

Board of Education Regular Meeting
Monday, December 9, 2019 7:00 PM
High School Library
P.O. Box 8400
Ravenna, NE 68869-8400

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: Preparing Students Today to Succeed Tomorrow: Family-Community-School
5. Approval of Agenda
6. Financial Report
7. Consent Agenda
 - 7.1. Discuss, consider, and take all necessary action to minutes
 - 7.2. Discuss, consider, and take all necessary action to bills
 - 7.3. Notice of Public Meeting-City of Ravenna-December 2nd
8. Request to Address the Board and Correspondence
9. Blue Jay Celebration of Success-School Nutrition Program
10. ABC Bluejay Staff Member of the Month-Mrs. Dawn Reicks
11. Information and Action Items
 - 11.1. Negotiations with REA @ 7:00 PM (Executive Session)
 - 11.2. Discuss, consider, and take all action necessary to the superintendent's evaluation and contract
12. Discussion Items

- 12.1. Discuss, consider, and take all necessary action to election filing deadlines for board members
- 12.2. 2nd Committee on American Civics Meeting Date
- 12.3. Policy Review-1000 Series & 2000 Series
- 12.4. Strategic Planning-Guest Presenter Scott Daniel @ 9:00 via Zoom
13. Elementary Principal's Report

14. Secondary Principal's Report
- 15.
16. Superintendent's Report

17. Board Report
18. Positive Comments
19. Adjournment

Ravenna Public Schools

Capital Outlay Schedule-Updated **9/1/19**

Special Building Fund Balance (9/1/19)	\$366,493
Total Allowable Budgeted Expenditures (2019-20):	\$699,872
2019-20 Tax Request for Special Building Fund:	\$252,525

Project	10 Year (2027-28)	9 Year (2026-27)
Elementary Roof Repair (Replace Fastners)-2017		
Elementary Roof/Gym Replacement (Repaired by Chief 2017)		
Roof on Bus Barn Repair (40+ yrs.)-Spray or Replace	\$12,500-	\$45,000
Roof Replacement (Above Music Room-5700 sq. ft)-2017		
Roof Replacement (Above Kitchen, Bohling's Room, Pre-School, Chair Storage)-4600 sq. ft)-1995		
Roof Replacement (Theater-4200 sq. ft)-2004		
Roof Replacement (Office Area/Government Rooms-4200 sq. ft)-2012	\$27,804	
Roof Replacement (Shop, Science, Concession-6200 sq. ft)-2012	\$41,044	
Roof Replacement (High School Gym-9200 sq. ft)-2014	\$60,904	
Roof Replacement (High School Surrounding Theater-30,200 sq. ft)-2014	\$199,924	
Bleachers in Main Gym-2017		
Metal Siding on Football Storage Shed-2018		
Special Systems (Fire Alarm, Bell, & PA)-2018		
Fire Alarm, Bell & Intercom Engineer/Architect Fees-2018		
Pnuematic Controls Replacement-2017		
Elementary HVAC Replacement-Phase 1 (inc. engineer fees)-2017		
Elementary HVAC Replacement-Phase 2 (inc. engineer fees)-2018		
Elementary HVAC Replacement-Phase 3 (inc. engineer fees)		
Re-lighting Project in Elementary-Ongoing Item	\$1200 per room (16 Fixtures	
Re-lighting Project in High School-Ongoing Item	at \$75)	
Track Runway Resurfacing		
Track Maintenance Coat		
Track Repair (North Side and East Turn Lane 6)		
Football Field Concession Stand Remodel-2018		
Football Field Light Pole Replacement		WOBP

Concrete/Asphalt Replacement-Ongoing Item
 Elementary Gym Water Heater (23-25 yrs. Old)
 Water Heaters in Elementary for RR & Classroom (20+ yrs. Old)-2018
 Hanging Heaters in Bus Barn (40+ yrs. Old)-2018
 AC Units High School (60 ton condenser & coil replacement)
 AC Units High School (20 ton condenser & coil replacement)
 AC Unit High School (East 20 ton condenser & coil replacement)
 2 High School Water Heaters (New in 2007)
 Elementary Playground Equipment
 Floor Tile Replacement-Ongoing Item
 High School Locker Room Lockers (80-24 x 36 Lockers)
 Football Scoreboard-2018-Paid for with donations
 Football West Entry Gates (Drainage in West Ditch)
 Dishwasher in Kitchen

\$27,000-30,000

Yearly Totals:

\$329,676

<i>COLOR CODE</i>
Completed Projects
Approved previous year but not yet completed
Considering for Summer
WOBP=Waiting on Budget Price
Budget Pricing

8 Year (2024-26) 7 Year (2023-24) 6 Year (2022-23) 5 Year (2021-22) 4 Year (2020-21) 3 Year (2019-20) 2 Year (2018-19) 1 Year (2017-18)

\$27,804

\$27,300

\$2,500
\$134,906
\$16,300

\$61,170

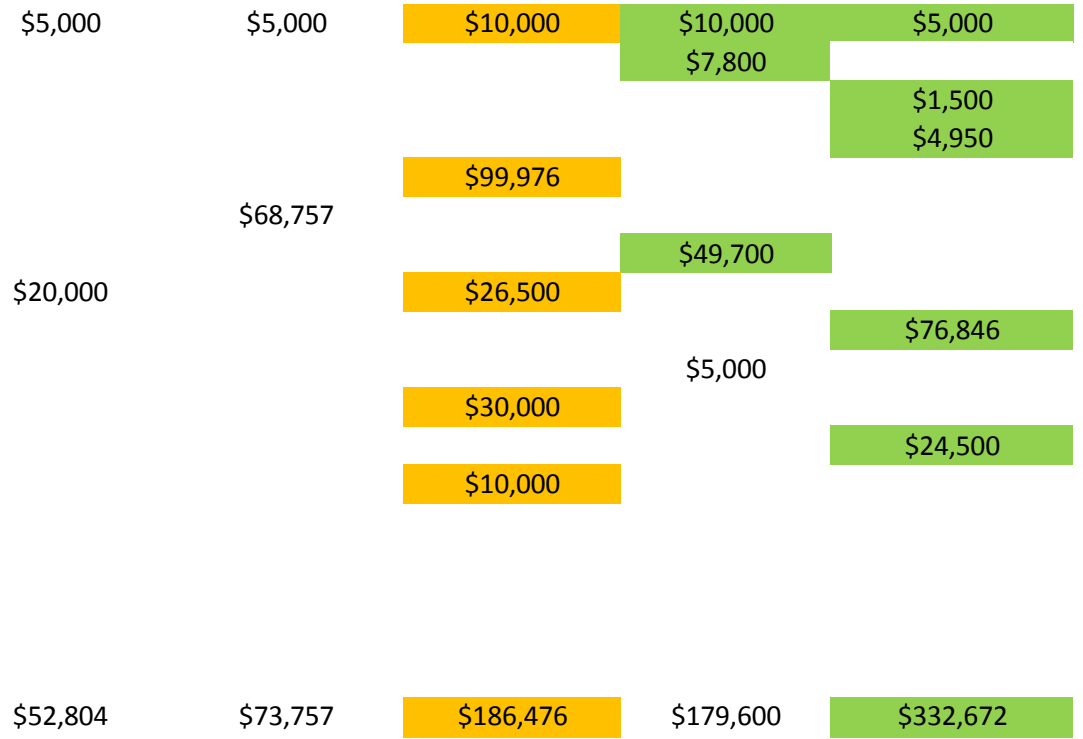
\$74,800

\$5,000
\$5,000
\$23,000-\$51,000

\$60,000

\$5,000

\$5,000



Estimated Ending Balance

2016-17

\$7,500

\$7,437

\$31,220

\$109,866

\$8,270

\$63,800

\$3,366

\$5,000

\$236,461

ce:

Ravenna Public Schools
Fund Balance Report
November 30, 2019

Special Building

Last month ending balance	\$	514,293.86
Buffalo Co Taxes	\$	3,014.60
Sherman Co Taxes	\$	849.72
Interest	\$	339.41
Check(s)	\$	(375.00)
Bank Statement Balance	\$	518,122.59

Depreciation Fund

Last month ending balance	\$	190,773.67
Interest		\$47.04
Ins. Proceeds		\$0.00
Transfer		\$0.00
Check(s)		\$0.00
Bank Statement Balance	\$	190,820.71

Employee Benefit Fund

Last month ending balance	\$	14,739.71
Interest	\$	3.63
Check(s)	\$	-
Bank Statement Balance	\$	14,743.34

Qualified Cap

Last month ending balance	\$	202,967.61
Buffalo Co Taxes	\$	699.49
Sherm Co Taxes	\$	196.07
US Treas.		
Interest	\$	122.95
check(s)	\$	(111,943.75)
Bank Statement Balance	\$	92,042.37

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	01	Fund Number 01	General	
	10193	A-1REFRIGERATION	11/15/2019	386.78
01 2620 430 001 000		Con/ser Repair Secon		386.78
Total	A-1REFRIGERATION			386.78
	21316	ACCESS ELEVATOR INC	11/01/2019	386.00
01 2620 430 001 000		Con/ser Repair Secon		386.00
Total	ACCESS ELEVATOR INC			386.00
	2714	ALPHA REHABILITATION	11/30/2019	298.22
01 1200 562 001 602		LEVEL III SPEECH		298.22
Total	ALPHA REHABILITATION			298.22
	01215	BLACK HILLS ENERGY	11/18/2019	117.97
01 2610 621 001 000		Fuel Secon		58.99
01 2610 621 002 000		Fuel Elem		58.98
	01216	BLACK HILLS ENERGY	11/18/2019	3,019.36
01 2610 621 001 000		Fuel Secon		1,509.68
01 2610 621 002 000		Fuel Elem		1,509.68
Total	BLACK HILLS ENERGY			3,137.33
	6008	BUFFALO COUNTY WEED CONTROL	11/07/2019	1,557.01
01 2620 430 001 000		Con/ser Repair Secon		778.51
01 2620 430 002 000		Cont/ser Repair Elem		778.50
Total	BUFFALO COUNTY WEED CONTROL			1,557.01
	1079754	BUILDERS WAREHOUSE	11/18/2019	80.37
01 2620 430 001 000		Con/ser Repair Secon		80.37
Total	BUILDERS WAREHOUSE			80.37
	357.nov19	CITY OF RAVENNA	11/26/2019	541.08
01 2610 410 001 000		Water Sewer Secon		270.54
01 2610 410 002 000		Water Sewer Elem		270.54
	760.Nov19	CITY OF RAVENNA	11/26/2019	76.00
01 2610 410 001 000		Water Sewer Secon		38.00
01 2610 410 002 000		Water Sewer Elem		38.00
Total	CITY OF RAVENNA			617.08
	1191999	DAS State Accounting - Central Finance	11/01/2019	229.32
01 1100 382 000 000		INTERNET SERVICES		229.32
Total	DAS State Accounting - Central Finance			229.32
	2020.duesDD	Diversified Drug Testing, LLC	10/20/2019	50.00
01 2710 330 000 000		TESTING		50.00
	6964	Diversified Drug Testing, LLC	11/13/2019	260.00
01 2710 330 000 000		TESTING		260.00
Total	Diversified Drug Testing, LLC			310.00
	8056456	ECOLAB PEST ELIM DIV	11/14/2019	70.18
01 2620 430 001 000		Con/ser Repair Secon		35.09
01 2620 430 002 000		Cont/ser Repair Elem		35.09
Total	ECOLAB PEST ELIM DIV			70.18

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	33125	Ed Broadbfoot & Sons	10/31/2019	228.00
01 2620 430 002 000		Cont/ser Repair Elem		228.00
Total		Ed Broadbfoot & Sons		228.00
	180300.nov19	ESU #10	12/01/2019	49,319.92
01 1100 610 002 000		Gen Supplies Elem		26.55
01 2212 330 001 000		Purch Prof Ser Secon		100.00
01 1200 591 000 608		Vocational		659.77
01 3535 810 000 000		High Abilt Learn Registration		1,000.00
01 1200 591 002 604		DEAF ED		474.74
01 1291 591 002 604		PRE Deaf Ed Services (3-5)		474.74
01 2171 591 001 600		PT SERVICES		535.87
01 2171 591 002 600		PT Therapy		535.87
01 2172 591 002 600		PT SPED 3-5		133.97
01 2173 591 002 600		PT SPED 0-2		133.97
01 1200 591 001 000		SPED SUPERVISION SEC.		1,557.02
01 1200 591 002 000		SPED SUPERVISION ELEM.		1,557.02
01 1291 591 002 603		PRE SPED Supervision (3-5)		326.24
01 1291 591 002 603		PRE SPED Supervision (3-5)		326.24
01 2161 591 001 601		OT THERAPY SPED - School Age		1,620.69
01 2161 591 002 601		OT THERAPY-SPED School Age		1,620.69
01 2162 591 002 601		OT SPED 3-5		405.17
01 2163 591 002 601		OT SPED 0-2		405.17
01 2151 591 001 602		Speech Therapy		5,486.46
01 2151 591 002 602		Speech Therapy Elem		20,711.39
01 2152 591 002 602		PRE SCHL SPEECH (3-5)		1,234.45
01 2181 591 001 605		Vision		238.60
01 2181 591 002 605		VISION		238.60
01 2141 591 001 606		SCHOOL PSYCH		3,700.77
01 2141 591 002 606		Diagnostic Testing (School Psych)		3,700.77
01 2142 591 002 606		PSYCH SERVICES SPED 3-5		925.19
01 2143 591 002 606		PSYC SERVICES SPED 0-2		925.19
01 2151 591 001 607		Audiology Secon		105.91
01 2151 591 002 607		Audiology Elem		105.91
01 2152 591 002 607		AUDIOLOGY SPED 3-5		26.48
01 2153 591 002 607		AUDIOLOGY SPED 0-2		26.48
	1920-338	ESU #10	12/05/2019	1,619.27
01 6210 890 000 000		MISCELLANEOUS EXPENDITURES		1,619.27
Total		ESU #10		50,939.19
	3681	ESU 11	11/25/2019	25.00
01 2212 330 001 000		Purch Prof Ser Secon		25.00
Total		ESU 11		25.00
	837326.nov119	FARMERS CO-OPERATIVE ASSOC	11/25/2019	2,231.14
01 2710 626 000 000		Gas And Oil		2,231.14
Total		FARMERS CO-OPERATIVE ASSOC		2,231.14
	10022485	Garrett Tires & Treads-GI	11/27/2019	125.07
01 2710 430 000 000		Purchased Repair		125.07
Total		Garrett Tires & Treads-GI		125.07
	789GI	GRAND ISLAND INDEPENDENT	11/18/2019	1.58
01 2310 540 000 000		Advertising & Print		1.58

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	GRAND ISLAND INDEPENDENT			1.58
	MN00125969	HARRIS SCHOOL SOLUTIONS	11/01/2019	596.64
01 2510 735 000 000		Computer Software		596.64
Total	HARRIS SCHOOL SOLUTIONS			596.64
	515607646	Home Depot Pro, The	10/04/2019	27.76
01 2610 610 001 000		Supplies Secon		27.76
	520486036	Home Depot Pro, The	11/04/2019	18.72
01 2610 610 002 000		Supplies Elem		18.72
	522332170	Home Depot Pro, The	11/14/2019	89.81
01 2610 610 001 000		Supplies Secon		44.91
01 2610 610 002 000		Supplies Elem		44.90
Total	Home Depot Pro, The			136.29
	12795338.dec19	Hometown Leasing	12/06/2019	671.85
01 1100 430 001 000		Cont Repair Secon		335.93
01 1100 430 002 000		Cont Repair Elem		335.92
Total	Hometown Leasing			671.85
	211880	ISLAND SUPPLY WELDING CO	12/04/2019	49.40
01 1100 610 001 025		Instr Materials		49.40
	638856	ISLAND SUPPLY WELDING CO	12/02/2019	467.46
01 1100 610 001 025		Instr Materials		467.46
Total	ISLAND SUPPLY WELDING CO			516.86
	2460.nov19	K & B PARTS	11/30/2019	990.61
01 2710 610 000 000		Tires And Parts		990.61
Total	K & B PARTS			990.61
	miles.111119bk	Kjar, Bradley	11/11/2019	35.96
01 2410 580 001 000		Travel Secon		35.96
Total	Kjar, Bradley			35.96
	7159	KSB SCHOOL LAW, PC LLO	11/30/2019	605.00
01 2330 317 000 000		LEGAL SERVICES		605.00
Total	KSB SCHOOL LAW, PC LLO			605.00
	4202	LARSEN ELECTRIC INC	12/01/2019	429.37
01 2620 430 001 000		Con/ser Repair Secon		429.37
Total	LARSEN ELECTRIC INC			429.37
	fuelreimb.1019	MANRING, JILL	10/29/2019	25.00
01 2710 626 000 000		Gas And Oil		25.00
Total	MANRING, JILL			25.00
	89656	MENARDS	11/15/2019	19.91
01 1100 610 001 000		Gen Supplies Secon		19.91
Total	MENARDS			19.91
	0681354-IN	MID-AMERICAN RESEARCH	11/20/2019	530.84
01 2610 610 001 000		Supplies Secon		265.42
01 2610 610 002 000		Supplies Elem		265.42

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	MID-AMERICAN RESEARCH			530.84
	AXT1119-11	MOSAIC	12/02/2019	2,859.30
01 1200 562 001 000		Sped Tuition LVL III		2,859.30
Total	MOSAIC			2,859.30
	2846.nov19	MOSAIC	12/05/2019	1,649.81
01 1200 562 001 000		Sped Tuition LVL III		1,649.81
	2846.oct19	MOSAIC	11/11/2019	2,237.74
01 1200 562 001 000		Sped Tuition LVL III		2,237.74
Total	MOSAIC			3,887.55
	211010052754	NE PUBLIC POWER DISTRICT	11/27/2019	77.34
01 2610 622 001 000		Electricity Secon		38.67
01 2610 622 002 000		Electricity Elem		38.67
	52744.nov19	NE PUBLIC POWER DISTRICT	11/27/2019	125.28
01 2610 622 001 000		Electricity Secon		62.64
01 2610 622 002 000		Electricity Elem		62.64
	52749.nov19	NE PUBLIC POWER DISTRICT	11/27/2019	51.05
01 2610 622 001 000		Electricity Secon		25.53
01 2610 622 002 000		Electricity Elem		25.52
	52759.nov19	NE PUBLIC POWER DISTRICT	11/27/2019	3,077.05
01 2610 622 002 000		Electricity Elem		1,538.53
01 2610 622 001 000		Electricity Secon		1,538.52
	52765.nov19	NE PUBLIC POWER DISTRICT	11/27/2019	70.77
01 2610 622 001 000		Electricity Secon		35.38
01 2610 622 002 000		Electricity Elem		35.39
Total	NE PUBLIC POWER DISTRICT			3,401.49
	INV-05040-H2Z8N9	NEBR ASSOC OF SCHOOL BOARDS	11/21/2019	70.00
01 2310 810 000 000		Dues And Fees		70.00
Total	NEBR ASSOC OF SCHOOL BOARDS			70.00
	20345459	NEBR CENTRAL TELEPHONE CO	11/16/2019	333.63
01 2510 382 001 000		Telephone Secon		166.82
01 2510 382 002 000		Telehone Elem		166.81
	20346460	NEBR CENTRAL TELEPHONE CO	11/16/2019	108.00
01 2510 382 001 000		Telephone Secon		54.00
01 2510 382 002 000		Telehone Elem		54.00
	20346724	NEBR CENTRAL TELEPHONE CO	11/16/2019	34.39
01 2510 382 001 000		Telephone Secon		17.19
01 2510 382 002 000		Telehone Elem		17.20
Total	NEBR CENTRAL TELEPHONE CO			476.02
	1882-20190930	ONE SOURCE SERVICES	09/30/2019	255.00
01 2310 340 000 000				255.00
	1882-20191130	ONE SOURCE SERVICES	11/30/2019	21.00
01 2310 340 000 000				21.00
Total	ONE SOURCE			276.00
	21019-november19	PAYFLEX SYSTEMS USA INC	11/10/2019	100.00
01 2310 810 000 000		Dues And Fees		100.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	PAYFLEX SYSTEMS USA INC			100.00
	24994	PRAIRIE HILLS WIRELESS, LLC	12/01/2019	60.00
01 1100 382 000 000		INTERNET SERVICES		60.00
Total	PRAIRIE HILLS WIRELESS, LLC			60.00
	ads.oct19	RAVENNA NEWS	10/31/2019	365.68
01 2310 540 000 000		Advertising & Print		365.68
Total	RAVENNA NEWS			365.68
	trash.nov19	RAVENNA SANITATION	12/06/2019	472.80
01 2620 420 001 000		CLEANING SERVICES/TRASH		236.40
01 2620 420 002 000		CLEANING SERVICES/TRASH		236.40
Total	RAVENNA SANITATION			472.80
	ADmiles.DR1119	REICKS, DOMINIC	11/06/2019	75.40
01 2212 580 001 000		Travel Secon		75.40
Total	REICKS, DOMINIC			75.40
	miles.111619DR	Russell, Doris	11/20/2019	46.40
01 1100 580 001 000		Travel Secon		46.40
Total	Russell, Doris			46.40
	2716.1920fee	SAM'S CLUB MC/SYNCB	11/27/2019	107.49
01 2310 810 000 000		Dues And Fees		107.49
Total	SAM'S CLUB MC/SYNCB			107.49
	KS.cell1219	SCHROEDER, KENNETH	12/06/2019	45.80
01 2320 890 000 000		Other Misc Exp		45.80
Total	SCHROEDER, KENNETH			45.80
	10888	Sport Safe Testing Service, Inc.	11/26/2019	305.00
01 2190 340 001 000		Testing		305.00
Total	Sport Safe Testing Service, Inc.			305.00
	271279	State Glass, Inc.	10/30/2019	369.50
01 2620 430 001 000		Con/ser Repair Secon		369.50
Total	State Glass, Inc.			369.50
	33751	SVANDA PHARMACY INC	11/30/2019	25.65
01 2130 610 000 000		Health Supplies		25.65
Total	SVANDA PHARMACY INC			25.65
	11327	TINA TREFFER SIGNS & DESIGNS	11/08/2019	387.00
01 2620 430 002 000		Cont/ser Repair Elem		387.00
Total	TINA TREFFER SIGNS & DESIGNS			387.00
	1920CS-JT	Treffer, Jaden	11/19/2019	170.00
01 1100 810 001 000		FEES		170.00
Total	Treffer, Jaden			170.00
	usbank. GFnov2019	U.S. Bank	11/25/2019	6,128.06

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2510 531 000 000		POSTAGE		62.01
01 2710 626 000 000		Gas And Oil		249.00
01 1100 735 001 000		Comp Software Secon		325.00
01 3535 610 000 000		High Abilt Learn Supplies		287.28
01 3535 610 000 000		High Abilt Learn Supplies		534.33
01 3535 810 000 000		High Abilt Learn Registration		1,300.00
01 1100 580 001 000		Travel Secon		145.35
01 2212 580 001 000		Travel Secon		268.00
01 1100 610 001 000		Gen Supplies Secon		45.00
01 3535 610 000 000		High Abilt Learn Supplies		412.47
01 3535 810 000 000		High Abilt Learn Registration		200.00
01 1100 610 001 000		Gen Supplies Secon		35.25
01 1100 580 002 000		Travel Elem		245.00
01 2580 650 001 000		Computer Supplies		321.97
01 2580 650 002 000		Computer Supplies		321.96
01 2220 640 002 000		Library Books Elem		99.97
01 2620 610 001 000		GENERAL SUPPLIES		106.60
01 2620 610 002 000		GENERAL SUPPLIES		106.60
01 1100 580 001 000		Travel Secon		609.58
01 2410 610 002 000		Supplies Elem		52.67
01 1200 610 001 000		Gen Supplies		108.16
01 1200 610 002 000		Gen Supplies Elem		108.17
01 1100 610 001 000		Gen Supplies Secon		46.47
01 2120 610 002 000		Supplies Elem		41.22
01 2320 580 000 000		Travel		96.00
Total U.S. Bank				<u>6,128.06</u>
	0458551-IN	Unity School Bus Parts	11/15/2019	28.96
01 2710 610 000 000		Tires And Parts		28.96
Total Unity School Bus Parts				<u>28.96</u>
	8400.1920	US POSTAL SERVICE	12/02/2019	1,310.00
01 2510 443 000 000		Rental And Leases		1,310.00
Total US POSTAL SERVICE				<u>1,310.00</u>
	4960080201911	Verizon Business	12/02/2019	129.40
01 2510 382 001 000		Telephone Secon		64.70
01 2510 382 002 000		Telephone Elem		64.70
Total Verizon Business				<u>129.40</u>
	9842971749	VERIZON WIRELESS	11/25/2019	173.48
01 2510 382 002 000		Telephone Elem		86.74
01 2510 382 001 000		Telephone Secon		86.74
Total VERIZON WIRELESS				<u>173.48</u>
	10197352-00	VOSS LIGHTING	11/11/2019	475.00
01 2620 430 001 000		Con/ser Repair Secon		237.50
01 2620 430 002 000		Cont/ser Repair Elem		237.50
	10197352-01	VOSS LIGHTING	11/20/2019	240.00
01 2620 430 001 000		Con/ser Repair Secon		240.00
Total VOSS LIGHTING				<u>715.00</u>
	RPS.Nov19	WILKE'S TRUE VALUE	11/30/2019	62.20
01 1100 610 001 000		Gen Supplies Secon		13.97

