<sup>th</sup> and 5<sup>th</sup> grade to site
  - Make this a 3-6 campus
- Review ways to increase parking
- Can this building be used as the ROAR Center described for Washington?
- Can this building be the STEM center for the area?
- If the middle school is removed, options to keep the gymnasium and improve it
- Provide for a complete remodel of everything
- Other options as they evolve through community input
  - Costs to mothball
  - Costs to demolish
  - Value on the market
    - Remodel for housing or some other use by the private sector
    - Additional surface parking for gymnasium usage



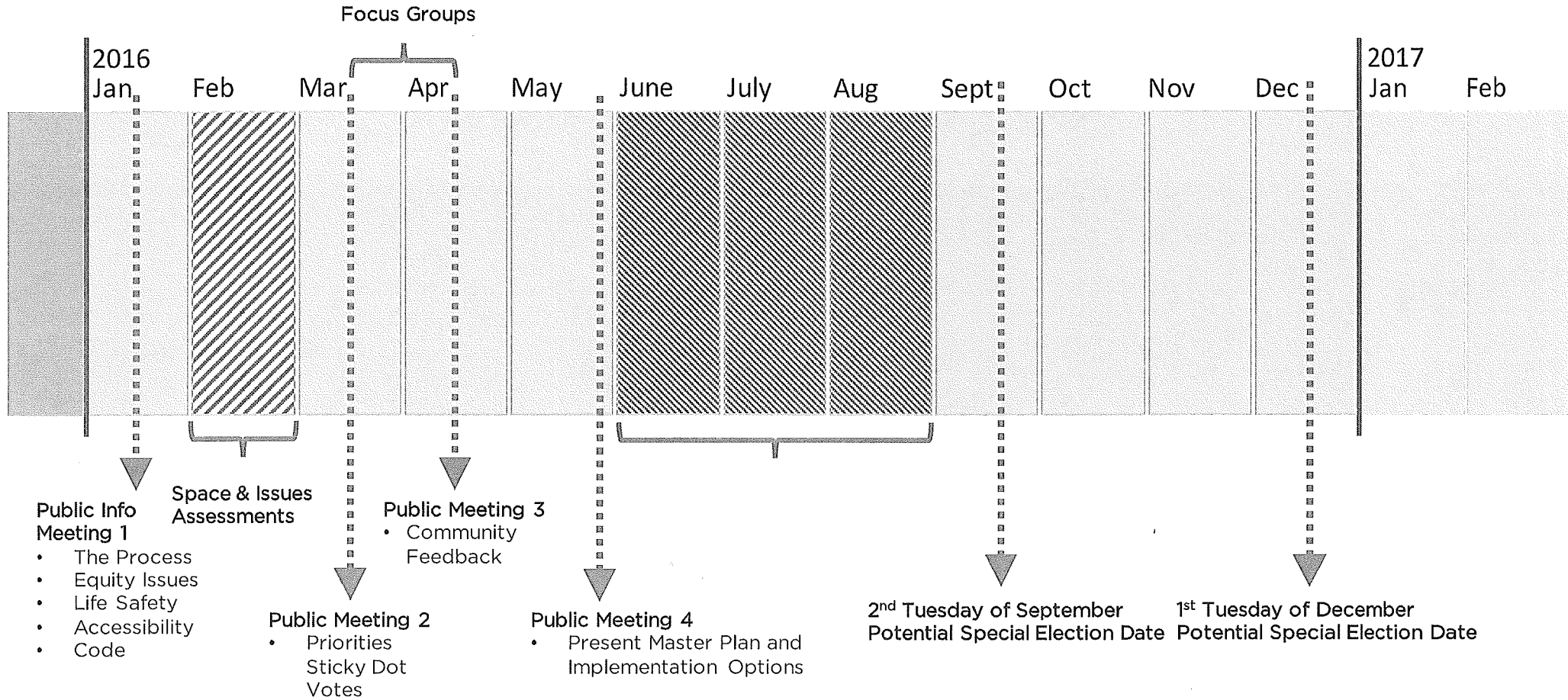
# High School Campus

- Process for community based outcomes as outlined earlier in this document
- **Continues effort BLDD has already started**
- Potential options to stimulate discussion
  - 9-12, 7-8, 6-8, 4-5
  - Tech Center
  - STEM
  - Athletics
  - Performing Arts
  - Visual Arts
  - District Offices
  - Bring 7 - 8 to site
  - Bring 6 - 8 to site
  - Add 5<sup>th</sup> grade to site
  - Add 4<sup>th</sup> and 5<sup>th</sup> grade to site
  - Competition gym
- Auditorium upgrades
- Evaluate kitchen
  - What is the capacity of the current kitchen?
  - What would it take for this kitchen to serve 4-12?
- Other options as they evolve through community input

# Remaining Sites

- Webster
  - Costs to mothball
  - Costs to demolish
  - Value on the market
- Bancroft
  - Costs to mothball
  - Costs to demolish
  - Value on the market
- Legion Park
  - Football field maintenance and upgrades
  - Baseball field maintenance and upgrades
  - Review Partnerships
- Softball Complex
  - Field use, maintenance, and upgrades
  - Review Partnerships
- Tennis Courts
  - Use and upgrades
  - Review partnerships

# Schedule Concept



# Implementation Concept

## Phase 1: 0-12 months implementation

- Dept. of Education Equity Issues (ADA/Accessibility) that do not conflict with future implementation plans
- Reorganization that has minimal construction cost and does not conflict with future implementation items
- Other immediate needs required to maintain operations of facilities that are not in conflict with future implementation items

## Phase 2: 1-4 years implementation

- Priorities and phasing per community based plan
- Transitional space if needed to implement renovation plans per budget limitations
- New construction plans to implement long term plans per budget limitations

## Phase 3: 5+ years implementation

- Priorities lower on the need/want list that complete implementation of the Master Plan
- Items as the Master Plan is revisited every 5 years and as the regional climate of PK-12 education evolves

# Cost of Work Proposal

- Approx. \$50,000 worth of effort at NO COST to the School District
- Deliverables
  - Time frame: Jan - May 2016
  - Will provide PDF files of all drawings/reports/analysis
  - Will provide hard copies to School District as requested
    - ROCSD will pay for printing reimbursables
  - Will provide graphics as needed for project based website and communication by others
- Will provide graphics as needed for bond referendum if that is the direction the community and board decides
- If the School District proceeds with any of the implementation outcomes from this process, the School District will engage with APMA for architectural services related to that implementation.

Proposal Accepted by

---

Print Name

Title

---

Signature

---

Date

RECEIVED  
JAN 07 2016

January 6, 2016

To the administration or to whom it may concern,

I am writing to inform you that I will be seeking out other career opportunities following the current school year. I have enjoyed working with you and have learned many skills to assist in my future. I thank you for the experience and assistance you have all given to me over the past year and a half.

Sincerely,

Emily Stout

RECEIVED  
JAN 08 2016

Red Oak Community School District  
Staff Selection Recommendation

Date: 1-8-15

Building: Admin    HS    MS    WIS    IPS    ECC    Trans  
(Please Circle All That Apply)

Position: MS Wrestling Coach

Name: Cole Meek

Certified:

Lane: \_\_\_\_\_

Step: \_\_\_\_\_

Salary: \_\_\_\_\_

\$ 30,275<sup>x</sup>  
7.50%

\$ 2,220.63

Classified:

Hourly Rate: \_\_\_\_\_

Hours Per Day: \_\_\_\_\_

  
\_\_\_\_\_  
Principal/Director

Please send form to Superintendent for Board Approval