Board Report - Detail

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2620 610 001 000		GENERAL SUPPLIES		20.72
01 2620 610 002 000		GENERAL SUPPLIES		27.51
Total	WILKE'S TRUE VALUE			<u>62.20</u>
Fund Number	01			<u>87,228.78</u>
Checking Account ID	01			<u>87,228.78</u>

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01	General							
01 1100 111 001 000	SALARIES TEACHERS SECONDARY	0.00	80,187.75	318,253.64	0.00	(318,253.64)	0.00	(318,253.64)
01 1100 111 002 000	SALARIES TEACHERS ELEM.	0.00	56,938.05	229,682.20	0.00	(229,682.20)	0.00	(229,682.20)
01 1100 112 001 000	ASSISTANT COACHES SALARY	0.00	900.62	8,677.76	0.00	(8,677.76)	0.00	(8,677.76)
01 1100 123 001 000	Sub Salaries Secon	0.00	3,210.00	13,213.40	0.00	(13,213.40)	0.00	(13,213.40)
01 1100 123 002 000	Sub Salaries Elem	0.00	1,530.00	5,054.66	0.00	(5,054.66)	0.00	(5,054.66)
01 1100 140 002 000	Aides Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 151 001 000	ADDITIONAL COMP. TEACHERS SECONDARY	0.00	1,450.65	5,802.60	0.00	(5,802.60)	0.00	(5,802.60)
01 1100 151 002 000	ADDITIONAL COMP. TEACHERS ELEM.	0.00	1,808.29	7,233.16	0.00	(7,233.16)	0.00	(7,233.16)
01 1100 211 001 000	Health Ins Secon	0.00	19,934.00	80,577.31	0.00	(80,577.31)	0.00	(80,577.31)
01 1100 211 002 000	Health Ins Elem	0.00	12,821.19	52,309.39	0.00	(52,309.39)	0.00	(52,309.39)
01 1100 213 002 000	GROUP INS.-SUBS	0.00	98.62	285.18	0.00	(285.18)	0.00	(285.18)
01 1100 221 001 000	Fica Secon	0.00	6,114.21	24,299.38	0.00	(24,299.38)	0.00	(24,299.38)
01 1100 221 002 000	Fica Elem	0.00	4,214.02	17,124.58	0.00	(17,124.58)	0.00	(17,124.58)
01 1100 222 001 000	FICA-COACHES/AIDES	0.00	68.90	660.79	0.00	(660.79)	0.00	(660.79)
01 1100 223 001 000	FICA-SUB SUBS	0.00	245.57	978.70	0.00	(978.70)	0.00	(978.70)
01 1100 223 002 000	FICA-SUB SUBS	0.00	104.16	337.05	0.00	(337.05)	0.00	(337.05)
01 1100 231 001 000	Annuity Inlieu Bc/bs	0.00	7,920.78	31,347.53	0.00	(31,347.53)	0.00	(31,347.53)
01 1100 231 002 000	Annuity Inlieu Bc/bs	0.00	5,624.24	22,526.60	0.00	(22,526.60)	0.00	(22,526.60)
01 1100 232 001 000	RETIREMENT-COACHES/AIDES	0.00	0.00	460.98	0.00	(460.98)	0.00	(460.98)
01 1100 233 002 000	RETIREMENT-SUBS	0.00	29.63	87.38	0.00	(87.38)	0.00	(87.38)
01 1100 281 001 000	TEACHERS/PRINCIPALS HSA	0.00	763.54	2,290.62	0.00	(2,290.62)	0.00	(2,290.62)
01 1100 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	986.54	2,959.62	0.00	(2,959.62)	0.00	(2,959.62)
01 1100 334 000 000	Mileage for Psyche Services	0.00	0.00	158.05	0.00	(158.05)	0.00	(158.05)
01 1100 382 000 000	INTERNET SERVICES	0.00	289.32	3,252.77	0.00	(3,252.77)	0.00	(3,252.77)
01 1100 430 001 000	Cont Repair Secon	0.00	335.93	671.86	0.00	(671.86)	0.00	(671.86)
01 1100 430 002 000	Cont Repair Elem	0.00	335.92	671.84	0.00	(671.84)	0.00	(671.84)
01 1100 443 001 000	LEASED EQUIP	0.00	0.00	671.86	0.00	(671.86)	0.00	(671.86)
01 1100 443 002 000	LEASED EQUIP	0.00	0.00	671.84	0.00	(671.84)	0.00	(671.84)
01 1100 580 001 000	Travel Secon	0.00	801.33	801.33	0.00	(801.33)	0.00	(801.33)
01 1100 580 002 000	Travel Elem	0.00	245.00	478.35	0.00	(478.35)	0.00	(478.35)
01 1100 610 001 000	Gen Supplies Secon	0.00	160.60	5,959.65	0.00	(5,959.65)	0.00	(5,959.65)
01 1100 610 002 000	Gen Supplies Elem	0.00	26.55	1,821.46	0.00	(1,821.46)	0.00	(1,821.46)
01 1100 640 001 000	Textbooks Secon	0.00	0.00	530.50	0.00	(530.50)	0.00	(530.50)
01 1100 640 002 000	Textbooks Elem	0.00	0.00	105.88	0.00	(105.88)	0.00	(105.88)
01 1100 734 001 000	Comp Equip Secon	0.00	0.00	190.80	0.00	(190.80)	0.00	(190.80)
01 1100 734 002 000	Comp Equip Elem	0.00	0.00	47.70	0.00	(47.70)	0.00	(47.70)
01 1100 735 001 000	Comp Software Secon	0.00	325.00	1,670.00	0.00	(1,670.00)	0.00	(1,670.00)
01 1100 735 002 000	Comp Software Elem	0.00	0.00	1,520.00	0.00	(1,520.00)	0.00	(1,520.00)
01 1100 810 001 000	FEES	0.00	170.00	3,371.50	0.00	(3,371.50)	0.00	(3,371.50)
01 1100 810 002 000	FEES	0.00	0.00	227.00	0.00	(227.00)	0.00	(227.00)
1100	SALARIES	0.00	207,640.41	846,984.92	0.00	(846,984.92)	0.00	(846,984.92)
01 1160 111 002 000	SALARIES TEACHERS POVERTY	0.00	11,523.82	46,095.28	0.00	(46,095.28)	0.00	(46,095.28)
01 1160 211 002 000	Poverty Program Health Ins	0.00	2,353.76	9,415.04	0.00	(9,415.04)	0.00	(9,415.04)
01 1160 221 002 000	Poverty Program FICA	0.00	812.65	3,250.60	0.00	(3,250.60)	0.00	(3,250.60)
01 1160 231 002 000	Poverty Program Retire	0.00	1,138.30	4,553.20	0.00	(4,553.20)	0.00	(4,553.20)
01 1160 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	89.01	356.04	0.00	(356.04)	0.00	(356.04)
1160	POVERTY	0.00	15,917.54	63,670.16	0.00	(63,670.16)	0.00	(63,670.16)
01 1190 111 002 000	SALARIES TEACHERS PRE K	0.00	0.00	1,031.05	0.00	(1,031.05)	0.00	(1,031.05)
01 1190 112 002 000	PreK Para	0.00	1,256.59	5,143.69	0.00	(5,143.69)	0.00	(5,143.69)
01 1190 122 002 000	Sub Paras Salary	0.00	204.61	552.64	0.00	(552.64)	0.00	(552.64)
01 1190 123 002 000	PreK Subs	0.00	0.00	300.00	0.00	(300.00)	0.00	(300.00)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1190 211 002 000	PreK Health	0.00	0.00	831.30	0.00	(831.30)	0.00	(831.30)
01 1190 212 002 000	GROUP INSURANCE-AIDES	0.00	413.10	1,179.24	0.00	(1,179.24)	0.00	(1,179.24)
01 1190 213 002 000	GROUP INS.-SUBS	0.00	0.00	98.62	0.00	(98.62)	0.00	(98.62)
01 1190 221 002 000	PreK Fica	0.00	0.00	130.77	0.00	(130.77)	0.00	(130.77)
01 1190 222 002 000	FICA-AIDES	0.00	57.81	162.63	0.00	(162.63)	0.00	(162.63)
01 1190 223 002 000	FICA-SUB SUBS	0.00	0.00	10.07	0.00	(10.07)	0.00	(10.07)
01 1190 231 002 000	PreK Retire	0.00	0.00	255.61	0.00	(255.61)	0.00	(255.61)
01 1190 232 002 000	RETIREMENT AIDES	0.00	124.13	354.34	0.00	(354.34)	0.00	(354.34)
01 1190 233 002 000	RETIREMENT-SUBS	0.00	0.00	29.63	0.00	(29.63)	0.00	(29.63)
01 1190 610 002 000	PreK Supplies	0.00	0.00	34.19	0.00	(34.19)	0.00	(34.19)
1190 PREK		0.00	2,056.24	10,113.78	0.00	(10,113.78)	0.00	(10,113.78)
01 1200 111 001 000	SPED teachers	0.00	13,142.16	55,262.40	0.00	(55,262.40)	0.00	(55,262.40)
01 1200 111 002 000	SALARIES TEACHERS SPED ELEM.	0.00	16,071.49	64,885.96	0.00	(64,885.96)	0.00	(64,885.96)
01 1200 112 001 000	SPED Paras	0.00	15,531.38	57,831.76	0.00	(57,831.76)	0.00	(57,831.76)
01 1200 112 002 000	Aide Elem	0.00	10,687.91	43,052.97	0.00	(43,052.97)	0.00	(43,052.97)
01 1200 116 001 000	Nurse Sp Ed Services	0.00	886.83	3,350.18	0.00	(3,350.18)	0.00	(3,350.18)
01 1200 116 002 000	Nurse Sp Ed Services	0.00	886.83	3,350.18	0.00	(3,350.18)	0.00	(3,350.18)
01 1200 121 001 000	SPED sub teachers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 122 001 000	Sub Paras Salary	0.00	50.17	409.95	0.00	(409.95)	0.00	(409.95)
01 1200 122 002 000	Sub Paras Salary	0.00	303.06	948.29	0.00	(948.29)	0.00	(948.29)
01 1200 123 001 000	Sub Secon	0.00	4,043.07	7,437.79	0.00	(7,437.79)	0.00	(7,437.79)
01 1200 123 002 000	Sub Elem	0.00	720.00	1,800.00	0.00	(1,800.00)	0.00	(1,800.00)
01 1200 132 001 000	OT - AIDES/PARAS	0.00	0.00	11.74	0.00	(11.74)	0.00	(11.74)
01 1200 132 002 000	OT - AIDES/PARAS	0.00	107.48	347.96	0.00	(347.96)	0.00	(347.96)
01 1200 136 001 000	OT-NURSE	0.00	0.00	197.15	0.00	(197.15)	0.00	(197.15)
01 1200 136 002 000	OT-NURSE	0.00	0.00	197.15	0.00	(197.15)	0.00	(197.15)
01 1200 151 001 000	ADDITIONAL COMP. SPED SECONDARY	0.00	710.28	2,841.12	0.00	(2,841.12)	0.00	(2,841.12)
01 1200 151 002 000	ADDITIONAL COMP. SPED ELEM.	0.00	41.78	167.12	0.00	(167.12)	0.00	(167.12)
01 1200 211 001 000	Health Ins	0.00	2,583.30	12,837.29	0.00	(12,837.29)	0.00	(12,837.29)
01 1200 211 002 000	Health Ins Elem	0.00	4,901.26	22,859.45	0.00	(22,859.45)	0.00	(22,859.45)
01 1200 212 001 000	GROUP INSURANCE-AIDES	0.00	2,445.25	7,287.06	0.00	(7,287.06)	0.00	(7,287.06)
01 1200 212 002 000	GROUP INSURANCE-AIDES	0.00	3,180.93	9,592.80	0.00	(9,592.80)	0.00	(9,592.80)
01 1200 216 001 000	Health Ins. NURSE	0.00	148.83	595.32	0.00	(595.32)	0.00	(595.32)
01 1200 216 002 000	Health Ins-NURSE	0.00	148.83	595.32	0.00	(595.32)	0.00	(595.32)
01 1200 221 001 000	Fica Secon	0.00	1,044.22	5,234.62	0.00	(5,234.62)	0.00	(5,234.62)
01 1200 221 002 000	Fica Elem	0.00	1,195.76	5,576.98	0.00	(5,576.98)	0.00	(5,576.98)
01 1200 222 001 000	FICA-AIDES	0.00	1,095.57	3,173.86	0.00	(3,173.86)	0.00	(3,173.86)
01 1200 222 002 000	FICA-AIDES	0.00	760.92	2,285.91	0.00	(2,285.91)	0.00	(2,285.91)
01 1200 223 001 000	FICA-SUB SUBS	0.00	309.29	568.98	0.00	(568.98)	0.00	(568.98)
01 1200 223 002 000	FICA-SUB SUBS	0.00	55.08	137.70	0.00	(137.70)	0.00	(137.70)
01 1200 226 001 000	Fica-NURSE	0.00	67.69	270.76	0.00	(270.76)	0.00	(270.76)
01 1200 226 002 000	Fica-NURSE	0.00	67.69	270.76	0.00	(270.76)	0.00	(270.76)
01 1200 231 001 000	Annuity In Lieu Of Bc	0.00	1,298.16	6,711.65	0.00	(6,711.65)	0.00	(6,711.65)
01 1200 231 002 000	Annuity Inlieu Of Bc	0.00	1,587.51	7,491.54	0.00	(7,491.54)	0.00	(7,491.54)
01 1200 232 001 000	RETIREMENT AIDES	0.00	1,534.17	4,436.05	0.00	(4,436.05)	0.00	(4,436.05)
01 1200 232 002 000	RETIREMENT AIDES	0.00	1,066.36	3,204.86	0.00	(3,204.86)	0.00	(3,204.86)
01 1200 233 001 000	RETIREMENT-SUBS	0.00	393.44	716.91	0.00	(716.91)	0.00	(716.91)
01 1200 236 001 000	Retire-NURSE	0.00	87.60	350.40	0.00	(350.40)	0.00	(350.40)
01 1200 236 002 000	Retire-NURSE	0.00	87.60	350.40	0.00	(350.40)	0.00	(350.40)
01 1200 281 001 000	TEACHERS/PRINCIPALS HSA	0.00	259.27	777.81	0.00	(777.81)	0.00	(777.81)
01 1200 282 001 000	INSTRUCTIONAL AIDES HSA	0.00	75.90	220.32	0.00	(220.32)	0.00	(220.32)
01 1200 320 001 000	Purch Prof Ser Secon	0.00	0.00	925.50	0.00	(925.50)	0.00	(925.50)
01 1200 320 002 000	Purch Prof Serv Elem	0.00	0.00	842.50	0.00	(842.50)	0.00	(842.50)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1200 562 001 000	Sped Tuition LVL III	0.00	6,746.85	19,529.03	0.00	(19,529.03)	0.00	(19,529.03)
01 1200 562 002 000	Sped Tuition LVL III	0.00	0.00	322.40	0.00	(322.40)	0.00	(322.40)
01 1200 580 001 000	Travel Secon	0.00	0.00	91.83	0.00	(91.83)	0.00	(91.83)
01 1200 591 001 000	SPED SUPERVISION SEC.	0.00	1,557.02	4,671.06	0.00	(4,671.06)	0.00	(4,671.06)
01 1200 591 002 000	SPED SUPERVISION ELEM.	0.00	1,557.02	4,671.06	0.00	(4,671.06)	0.00	(4,671.06)
01 1200 610 001 000	Gen Supplies	0.00	108.16	644.10	0.00	(644.10)	0.00	(644.10)
01 1200 610 002 000	Gen Supplies Elem	0.00	108.17	797.43	0.00	(797.43)	0.00	(797.43)
1200 SPEDICAL ED School Age		0.00	97,654.29	370,133.38	0.00	(370,133.38)	0.00	(370,133.38)
01 2120 111 001 000	Counselor Sal Secon	0.00	4,679.80	18,719.20	0.00	(18,719.20)	0.00	(18,719.20)
01 2120 111 002 000	Counselor Sal Elem	0.00	1,169.95	4,679.80	0.00	(4,679.80)	0.00	(4,679.80)
01 2120 112 001 000	Aide Secon	0.00	0.00	1,404.91	0.00	(1,404.91)	0.00	(1,404.91)
01 2120 211 001 000	Health Ins. Secon	0.00	828.19	3,486.88	0.00	(3,486.88)	0.00	(3,486.88)
01 2120 211 002 000	Health Ins. Elem	0.00	207.04	852.49	0.00	(852.49)	0.00	(852.49)
01 2120 212 001 000	GROUP INSURANCE-AIDES	0.00	0.00	142.05	0.00	(142.05)	0.00	(142.05)
01 2120 221 001 000	Fica Secon	0.00	347.50	1,426.16	0.00	(1,426.16)	0.00	(1,426.16)
01 2120 221 002 000	Fica Elem	0.00	86.87	347.61	0.00	(347.61)	0.00	(347.61)
01 2120 222 001 000	FICA-AIDES	0.00	0.00	70.11	0.00	(70.11)	0.00	(70.11)
01 2120 231 001 000	Retirement Secon	0.00	462.26	1,895.81	0.00	(1,895.81)	0.00	(1,895.81)
01 2120 231 002 000	Retirement Elem	0.00	115.57	462.27	0.00	(462.27)	0.00	(462.27)
01 2120 232 001 000	RETIREMENT AIDES	0.00	0.00	92.00	0.00	(92.00)	0.00	(92.00)
01 2120 281 001 000	TEACHERS/PRINCIPALS HSA	0.00	147.91	443.73	0.00	(443.73)	0.00	(443.73)
01 2120 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	36.98	110.94	0.00	(110.94)	0.00	(110.94)
01 2120 320 001 000	Purch Prof Ser Secon	0.00	0.00	90.00	0.00	(90.00)	0.00	(90.00)
01 2120 320 002 000	Purch Prof Ser Elem	0.00	0.00	90.00	0.00	(90.00)	0.00	(90.00)
01 2120 610 001 000	Supplies Secon	0.00	0.00	62.61	0.00	(62.61)	0.00	(62.61)
01 2120 610 002 000	Supplies Elem	0.00	41.22	41.22	0.00	(41.22)	0.00	(41.22)
2120 COUNSELOR		0.00	8,123.29	34,417.79	0.00	(34,417.79)	0.00	(34,417.79)
01 2130 116 000 000	SALARIES -Professional Non-Cert. (Nurse)	0.00	2,257.39	8,527.70	0.00	(8,527.70)	0.00	(8,527.70)
01 2130 136 000 000	OT-NURSE	0.00	0.00	501.84	0.00	(501.84)	0.00	(501.84)
01 2130 216 000 000	GROUP INS.-NURSE	0.00	378.84	1,515.36	0.00	(1,515.36)	0.00	(1,515.36)
01 2130 226 000 000	FICA-NURSE	0.00	172.27	689.08	0.00	(689.08)	0.00	(689.08)
01 2130 236 000 000	RETIREMENT-NURSE	0.00	222.98	891.92	0.00	(891.92)	0.00	(891.92)
01 2130 610 000 000	Health Supplies	0.00	25.65	618.16	0.00	(618.16)	0.00	(618.16)
2130 NURSE		0.00	3,057.13	12,744.06	0.00	(12,744.06)	0.00	(12,744.06)
01 2190 110 001 000	Act Trans Sal Secon	0.00	1,420.66	4,237.24	0.00	(4,237.24)	0.00	(4,237.24)
01 2190 110 002 000	Act Trans Sal Elem	0.00	0.00	159.94	0.00	(159.94)	0.00	(159.94)
01 2190 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2190 220 001 000	FICA-NON INSTRUCTIONAL	0.00	108.67	324.13	0.00	(324.13)	0.00	(324.13)
01 2190 220 002 000	FICA-NON INSTRUCTIONAL	0.00	0.00	12.23	0.00	(12.23)	0.00	(12.23)
01 2190 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	1.52	1.52	0.00	(1.52)	0.00	(1.52)
01 2190 340 001 000	Testing	0.00	305.00	640.00	0.00	(640.00)	0.00	(640.00)
2190 ACT TRANS		0.00	1,835.85	5,375.06	0.00	(5,375.06)	0.00	(5,375.06)
01 2212 123 001 000	Staff Development	0.00	120.00	120.00	0.00	(120.00)	0.00	(120.00)
01 2212 223 001 000	FICA-SUBS	0.00	9.18	9.18	0.00	(9.18)	0.00	(9.18)
01 2212 330 001 000	Purch Prof Ser Secon	0.00	125.00	346.00	0.00	(346.00)	0.00	(346.00)
01 2212 330 002 000	Purch Prof Ser Elem	0.00	0.00	96.00	0.00	(96.00)	0.00	(96.00)
01 2212 580 001 000	Travel Secon	0.00	343.40	1,550.46	0.00	(1,550.46)	0.00	(1,550.46)
01 2212 610 001 000	Supplies Secon	0.00	0.00	70.00	0.00	(70.00)	0.00	(70.00)
01 2212 610 002 000	Supplies Elem	0.00	0.00	70.00	0.00	(70.00)	0.00	(70.00)
01 2212 810 001 000	Dues And Fees Secon	0.00	0.00	462.00	0.00	(462.00)	0.00	(462.00)
2212 STAFF		0.00	597.58	2,723.64	0.00	(2,723.64)	0.00	(2,723.64)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2410 130 001 000	OT-NON INSTRUCTIONAL	0.00	104.52	658.87	0.00	(658.87)	0.00	(658.87)
01 2410 130 002 000	OT-NON INSTRUCTIONAL	0.00	206.87	865.69	0.00	(865.69)	0.00	(865.69)
01 2410 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	1,811.46	7,245.84	0.00	(7,245.84)	0.00	(7,245.84)
01 2410 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,195.92	3,562.07	0.00	(3,562.07)	0.00	(3,562.07)
01 2410 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,554.50	4,824.99	0.00	(4,824.99)	0.00	(4,824.99)
01 2410 211 001 000	Health Ins Secon	0.00	10.00	1,280.91	0.00	(1,280.91)	0.00	(1,280.91)
01 2410 211 002 000	Health Ins Elem	0.00	10.00	1,685.55	0.00	(1,685.55)	0.00	(1,685.55)
01 2410 220 001 000	FICA-NON INSTRUCTIONAL	0.00	285.75	867.50	0.00	(867.50)	0.00	(867.50)
01 2410 220 002 000	FICA-NON INSTRUCTIONAL	0.00	178.90	543.98	0.00	(543.98)	0.00	(543.98)
01 2410 221 001 000	Fica Secon	0.00	630.60	2,762.40	0.00	(2,762.40)	0.00	(2,762.40)
01 2410 221 002 000	Fica Elem	0.00	740.48	3,117.40	0.00	(3,117.40)	0.00	(3,117.40)
01 2410 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	382.33	1,154.75	0.00	(1,154.75)	0.00	(1,154.75)
01 2410 230 002 000	RETIREMENT- NON INSTRUCTIONAL	0.00	243.74	756.54	0.00	(756.54)	0.00	(756.54)
01 2410 231 001 000	Annuity Inlieu Bc/bc	0.00	866.82	3,792.24	0.00	(3,792.24)	0.00	(3,792.24)
01 2410 231 002 000	Retirement Elem	0.00	787.78	3,369.54	0.00	(3,369.54)	0.00	(3,369.54)
01 2410 280 001 000	NON INSTRUCTIONAL HSA	0.00	197.28	598.66	0.00	(598.66)	0.00	(598.66)
01 2410 280 002 000	NON INSTRUCTIONAL HSA	0.00	281.82	874.74	0.00	(874.74)	0.00	(874.74)
01 2410 580 001 000	Travel Secon	0.00	35.96	451.85	0.00	(451.85)	0.00	(451.85)
01 2410 580 002 000	Travel Elem	0.00	0.00	21.01	0.00	(21.01)	0.00	(21.01)
01 2410 610 001 000	Supplies Secon	0.00	0.00	95.79	0.00	(95.79)	0.00	(95.79)
01 2410 610 002 000	Supplies Elem	0.00	52.67	292.65	0.00	(292.65)	0.00	(292.65)
01 2410 810 001 000	Dues And Fees Secon	0.00	0.00	170.00	0.00	(170.00)	0.00	(170.00)
01 2410 810 002 000	Dues And Fees Elem	0.00	0.00	150.00	0.00	(150.00)	0.00	(150.00)
2410 OFFICE OF THE PRINCIPAL		0.00	32,489.81	129,774.49	0.00	(129,774.49)	0.00	(129,774.49)
01 2510 110 000 000	Clerical Salary	0.00	8,091.18	30,761.55	0.00	(30,761.55)	0.00	(30,761.55)
01 2510 130 000 000	OT-NON INSTRUCTIONAL	0.00	88.12	699.28	0.00	(699.28)	0.00	(699.28)
01 2510 150 000 000	ADDITIONAL COMP. NON INSTRUCTIONAL STAFF	0.00	668.50	2,674.00	0.00	(2,674.00)	0.00	(2,674.00)
01 2510 210 000 000	Health Ins	0.00	676.34	2,486.64	0.00	(2,486.64)	0.00	(2,486.64)
01 2510 220 000 000	Fica	0.00	659.88	2,544.69	0.00	(2,544.69)	0.00	(2,544.69)
01 2510 230 000 000	Retirement	0.00	807.92	3,107.63	0.00	(3,107.63)	0.00	(3,107.63)
01 2510 293 000 000	Workman's Comp	0.00	0.00	34,099.00	0.00	(34,099.00)	0.00	(34,099.00)
01 2510 382 001 000	Telephone Secon	0.00	389.45	1,639.01	0.00	(1,639.01)	0.00	(1,639.01)
01 2510 382 002 000	Telephone Elem	0.00	389.45	1,639.01	0.00	(1,639.01)	0.00	(1,639.01)
01 2510 443 000 000	Rental And Leases	0.00	1,310.00	1,310.00	0.00	(1,310.00)	0.00	(1,310.00)
01 2510 531 000 000	POSTAGE	0.00	62.01	396.58	0.00	(396.58)	0.00	(396.58)
01 2510 610 000 000	Supplies	0.00	0.00	270.09	0.00	(270.09)	0.00	(270.09)
01 2510 735 000 000	Computer Software	0.00	596.64	596.64	0.00	(596.64)	0.00	(596.64)
01 2510 810 000 000	REGISTRATION	0.00	0.00	30.00	0.00	(30.00)	0.00	(30.00)
2510 CLERICAL		0.00	13,739.49	82,254.12	0.00	(82,254.12)	0.00	(82,254.12)
01 2580 112 000 000	Tech Support Aides	0.00	0.00	997.04	0.00	(997.04)	0.00	(997.04)
01 2580 114 000 000	Tech Support Salary	0.00	5,208.33	20,833.32	0.00	(20,833.32)	0.00	(20,833.32)
01 2580 214 000 000	Tech Support Health Ins	0.00	36.96	147.84	0.00	(147.84)	0.00	(147.84)
01 2580 224 000 000	Tech Support Fica	0.00	398.29	2,107.61	0.00	(2,107.61)	0.00	(2,107.61)
01 2580 234 000 000	RETIREMENT-TECH	0.00	514.46	1,543.40	0.00	(1,543.40)	0.00	(1,543.40)
01 2580 650 001 000	Computer Supplies	0.00	321.97	1,080.67	0.00	(1,080.67)	0.00	(1,080.67)
01 2580 650 002 000	Computer Supplies	0.00	321.96	787.70	0.00	(787.70)	0.00	(787.70)
01 2580 810 000 000	REGISTRATION	0.00	0.00	140.00	0.00	(140.00)	0.00	(140.00)
2580 Administrative Tech Services		0.00	6,801.97	27,637.58	0.00	(27,637.58)	0.00	(27,637.58)
01 2610 110 001 000	Cust Sal Secon	0.00	7,171.08	29,614.66	0.00	(29,614.66)	0.00	(29,614.66)
01 2610 110 002 000	Cust Sal Elem	0.00	3,541.25	14,596.30	0.00	(14,596.30)	0.00	(14,596.30)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2712 220 001 000	FICA-NON INSTRUCTIONAL	0.00	110.97	388.98	0.00	(388.98)	0.00	(388.98)
01 2712 220 002 000	SPED Transp FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2712 223 001 000	FICA-SUBS	0.00	14.09	19.96	0.00	(19.96)	0.00	(19.96)
01 2712 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	143.28	502.25	0.00	(502.25)	0.00	(502.25)
01 2712 230 002 000	SPED Transp Retire	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2712 332 001 000	Mileage/parent Seccon	0.00	0.00	160.00	0.00	(160.00)	0.00	(160.00)
01 2712 430 000 000	REPAIRS AND MAINTENANCE	0.00	0.00	3,294.93	0.00	(3,294.93)	0.00	(3,294.93)
01 2712 519 001 000	Contracted Transpor	0.00	0.00	15.00	0.00	(15.00)	0.00	(15.00)
2712 Vehicle Operation-School Age SPED		0.00	1,905.09	9,733.09	0.00	(9,733.09)	0.00	(9,733.09)
01 3300 120 000 000	Youth Center Wages	0.00	1,623.37	5,393.94	0.00	(5,393.94)	0.00	(5,393.94)
01 3300 220 000 000	Fica	0.00	124.19	412.63	0.00	(412.63)	0.00	(412.63)
01 3300 230 000 000	Retirement	0.00	71.12	250.51	0.00	(250.51)	0.00	(250.51)
3300 YOUTH CENTER		0.00	1,818.68	6,057.08	0.00	(6,057.08)	0.00	(6,057.08)
01 3535 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	0.00	250.00	1,000.00	0.00	(1,000.00)	0.00	(1,000.00)
01 3535 211 000 000	High Ability Health	0.00	79.67	318.68	0.00	(318.68)	0.00	(318.68)
01 3535 221 000 000	High Ability Fica	0.00	18.58	74.32	0.00	(74.32)	0.00	(74.32)
01 3535 231 000 000	High Ability Retirement	0.00	24.69	98.76	0.00	(98.76)	0.00	(98.76)
01 3535 610 000 000	High Abilt Learn Supplies	0.00	1,234.08	4,484.22	0.00	(4,484.22)	0.00	(4,484.22)
01 3535 810 000 000	High Abilt Learn Registration	0.00	2,500.00	4,370.00	0.00	(4,370.00)	0.00	(4,370.00)
3535 HIGH ABILITY LEARNERS		0.00	4,107.02	10,345.98	0.00	(10,345.98)	0.00	(10,345.98)
01 6200 111 000 000	REGULAR SALARIES	0.00	5,848.17	23,392.68	0.00	(23,392.68)	0.00	(23,392.68)
01 6200 211 000 000	HEALTH INSURANCE	0.00	1,558.50	6,469.80	0.00	(6,469.80)	0.00	(6,469.80)
01 6200 221 000 000	FICA	0.00	445.35	1,741.69	0.00	(1,741.69)	0.00	(1,741.69)
01 6200 231 000 000	RETIREMENT	0.00	577.67	2,310.68	0.00	(2,310.68)	0.00	(2,310.68)
01 6200 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	281.82	845.46	0.00	(845.46)	0.00	(845.46)
6200 TITLE 1 PART A		0.00	8,711.51	34,760.31	0.00	(34,760.31)	0.00	(34,760.31)
01 6210 890 000 000	MISCELLANEOUS EXPENDITURES	0.00	1,619.27	1,619.27	0.00	(1,619.27)	0.00	(1,619.27)
6210 TITLE 1 ACCOUNTABILITY		0.00	1,619.27	1,619.27	0.00	(1,619.27)	0.00	(1,619.27)
01 6310 110 000 000	Title IIA Class Size Reduction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6310 111 000 000	TEACHERS SALARIES	0.00	2,346.13	9,384.52	0.00	(9,384.52)	0.00	(9,384.52)
01 6310 211 000 000	TITLE IIA Health	0.00	801.57	3,206.28	0.00	(3,206.28)	0.00	(3,206.28)
01 6310 221 000 000	TITLE IIA Fica	0.00	161.67	646.68	0.00	(646.68)	0.00	(646.68)
01 6310 231 000 000	TITLE IIA Retirement	0.00	231.74	926.96	0.00	(926.96)	0.00	(926.96)
01 6310 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	144.95	579.80	0.00	(579.80)	0.00	(579.80)
6310 TITLE IIA		0.00	3,686.06	14,744.24	0.00	(14,744.24)	0.00	(14,744.24)
01 6404 111 000 000	SPED IDEA instr	0.00	3,156.52	12,626.08	0.00	(12,626.08)	0.00	(12,626.08)
01 6404 112 000 000	SPED IDEA PARA	0.00	1,356.74	5,426.96	0.00	(5,426.96)	0.00	(5,426.96)
01 6404 211 000 000	SPED IDEA HEALTH	0.00	1,273.24	5,309.82	0.00	(5,309.82)	0.00	(5,309.82)
01 6404 212 000 000	GROUP INSURANCE-AIDES	0.00	435.82	1,307.46	0.00	(1,307.46)	0.00	(1,307.46)
01 6404 221 000 000	SPED IDEA FICA	0.00	240.14	974.81	0.00	(974.81)	0.00	(974.81)
01 6404 222 000 000	FICA-AIDES	0.00	89.05	192.03	0.00	(192.03)	0.00	(192.03)
01 6404 231 000 000	SPED IDEA RETIRE	0.00	311.80	1,381.21	0.00	(1,381.21)	0.00	(1,381.21)
01 6404 232 000 000	RETIREMENT AIDES	0.00	134.02	402.06	0.00	(402.06)	0.00	(402.06)
01 6404 282 000 000	INSTRUCTIONAL AIDES HSA	0.00	75.90	227.70	0.00	(227.70)	0.00	(227.70)
6404 IDEA PART B: 0-4		0.00	7,073.23	27,848.13	0.00	(27,848.13)	0.00	(27,848.13)
01 6406 111 000 000	BASE 3-4 SPED INSTR	0.00	264.66	1,058.64	0.00	(1,058.64)	0.00	(1,058.64)
01 6406 211 000 000	BASE 3-4 SPED HEALTH	0.00	106.76	402.32	0.00	(402.32)	0.00	(402.32)
01 6406 221 000 000	BASE 3-4 SPED FICA	0.00	20.13	80.55	0.00	(80.55)	0.00	(80.55)
01 6406 231 000 000	BASE 3-4 SPED RETIR	0.00	26.14	104.56	0.00	(104.56)	0.00	(104.56)
6406 IDEA PRESCHOOL: 3-4		0.00	417.69	1,646.07	0.00	(1,646.07)	0.00	(1,646.07)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 6992 111 000 000	REAP Salary	0.00	2,091.66	8,366.64	0.00	(8,366.64)	0.00	(8,366.64)
01 6992 211 000 000	REAP Health	0.00	714.64	2,987.77	0.00	(2,987.77)	0.00	(2,987.77)
01 6992 221 000 000	REAP Fica	0.00	144.12	576.51	0.00	(576.51)	0.00	(576.51)
01 6992 231 000 000	REAP Retirement	0.00	206.61	826.44	0.00	(826.44)	0.00	(826.44)
01 6992 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	129.23	387.69	0.00	(387.69)	0.00	(387.69)
6992 REAP		0.00	3,286.26	13,145.05	0.00	(13,145.05)	0.00	(13,145.05)
000 DISTRICT WIDE		0.00	499,585.42	2,090,654.20	0.00	(2,090,654.20)	0.00	(2,090,654.20)
01 1100 640 002 001	Classroom Periodical	0.00	0.00	18.98	0.00	(18.98)	0.00	(18.98)
1100 SALARIES		0.00	0.00	18.98	0.00	(18.98)	0.00	(18.98)
001 FIRST GRADE		0.00	0.00	18.98	0.00	(18.98)	0.00	(18.98)
01 1100 640 002 002	Classroom Periodical	0.00	0.00	238.50	0.00	(238.50)	0.00	(238.50)
1100 SALARIES		0.00	0.00	238.50	0.00	(238.50)	0.00	(238.50)
002 SECOND GRADE		0.00	0.00	238.50	0.00	(238.50)	0.00	(238.50)
01 1100 610 001 018	Music Materials	0.00	0.00	313.02	0.00	(313.02)	0.00	(313.02)
01 1100 610 002 018	Music Materials	0.00	0.00	203.09	0.00	(203.09)	0.00	(203.09)
1100 SALARIES		0.00	0.00	516.11	0.00	(516.11)	0.00	(516.11)
018 MUSIC		0.00	0.00	516.11	0.00	(516.11)	0.00	(516.11)
01 1100 610 001 022	Materials	0.00	0.00	221.85	0.00	(221.85)	0.00	(221.85)
1100 SALARIES		0.00	0.00	221.85	0.00	(221.85)	0.00	(221.85)
022 SCIENCE		0.00	0.00	221.85	0.00	(221.85)	0.00	(221.85)
01 1100 610 001 025	Instr Materials	0.00	516.86	996.89	0.00	(996.89)	0.00	(996.89)
1100 SALARIES		0.00	516.86	996.89	0.00	(996.89)	0.00	(996.89)
025 AGRICULTURE		0.00	516.86	996.89	0.00	(996.89)	0.00	(996.89)
01 1100 350 001 028	Other Purchased Services	0.00	0.00	100.00	0.00	(100.00)	0.00	(100.00)
01 1100 430 001 028	Instrument Repair Secon	0.00	0.00	80.40	0.00	(80.40)	0.00	(80.40)
01 1100 610 001 028	Instr Materials	0.00	0.00	153.23	0.00	(153.23)	0.00	(153.23)
01 1100 610 002 028	Instrument Materials	0.00	0.00	200.99	0.00	(200.99)	0.00	(200.99)
01 1100 810 002 028	Student Registration	0.00	0.00	170.00	0.00	(170.00)	0.00	(170.00)
1100 SALARIES		0.00	0.00	704.62	0.00	(704.62)	0.00	(704.62)
028 BAND		0.00	0.00	704.62	0.00	(704.62)	0.00	(704.62)
01 1100 430 001 031	Ind Art Equip Repair	0.00	0.00	108.60	0.00	(108.60)	0.00	(108.60)
01 1100 610 001 031	Instruc Materials	0.00	0.00	601.69	0.00	(601.69)	0.00	(601.69)
01 1100 735 001 031	Comp Software	0.00	0.00	250.00	0.00	(250.00)	0.00	(250.00)
1100 SALARIES		0.00	0.00	960.29	0.00	(960.29)	0.00	(960.29)
031 INDUSTRIAL ARTS		0.00	0.00	960.29	0.00	(960.29)	0.00	(960.29)
01 1100 610 001 033	Journalism Materials	0.00	0.00	27.16	0.00	(27.16)	0.00	(27.16)
1100 SALARIES		0.00	0.00	27.16	0.00	(27.16)	0.00	(27.16)
033 JOURNALISM		0.00	0.00	27.16	0.00	(27.16)	0.00	(27.16)
01 1200 562 001 600	SpEd LVL III OT/PT	0.00	0.00	315.79	0.00	(315.79)	0.00	(315.79)
1200 SPEDICAL ED School Age		0.00	0.00	315.79	0.00	(315.79)	0.00	(315.79)
01 2171 591 001 600	PT SERVICES	0.00	535.87	1,607.61	0.00	(1,607.61)	0.00	(1,607.61)
01 2171 591 002 600	PT Therapy	0.00	535.87	1,607.61	0.00	(1,607.61)	0.00	(1,607.61)
2171 PHYSICAL THERAPY-SPED SCHOOL AGE		0.00	1,071.74	3,215.22	0.00	(3,215.22)	0.00	(3,215.22)
01 2172 591 002 600	PT SPED 3-5	0.00	133.97	401.91	0.00	(401.91)	0.00	(401.91)
2172 PHYSICAL THERAPY:SPED 3-5		0.00	133.97	401.91	0.00	(401.91)	0.00	(401.91)
01 2173 591 002 600	PT SPED 0-2	0.00	133.97	401.91	0.00	(401.91)	0.00	(401.91)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
2173	PHYSICAL THERAPY:SPED 0-2	0.00	133.97	401.91	0.00	(401.91)	0.00	(401.91)
600	PT Services	0.00	1,339.68	4,334.83	0.00	(4,334.83)	0.00	(4,334.83)
01 2161 591 001 601	OT THERAPY SPED - School Age	0.00	1,620.69	4,862.07	0.00	(4,862.07)	0.00	(4,862.07)
01 2161 591 002 601	OT THERAPY-SPED School Age	0.00	1,620.69	4,862.07	0.00	(4,862.07)	0.00	(4,862.07)
2161	OCCUPATIONAL THERAPY-SPED SCHOOL AGE	0.00	3,241.38	9,724.14	0.00	(9,724.14)	0.00	(9,724.14)
01 2162 591 002 601	OT SPED 3-5	0.00	405.17	1,215.51	0.00	(1,215.51)	0.00	(1,215.51)
2162	OCCUPATIONAL THERAPY-SPED 3-5	0.00	405.17	1,215.51	0.00	(1,215.51)	0.00	(1,215.51)
01 2163 591 002 601	OT SPED 0-2	0.00	405.17	1,215.51	0.00	(1,215.51)	0.00	(1,215.51)
2163	OCCUPATIONAL THERAPY-SPED 0-2	0.00	405.17	1,215.51	0.00	(1,215.51)	0.00	(1,215.51)
601	OT Services	0.00	4,051.72	12,155.16	0.00	(12,155.16)	0.00	(12,155.16)
01 1200 562 001 602	LEVEL III SPEECH	0.00	298.22	1,067.85	0.00	(1,067.85)	0.00	(1,067.85)
1200	SPEICAL ED School Age	0.00	298.22	1,067.85	0.00	(1,067.85)	0.00	(1,067.85)
01 2151 591 001 602	Speech Therapy	0.00	5,486.46	17,008.03	0.00	(17,008.03)	0.00	(17,008.03)
01 2151 591 002 602	Speech Therapy Elem	0.00	20,711.39	61,859.84	0.00	(61,859.84)	0.00	(61,859.84)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	0.00	26,197.85	78,867.87	0.00	(78,867.87)	0.00	(78,867.87)
01 2152 591 002 602	PRE SCHL SPEECH (3-5)	0.00	1,234.45	3,653.75	0.00	(3,653.75)	0.00	(3,653.75)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	0.00	1,234.45	3,653.75	0.00	(3,653.75)	0.00	(3,653.75)
602	Speech	0.00	27,730.52	83,589.47	0.00	(83,589.47)	0.00	(83,589.47)
01 1291 591 002 603	PRE SPED Supervision (3-5)	0.00	652.48	1,957.44	0.00	(1,957.44)	0.00	(1,957.44)
1291	SPED AGES 3-5	0.00	652.48	1,957.44	0.00	(1,957.44)	0.00	(1,957.44)
603	Sped Super	0.00	652.48	1,957.44	0.00	(1,957.44)	0.00	(1,957.44)
01 1200 591 002 604	DEAF ED	0.00	474.74	1,898.96	0.00	(1,898.96)	0.00	(1,898.96)
1200	SPEICAL ED School Age	0.00	474.74	1,898.96	0.00	(1,898.96)	0.00	(1,898.96)
01 1291 591 002 604	PRE Deaf Ed Services (3-5)	0.00	474.74	949.48	0.00	(949.48)	0.00	(949.48)
1291	SPED AGES 3-5	0.00	474.74	949.48	0.00	(949.48)	0.00	(949.48)
604	Deaf Ed	0.00	949.48	2,848.44	0.00	(2,848.44)	0.00	(2,848.44)
01 2181 591 001 605	Vision	0.00	238.60	1,171.80	0.00	(1,171.80)	0.00	(1,171.80)
01 2181 591 002 605	VISION	0.00	238.60	715.80	0.00	(715.80)	0.00	(715.80)
2181	VISUALLY IMPAIRED:SPED SCHOOL AGE	0.00	477.20	1,887.60	0.00	(1,887.60)	0.00	(1,887.60)
605	Vision	0.00	477.20	1,887.60	0.00	(1,887.60)	0.00	(1,887.60)
01 2141 591 001 606	SCHOOL PSYCH	0.00	3,700.77	11,102.31	0.00	(11,102.31)	0.00	(11,102.31)
01 2141 591 002 606	Diagnostic Testing (School Psych)	0.00	3,700.77	11,102.31	0.00	(11,102.31)	0.00	(11,102.31)
2141	PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE	0.00	7,401.54	22,204.62	0.00	(22,204.62)	0.00	(22,204.62)
01 2142 591 002 606	PSYCH SERVICES SPED 3-5	0.00	925.19	2,775.57	0.00	(2,775.57)	0.00	(2,775.57)
2142	PSYCHOLOGICAL SERVICES: SPED 3-5	0.00	925.19	2,775.57	0.00	(2,775.57)	0.00	(2,775.57)
01 2143 591 002 606	PSYC SERVICES SPED 0-2	0.00	925.19	2,775.57	0.00	(2,775.57)	0.00	(2,775.57)
2143	PSYCHOLOGICAL SERVICES: SPED 0-2	0.00	925.19	2,775.57	0.00	(2,775.57)	0.00	(2,775.57)
606	D/E Psychological	0.00	9,251.92	27,755.76	0.00	(27,755.76)	0.00	(27,755.76)
01 2151 591 001 607	Audiology Secon	0.00	105.91	317.73	0.00	(317.73)	0.00	(317.73)
01 2151 591 002 607	Audiology Elem	0.00	105.91	317.73	0.00	(317.73)	0.00	(317.73)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	0.00	211.82	635.46	0.00	(635.46)	0.00	(635.46)
01 2152 591 002 607	AUDIOLOGY SPED 3-5	0.00	26.48	79.44	0.00	(79.44)	0.00	(79.44)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	0.00	26.48	79.44	0.00	(79.44)	0.00	(79.44)
01 2153 591 002 607	AUDIOLOGY SPED 0-2	0.00	26.48	79.44	0.00	(79.44)	0.00	(79.44)
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	0.00	26.48	79.44	0.00	(79.44)	0.00	(79.44)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
607	Audiology	0.00	264.78	794.34	0.00	(794.34)	0.00	(794.34)
01 1200 591 000 608	Vocational	0.00	659.77	1,979.31	0.00	(1,979.31)	0.00	(1,979.31)
1200	SPEDICAL ED School Age	0.00	659.77	1,979.31	0.00	(1,979.31)	0.00	(1,979.31)
608	VOCATIONAL	0.00	659.77	1,979.31	0.00	(1,979.31)	0.00	(1,979.31)
01	General	0.00	545,479.83	2,231,640.95	0.00	(2,231,640.95)	0.00	(2,231,640.95)

Ravenna Public Schools
GENERAL FUND
Ending November 30th, 2019

Beginning Balance: **\$4,021,559.35**

Receipts:

Tax Collection (Sherman)		
Tax Collection (Buffalo)	\$49,643.16	
State of NE Sped		
City of Ravenna-License fees		
Distance Ed Incentive		
High Ability Learners		
ESU 11	\$100.00	
ESU 10-Title I Accountability		
Sale of Prop/Equip.		
Medicaid (MAC)	\$4,880.57	
State Aid	\$11,223.00	
State of NE (MIPS)	\$5,774.29	
Distance Learning		
Other	\$50.00	
Interest	\$1,049.43	
Total Receipts:		\$83,607.49
Dep. In Transfer	\$10,887.04	

Disbursements:

Board Bills (Nov)	\$557,001.00	
		\$557,001.00
Ending Balance:		\$3,548,165.84

Cash on Hand: **\$3,548,165.84**

Outstanding checks \$61,142.27

Bank Balance: **\$3,609,308.11**

Investments: **\$158,911.14**

Accounted for as Follows:

General Fund

General Fund Checking	\$3,548,165.84	
CD #42554	\$133,911.14	
CD # 70099 (9 mo)	\$25,000.00	
Total Available:	\$3,707,076.98	\$3,707,076.98

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
01 1100 1000	District Taxes - Buffalo	0.00	30,385.47	1,265,814.34
01 1100 1100	District Taxes - Sherman	0.00	8,472.19	291,221.82
01 1115 1000	Carline-Buffalo	0.00	0.00	1,152.25
01 1115 1100	Carline - Sherman	0.00	0.00	331.24
01 1120 1000	Public Power Tax - Buffalo	0.00	0.00	0.00
01 1120 1100	Public Power Tax - Sherman	0.00	0.00	0.00
01 1125 1000	Motor Vehicle Taxes - Buffalo	0.00	16,434.22	46,566.78
01 1125 1100	Motor Vehicle Taxes - Sherman	0.00	2,057.75	6,636.08
01 1311	Tuition Individual	0.00	0.00	0.00
01 1313	Tuit Sp Ed Individ.	0.00	0.00	0.00
01 1315	DISTANCE LEARNING	0.00	0.00	0.00
01 1323	Tuit Sp Ed Oth Dist.	0.00	0.00	0.00
01 1410	Trans. Individual	0.00	0.00	0.00
01 1411	Trans Sp Ed Individ.	0.00	0.00	0.00
01 1421	Trans. Other Dist.	0.00	0.00	0.00
01 1423	Trans Sp Ed Oth Dist	0.00	0.00	0.00
01 1510	Interest On Invest.	0.00	1,049.43	3,113.44
01 1701	Bond Fund Transfer	0.00	0.00	0.00
01 1790	Driver's Ed	0.00	0.00	0.00
01 1800	KEARNEY FOUND YC	0.00	0.00	0.00
01 1900	AUTISM ACTION PARTNERSHIP	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	50.00	150.00
01 1911	Local License Fees	0.00	110.00	1,935.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
01 1921	Police Court Fines	0.00	0.00	0.00
01 1925	Tobacco Grant	0.00	0.00	0.00
01 2110 1000	Buffalo Co Fines-lic	0.00	2,713.47	7,742.86
01 2110 1100	Sherm Fines-license	0.00	357.10	776.97
01 2130 1000	Other County Receipt - Buffalo	0.00	0.00	0.00
01 2130 1100	Other County Receipts- Sherman	0.00	0.00	0.00
01 2140	Non-resident Tuition	0.00	0.00	0.00
01 2210	ESU Receipts	0.00	100.00	341.18
01 3110	State Aid	0.00	11,223.00	33,669.00
01 3120	Spec. Ed Programs	0.00	0.00	0.00
01 3125	Special Ed Transpor.	0.00	0.00	0.00
01 3130 1000	Homestead Exemption - Buffalo	0.00	0.00	0.00
01 3130 1100	Sherm Homestead Ex	0.00	0.00	0.00
01 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	0.00
01 3134	PERSONAL PROPERTY TAX CREDIT-RR & PSE	0.00	0.00	0.00
01 3170	State Vocational	0.00	0.00	0.00
01 3180 1000	Pro-rata Motor Veh.Buffalo	0.00	0.00	1,334.64
01 3180 1100	Sher Pro Rat Moto V	0.00	0.00	322.12
01 3400	State Apportionment	0.00	0.00	0.00
01 3500	Other State Categorical Programs	0.00	0.00	0.00
01 3512	DIST ED INCENTIVE	0.00	0.00	32,117.22
01 3535	High Abilt Learners	0.00	0.00	0.00

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
01 3550	School Tech Fund	0.00	0.00	5,008.00
01 3570	Teacher Evaluation	0.00	0.00	0.00
01 3990	Other State Funds	0.00	0.00	0.00
01 4100	Title 1 Carry Over	0.00	0.00	0.00
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00
01 4311	Title VI Past Year	0.00	0.00	0.00
01 4312	Title VI Current	0.00	0.00	0.00
01 4315	Title V	0.00	0.00	0.00
01 4325	Title IIA Class Size Reduction	0.00	0.00	0.00
01 4401	IDEA PRESCHOOL	0.00	0.00	0.00
01 4402	Preschool Travel	0.00	0.00	0.00
01 4403	Spec Ed Medicaid	0.00	0.00	0.00
01 4505	Title 1 Current	0.00	0.00	0.00
01 4506	Title 1 NCLB	0.00	0.00	7,958.57
01 4509	TITLE II, PART A NCLB TCHR QULTY GRANTS	0.00	0.00	0.00
01 4511	REAP GRANT	0.00	0.00	0.00
01 4512	IDEA Base	0.00	0.00	0.00
01 4516	IDEA Pre-school Handicapp	0.00	0.00	0.00
01 4519	IDEA E-P	0.00	0.00	61,451.00
01 4525	Fed. Vocational	0.00	0.00	0.00
01 4580	EDUCATION JOB MONEY	0.00	0.00	0.00
01 4599	ARRA STATE AID	0.00	0.00	0.00
01 4708	Medicaid in Public School (MIPS)	0.00	5,774.29	5,774.29
01 4709	Medicaid Administrative Activities	0.00	4,880.57	4,880.57
01 4900	Other Fed. Non-cat	0.00	0.00	0.00
01 4969	Title IV, Part A	0.00	0.00	0.00
01 5200	From Other Funds	0.00	0.00	0.00
01 5300	Sale Of Prop & Equip	0.00	0.00	220.00
01 5301	Insurance Adjustment	0.00	0.00	0.00
01 5690	Other Non-revenue	0.00	0.00	661.30
01 9000	Non-program Receipts	0.00	0.00	0.00
01 9100	NE ST REVENUE	0.00	0.00	0.00
01 9200	Interlocal Agreement	0.00	0.00	0.00
01	General	0.00	83,607.49	1,779,178.67
8	Revenue	0.00	83,607.49	1,779,178.67

BIMBO BAKERIES USA
PO BOX 846243
DALLAS, TX 75284-6243

SDD: 10/31/19 11:04 AM
DA 3337
GRD ISLND NE RSP
DOCUMENT# 00010375

CUST# 000001438 01204 INV# 54333726463
RAVENNA PUBLIC SCHOOLS 10-0069 PO#
41750 CARTAGE RD

RAVENNA, NE 68869

DSD#
PAY TERM: NET 07
VENDOR#

EARTHGRAINS

^^ DELIVERIES ^^

UPC	ITEM NO		SUGG QTY	RETAIL AMOUNT	WHOLESALE PRICE	AMOUNT
78700-80070	0004266 R&I	WGW HOTS 16P	5		2.7600	13.80
	SL R&I	SUB-TOTALS	5			13.80
	DELIVERY	TOTALS	5			13.80
	TICKET	TOTALS	5			13.80

THANK YOU
SIGNATURE / STORE STAMP :

06 3100 630

JE

11-4-19

Kenneth E. Schroeder
12-5-19

BIMBO BAKERIES USA
 PO BOX 846243
 DALLAS, TX 75284-6243

SDD: 11/04/19 10:26 AM
 DA 3337
 GRD ISLND NE RSP
 DOCUMENT# 00010406

CUST# 000001438 01204 INV# **54333726491**
 RAVENNA PUBLIC SCHOOLS 10-0069 PO#
 41750 CARTAGE RD
 RAVENNA, NE 68869
 DSD#
 PAY TERM: NET 07
 VENDOR#

EARTHGRAINS

^^ DELIVERIES ^^

UPC	ITEM NO		SUGG QTY	RETAIL RETAIL	RETAIL AMOUNT	WHOLESALE PRICE	WHOLESALE AMOUNT
78700-80095	0005476	R&I 51% WGW 24Z	32			2.1700	69.44
78700-80021	0003447	R&I WGW HAMS 12P	15			2.2300	33.45
78700-80070	0004266	R&I WGW HOTS 16P	10			2.7600	27.60
78700-80078	0006055	R&I WGW STK 24P	3			6.6500	19.95
			----				-----
	SL R&I	SUB-TOTALS	60				150.44
			----				-----
	DELIVERY	TOTALS	60				150.44
			----				-----
	TICKET	TOTALS	60				150.44

THANK YOU
 SIGNATURE / STORE STAMP :

06 3100 6830
jo
11-4-19

BIMBO BAKERIES USA
PO BOX 846243
DALLAS, TX 75284-6243

SDD: 11/14/19 9:48 AM
DA 3337
GRD ISLND NE RSP
DOCUMENT# 00010479

CUST# 000001438 01204 INV# **54333726556**
RAVENNA PUBLIC SCHOOLS 10-0069 PO#
41750 CARTAGE RD

RAVENNA, NE 68869

DSD#
PAY TERM: NET 07
VENDOR#

EARTHGRAINS

^^ DELIVERIES ^^

UPC	ITEM NO		SUGG QTY	RETAIL	WHOLESALE PRICE	AMOUNT
72945-70544	0003087	SL S&S WGW RT20Z	32		1.9900	63.68
78700-41041	0005662	R&I 4"WHI HAM12P	45		3.1600	142.20
			----			-----
	SARA LEE	SUB-TOTALS	32			63.68
	SL R&I	SUB-TOTALS	45			142.20
			----			-----
	DELIVERY	TOTALS	77			205.88
			----			-----
	TICKET	TOTALS	77			205.88

THANK YOU
SIGNATURE / STORE STAMP : _____

06 3100 630

BIMBO BAKERIES USA
PO BOX 846243
DALLAS, TX 75284-6243

SDD: 11/18/19 9:03 AM
DA 3337
GRD ISLND NE RSP
DOCUMENT# 00010508

CUST# 000001438 01204 INV# **54333726581**
RAVENNA PUBLIC SCHOOLS 10-0069 PO#
41750 CARTAGE RD

RAVENNA, NE 68869

DSD#
PAY TERM: NET 07
VENDOR#

EARTHGRAINS

^^ DELIVERIES ^^

UPC	ITEM NO		SUGG QTY	RETAIL	WHOLESALE PRICE	WHOLESALE AMOUNT
78700-80095	0005476	R&I 51% WGW 24Z	30		2.1700	65.10
78700-80021	0003447	R&I WGW HAMS 12P	45		2.2300	100.35
			----			-----
	SL R&I	SUB-TOTALS	75			165.45
			----			-----
	DELIVERY	TOTALS	75			165.45
			----			-----
	TICKET	TOTALS	75			165.45

THANK YOU
SIGNATURE / STORE STAMP : _____

063160 630

Joe
11-18-19

BIMBO BAKERIES USA
PO BOX 846243
DALLAS, TX 75284-6243

SDD: 11/25/19 10:43 AM
DA 3337
GRD ISLND NE RSP
DOCUMENT# 00010570

CUST# 000001438 01204 INV# 54333726641
RAVENNA PUBLIC SCHOOLS 10-0069 PO#
41750 CARTAGE RD

RAVENNA, NE 68869

DSD#
PAY TERM: NET 07
VENDOR#

EARTHGRAINS

^^ DELIVERIES ^^

UPC	ITEM NO	SUGG QTY	RETAIL RETAIL	RETAIL AMOUNT	WHOLESALE PRICE	WHOLESALE AMOUNT
78700-80095	0005476 R&I 51% WGW 24Z	20	-----		2.1700	43.40
	SL R&I SUB-TOTALS	20	-----			43.40
	DELIVERY TOTALS	20	-----			43.40
	TICKET TOTALS	20	-----			43.40

THANK YOU
SIGNATURE / STORE STAMP :

JLO 06 3100 630

11.25.19



PO Box 309
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

126490

P12233286

**PLEASE CHECK YOUR
ORDER CAREFULLY
NON RETURNABLE**



Route:

Customer Copy

Invoice: P12233286
Date: 11-05-2019
Rep: 72 DAVID H
Whse: K

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH
41750 CARTHAGE RD
RAVENNA, NE 68869
308-452-3249

RAVENNA SCHOOL LUNCH
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 12-21-2019

Ord	Qty	U/M	Pack	Description		Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE									
4	4	SKU	1 ea	FOOD PAN CLEAR 1/6th X 4"	03-521-4	CST 130024	4.95		19.80
2	2	SKU	1 ea	COVER 1/6 SIZE CLR W/HANDLE (U)	03-572-2	CST 130118	3.52		7.04
4	4	SKU	1 ea	FOOD PAN 1/4 x 4" CLEAR 1028107	03-596-2	CST 140628	6.98		27.92
2	2	SKU	1 ea	COVER 1/4 SIZE CLR W/HNDL (U)	03-630-1	CST 130115	4.12		8.24
06 300 610									
ES 12-5-19									

	CST		
	12/0		

TAX AMOUNT DUE

0.00 63.00

CASH _____
 CHECK (#) _____
AMOUNT _____

SIGN HERE
Lynette Endecott
Customer Received By

Drivers initials

FC WITH PICKS



dagos 11-05-2019 16:03:45



PO Box 309
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

126490

P12232908

**PLEASE CHECK YOUR
ORDER CAREFULLY
NON RETURNABLE**



Route:
[]

Customer Copy

Invoice: P12232908
Date: 11-05-2019
Rep: 72 DAVID H
Whse: K

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH
41750 CARTHAGE RD
RAVENNA, NE 68869
308-452-3249

RAVENNA SCHOOL LUNCH
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 12-21-2019

Ord	Qty	U/M	Pack	Description		Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE									
1	1	SKU	6 4 lb	PEANUT BUTTER CREAMY 11009	23-124-1	DRY 47773	55.63		55.63
1	1	SKU	6 24 oz	GRAVY MIX PEPPERED O.F.B.G. 94722 >	24-221-1	DRY 42025	21.24		21.24
3	3	SKU	2 5 lb	CHIC DICED 1/2" WHT/DK LO SOD FC NAT 046	92-064-1	FRZ 501291	37.14		111.42
06 310 630									

TAX AMOUNT DUE

0.00	188.29
------	--------

DRY	FRZ
2/0	3/0

CASH _____
 CHECK (#) _____
AMOUNT _____

SIGN HERE
Lynnda Anderson
Customer Received By

[]
Drivers initials

Drivers initials

DSR PICKUP



lisah 11-05-2019 14:29:08



Cash-Wa Distributing
www.cashwa.com

PO Box 309
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

126490

12230182

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH
41750 CARTHAGE RD
RAVENNA, NE 68869
308-452-3249

RAVENNA SCHOOL LUNCH
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 12-21-2019



Route: 317

5

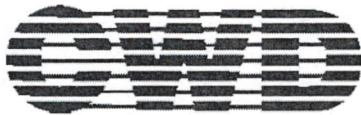
Customer Copy

Invoice: 12230182
Date: 11-05-2019
Rep: 72 DAVID H
Whse: K

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
3	3	SKU	6 #10	BEANS GREEN CUT 4 SIEVE BL FCY SUNSOURCE	DRY 43221	26.65		79.95
2	2	SKU	6 #10	CORN CUT WK FCY SUNSOURCE	DRY 43500	27.58		55.16
4	4	SKU	6 #10	PINEAPPLE CHUNKS IN JUICE WORLD HOR	DRY 45720	29.76		119.04
4	4	SKU	6 #10	APPLESAUCE UNSWT WATER PACK FFASU8090ESS SUNSOURCE	DRY 46832	29.43		117.72
3	3	SKU	6 #10	PEACH SLICED JUICE LIGHTSOURCE SUNSOURCE	DRY 46412	46.76		140.28
3	3	SKU	6 #10	PEAR SLICED LS CHO SUNSOURCE	DRY 45590	41.79		125.37
6	6	SKU	6 #10	ORANGES MANDARIN WHL SEGMENT LS WORLD HOR	DRY 208075	40.43		242.58
1	1	SKU	4 100 ct	GLOVE SYNTHETIC LG WHT PF 304362513 HANDGARDS	DRY 102201	22.97		22.97
2	2	SKU	24 20 oz	DRINK GATORADE GLACIER FREEZE ZERO SMS 4 GATORADE	DRY 46903	26.33		52.66
2	2	SKU	24 20 oz	DRINK GATORADE GLACIER CHERRY ZERO SMS 4 GATORADE	DRY 46902	26.33		52.66
2	2	SKU*	12 20 oz	GRAVY MIX CHICKEN 38937 @ > LASCO	DRY 41962	64.48		128.96
1	1	SKU	50 lb	SUGAR GRANULATED UNITED	DRY 47190	27.99		27.99
2	2	SKU	8 25 ct	CAN LNR 60g 16mic 38x60 NAT 12073 89006 COMPANION	DRY 88412	37.72		75.44
1	1	SKU	4 100 ct	GLOVE SYNTHETIC MED WHT PF 304362512 HANDGARDS	DRY 102200	22.97		22.97
1	1	SKU	24 8 oz	SOY MILK VAN CREAMY PEARL ORGANIC SMART 0 KIKKOMAN	DRY 42120	17.99		17.99
1	1	SKU*	8 32 oz	SAUCE MIX CHEESE 3-1 35542 @ > LASCO	DRY 41761	72.39		72.39
1	1	SKU*	20 125 ct	CUP PORTION PLAS 5.5oz TRANSL PC550 COMPANION	DRY 87124	80.07		80.07
1	1	SKU	25 100 ct	CUP PLAS 10oz TRANSLUCENT RK10 FABRI-KAL	DRY 88048	94.32		94.32
1	1	SKU	6000 ct	NAPK XPRESSNAP 13x8.5 NAT DX906E 1ply TORK	DRY 80345	55.44		55.44
1	1	SKU	96 1 oz	CEREAL BOWL REESES PUFFS WGR 31919 GENERAL M	DRY 42661	28.16		28.16
1	1	SKU	96 1 oz	CEREAL BOWL CINN TST CRUNCH WGR 11815 @ GENERAL M	DRY 42385	27.55		27.55
1	1	SKU	96 1 oz	CEREAL BOWL TRIX LESS SUGAR WGR 31922 GENERAL M	DRY 42658	36.04		36.04
1	1	SKU	96 1 oz	CEREAL BOWL LUCKY CHARMS GF WGR 31917 GENERAL M	DRY 42659	28.16		28.16
5	5	SKU	104 1 oz	CHIPS DORITO NACHO FRITO LAY	DRY 25578	39.21		196.05
1	1	SKU*	12 16 oz	BASE CHICKEN PASTE NO MSG CHEF PREM 3170 MAJOR PRO	DRY 42363	56.25		56.25
1	1	SKU	4 9 lb	SOLID POWER XL 6100185 > ECOLAB	CHM 90798	332.79		332.79

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PO Box 309
Kearney NE 68848-0309

(800) 652-0010 (308) 237-3151

126490

12230182



Route: 317

5

Customer Copy

Invoice: 12230182
Date: 11-05-2019
Rep: 72 DAVID H
Whse: K

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH
41750 CARTHAGE RD
RAVENNA, NE 68869
308-452-3249

RAVENNA SCHOOL LUNCH
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 12-21-2019

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
1	1	SKU*	4 5 lb	SOUR CREAM PLAIN DAISY IDA5 DAISY	CLR 66500	31.26		31.26
1	1	SKU*	4 5 lb	COTTAGE CHEESE 2% 1769 ROBERTS	CLR 66281	39.29		39.29
1	1	SKU	6 64oz	YOGURT VANILLA L/F PARFAIT PRO 16632 GENERAL M	CLR 66410	31.30		31.30
2	2	SKU	1 cs	CUCUMBERS SUPER SELECT 24CT PACKER	CLR 180255	19.34		38.68
1	1	SKU	14 ct	PRODUCT OF USA / MEXICO BROCCOLI FRESH MANN PACK	CLR 180369	46.33		46.33
1	1	SKU	12 ct	PRODUCT OF USA CAULIFLOWER FRESH MANN PACK	CLR 180217	62.47		62.47
1	1	SKU	48 4 oz	YOGURT DAMIMALS BLEND STRAWB BANANA 7355DANNON	CLR 66671	18.65		18.65
1	1	SKU	40 lb	BANANAS #1 (STAGE 2 1/2 - 3 1/2) PACKER	CLR 180002	29.35		29.35
1	1	SKU	96 4 oz	JUICE APPLE 100% CUP 41381 SMS COUNTRY P	FRZ 58105	15.63		15.63
1	1	SKU	96 4 oz	JUICE ORANGE 100% CUP 41380 SMS COUNTRY P	FRZ 58088	18.36		18.36
1	1	SKU	96 4 oz	JUICE GRAPE 100% CUP 41382 SMS COUNTRY P	FRZ 58176	18.80		18.80
3	3	SKU	240 1.5 oz	ROLL DOUGH DINNER WGR 11124 BAKER BOY	FRZ 57537	39.35		118.05
4	4	SKU	90 2.5 oz	BEEF PC PATTY CHAR 2.5oz CN 155-525-0 @ ADVANCE	FRZ 54632	39.57		158.28
2	2	SKU	120 2.5 oz	CINN ROLL DOUGH WGR 12122 BAKER BOY	FRZ 58368	37.81		75.62
2	2	SKU	74 3.25 oz	EARLY RISERS BACON 3.25oz 688 MCCAIN	FRZ 56133	52.78		105.56
1	1	SKU	2 5 lb	PORK PC PULLED SMKD AUSTIN BLUES 13426 HORMEL	FRZ 52985	47.08		47.08
3	3	SKU	24 4.5 oz	BURRITO BRKFST BCN EGG I/W EM 14690 RUIZ	FRZ 56654	24.27		72.81
3	3	SKU	40 3.88 oz	BEEF PC CNTRY FRY STK BRD WGR 68014 ADVANCE	FRZ 54660	27.83		83.49
1	1	SKU	72 3.75 oz	DONUT LONG JOHN RTI BAV CREME FILL 25242 BAKER BOY	FRZ 55555	43.30		43.30

*06 3100 610 684.00
630 2659.27*

			CHM 1/0
DRY	CLR	FRZ	
51/0	9/0	22/0	

CASH _____
 CHECK (#) _____
AMOUNT _____

TAX AMOUNT DUE

0.00 3,343.27

See SIGNATURE
11-8-19
Customer Received By

MC
Drivers initials

HGBPIE



REGULAR ORDER

tonyq 11-05-2019 04:04:13



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www.cashwa.com

PO Box 309
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

126490

12240344



Route: 317

5

Customer Copy

Invoice: 12240344
Date: 11-12-2019
Rep: 72 DAVID H
Whse: K

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH
41750 CARTHAGE RD
RAVENNA, NE 68869
308-452-3249

RAVENNA SCHOOL LUNCH
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 12-21-2019

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
1	1	SKU	24.5 oz	BEEF STICK HONEY PEPPERED SMS HIGHLAND	CNL 27657	10.67		10.67
1	1	SKU	12 oz	SPICE OREGANO GROUND 01186 CF SAUER	CNP 39352	7.02		7.02
1	1	SKU	6 #10	PUDDING CHOCOLATE TFF PHO FREE 37804 LUCKY LEA	DRY 40439	38.14		38.14
3	3	SKU	6 #10	PEAR SLICED LS CHO SUNSOURCE	DRY 45590	41.79		125.37
1	1	SKU	96 4.5 oz	CUP APPLESAUCE CINNAMON SMS FFASU1402MUSMUSSELMAN	DRY 46462	25.80		25.80
1	1	SKU*	4 1 gal	SAUCE PICANTE MESA GRANDE 12070 PACE CAMPBELLS	DRY 41793	40.12		40.12
1	1	SKU	24 10 oz	JUICE APPLE 100% SMS FL NAT 15301 FLORIDA'S	DRY 46077	21.71		21.71
1	1	SKU	10 lb	CHIP BAKING CHOC FLAV MINI 4000ct 33080 AMBROSIA	DRY 75366	23.85		23.85
1	1	SKU	48 5.5 OZ	JUICE CRANBERRY COCKTAIL 20450 OCEAN SPR	DRY 44737	24.42		24.42
1	1	SKU	250 1.1 oz	SUNFLOWER KERNEL ROASTED SMS ZEE ZEE'S B7 ZEE ZEE'S	DRY 46719	62.30		62.30
1	1	SKU	48 5.5oz	JUICE APPLE IND CAN 48/5.5oz SMS CITRUS WO	DRY 44750	27.17		27.17
1	1	SKU	96.5 oz	FRUIT ROLL-UPS CRAZY COLORS R/S SMS GENERAL M	DRY 30539	29.78		29.78
1	1	SKU	10 lb	TOPPING COOKIE CRUMBS HYDROX 44242 > SUNSHINE	DRY 38511	32.15		32.15
1	1	SKU	10 1 lb	COCONUT FLAKE 67478 CNS	DRY 50220	27.84		27.84
1	1	SKU	144 1.6 oz	FRUIT SNACK MIXED BERRY SMS 47953 MOTT'S	DRY 42776	59.79		59.79
1	1	SKU	200 12 gm	MAYO IND POUCH PPI 21810 @ PORTION P	DRY 47920	10.86		10.86
1	1	SKU	80 1.41 oz	RICE KRISPIE TREAT BAR WGR SMS 11052 KELLOGGS	DRY 42699	41.24		41.24
1	1	SKU	4 20 ct	RICE KRISP TREAT CHOCO CHIP WGR SMS KELLOGGS	DRY 28065	41.24		41.24
1	1	SKU	64 1.125 oz	CHIPS POTATO BAKED BBQ SMS FRITO LAY	DRY 26207	34.56		34.56
1	1	SKU	64 1.125 oz	CHIPS BAKED POT SR CRM & ONION SMS FRITO FRITO LAY	DRY 26209	34.56		34.56
1	1	SKU	72 1 oz	CHIPS DORITO COOL RANCH RF WGR SMS 36096 FRITO LAY	DRY 27347	27.15		27.15
1	1	SKU	8 6 5.5 oz	JUICE GRAPE PURE ALUM SMS WELCH 206-00 @ WELCH'S	DRY 44760	28.81		28.81
2	2	EA	1 5 lb	LETTUCE SHREDDED 1/8" PROMARK PROMARK	CLR 180412	5.08		10.16
2	2	SKU	1 cs	CUCUMBERS SUPER SELECT 24CT Packer	CLR 180255	16.71		33.42
PRODUCT OF USA / MEXICO								

Handwritten signature and date: 11/20/19

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REGULAR ORDER

michaela.wright 11-12-2019 05:



Cash-Wa Distributing
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PO Box 309
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

126490

12240344



Route: 317

5

Customer Copy

Invoice: 12240344
Date: 11-12-2019
Rep: 72 DAVID H
Whse: K

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH
41750 CARTHAGE RD
RAVENNA, NE 68869
308-452-3249

RAVENNA SCHOOL LUNCH
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 12-21-2019

Ord	Qty	U/M	Pack	Description		Item #	Price	Code	Total
1	1	SKU	40 lb	BANANAS #1 (STAGE 2 1/2 - 3 1/2)	PACKER	CLR	180002	29.88	29.88
2	2	SKU	96 4 oz	JUICE APPLE 100% CUP 41381 SMS	COUNTRY P	FRZ	58105	15.63	31.26
1	1	SKU	96 4 oz	JUICE ORANGE 100% CUP 41380 SMS	COUNTRY P	FRZ	58088	18.36	18.36
2	2	SKU	96 4 oz	JUICE GRAPE 100% CUP 41382 SMS	COUNTRY P	FRZ	58176	18.80	37.60
1	1	SKU	144 1.75 oz	EGG PATTY PC 3.5" RND 52020	MICHAEL F	FRZ	58314	39.26	39.26
1	1	SKU	240 1.5 oz	ROLL DOUGH DINNER WGR 11124	BAKER BOY	FRZ	57537	39.35	39.35
1	1	SKU	107 1.5 oz	PORK PC SAUS PATTY WIDE CN 17500	HORMEL	FRZ	52637	30.43	30.43
3	3	SKU	144 1 oz	BREAD STICK WGR BRN&SRV 20615	BAKER BOY	FRZ	55079	31.84	95.52
2	2	SKU	74 3.25 oz	EARLY RISERS BACON 3.25oz 688	MCCAIN	FRZ	56133	52.78	105.56
1	1	SKU	72 2.64 oz	WAFFLE MINI MAPLE FLAVOR WGR EGGO 92315	EGGO	FRZ	56480	38.11	38.11
2	2	SKU	6 5 lb	SAUCE ALFREDO REDUCED FAT 5722	JTM FOOD	FRZ	500707	68.53	137.06
1	1	SKU	216 2.5 oz	BISCUIT DOUGH HMSTYLE 16280	RICH	FRZ	58922	41.28	41.28

06 3100 630

			CNL
			1/0

CNP			
1/0			

DRY	CLR	FRZ	
22/0	3/2	17/0	

DELIVERY FEE TAX AMOUNT DUE

7.50	0.00	1,469.30
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CASH _____
 CHECK (#) _____
AMOUNT _____

Customer Received By

[Signature]

Drivers initials

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REGULAR ORDER

michaelf.wright 11-12-2019 05:



Cash-Wa Distributing
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PO Box 309
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126490

12250541

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH
41750 CARTHAGE RD
RAVENNA, NE 68869
308-452-3249

RAVENNA SCHOOL LUNCH
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 12-21-2019



Route: 317

5

Customer Copy

Invoice: 12250541
Date: 11-19-2019
Rep: 72 DAVID H
Whse: K

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
1	1	SKU	18 ct	NATURE VALLEY PNT BTR CRNH GRNOL WGR SMS GENERAL M	CNL 25869	9.29		9.29
1	1	SKU	60 .92 oz	SIMPLY CHEX CHED SNACK WGR SMS 31932 GENERAL M	CNP 27219	28.68		28.68
1	1	SKU	6 #10	TOMATO SAUCE FANCY SUNSOURCE	DRY 43940	23.11		23.11
1	1	SKU	6 #10	SAUCE PIZZA 5733 @ HEINZ	DRY 49310	36.26		36.26
1	1	SKU*	6 #10	SAUCE PASTA SPAGHETTI 5880 @ HEINZ	DRY 49305	36.73		36.73
1	1	SKU*	6 1 gal	VINEGAR WHITE DISTILLED 5% ACIDITY SPEACO	DRY 47160	20.27		20.27
2	2	SKU	24 10 oz	JUICE APPLE 100% SMS FL NAT 15301 FLORIDA'S	DRY 46077	21.71		43.42
2	2	SKU	24 10 oz	JUICE ORANGE 100% SMS FL NAT 15033 FLORIDA'S	DRY 46075	21.71		43.42
1	1	SKU	15 10 oz	JUICE STRAWB KIWI TROPICANA SMS 02144 TROPICANA	DRY 46539	16.44		16.44
2	2	SKU	24 12 oz	DRINK GATORADE G2 FRUIT PUNCH SMS 12202 GATORADE	DRY 46360	18.26		36.52
1	1	SKU	24 16.9 oz	DRINK PROPEL BERRY SMS PEPSICO 00169 PROPEL	DRY 46618	21.21		21.21
1	1	SKU	24 16.9 oz	DRINK PROPEL STRAWBERRY KIWI SMS 00171 PROPEL	DRY 46619	21.21		21.21
2	2	SKU	24 12 oz	DRINK GATORADE G2 GLACIER FREEZE SMS 120 GATORADE	DRY 46362	18.26		36.52
1	1	SKU	50 lb	SUGAR GRANULATED UNITED	DRY 47190	27.99		27.99
1	1	SKU	2 25 lb	FLOUR H&R ALL PURPOSE UNBLEACHED 14438 > GENERAL M	DRY 40796	18.45		18.45
1	1	SKU	25 lb	SUGAR BROWN LT. UNITED	DRY 47260	16.36		16.36
1	1	SKU	175 .75 oz	CRACKER CHEEZ IT WGR SMS 79263 KELLOGGS	DRY 43163	39.44		39.44
1	1	SKU	6 11.3 oz	GRAVY MIX TURKEY ROASTED 94546 > PIONEER	DRY 49454	27.21		27.21
1	1	SKU	6000 ct	NAPK XPRESSNAP 13x8.5 NAT DX906E 1ply TORK	DRY 80345	55.44		55.44
1	1	SKU	96 1 oz	CEREAL BOWL REESES PUFFS WGR 31919 GENERAL M	DRY 42661	28.16		28.16
1	1	SKU	96 1 oz	CEREAL BOWL CINN TST CRUNCH WGR 11815 @ GENERAL M	DRY 42385	27.55		27.55
1	1	SKU	96 1.06 oz	CEREAL BOWL COCOA PUFF 25%LESS SUG WGR 3 GENERAL M	DRY 42675	28.16		28.16
2	0	SKU	4 20 ct	RICE KRISP TREAT CHOCO CHIP WGR SMS KELLOGGS	DRY 28065	41.24		0.00
-Manufacturer Out of Stock								
1	1	SKU	96 .84 oz	BAR GRANOLA SMORES CHEWY WGR SMS 31181 QUAKER	DRY 42704	31.35		31.35
1	1	SKU	96 1 oz	CEREAL BOWL LUCKY CHARMS GF WGR 31917 GENERAL M	DRY 42659	28.16		28.16

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(800) 652-0010 (308) 237-3151

126490

12250541



Route: 317

5

Customer Copy

Invoice: 12250541
Date: 11-19-2019
Rep: 72 DAVID H
Whse: K

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH
41750 CARTHAGE RD
RAVENNA, NE 68869
308-452-3249

RAVENNA SCHOOL LUNCH
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 12-21-2019

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
1	1	SKU	500 2 ct	CRACKER IND SALTINE UNIPRO SUNSHINE	DRY 42630	17.57		17.57
1	1	SKU	24 8.47 oz	JUICE BEV IZZE POMEGRANTE FORT CAN SMS IZZE	DRY 46194	21.34		21.34
1	1	SKU	6 64 oz	YOGURT STRWBRY L/F PARFAIT PRO 16631 YOPLAIT	CLR 66641	33.35		33.35
2	2	SKU	96 4 oz	JUICE APPLE 100% CUP 41381 SMS COUNTRY P	FRZ 58105	15.63		31.26
2	2	SKU	96 4 oz	JUICE GRAPE 100% CUP 41382 SMS COUNTRY P	FRZ 58176	18.80		37.60
1	1	SKU	107 1.5 oz	PORK PC SAUS PATTY WIDE CN 17500 HORMEL	FRZ 52637	30.43		30.43
2	2	SKU	60/2.75	PANCAKE SAUSAGE ON STICK BRKFST > LEONS	FRZ 58716	35.84		71.68
1	1	SKU	72 2 ct	SANDWICH SLIDER SAUS EGG CHSE WGR CN IW BEACON ST	FRZ 54357	39.24		39.24
1	1	SKU	72 2.43 oz	BAGEL MINI CINN CREAMY CHEESE WGR 38399 PILLSBURY	FRZ 54586	41.99		41.99
1	1	SKU	24 3 oz	TORNADO BRKFST BCN EGG CHZ > RUIZ	FRZ 56639	19.03		19.03
1	1	SKU	6 12 ct	MUFFIN ENGLISH THOMAS 2oz 94015 THOMAS	FRZ 59732	21.84		21.84
2	2	SKU	24 3.1 oz	ROLLERBITES SAUS EGG CHEESE 012006405 HOME MARK	FRZ 56835	24.16		48.32
1	1	SKU	72 3.3 oz	DONUT MINI CHOCOLATE 6ct IW WGR 7786 SUPER BAK	FRZ 500187	54.22		54.22
1	1	SKU	144 1.235 oz	PANCAKES BMILK 1.2oz KRUSTEAZ 20137 KRUSTEAZ	FRZ 58827	31.46		31.46
1	1	SKU	72 ct	DONUT MINI POWDERED WGR 7787 SUPER BAK	FRZ 500534	51.28		51.28

06 3100 610 55.44
630 1204.02

			CNL
			1/0

CNP			
1/0			

DRY	CLR	FRZ	
28/0	1/0	16/0	

CASH _____
 CHECK (#) _____
AMOUNT _____

DELIVERY FEE TAX AMOUNT DUE

7.50 0.00 1,259.46

Customer Received By

ML

Drivers initials



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REGULAR ORDER

paula.contreras 11-19-2019 05:2



Cash-Wa Distributing
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PO Box 309
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

126490

12257368



Route: 659

75

Customer Copy

Invoice: 12257368
Date: 11-22-2019
Rep: 72 DAVID H
Whse: K

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH
41750 CARTHAGE RD
RAVENNA, NE 68869
308-452-3249

RAVENNA SCHOOL LUNCH
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 12-21-2019

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
3	3	SKU	100 1.5 oz	SYRUP IND CUP PPI 13960 @	PORTION P	DRY 47740	10.31	30.93
1	1	SKU	12 12 ct	TORTILLA FLOUR 8" HEARTY GRAIN ULTR WGR	MISSION	DRY 51561	24.70	24.70
3	3	SKU	10 lb avg	HAM BNLS CURE 81 WHL 1pc 27992	HORMEL	CLR 62038	3.97	96.55
				7.74, 7.79, 8.79				
				TOTAL WEIGHT: 24.32				
1	1	EA	1 3 LB	BROCCOLI FLORET FRESH	TAYLOR FA	CLR 180823	5.86	5.86
				PRODUCT OF USA				
1	1	SKU	100 2.5 oz	PORK PC RIB PATTY CHAR 44-531-0 CN >	ADVANCE	FRZ 53176	37.76	37.76
1	0	SKU	72 2.9 oz	CINN ROLL MINI CINNIS I/W WGR 33686	PILLSBURY	FRZ 54068	43.24	0.00
				-Manufacturer Out of Stock				
2	2	SKU	4/2.5 lb	CHIC FAJITA ALL WHITE MEAT FC 40122	HORMEL	FRZ 52457	45.15	90.30
3	3	SKU	24 3 oz	TORNADO BRKFST BCN EGG CHZ >	RUIZ	FRZ 56639	19.03	57.09
2	2	SKU	24 3.1 oz	ROLLERBITES SAUS EGG CHEESE 012006405	HOME MARK	FRZ 56835	24.16	48.32
1	1	SKU	144 1.235 oz	PANCAKES BMILK 1.2oz KRUSTEAZ 20137	KRUSTEAZ	FRZ 58827	31.46	31.46

De 3100 630

DRY	CLR	FRZ	
4/0	3/1	9/0	

CASH _____
 CHECK (#) _____
 AMOUNT _____

DELIVERY FEE TAX AMOUNT DUE

7.50	0.00	430.47
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Se 11-22-19

Customer Received By

CW

Drivers initials

HGBPIE



REGULAR ORDER

michaela.wright 11-22-2019 04:

Hiland Dairy Foods

HILAND DAIRY
 P.O. BOX 801515
 KANSAS CITY MO 64180-1515
 PH: 402-344-4321
 FAX: 402-346-0849

Customer: 4842
 SCH RAVENNA PUBLIC
 BOX 84 A 41750 CARTHAGE RD
 RAVENNA, NE 68869

Invoice: 1208015
 Date: 11/01/19
 Time: 08:01
 Route: 120
 Salesman: LEE SCHUPPAN
 PO#:
 Page: 1

SALES

Qty	Unit	Item	Description	UPC	Price	Amount
24	EA	17612	1CT FUDGE BAR NST	7273066020	0.3700	8.88
48	EA	20191	1CT RF SANDWICH NSTR	7273066031	0.4000	19.20
72						
72						

Subtotal: 28.08
 Balance Due: 28.08
 Pay Type: Charge 28.08

[Handwritten Signature]

00 3100 630

SIGNATURE / STORE STAMP
 ORIGINAL

Kenneth E Schroeder
 12-5-19



HILAND DAIRY
 P.O. BOX 801515
 KANSAS CITY MO 64180-1515
 PH:402-344-4321
 FAX:402-346-0849

Customer: 4842
 SCH RAVENNA PUBLIC
 BOX 84 A 41750 CARTHAGE RD
 RAVENNA, NE 68869

Invoice: 1208051

Date: 11/05/19
 Time: 08:27
 Route: 120
 Salesman: LEE SCHUPPAN
 PO#:
 Page: 1

SALES

Qty	Unit	Item	Description	UPC	Price	Amount
450	EA	9171	HP HIL 1% 50/CS	7206000065	0.2882	129.69
1500	EA	9175	HP HIL CHOC 1% 50/C	7206000156	0.2953	442.95
400	EA	9177	HP HIL STWBV FF 50/C	7206000038	0.2964	118.56
-----						-----
2350						691.20

CONTAINERS

Qty	Unit	Item	Description	UPC	Price	Amount
39	EA	10462	EA MILK CASE DELIVER	0	0.0000	0.00
-39	EA	10462	EA MILK CASE DELIVER	0	0.0000	0.00
-----						-----
0						0.00
2350					Subtotal:	691.20

Balance Due: 691.20

Pay Type: Charge

x _____


De 31W 630

SIGNATURE / STORE STAMP
ORIGINAL

Lee
11-8-19



HILAND DAIRY
 P.O. BOX 801515
 KANSAS CITY MO 64180-1515
 PH:402-344-4321
 FAX:402-346-0849

Customer: 4842
 SCH RAVENNA PUBLIC
 BOX 84 A 41750 CARTHAGE RD
 RAVENNA, NE 68869

Invoice: 1208118

Date: 11/12/19
 Time: 08:29
 Route: 120
 Salesman: LEE SCHUPPAN
 PO#:
 Page: 1

SALES

Qty	Unit	Item	Description	UPC	Price	Amount
450	EA	9171	HP HIL 1% 50/CS	7206000065	0.2882	129.69
900	EA	9175	HP HIL CHOC 1% 50/C	7206000156	0.2953	265.77
400	EA	9177	HP HIL STWBV FF 50/C	7206000038	0.2964	118.56

1750						514.02

CONTAINERS

Qty	Unit	Item	Description	UPC	Price	Amount
35	EA	10462	EA MILK CASE DELIVER	0	0.0000	0.00
-37	EA	10462	EA MILK CASE DELIVER	0	0.0000	0.00

-2						0.00
1748						

Subtotal: 514.02

Balance Due: 514.02

Pay Type: Charge

De 3160 630

x _____

SIGNATURE / STORE STAMP
ORIGINAL

320

*JS
11-12-19*



HILAND DAIRY
P.O. BOX 801515
KANSAS CITY MO 64180-1515
PH:402-344-4321
FAX:402-346-0849

329

Customer: 4842
SCH RAVENNA PUBLIC
BOX 84 A 41750 CARTHAGE RD
RAVENNA, NE 68869

Invoice: 1208185

Date: 11/19/19
Time: 08:30
Route: 120
Salesman: LEE SCHUPPAN
PO#:
Page: 1

SALES

Qty	Unit	Item	Description	UPC	Price	Amount	
500	EA	9171	HP HIL 1% 50/CS	7206000065	0.2882	144.10	
1500	EA	9175	HP HIL CHOC 1% 50/C	7206000156	0.2953	442.95	
500	EA	9177	HP HIL STWBV FF 50/C	7206000038	0.2964	148.20	

2500							735.25

CONTAINERS

Qty	Unit	Item	Description	UPC	Price	Amount	
43	EA	10462	EA MILK CASE DELIVER	0	0.0000	0.00	
-46	EA	10462	EA MILK CASE DELIVER	0	0.0000	0.00	

-3							0.00
2497						Subtotal:	735.25

Balance Due: 735.25

Pay Type: Charge

de 31w 630

x _____

SIGNATURE / STORE STAMP
ORIGINAL

JE
11-18-19



HILAND DAIRY
 P.O. BOX 801515
 KANSAS CITY MO 64180-1515
 PH: 402-344-4321
 FAX: 402-346-0849

Customer: 4842
 SCH RAVENNA PUBLIC
 BOX 84 A 41750 CARTHAGE RD
 RAVENNA, NE 68869

Invoice: 1208258

Date: 11/26/19
 Time: 07:32
 Route: 120
 Salesman: LEE SCHUPPAN
 PO#:
 Page: 1

SALES

Qty	Unit	Item	Description	UPC	Price	Amount	
500	EA	9171	HP HIL 1% 50/CS	7206000065	0.2882	144.10	
300	EA	9175	HP HIL CHOC 1% 50/C	7206000156	0.2953	88.59	
500	EA	9177	HP HIL STWBV FF 50/C	7206000038	0.2964	148.20	
-----						380.89	
1300							380.89

CONTAINERS

Qty	Unit	Item	Description	UPC	Price	Amount	
26	EA	10462	EA MILK CASE DELIVER	0	0.0000	0.00	
-38	EA	10462	EA MILK CASE DELIVER	0	0.0000	0.00	
-----						0.00	
-12							0.00
1288						Subtotal:	380.89

Balance Due: 380.89

Pay Type: Charge

De 31w 630

x _____

SIGNATURE / STORE STAMP
ORIGINAL

JS
 12-2-19
 Sur
 11-26-19



RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869-4051



SYSCO LINCOLN
900 KINGBIRD ROAD
LINCOLN, NEBRASKA 68521
SALES: 402-421-5396
MAIN: 402-423-1031

308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869 -8400

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
11/07/19	501047	261808616	5 1
TRUCK STOP	0 / 006		
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
LAST MONTH DUE 10TH OF MONTH			
MANIFEST# 1035316 NORMAL DELIVERY			
MA: S3772 TRAVIS LAWSON			

DRIVER: BAKER

L C O D E	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	T R I	P I	INVOICE ADJUSTMENTS	
											CODE	QTY
				THE ILLINOIS SHELL EGG FEE HAS BEEN PAID BY SYSCO								
				*** MEATS ***								
C	2	CS	62LB	HORMEL HAM SLICED SMK CHERRY NAT FRSH 03293	8351191	51.59		103.18				
				GROUP TOTAL****				103.18				
				*** POULTRY ***								
F	6	CS	25 LB	TYSON CHICKEN MEAT DICE WHT LS 10241600928	2775561	33.42		200.52				
F	6	CS	320.5 OZ	HORMEL CORN DOG TURKEY MINI NUG 39727	4272670	23.80		142.80				
F	2	CS	250.67 OZ	TYSON CHICKEN BRST NUG BRD F/C 005810-0928	6381982	19.24		38.48				
				GROUP TOTAL****				381.80				
				*** FROZEN ***								
F	1	CS	964 OZ	ARDMORE JUICE APPLE CUP 41381	2200293	15.28		15.28				
F	1	CS	964 OZ	ARDMORE JUICE ORANGE CUP 41380	2200319	17.94		17.94				
F	1	CS	964 OZ	ARDMORE JUICE GRAPE 41382	2313310	17.13		17.13				
F	1	CS	43LB	AREZIMP SAUCE ALFREDO 25117	6525117	55.46		55.46				
				GROUP TOTAL****				105.81				
				*** CANNED & DRY ***								
D	1	CS	2410 OZ	TROPANA JUICE APPLE PET 75717	1605617	18.67		18.67				
C	1	CS	2410 OZ	TROPANA JUICE ORANGE PET 75715	1606490	18.67		18.67				
D	1	CS	6# 10	SYS CLS APRICOT HVS UNPL EXTRA LS 2206138	2206138	47.37		47.37				
D	1	CS	6#10	SYS REL BEAN AND PORK NAVY 47402	4062204	27.80		27.80				
D	1	SCS	6#10	SYS CLS BEET PKLD SLI MED FCY 00056213510	4109518	31.88		31.88				
D	2	CS	6#10	HSRCIMP KETCHUP FANCY HOUY599	5686266	24.12		48.24				
				GROUP TOTAL****				192.63				

Handwritten: 12-5-19

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO			
27		27	17.6	547			P.O. BOX 80068 LINCOLN, NE 68501-0068			
DRIVER'S SIGN							NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN X	NO. PCS REC.	
SUB TOTAL							TAX TOTAL		INVOICE TOTAL	
PAYABLE ON OR BEFORE							CONT. ON PAGE 2			

IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869-4051



SYSCO LINCOLN
900 KINGBIRD ROAD
LINCOLN, NEBRASKA 68521
SALES: 402-421-5396
MAIN: 402-423-1031

308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869 -8400

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
11/07/19			
TRUCK STOP	501047	261808616	5 2
0/006			
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
	LAST MONTH DUE 10TH OF MONTH		
	MANIFEST# 1035316 NORMAL DELIVERY		
	MA: S3772 TRAVIS LAWSON		

DRIVER: BAKER

LOC	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	PI	INVOICE ADJUSTMENTS	
											CODE	QTY
				*** PAPER & DISPOSABLES ***								
D	1	CS	10100	CTSYS CLS GLOVE VINYL FDSRV PWDRFREE 304362812	5478526	49.19		49.19				
D	1	CS	10100	CTSYS CLS GLOVE VINYL FDSRV PWDRFREE 304362813	5478536	49.15		49.15				
D	1	CS	10100	CTSYS CLS GLOVE VINYL FDSRV PF XL 304362814	8399737	50.42		50.42				
				GROUP TOTAL****				148.76				
	ORDER SUMMARY		:	193								

*063100 610 148.76
630 783.42*

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
3		3	2.6	42			P.O. BOX 80068	SUB TOTAL 932.18
30		30	20.2	589			LINCOLN, NE 68501-0068	TAX TOTAL
DRIVER'S SIGN		NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN	NO. PCS REC.	11-7-19			INVOICE TOTAL 932.18
IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.							PAYABLE ON OR BEFORE	LAST PAGE
							12/10/19	

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869-4051



308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869 -8400

SYSCO LINCOLN
900 KINGBIRD ROAD
LINCOLN, NEBRASKA 68521
SALES: 402-421-5396
MAIN : 402-423-1031

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
11/14/19	501047	261820321	6 1
TRUCK STOP	0 / 004		
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
LAST MONTH DUE 10TH OF MONTH			
MANIFEST# 1036311 NORMAL DELIVERY			
MA: S3772 TRAVIS LAWSON			

DRIVER: RUZICKA

LOC	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	INVOICE ADJUSTMENTS	
									TAX	QTY
				THE ILLINOIS SHELL EGG FEE HAS BEEN PAID BY SYSCO						
				*** DAIRY ***						
C	OUT	CS	484 OZ	YOPLAIT YOGURT STRAW/BAN BLAST TRIX 17726000 OUT/STOCK 1	5076611					
C	1	CS	484 OZ	DANNON YOGURT STWBRY BAN DANIMAL CRCH 73558 GROUP TOTAL****	8653964	12.82		12.82		
				*** MEATS ***				12.82		
C	2	CS	17-9#AV	HORMEL HAM BNLS DSHAPED CURE 81 NJ 27992 6.780 8.130 T/WT= 14.910 GROUP TOTAL****	1405877	3.734		55.67		
				*** POULTRY ***				55.67		
F	3	CS	250.67 OZ	TYSON CHICKEN BRST NUG BRD F/C 005810-0928 GROUP TOTAL****	6381982	19.24		57.72		
				*** CANNED & DRY ***				57.72		
D	1	CS	1228 OZ	SYS CLS POTATO PEARL EXCEL 3327848	3327848	57.74		57.74		
D	1	CS	15 GAL	BBRLCLS PICKLE SLI DILL HAM KK 1 09522990181	4019220	24.98		24.98		
D	2	SCS	6#10	SYS IMP PUMPKIN SOLID FANCY F4111498	4111498	40.82		81.64		
D	1	CS	6#10	DUNBAR YAM CUT FCY 2049L603060001 GROUP TOTAL****	8159766	42.06		42.06		
				*** PAPER & DISPOSABLES ***				206.42		
D	1	CS	4250CT	SYSTRNZ TRAY FOOD PAPER 2LB D2TTDZ GROUP TOTAL****	2004236	19.86		19.86		
				*** PRODUCE ***				19.86		
C	1	CS	45 LB	IMPFRSH LETTUCE SAL MIX SEPARATE FRESH GROUP TOTAL****	1675602	24.79		24.79		
								24.79		
ORDER SUMMARY				: 19658 19692 18899						

06 3100 610 19.86
630 357.42

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
13		13	10.4	307			P.O. BOX 80068 LINCOLN, NE 68501-0068	SUB TOTAL 377.28
13		13	10.4	307				TAX TOTAL
DRIVER'S SIGN	NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN	NO. PCS REC.					INVOICE TOTAL 377.28
IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.							PAYABLE ON OR BEFORE	LAST PAGE
							12/10/19	

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE

JE
11-14-19



RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869-4051



SYSCO LINCOLN
900 KINGBIRD ROAD
LINCOLN, NEBRASKA 68521
SALES: 402-421-5396
MAIN: 402-423-1031

308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA NE 68869 -8400

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
11/21/19	501047	261832512	6 1
TRUCK STOP	0/006		
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
LAST MONTH DUE 10TH OF MONTH			
MANIFEST# 1037335 NORMAL DELIVERY			
MA: S3772 TRAVIS LAWSON			

DRIVER: BAKER

LOC	QTY	PKT	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	P	INVOICE ADJUSTMENTS
												CODE QTY
					THE ILLINOIS SHELL EGG FEE HAS BEEN PAID BY SYSCO							
					*** DAIRY ***							
C	1	CS	9005	GM	HSRCCLS MARGARINE SPREAD ZTF 21721WFS	4546949	20.48		20.48			
C	1	CS	301	LB	SYS CLS MARGARINE SOLID ZTF 21726WFS	4549099	22.02		22.02			
					GROUP TOTAL****				42.50			
					*** MEATS ***							
F	4	CS	25	LB	BBRLCLS FRANK ALL-MEAT 8X1 6 IN 7486506795	1073485	20.90		83.60			
F	2	CS	110	LB	BBRLCLS SAUSAGE POLISH LNK SKLS 5X1 7534	6884860	33.30		66.60			
					GROUP TOTAL****				150.20			
					*** CANNED & DRY ***							
D	1	CS	1228	OZ	SYS CLS POTATO PEARL EXCEL 3327848	3327848	57.74		57.74			
D	2	CS	6#10		SYS CLS ORANGE MANDRN WHL SEC LGHT S 3548385	3548385	38.58		77.16			
D	2	CS	6#10		SYS SUP PINEAPPLE CHUNK JCE 311074865C	4087771	35.04		70.08			
					GROUP TOTAL****				204.98			
					*** PAPER & DISPOSABLES ***							
D	1S	ONLY	144CT		SYS CLS HAIRNET NYLON LRG LTBRN LT 305113003	2099361	12.87		12.87			
D	1	CS	1509X9X3		SYSTRNZ CONTAINER FOAM HNG 3 CO YHLW09S3ADEC	7196530	18.27		18.27			
					GROUP TOTAL****				31.14			
					*** PRODUCE ***							
C	1	CS	150-55#		PACKER CUCUMBER SELECT FRESH	1000314	28.70		28.70			
C	8S	ONLY	YEA		IMPFRSH CAULIFLOWER CELLO WRP 00074865564519	1243724	3.07		24.56			
C	2	CS	121	PT	IMPFRSH TOMATO GRAPE FRSH	6017263	21.37		42.74			
					GROUP TOTAL****				96.00			
ORDER SUMMARY					: 35851 36583							

06 3100 610 31.14
630 493.68

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
17	9	26	16.2	416			P.O. BOX 80068	
17	9	26	16.2	416			LINCOLN, NE	
							68501-0068	
DRIVER'S SIGN	NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN	NO. PCS REC.					
		X						

IMPORTANT PAGA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E (C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

PAYABLE ON OR BEFORE 12/10/19

SUB TOTAL 524.82
TAX TOTAL
INVOICE TOTAL 524.82

LAST PAGE

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



ACCOUNT INVOICE INVOICE CUSTOMER PURCHASE ORDER SALES SALES DATE
 NO. NO. DATE NO. NUMBER LOC. REP. ORDERED
 14174189 4627319 11/12/19 14174189 2365 0212 11/07/19

14174189 Route: 2112 / 17 ORDER NUMBER: 38332

Bill

To: RAVENNA PUB SCHOOL-USDA
 41750 CARTHAGE RD
 PO BOX 8400
 RAVENNA NE
 68869
 Att: MANAGER

Ship

To: RAVENNA PUB SCHOOL-USDA
 41750 CARTHAGE RD
 PO BOX 8400
 RAVENNA NE
 68869
 308 452 3249
 DEPT # 00

Remit

To: US Foods, Inc.
 DIVISION #2365
 15838 COLLECTION CTR DR.
 CHICAGO IL
 60693-5838
 308 382 6581

Ship From: 3636 W STOLLEY PARK RD GRAND ISLAND NE Ship Date: 11/12/19 Page 01 of 02

Frms: NET 10 EOM
 Qty Qty Sales Product Description Pack Size Label C Weight Pricing Unit Price Extended Price
 Ordered Shipped Unit Number

Qty	Qty	Sales	Product	Description	Pack Size	Label	C	Weight	Pricing	Unit	Unit Price	Extended Price
				DRY								
4	4	CS	3646789	USDA BEAN GRN LOW SDM CMD	6/#10 CN	USDA			CS		0.0000	\$ 0.00
3	3	CS	5944254	USDA APPLESAUCE UNSTN CMD	6/#10 CN	USDA			CS		0.0000	0.00
5	5	CS	7011489	USDA PEACH SLC EXLS CMD CLNGST	6/#10 CN	USDA			CS		0.0000	0.00
4	4	CS	7050610	USDA PEAR SLICED CANNED	6/#10 CN	USDA			CS		0.0000	0.00
1	1	CS	8011512	USDA APPLE SLICED CANNED	6/#10 CN	USDA			CS		0.0000	0.00
2	2	CS	8896045	USDA APPLESAUCE UNSTN SS CUP	96/4.5 OZ	USDA			CS		0.0000	0.00

1	1	CS	6421705	FROZEN STRAWBERRY, 4.5 Z CN FZN CUP	96/4.5 OZ	USDA			CS		0.0000	0.00
---	---	----	---------	-------------------------------------	-----------	------	--	--	----	--	--------	------

STORAGE LOCATION RECAP()

TOTAL DRY PIECES ORDERED: 19 PIECES SHIPPED: 19 ITEMS SHIPPED: 6
 TOTAL FROZEN PIECES ORDERED: 1 PIECES SHIPPED: 1 ITEMS SHIPPED: 1

*** INVOICE SUMMARY ***
 TOTAL WGT SHIPPED: 797.00 PIECES ORDERED: 20 PIECES SHIPPED: 20 ITEMS SHIPPED: 7

PRODUCT TOTAL \$.00

TAXABLE AMOUNT \$.00
 GEN SALES TAX % .00

This amount is an estimate at time of shipping prior to any adjustments made at delivery: \$.00

Kenneth E Schroeder
 12-5-19

JA
 11-17-19
 US FOODS



ACCOUNT INVOICE INVOICE CUSTOMER PURCHASE ORDER
 NO. NO. DATE NO. NUMBER
 14174189 4627319 11/12/19 14174189

SALES SALES DATE
 LOC. REP. ORDERED
 2365 0212 11/07/19

14174189

Route: 2112 / 17

ORDER NUMBER: 38332

Bill

To:

RAVENNA PUB SCHOOL-USDA
 41750 CARTHAGE RD
 PO BOX 8400
 RAVENNA NE
 68869
 Att: MANAGER

Ship

To:

RAVENNA PUB SCHOOL-USDA
 41750 CARTHAGE RD
 PO BOX 8400
 RAVENNA NE
 68869
 308 452 3249
 DEPT # 00

Remit

To:

US Foods, Inc.
 DIVISION #2365
 15838 COLLECTION CTR DR.
 CHICAGO IL
 60693-5838
 308 382 6581

ShipFrm: 3636 W STOLLEY PARK RD GRAND ISLAND NE ShipD: 11/12/19

FrtsTrms: Special Instr:

PvtTrms: NET 10 EOM
 Qty Qty Sales Product
 Ordered Shipped Unit Number

Description

Pack Size

Label

C
D

Weight

Pricing
Unit

Unit
Price

Extended
Price

 * You agree with respect to any dispute arising out of your purchase from *
 * US Foods: (i) you are giving up your right to serve in any representative *
 * capacity, or to participate as a member of a class, in any lawsuit; (ii) you *
 * also agree, at US Foods sole option, to submit to binding, individual *
 * arbitration of all claims; (iii) such arbitration shall be governed by the *
 * Federal Arbitration Act, 9 U.S.C. s.1 and conducted in accordance with the *
 * Commercial Rules of the American Arbitration Association; and (iv) each party *
 * shall pay half the costs of arbitration, and separately pay its own attorneys' *
 * fees and costs. For more information about the fuel surcharge, go to: *
 * <https://www.usfoods.com/terms/fuelsurcharge/StandardGridEIAAreaaffidwest.html> *
 * If you have an agreement with US Foods that expressly addresses the *
 * calculation of the fuel surcharge, please refer to that agreement. *

 * The perishable agricultural commodities listed on this invoice are sold *
 * subject to the statutory trust authorized by section 5(c) of the Perishable *
 * Agricultural Commodities Act, 1930(7 U.S.C 499e(c)). The seller of these *
 * commodities retains a trust claim over these commodities, all inventories of *
 * food or other products derived from these commodities, and any receivables or *
 * proceeds from the sale of these commodities until full payment is received. *





ACCOUNT INVOICE INVOICE CUSTOMER PURCHASE ORDER
 NO. NO. DATE NO. NUMBER
 64121114 4767205 11/19/19 64121114

SALES SALES DATE
 LOC. REP. ORDERED
 2365 0405 11/14/19

Route: 2122 / 16

ORDER NUMBER: 40539

Bill

To:

RAVENNA PUB SCHOOL
 41750 CARTHAGE RD
 PO BOX 8400
 RAVENNA NE
 68869

Ship

To:

RAVENNA PUB SCHOOL
 41750 CARTHAGE RD
 PO BOX 8400
 RAVENNA NE
 68869
 308 452 3249
 DEPT # 00

Remit

To:

US Foods, Inc.
 DIVISION #2365
 15838 COLLECTION CTR DR.
 CHICAGO IL
 60693-5838
 308 382 6581

Att: MANAGER

ShipFrom: 3636 W STOLLEY PARK RD GRAND ISLAND NE ShipD: 11/19/19
 FrtTrms: Special
 PytTrms: NET 10 EOM Instr:

Page 01 of 03

Qty Ordered	Qty Shipped	Sales Unit	Product Number	Description	Pack Size	Label	C D	Weight	Pricing Unit	Unit Price	Extended Price
-------------	-------------	------------	----------------	-------------	-----------	-------	-----	--------	--------------	------------	----------------

1	1	CS	1308147	DRY POTATO, MSHD DHY ADD WATER	12/28 OZ	IDHN PREM			CS	70.4000	\$ 70.40
2	2	CS	6129502	DRESSING, RANCH RC SS CUP SHLF	216/1.5 OZ	MRS CLARKS			CS	35.1900	70.38
4	4	CS	6315865	DRESSING, RANCH RC PLST JAR	4/1 GA	MRS CLARKS			CS	26.0900	104.36
1	1	CS	6620343	SALSA, MILD SS CUP	168/3 OZ	RED GOLD			CS	63.4900	63.49
1	1	CS	7755168	PEAR, DCD IN JCE NSA SS PLST	72/4.5 OZ	NATFOODGRP			CS	37.6500	37.65
				FROZEN							
2	2	CS	2127395	CHICKEN, PTY 3.53 Z BRDD H&S	4/37/3.53 OZ	TYSON			CS	61.9700	123.94
1	1	CS	2756249	BREADSTICK, CIN BLBRY CHS	96/2.30 OZ	THE MAX			CS	43.3700	43.37
1	0	CS	2789972	PRETZEL, SOFT HEART SHPD PLN	100/2.2 OZ	SUPR PRZTL					
1	1	CS	4796037	DOUGH, CKY RED VELVT CRM CHS	192/1.85 OZ	CNTRY HOME			CS	44.4100	44.41
1	1	CS	5313010	PRETZEL, SOFT FILLD CHS CRM	24/6.25 OZ	SUPR PRZTL			CS	37.9300	37.93
1	1	CS	5321921	DONUT, YEAST RING WHL GRAIN	84/2.45 OZ	RICH'S			CS	34.4500	34.45
2	2	CS	6506208	BEEF, PTY GRND 2.5 Z CHARB CKD	200/2.5 OZ	ADVANCE			CS	99.3000	198.60
1	1	CS	7640667	SANDWICH, PNT BUTR & JELLY	72/2.6 OZ	SMUCKERS			CS	40.8500	40.85
2	2	CS	7743024	PIZZA, BF GRND 5.2 Z PRSNL WGR	96/5.2 OZ	NARDONE			CS	56.6700	113.34
2	2	CS	8942724	CRUST, PIZA WGR 16" PARBK FZN	18/17 OZ	RICH'S			CS	33.1600	66.32
1	1	CS	9502642	SAUSAGE, TRKY LNK 1.03 Z MILD	10 LB	JENNIE-O			CS	40.5000	40.50
2	0	CS	9717950	CHICKEN, PTY 3.95 Z BRDD FRITR	4/6.56 LB	TYSON					

STORAGE LOCATION RECAP(N)

TOTAL DRY	PIECES ORDERED:	9	PIECES SHIPPED:	9	ITEMS SHIPPED:	5	346.28
TOTAL FROZEN	PIECES ORDERED:	17	PIECES SHIPPED:	14	ITEMS SHIPPED:	10	743.71





ACCOUNT NO.	INVOICE NO.	INVOICE DATE	CUSTOMER NO.	PURCHASE ORDER NUMBER	SALES LOC.	SALES REP.	DATE ORDERED
64121114	4767205	11/19/19	64121114		2365	0405	11/14/19

Route: 2122 / 16

ORDER NUMBER: 40539

Bill To: RAVENNA PUB SCHOOL
41750 CARTHAGE RD
PO BOX 8400
RAVENNA NE 68869
Att: MANAGER

Ship To: RAVENNA PUB SCHOOL
41750 CARTHAGE RD
PO BOX 8400
RAVENNA NE 68869
308 452 3249
DEPT # 00

Remit To: US Foods, Inc.
DIVISION #2365
15838 COLLECTION CTR DR.
CHICAGO IL
60693-5838
308 382 6581

Ship From: 3636 W STOLLEY PARK RD GRAND ISLAND NE Ship D: 11/19/19 Page 02 of 03

Fr & Trms: NET 10 EOM
Qty Ordered Qty Shipped Sales Unit Product Description Pack Size Label C D Weight Pricing Unit Price Extended Price

TOTAL WGT SHIPPED: 551.74 *** INVOICE SUMMARY ***
PIECES ORDERED: 26 PIECES SHIPPED: 23 ITEMS SHIPPED: 15

PRODUCT TOTAL \$ 1089.99

TAXABLE AMOUNT \$.00
GEN SALES TAX % .00

This amount is an estimate at time of shipping prior to any adjustments made at delivery: \$ 1089.99

* You agree with respect to any dispute arising out of your purchase from *
* US Foods: (i) you are giving up your right to serve in any representative *
* capacity, or to participate as a member of a class, in any lawsuit; (ii) you *
* also agree, at US Foods sole option, to submit to binding, individual *
* arbitration of all claims; (iii) such arbitration shall be governed by the *
* Federal Arbitration Act, 9 U.S.C. s.1 and conducted in accordance with the *
* Commercial Rules of the American Arbitration Association; and (iv) each party *
* shall pay half the costs of arbitration, and separately pay its own attorneys' *
* fees and costs. For more information about the fuel surcharge, go to: *
* <https://www.usfoods.com/terms/fuelsurcharge/StandardGridEIAAreaMidwest.html> *
* If you have an agreement with US Foods that expressly addresses the *
* calculation of the fuel surcharge, please refer to that agreement. *

06 3100 630





ACCOUNT INVOICE INVOICE CUSTOMER PURCHASE ORDER
 NO. NO. DATE NO. NUMBER
 64121114 4767205 11/19/19 64121114

SALES SALES DATE
 LOC. REP. ORDERED
 2365 0405 11/14/19

Route: 2122 / 16

ORDER NUMBER: 40539

Bill To: RAVENNA PUB SCHOOL
 41750 CARTHAGE RD
 PO BOX 8400
 RAVENNA NE
 68869
 Att: MANAGER

Ship To: RAVENNA PUB SCHOOL
 41750 CARTHAGE RD
 PO BOX 8400
 RAVENNA NE
 68869
 308 452 3249
 DEPT # 00

Remit To: US Foods, Inc.
 DIVISION #2365
 15838 COLLECTION CTR DR.
 CHICAGO IL
 60693-5838
 308 382 6581

ShipFrm: 3636 W STOLLEY PARK RD GRAND ISLAND NE ShipD: 11/19/19

Page 03 of 03

FrtTrms:
 PymTrms: NET 10 EOM
 Qty Qty Sales Product
 Ordered Shipped Unit Number

Description

Pack Size

Label

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Weight

Pricing
Unit

Unit
Price

Extended
Price

 * The perishable agricultural commodities listed on this invoice are sold *
 * subject to the statutory trust authorized by section 5(c) of the Perishable *
 * Agricultural Commodities Act, 1930(7 U.S.C 499e(c)). The seller of these *
 * commodities retains a trust claim over these commodities, all inventories of *
 * food or other products derived from these commodities, and any receivables or *
 * proceeds from the sale of these commodities until full payment is received. *



Receipt was successfully updated.

RAVENNA PS, NE Ordering for RAVENNA PS (TUE DEL)

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNE373
Order Confirmation Number:	F19302001518
Program:	NSLP
Requested Delivery Date:	11/05/2019
Order Date:	10/29/2019

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
15Z81	APPLES FR GALA 100-125 CT 40 LB CS	40 LB	\$30.94	2	<input type="text" value="2"/>	\$61.88	Federal	N/A
15A33	CARROTS CHL BABY SLIMS 4/5LB BG	20 LB	\$24.99	2	<input type="text" value="2"/>	\$49.98	Federal	N/A
15P55	CELERY CHL STICKS 5 LB CS	5 LB	\$11.37	2	<input type="text" value="2"/>	\$22.74	Federal	N/A
14G62	GRAPEFRUIT FR USF 12/3 LB BG	36 LB	\$30.49	1	<input type="text" value="1"/>	\$30.49	Federal	N/A
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$16.69	2	<input type="text" value="2"/>	\$33.38	Federal	N/A
14A02	ORANGES FR 113 CT 35 LB CS	35 LB	\$31.99	2	<input type="text" value="2"/>	\$63.98	Federal	N/A
17D04	PEPPERS GRN FR SWT BELL MED 5 LB BG/CS	5 LB	\$8.79	1	<input type="text" value="1"/>	\$8.79	Federal	N/A
16357	PEPPERS RED FR SWT 5 LB CS	5 LB	\$11.59	1	<input type="text" value="1"/>	\$11.59	Federal	N/A
17D63	SALAD MIX CHL 3-WAY 4/5 LB BG	20 LB	\$22.09	2	<input type="text" value="2"/>	\$44.18	Federal	N/A
15N71	TOMATO LARGE 1/10 LB CS	10 LB	\$17.39	1	<input type="text" value="1"/>	\$17.39	Federal	N/A

This order was received on 11/5/2019 9:54:37 AM CT.

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by RAVENNA PS, NE

Description	State \$	Federal \$
Starting Balance	\$0.00	\$10,800.00
Spent, Previous Orders	\$0.00	\$4,144.78
Cost, This Order	\$0.00	\$344.40
Remaining Balance	\$0.00	\$6,310.82

Print

Go Back to the List of Receipts

Contact FFAVORS Help Desk

*Amount E...
12-5-19*

GREENBERG Fruit Company

9705 I Street • Omaha, Nebraska 68127
(402) 339-6900 • Fax: (402) 593-0202
www.greenbergfruit.com

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 4Q9e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Customer will assume all collection costs, including attorney's fees.

INVOICE NO: 672741

INVOICE DATE: 11/05/2019

** DELIVERY TICKET **

PAGE: 1

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DSO RAVENNA PUBLIC SCHOOL
41750 CARTHAGE ROAD

YNE373

RAVENNA
NE 68869
308 440 0856

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DFAS-BVDP SPE300-19-DS731

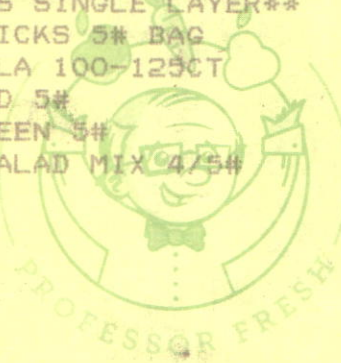
ALL
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350

CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
19309	15			1556 69	JCH

ALL PRODUCTS ORIGINATED IN THE USA, UNLESS OTHERWISE NOTED.

QTY. ORD.	UNIT		DESCRIPTION	PRICE	AMOUNT
	CTN.	EA#			
2.0	CS		1500 ORANGES/113 CT	14A02	
1.0	CS		7019 GRAPEFRUIT/RED 12-3#	14G62	
2.0		EA	6551 HONEYDEW/CUBES 5#	14J04	
2.0	CS		3150 CARROT/BABY SLIMS 4/5#	15A33	
1.0	CS		2803 TOMATO/5X6 SINGLE LAYER**	15N71	
2.0		EA	7509 CELERY/STICKS 5# BAG	15P55	
2.0	CS		1023 APPLES/GALA 100-125CT	15Z81	
1.0	CS		7580 PEPPER/RED 5#	16357	
1.0	CS		7528 PEPPER/GREEN 5#	17D04	
2.0	CS		3320 LETTUCE/SALAD MIX 4/5#	17D63	



TOTALS

PLEASE COUNT AND INSPECT ALL PRODUCT UPON DELIVERY.
NO CLAIMS ALLOWED AFTER RECEIPT OF GOODS.

TOTAL

0000010109230000

RECEIVED BY:

N. Chizek

Receipt was successfully updated.

RAVENNA PS, NE Ordering for RAVENNA PS (TUE DEL)

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNE373
Order Confirmation Number:	F19309001518
Program:	NSLP
Requested Delivery Date:	11/12/2019
Order Date:	11/05/2019

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
15Z81	APPLES FR GALA 100-125 CT 40 LB CS	40 LB	\$30.94	2	2	\$61.88	Federal	N/A
15A33	CARROTS CHL BABY SLIMS 4/5LB BG	20 LB	\$24.99	2	2	\$49.98	Federal	N/A
15P55	CELERY CHL STICKS 5 LB CS	5 LB	\$11.37	2	2	\$22.74	Federal	N/A
15R19	LETTUCE CHL SHRD 4/5 LB BG	1 CS	\$23.09	1	1	\$23.09	Federal	N/A
15N63	ONIONS RED DRY JUMBO 5 LB BG	5 LB	\$6.79	1	1	\$6.79	Federal	N/A
15N62	ONIONS YEL DRY 5 LB BG	5 LB	\$6.17	1	1	\$6.17	Federal	N/A
14A02	ORANGES FR 113 CT 35 LB CS	35 LB	\$31.99	2	2	\$63.98	Federal	N/A
17D04	PEPPERS GRN FR SWT BELL MED 5 LB BG/CS	5 LB	\$8.79	1	1	\$8.79	Federal	N/A
16357	PEPPERS RED FR SWT 5 LB CS	5 LB	\$10.24	1	1	\$10.24	Federal	N/A
15Q71	RADISHES FR CELLO 1 LB BG	1 LB	\$4.99	1	1	\$4.99	Federal	N/A
17D63	SALAD MIX CHL 3-WAY 4/5 LB BG	20 LB	\$23.44	2	2	\$46.88	Federal	N/A
15N71	TOMATO LARGE 1/10 LB CS	10 LB	\$17.39	1	1	\$17.39	Federal	N/A
15R03	WATERMELON CHL CHUNKS 1/5 LB BG	5 LB	\$16.19	4	4	\$64.76	Federal	N/A

This order was received on 11/12/2019 2:17:25 PM CT.

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by RAVENNA PS, NE

Description	State \$	Federal \$
Starting Balance	\$0.00	\$10,800.00
Spent, Previous Orders	\$0.00	\$4,489.18
Cost, This Order	\$0.00	\$387.68
Remaining Balance	\$0.00	\$5,923.14

Print

Go Back to the List of Receipts

Contact FFAVORS Help Desk

Handwritten: Sarah E. Schroeder
12-5-19

Handwritten: [Signature]
11-12-19

GREENBERG Fruit Company

9705 I Street • Omaha, Nebraska 68127
(402) 339-6900 • Fax: (402) 593-0202
www.greenbergfruit.com

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 4Q9e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Customer will assume all collection costs, including attorney's fees.

350

INVOICE NO: 673669

INVOICE DATE: 11/12/2019

** DELIVERY TICKET **

PAGE: 1

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DSD RAVENNA PUBLIC SCHOOL
41750 CARTHAGE ROAD

YNE373

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DFAS-BVDP SPE300-19-DS731

RAVENNA
NE 68869
308 440 0856

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NE 50000
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CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
19316	15			1556 69	JCH

ALL PRODUCTS ORIGINATED IN THE USA, UNLESS OTHERWISE NOTED.

QTY. ORD.	UNIT		DESCRIPTION	PRICE	AMOUNT
	CTN.	EA#			
2.0	CS		1500 ORANGES/113 CT	14A02	
2.0	CS		3150 CARROT/BABY SLIMS 4/5#	15A33	
1.0	CS		7531 ONIONS/YELLOW 5#*****	15N62	
1.0	CS		7530 ONIONS/RED 5#	15N63	
1.0	CS		2803 TOMATO/5X6 SINGLE LAYER**	15N71	
2.0	EA		7509 CELERY/STICKS 5# BAG	15P55	
1.0	EA		9834 RADISH/BAG 1#	15Q71	
4.0	EA		7582 WATERMELON/CUBES 5#	15R03	
1.0	CS		3330 LETTUCE/SHRED 1/8" 4/5#	15R19	
2.0	CS		1023 APPLES/GALA 100-125CT	15Z81	
1.0	CS		7580 PEPPER/RED 5#	16357	
1.0	CS		7528 PEPPER/GREEN 5#	17D04	
2.0	CS		3320 LETTUCE/SALAD MIX 4/5#	17D63	



TOTALS

PLEASE COUNT AND INSPECT ALL PRODUCT UPON DELIVERY.
NO CLAIMS ALLOWED AFTER RECEIPT OF GOODS.

TOTAL

0000010116020000

RECEIVED BY:

Synda Erdicatt

11-12-19

Receipt was successfully updated.

RAVENNA PS, NE Ordering for RAVENNA PS (TUE DEL)

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNE373
Order Confirmation Number:	F19316004280
Program:	NSLP
Requested Delivery Date:	11/19/2019
Order Date:	11/12/2019

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
15Z81	APPLES FR GALA 100-125 CT 40 LB CS	40 LB	\$30.94	2	<input type="text" value="2"/>	\$61.88	Federal	N/A
14J03	CANTALOUPE CHL CHUNKS 5 LB BG	5 LB	\$16.69	3	<input type="text" value="3"/>	\$50.07	Federal	N/A
15A33	CARROTS CHL BABY SLIMS 4/5LB BG	20 LB	\$24.99	2	<input type="text" value="2"/>	\$49.98	Federal	N/A
15P55	CELERY CHL STICKS 5 LB CS	5 LB	\$11.37	2	<input type="text" value="2"/>	\$22.74	Federal	N/A
14A02	ORANGES FR 113 CT 35 LB CS	35 LB	\$31.99	2	<input type="text" value="2"/>	\$63.98	Federal	N/A
17D04	PEPPERS GRN FR SWT BELL MED 5 LB BG/CS	5 LB	\$8.79	1	<input type="text" value="1"/>	\$8.79	Federal	N/A
16357	PEPPERS RED FR SWT 5 LB CS	5 LB	\$10.24	1	<input type="text" value="1"/>	\$10.24	Federal	N/A
15Q71	RADISHES FR CELLO 1 LB BG	1 LB	\$4.99	1	<input type="text" value="1"/>	\$4.99	Federal	N/A
17D63	SALAD MIX CHL 3-WAY 4/5 LB BG	20 LB	\$23.44	2	<input type="text" value="2"/>	\$46.88	Federal	N/A
15N71	TOMATO LARGE 1/10 LB CS	10 LB	\$17.39	1	<input type="text" value="1"/>	\$17.39	Federal	N/A

This order was received on 11/19/2019 2:09:58 PM CT.

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by RAVENNA PS, NE

Description	State \$	Federal \$
Starting Balance	\$0.00	\$10,800.00
Spent, Previous Orders	\$0.00	\$4,876.86
Cost, This Order	\$0.00	\$336.94
Remaining Balance	\$0.00	\$5,586.20

Frank E. Schreiber
12-5-19

Print

Go Back to the List of Receipts

Contact FFAVORS Help Desk

GREENBERG Fruit Company

9705 I Street • Omaha, Nebraska 68127
(402) 339-6900 • Fax: (402) 593-0202
www.greenbergfruit.com

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350

INVOICE NO: 674479

INVOICE DATE: 11/19/2019

** DELIVERY TICKET **

PAGE: 1

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41750 CARTHAGE ROAD

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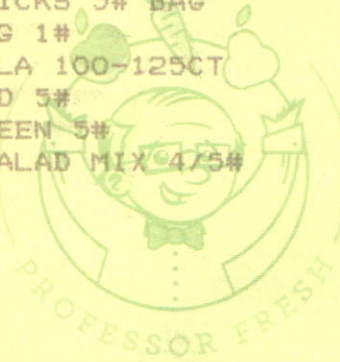
RAVENNA
NE 68869
308 440 0856

ALL
NE 50000
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CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
19319	15			1556 69	JCH

ALL PRODUCTS ORIGINATED IN THE USA, UNLESS OTHERWISE NOTED.

QTY. ORD.	UNIT		DESCRIPTION	PRICE	AMOUNT
	CTN.	EA#			
2.0	CS	500	ORANGES/113 CT	14A02	
3.0		50	CANTALOUPE/CUBES 5#	14J03	
2.0	CS	3150	CARROT/BABY SLIMS 4/5#	15A33	
1.0	CS	2803	TOMATO/5X6 SINGLE LAYER**	15N71	
2.0		509	CELERY/STICKS 5# BAG	15P55	
1.0		834	RADISH/BAG 1#	15G71	
2.0	CS	1023	APPLES/GALA 100-125CT	15Z81	
1.0		7580	PEPPER/RED 5#	16357	
1.0		7528	PEPPER/GREEN 5#	17D04	
2.0	CS	3320	LETTUCE/SALAD MIX 4/5#	17D63	



TOTALS

PLEASE COUNT AND INSPECT ALL PRODUCT UPON DELIVERY.
NO CLAIMS ALLOWED AFTER RECEIPT OF GOODS.

TOTAL

0000010114210000

RECEIVED BY:

Lynnda Endercatt

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 06		Fund Number 06 Lunch		
06 3100 630 000	54333726463	Bimbo Bakeries USA	10/31/2019	13.80
		FOOD		13.80
06 3100 630 000	54333726491	Bimbo Bakeries USA	11/04/2019	150.44
		FOOD		150.44
06 3100 630 000	54333726556	Bimbo Bakeries USA	11/14/2019	205.88
		FOOD		205.88
06 3100 630 000	54333726581	Bimbo Bakeries USA	11/18/2019	165.45
		FOOD		165.45
06 3100 630 000	54333726641	Bimbo Bakeries USA	11/25/2019	43.40
		FOOD		43.40
Total Bimbo Bakeries USA				<u>578.97</u>
06 3100 610 000	12230182	CASH-WA DISTRIBUTING	11/05/2019	3,343.27
		GENERAL SUPPLIES		684.00
06 3100 630 000		FOOD		2,659.27
06 3100 630 000	12240344	CASH-WA DISTRIBUTING	11/12/2019	1,469.30
		FOOD		1,469.30
06 3100 610 000	12250541	CASH-WA DISTRIBUTING	11/19/2019	1,259.46
		GENERAL SUPPLIES		55.44
06 3100 630 000		FOOD		1,204.02
06 3100 630 000	12257368	CASH-WA DISTRIBUTING	11/22/2019	430.47
		FOOD		430.47
06 3100 630 000	P12232908	CASH-WA DISTRIBUTING	11/05/2019	188.29
		FOOD		188.29
06 3100 610 000	P12233286	CASH-WA DISTRIBUTING	11/05/2019	63.00
		GENERAL SUPPLIES		63.00
Total CASH-WA DISTRIBUTING				<u>6,753.79</u>
06 3100 630 000	1208015	HILAND DAIRY CO	11/01/2019	28.08
		FOOD		28.08
06 3100 630 000	1208051	HILAND DAIRY CO	11/05/2019	691.20
		FOOD		691.20
06 3100 630 000	1208118	HILAND DAIRY CO	11/12/2019	514.02
		FOOD		514.02
06 3100 630 000	1208185	HILAND DAIRY CO	11/19/2019	735.25
		FOOD		735.25
06 3100 630 000	1208258	HILAND DAIRY CO	11/29/2019	380.89
		FOOD		380.89
Total HILAND DAIRY CO				<u>2,349.44</u>
06 3100 890 000 000	1920-337	Ravenna Public School	12/05/2019	10,887.04
		Miscellaneous		10,887.04
Total Ravenna Public School				<u>10,887.04</u>
06 3100 610 000	261808616	SYSCO LINCOLN	11/07/2019	932.18
		GENERAL SUPPLIES		148.76
06 3100 630 000		FOOD		783.42
06 3100 610 000	261820321	SYSCO LINCOLN	11/14/2019	377.28
		GENERAL SUPPLIES		19.86
06 3100 630 000		FOOD		357.42
06 3100 610 000	261832512	SYSCO LINCOLN	11/21/2019	524.82
		GENERAL SUPPLIES		31.14
06 3100 630 000		FOOD		493.68
Total SYSCO LINCOLN				<u>1,834.28</u>

12/07/2019 09:19 AM

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	4767205	US Foods - Grand Island	11/14/2019	1,089.99
06 3100 630 000		FOOD		<u>1,089.99</u>
Total	US Foods - Grand Island			<u>1,089.99</u>
Fund Number	06			<u>23,493.51</u>
Checking Account ID	06			<u>23,493.51</u>

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
06	Lunch							
06 3100 610 000	GENERAL SUPPLIES	0.00	1,002.20	8,107.78	0.00	(8,107.78)	(73.05)	(8,034.73)
06 3100 630 000	FOOD	0.00	11,604.27	56,278.02	0.00	(56,278.02)	0.00	(56,278.02)
3100	FOOD SERVICES	0.00	12,606.47	64,385.80	0.00	(64,385.80)	(73.05)	(64,312.75)
		0.00	12,606.47	64,385.80	0.00	(64,385.80)	(73.05)	(64,312.75)
06 3100 110 000 000	Salary	0.00	8,501.45	33,066.07	0.00	(33,066.07)	0.00	(33,066.07)
06 3100 120 000 000	Sub Salaries	0.00	116.80	727.81	0.00	(727.81)	0.00	(727.81)
06 3100 130 000 000	Overtime Salaries	0.00	0.00	79.74	0.00	(79.74)	0.00	(79.74)
06 3100 210 000 000	Health Insurance	0.00	1,730.90	8,169.72	0.00	(8,169.72)	0.00	(8,169.72)
06 3100 220 000 000	Fica	0.00	571.84	2,242.23	0.00	(2,242.23)	0.00	(2,242.23)
06 3100 230 000 000	Retirement	0.00	839.75	3,274.07	0.00	(3,274.07)	0.00	(3,274.07)
06 3100 890 000 000	Other Supplies	0.00	10,887.04	10,887.04	0.00	(10,887.04)	0.00	(10,887.04)
3100	FOOD SERVICES	0.00	22,647.78	58,446.68	0.00	(58,446.68)	0.00	(58,446.68)
000	DISTRICT WIDE	0.00	22,647.78	58,446.68	0.00	(58,446.68)	0.00	(58,446.68)
06	Lunch	0.00	35,254.25	122,832.48	0.00	(122,832.48)	(73.05)	(122,759.43)

**Ravenna Public School
Lunch Fund Report
Ending November 30th, 2019**

Beginning Balance: \$ 10,182.58

RECEIPTS:

Deposit \$ 43,060.14 Includes GF Dep. that's was made in error

Interest \$ 5.61

Total Receipts: \$ 43,065.75

DISBURSEMENTS:

Lunch Bills \$ 33,674.78

Outstanding Checks \$ (1,868.84)

Total Disbursements: \$ 31,805.94

Bank Balance: \$ 21,442.39

Book Balance: \$ 19,573.55

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
06 1510	Interest	0.00	5.61	13.02
06 1611	Student Lunches	0.00	14,846.03	43,051.95
06 1612	Daily Sales-Breakfast	0.00	0.00	0.00
06 1613	Special Milk	0.00	0.00	0.00
06 1620	Daily Sales-Adult/A la Carte	0.00	1,615.62	3,344.15
06 2100	State Reimbursement	0.00	0.00	0.00
06 2200	Breakfast	0.00	0.00	0.00
06 3150	STATE REIMBURSEMENT	0.00	0.00	0.00
06 3400	Adult Lunches	0.00	0.00	0.00
06 4210	FEDERAL REIMB. NSLP	0.00	15,711.45	38,338.21
06 5000	Trans From Savings	0.00	0.00	0.00
06 5200	School Dist Contrib.	0.00	0.00	0.00
06 5690	Other Income	0.00	10,887.04	10,887.04
06 9000	Non Program Receipts	0.00	0.00	0.00
06	Lunch	0.00	43,065.75	95,634.37
8	Revenue	0.00	43,065.75	95,634.37

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	CHM 203-A 70032 Class 8:00 am-9:15 am HLSB 244	BIO 205-BA 71240 Class 8:00 am-10:45 am RGSB 423	CHM 203-A 70032 Class 8:00 am-9:15 am HLSB 244		CHM 203-A 70032 Class 8:00 am-9:15 am HLSB 244
9am					
10am	SPN 111-B 72143 Class 9:30 am-10:20 am EPLY 423		SPN 111-B 72143 Class 9:30 am-10:20 am EPLY 423		SPN 111-B 72143 Class 9:30 am-10:20 am EPLY 423
11am	BIO 201-B 71401 Class 11:00 am-12:15 pm RGSB 120		BIO 201-B 71401 Class 11:00 am-12:15 pm RGSB 120		BIO 201-B 71401 Class 11:00 am-12:15 pm RGSB 120
12pm					
1pm		THL 112-B 72133 Class 12:30 pm-1:45 pm DHHC 308	CHM 204-AA 70039 Class 12:30 pm-3:15 pm RGSB 121	THL 112-B 72133 Class 12:30 pm-1:45 pm DHHC 308	
2pm					
3pm					
4pm	RSP 101-AG 70656 Class 3:30 pm-4:20 pm EPLY 211				

Lamy 'Beef' Heathers \$250.00

Brent Zeller \$30.00

Macy Umick



INVOICE

Invoice # 7159
Date: 11/30/2019

KSB School Law

301 S. 13th Street, Suite 210
Lincoln, NE 68508

Ravenna Schools
41750 Carthage Rd. Box 8400
Ravenna 68869-8400

General

Date	Attorney	Description	Quantity	Rate	Total
11/01/2019	BT	Multiple telephone conference with administrators re student discipline and student evaluation questions	1.40	\$275.00	\$385.00
11/06/2019	BT	Telephone conference with Superintendent Schroeder re multiple student discipline matters	0.30	\$275.00	\$82.50
11/12/2019	BT	Telephone conference and e-mails with Principal Kjar re student services and placement questions	0.20	\$275.00	\$55.00
11/15/2019	BT	Research re student court case; telephone conference and e-mails with Principal Kjar re same	0.30	\$275.00	\$82.50
Subtotal					\$605.00

Construction Defects

Special Bldg

Date	Attorney	Description	Quantity	Rate	Total
11/05/2019	CHP	Review correspondence from Roger Steele (Attorney for The Wilson Group, Inc.) re Craig Lytle (The Wilson Group) attending 11/13 site visit; e-mails with Superintendent Schroeder re same	0.10	\$225.00	\$22.50
11/12/2019	CHP	Telephone conference with Superintendent Schroeder re preparation for site visit	0.30	\$225.00	\$67.50
11/13/2019	CHP	Prepare for and attend site visit, including related travel	8.60	\$225.00	\$1,935.00
11/13/2019	CHP	Mileage to/from Ravenna, NE	1.00	\$147.32	\$147.32
11/25/2019	CHP	Prepare correspondence to Roger Steele re follow-up on site visit and previous settlement discussions	1.20	\$225.00	\$270.00

11/26/2019	CHP	Telephone conference with Superintendent Schroeder re status of litigation	0.30	\$225.00	\$67.50
11/26/2019	CHP	Telephone conferences with Roger Steele re past settlement negotiations; telephone conference with Superintendent Schroeder re response to Mr. Steele	0.50	\$225.00	\$112.50

Subtotal **\$2,622.32**

Total **\$3,227.32**

Kenneth E Schroeder
12-2-19

Board of Education Regular Meeting

High School Library

P.O. Box 8400

Ravenna, NE 68869-8400

Monday, November 11, 2019 7:00 PM

Marilyn Bohn: Present

Misti Fiddelke: Present

Ryan Osten: Present

Tara Schirmer: Present

Dawn Standage: Present

Marc Vacek: Present

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: Preparing Students Today to Succeed Tomorrow:
Family-Community-School
5. Approval of Agenda
Motion to approve the agenda passed with a motion by Marilyn Bohn and a second by Tara Schirmer.
6. Financial Report
7. Consent Agenda
Motion to approve the consent agenda passed with a motion by Marilyn Bohn and a second by Ryan Osten.
 - 7.1. Discuss, consider, and take all necessary action to minutes
 - 7.2. Discuss, consider, and take all necessary action to bills
8. Request to Address the Board and Correspondence

9. Blue Jay Celebration of Success-Wellness Committee

10. ABC Bluejay Staff Member of the Month-Ken Schroeder

11. Information and Action Items

11.1. Negotiations with REA @ 7:00 PM (Executive Session)

Motion to enter executive session for the purpose of negotiations with the REA at 7:04 PM passed with a motion by Marilyn Bohn and a second by Tara Schirmer. President Fiddelke repeated the purpose for entering into executive session before entering into executive session. Motion to come out of executive session at 8:06 PM passed with a motion by Marilyn Bohn and a second by Tara Schirmer.

11.2. Discuss, consider, and take all action necessary to 2019 School District Financial Audit

Motion to approve the 2019 District Financial Audit as presented passed with a motion by Marilyn Bohn and a second by Ryan Osten.

11.3. Discuss, consider, and take all action necessary to the Nebraska State Social Studies Content Standards

Motion to approve adoption of the Nebraska State Social Studies Content Standards passed with a motion by Ryan Osten and a second by Marc Vacek.

11.4. Discuss, consider, and take all action necessary to the superintendent's evaluation and contract

Motion to approve adoption of new superintendent's evaluation instrument passed with a motion by Tara Schirmer and a second by Marilyn Bohn.

12. Discussion Items

12.1. Strategic Planning-Guest Presenter Kori Stanosheck @ 9:00 PM

13. Elementary Principal's Report-Nebraska Reading Improvement Act

14. Secondary Principal's Report-Nebraska

15. Superintendent's Report

16. Board Report

17. Positive Comments

Thanks to Mrs. Ellis & Mrs. Mingus for a fantastic Veteran's Day Program. It was a wonderful event for our veterans, students, and community! -Ravenna Board of Education

Congratulations to the boys and girls Cross Country Team on a fantastic season and on qualifying for state level competition. The teams proudly represented Ravenna Public Schools! -Ravenna Board of Education

Congratulations to all of our fall sports participants and sponsors. All activities performed well and showed great competitive spirit throughout the fall season. -Ravenna Board of Education.

A special thanks to all who help make our activities program accessible and successful for our students. It takes a lot of people to make this happen. Parents, Mr. Reicks, Mr. VanWinkle, Mr. Cyboron, office staff, principals, bus drivers, and the wonderful fans all contribute in their own way to provide our students with memorable activity experiences. Thanks to everyone who helped out with the activities program in their specialized way! -Marc Vacek

18. Adjournment

Motion to adjourn at 9:38 PM passed with a motion by Dawn Standage and a second by Ryan Osten.

**NOTICE OF PUBLIC HEARING
CITY OF RAVENNA, NEBRASKA
-MAYOR AND CITY COUNCIL-**

Notice is hereby given that a Public Hearing of the Mayor and City Council of the City of Ravenna, Nebraska on the proposed amendment to the Comprehensive Plan and to change the Zoning Map upon the Application on the following described property from R-2 to C-1 is to be held on the 2nd day of December 2019 at 6:30 pm, at the Ravenna City Hall, 416 Grand Avenue, Ravenna, Nebraska:

Lot 5 and the South 40 feet of Lot 6, Block 1, Geists Addition, Ravenna,
Buffalo County, Nebraska

Individuals requiring physical or sensory accommodations, individual interpreter service, Braille, large print or recorded materials, please contact City Clerk Kellie Crowell, 416 Grand Avenue, Ravenna, Nebraska 68869; telephone 308-452-3273. A Public Hearing of the Planning Commission of the City of Ravenna, Nebraska, is hereby called to be held at City Hall, on the 2nd day of December 2019, at 6:30 pm.

Written statements concerning the proposed amendment to the Comprehensive Plan and change in Zoning Map may be submitted to City Clerk Kellie Crowell of the City of Ravenna, Nebraska prior to or at the time of the hearing.



Kellie Crowell

Kellie Crowell, CMC City Clerk/Treasurer

PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand and state your name.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

Nutrition Program Transition Agenda

- Non-Compete Agreement & Viability of Lynda as candidate
- Compensation for Lynda
- Health Insurance & Benefits for Lynda
- Staffing
 - 2019-20
 - Chris-Medical Leave & Temporary Employee
 - Reducing staffing=reducing operating costs
 - Overtime-No Overtime unless pre-approved
- Budget
 - Food Budget
 - Overtime-No Overtime unless pre-approved
- Ordering of Equipment
 - Salad Bars
 - Vending Machine
 - Additional Equipment Needs?
- Not going backward, but going forward
 - Continue with 3 choices everyday (2 entrée, 1 salad bar)
 - 2nd Chance Breakfast-Between 1st & 2nd Period beginning day 1
 - Continue with salad bar
 - Needs to be “Opaa!/Chris Quality”
 - Continue with water, tea, & lemonade
 - Continue with ala carte expansion & Life Skills
 - Vending machine-Buy a new one that meets our needs and expands offerings
 - One program promotion event per semester that attracts parents or patrons to come in and eat at the school
 - Ex.-Muffins with Mom, Donuts with Dad, Free Seconds Entrée with Purchase of Meal,
 - Staff Special at least once a month, beginning in September and continuing through April
 - Student Classes Select the “Meal a Month”
- Ownership & Responsibility
 - Lynda conducts one student survey per semester
 - Lynda conducts one student advisory committee meeting per quarter
 - Lynda makes students and parents aware of transition from Opaa! to In House Program
 - Newsletter article for the paper (Ken Assists in Writing)
 - Same newsletter article to be sent to parents via text link prior to orientation
 - Brief parent presentation at student orientation with Brad’s assistance
- Benchmarks for Program Measurement
 - Sales Targets for Lunch & Breakfast
 - Reported Monthly-Based on
 - Financial Data
 - Provided Monthly
 - Specify what you want to see from me regarding financial info
 - Student Surveys
 - Reported to the board each semester

Lunch

	2016-2017	2017-2018	2018-2019	18/19 2-Year Average	TARGET GOAL 2016-17 Participation	ACTUAL		
August	4,155	3,822	4,168	3995	4075	4264	August	
September	6,802	6,115	5,800	5958	6380	6278	September	
October	6,841	6,844	7,019	6932	6886	7336	October	
November	5,726	5,787	5,677	5732	5729	5536	November	2 Snowday
December	4,387	4,836	4,465	4651	4519		December	
January	5,945	6,211	5,922	6067	6006		January	
February	5,955	6,095	5,203	5649	5802		February	
March	6,232	5,804	5,009	5407	5819		March	
April	5,285	5,970	5,443	5707	5496		April	
May	5,154	3,531	3,031	3281	4218		May	
Total	56,482	55,015	51,737	53376	54929		Total	

Breakfast

	2016-2017	2017-2018	2018-2019	& 18/19 2-Year Av	TARGET GOAL Year Average & 2016-17 Participation	ACTUAL	
August	1,046	756	792	774	910	906	August
September	1,691	1,320	1,157	1239	1465	1585	September
October	1,686	1,324	1,329	1327	1506	2102	October
November	1,516	1,310	1,234	1272	1394	1656	November
December	1,154	1,001	814	908	1031		December
January	1,382	1,169	1,098	1134	1258		January
February	1,455	1,297	969	1133	1294		February
March	1,331	1,154	875	1015	1173		March
April	1,393	1,293	1,047	1170	1282		April
May	1,257	750	652	701	979		May
Total	13,911	11,374	9,967	10671	12291		Total

Ravenna Public Schools
Book to Bank Reconciliation
For the year ended 8/31/2020

Lunch Fund	September	October	November	December	January	February	March	April	May	June	July	August	Total
BALANCE PER BOOKS													
Beginning Balance - 9/1/19	11,517.41	5,204.22	10,182.58	19,573.55	(795.19)	(795.19)	(795.19)	(795.19)	(795.19)	(795.19)	(795.19)	(795.19)	11,517.41
Add - Receipts per "Receipts Summary by Source" Report	21,973.60	30,595.02	43,065.75	14,885.51									
Subtract - Expenditures per "Expenditures Summary by Program" Report	28,286.79	25,616.66	33,674.78	35,254.25									
Equals - Balance per Books at End of Month ***	5,204.22	10,182.58	19,573.55	(795.19)	(795.19)	(795.19)	(795.19)	(795.19)	(795.19)	(795.19)	(795.19)	(795.19)	11,517.41

BALANCE PER BANK

Balance per Bank Statement (EOM)	15,808.86	12,113.95	21,442.39										
Add - Deposits in Transit	-												
Subtract - Checks Outstanding	10,604.64	1,931.37	1,868.84										
Equals - Balance per Bank ***	5,204.22	10,182.58	19,573.55	-	-	-	-	-	-	-	-	-	-

*** = These two balances should equal.

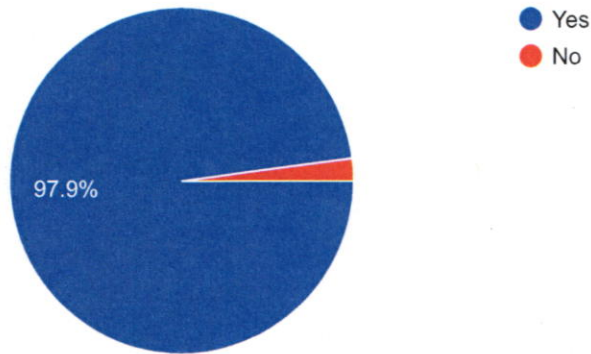
Ravenna School Lunch Survey 2019-20

237 responses

****Please answer 'yes' or 'no' to the questions below.****

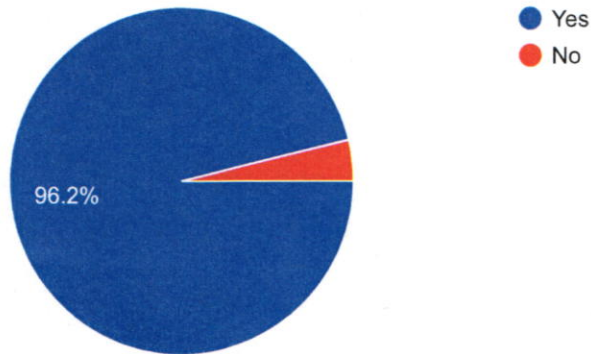
The kitchen staff is friendly.

237 responses



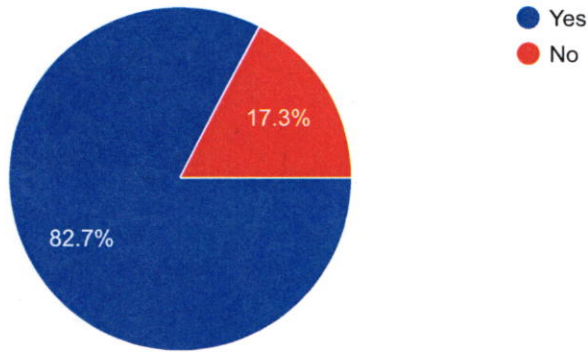
The kitchen staff is kind and helpful.

237 responses



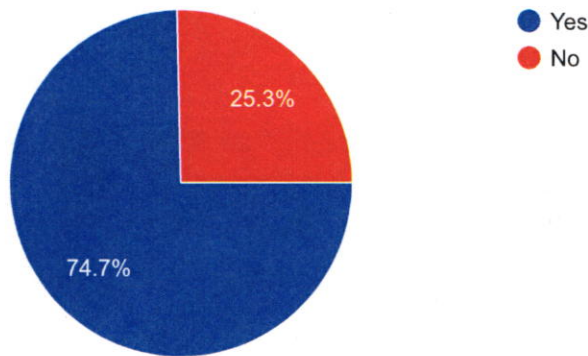
The cafeteria is clean and comfortable.

237 responses



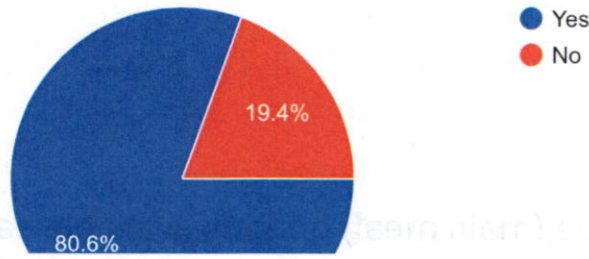
The food served is fresh.

237 responses



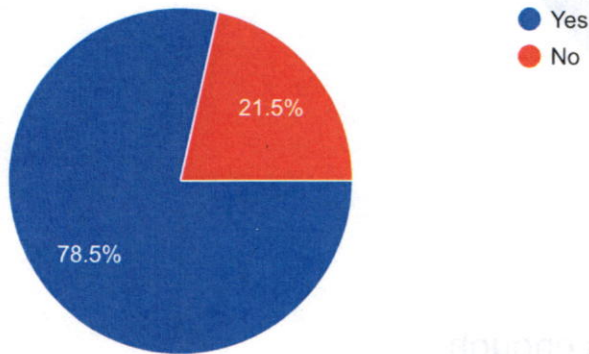
The food tastes good.

237 responses



The food is served at the right temperature (hot items are hot; cold items are cold).

237 responses

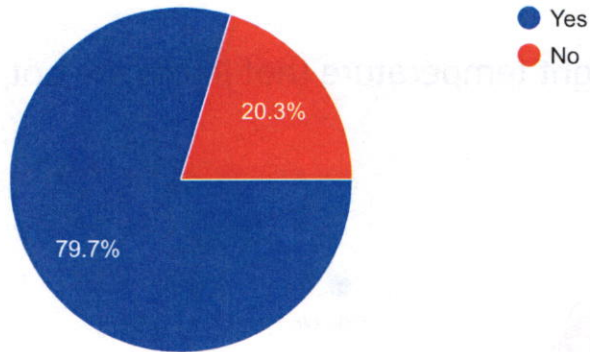


There are healthy options available at lunch, such as fresh fruits & vegetables.

237 responses

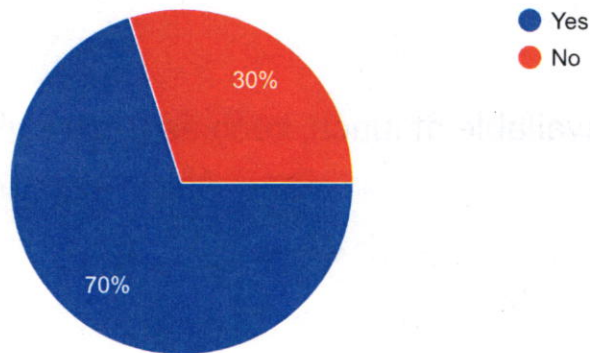
There are two or more entree (main meal) options available each day.

237 responses



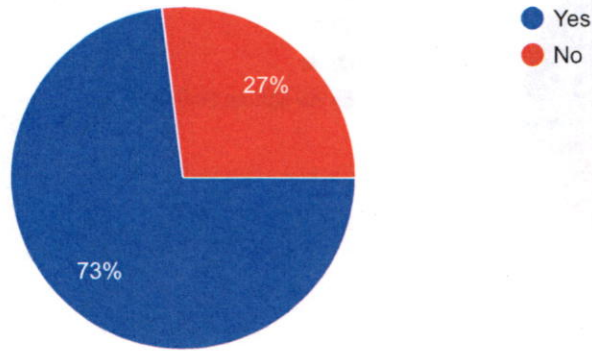
The amount of food I get is enough.

237 responses



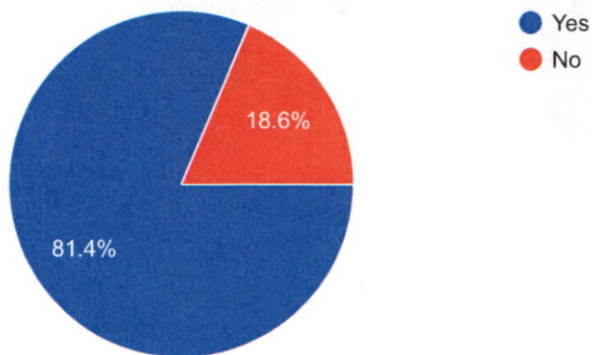
Seconds are always available.

237 responses



The overall quality of the food is good.

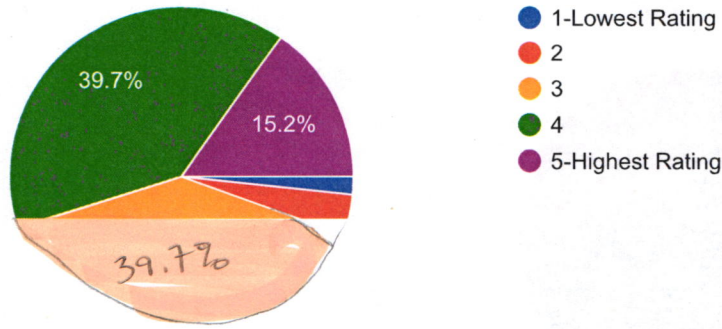
237 responses



Please rate the lunch program and the menu below.

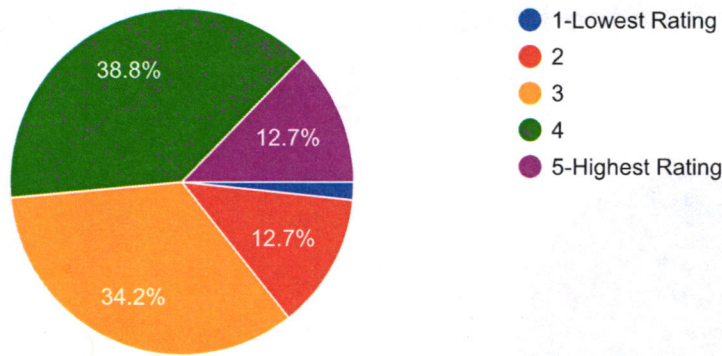
How would you rate the lunch program overall at Ravenna Public Schools?

237 responses



How satisfied are you with the menu items provided at Ravenna Public Schools?

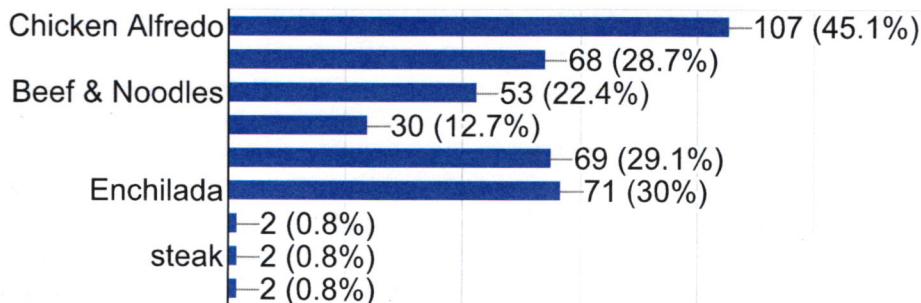
237 responses



****Below, please tell us about menu items you would like to see added and removed from the menu.****

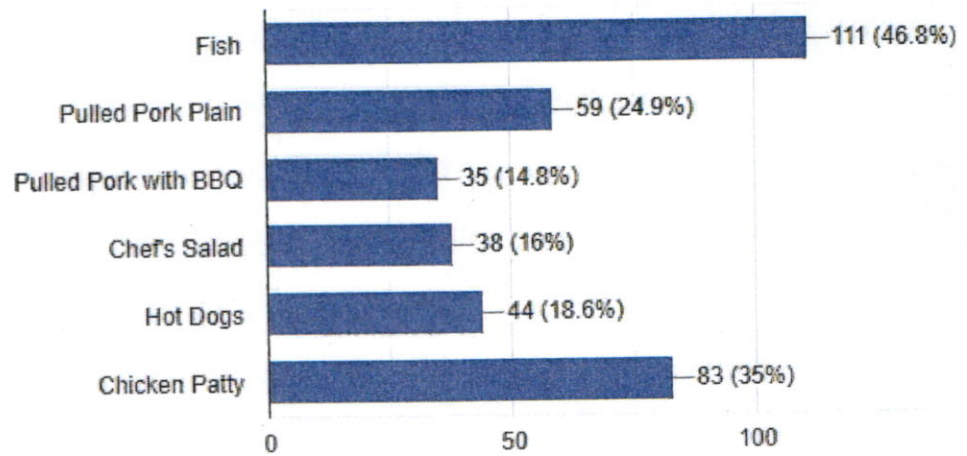
What items would you like to see added to the menu?

237 responses



What items would you like to see removed from the menu?

237 responses





Ken Schroeder @ Ravenna Public Schools



Ravenna Public Schools, 10-0069

2020-2021

Midpoint Analysis

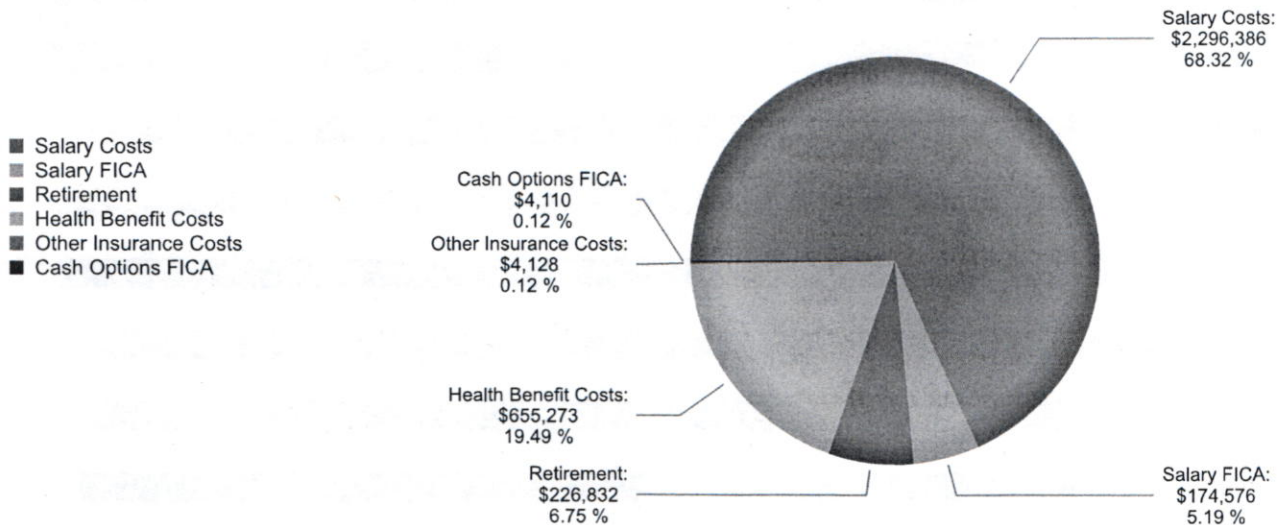
11/5/2019

2019-2020 Ravenna Public Schools Comparison Results:							
	Contract Days	Staff Index	Base Salary	Benefit Costs	Schedule Costs	Total Costs	Percentile
Current Costs	185	64.1613	35,089	663,511	2,644,871	3,308,382	View Current Costs Projections 98.43% 1
Comparable Benchmark	185	64.1613	35,791	663,511	2,697,795	3,361,306 2	100% ▾
Difference			+702 3	0	+52,924	+52,924 4	+1.57%
Compensation Range	Base Salary		98%	34,899	100%	35,791	102% 36,682
	Total Costs		98%	3,294,080	100%	3,361,306	102% 3,428,532

[Download Contract](#)

The Benchmark data contains adjustments, made via its Schedule Costs link (which is the Staff Summary page).

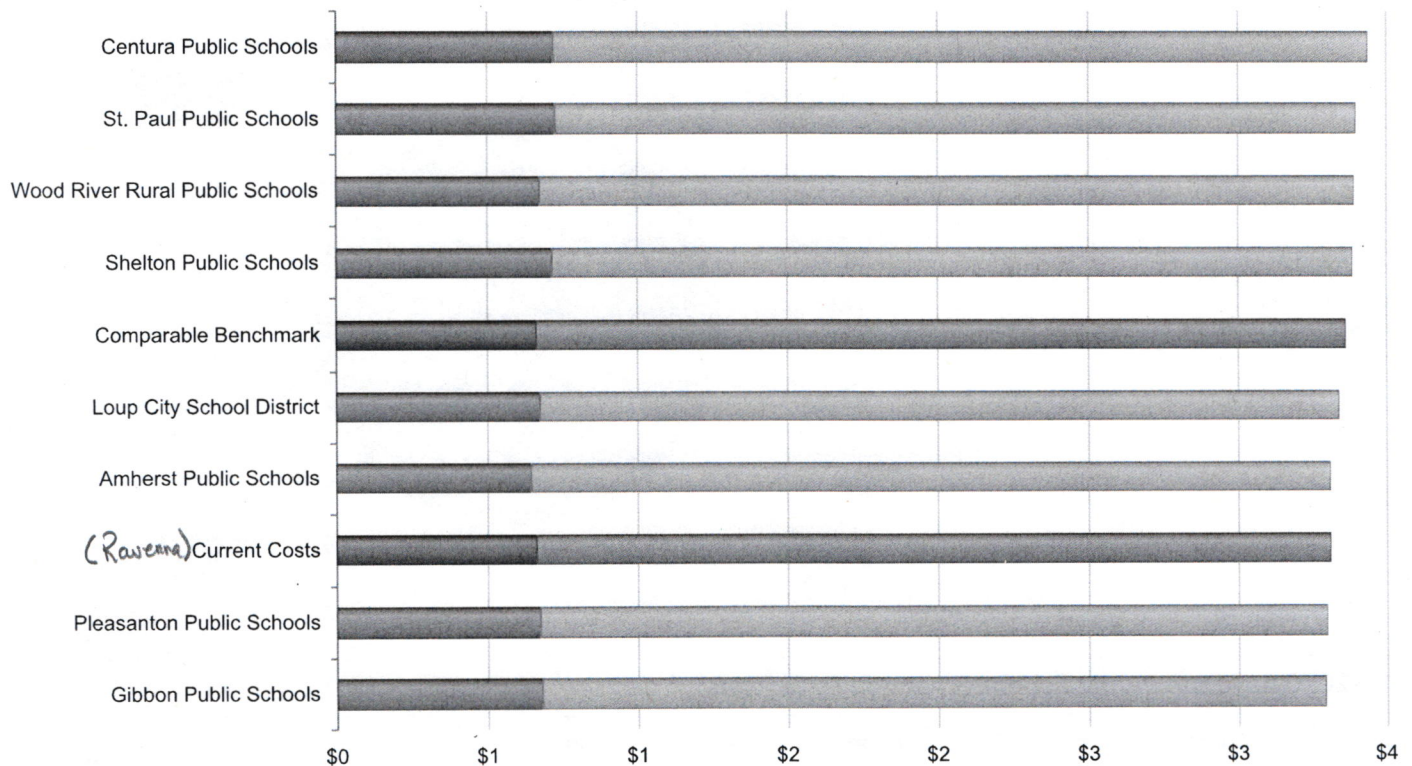
Calculated Comparable Benchmark for Ravenna Public Schools



2019-2020 Ravenna Public Schools Changed Data Rows:							
	Contract Days	Staff Index	Base Salary	Benefit Costs	Schedule Costs	Total Costs	Percentile
Changed Data Row	180	64.3103	35,089	663,511	2,651,015	3,314,526	180 Days 98.61%

Array School Comparison Information:										
School	Contract Days	Staff Index	Base Salary	Benefit Costs	Schedule Costs	Total Costs	Adj Benefit Costs	Adj Schedule Costs	Adj Total Costs	Percentile
Centura Public Schools	185	64.9208	35,600	723,764	2,740,123	3,463,887	723,764	2,717,206	3,440,969	102.37%
St. Paul Public Schools	185	63.7217	35,700	728,420	2,671,292	3,399,712	728,420	2,671,292	3,399,712	101.14%
Wood River Rural Public Schools	185	64.5050	35,900	673,989	2,720,451	3,394,441	673,989	2,720,451	3,394,441	100.99%
Shelton Public Schools	185	66.5122	34,175	715,190	2,676,223	3,391,414	715,190	2,671,870	3,387,060	100.77%
Loup City School District	185	64.9527	34,940	676,320	2,664,817	3,341,137	676,320	2,664,817	3,341,137	99.40%
Amherst Public Schools	182	62.9047	35,450	645,749	2,631,400	3,277,149	645,881	2,663,902	3,309,784	98.47%
<i>Ravenna</i> Pleasanton Public Schools	182	62.6975	35,100	673,268	2,585,239	3,258,506	673,268	2,627,853	3,301,120	98.43% 5
Gibbon Public Schools	185	63.5050	35,050	679,066	2,614,818	3,293,884	679,066	2,614,818	3,293,884	97.99%

Subject and Array School Comparison
(scale is millions of dollars)



Descriptive Statistics:	
--------------------------------	--

8 Records	Contract Days	Staff Index	Base Salary	Benefit Costs	Schedule Costs	Total Costs	Adj Benefit Costs	Adj Schedule Costs	Adj Total Costs	Percentile
Array Average	184.25	64.2150	35,239	689,471	2,663,045	3,352,516	689,487	2,669,026	3,358,513	99.92%
Array High	185	66.5122	35,900	728,420	2,745,472	3,463,887	728,420	2,722,554	3,440,969	102.37%
Array Low	182	62.6975	34,175	645,749	2,610,259	3,258,506	645,881	2,616,921	3,293,884	97.99%
Adj Total Costs			Mean	3,358,513	Median	3,364,099	Midpoint	3,361,306		

- There are no contracts

Information from the Contract Settlement Form, both for you and your School peer array, is used to come up with the information in this Negotiation Module. If you feel your information is not accurate please go to the Contract Settlement Form and correct it. If you feel a peer's information is inaccurate, please contact Sparq Data Solutions.

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Ken Schroeder @ Ravenna Public Schools



Ravenna Public Schools, 10-0069

2020-2021

2020-2021 Projections

11/5/2019

2020-2021 Projections:

	Contract Days	Staff Index ⁶	Base Salary	Benefit Costs ⁷	Schedule Costs	Total Costs ⁸	\$ Increase	% Increase
Current Costs	185	64.1613	35,089	663,511	2,644,871	3,308,382		
Projection for \$35,089	185	65.7653	35,089	703,875	2,710,947	3,414,822	\$106,440	3.22%
Projection for \$35,139	185	65.7653	35,139	703,875	2,714,812	3,418,687	\$110,305	3.33%
Projection for \$35,189	185	65.7653	35,189	703,875	2,718,676	3,422,551	\$114,169	3.45%
Projection for \$35,239	185	65.7653	35,239	703,875	2,722,541	3,426,416	\$118,034	3.57%
Projection for \$35,289	185	65.7653	35,289	703,875	2,726,405	3,430,281	\$121,898	3.68%
Projection for \$35,339	185	65.7653	35,339	703,875	2,730,270	3,434,145	\$125,763	3.80%
Projection for \$35,389	185	65.7653	35,389	703,875	2,734,135	3,438,010	\$129,628	3.92%
Projection for \$35,439	185	65.7653	35,439	703,875	2,737,999	3,441,874	\$133,492	4.03%
Projection for \$35,489	185	65.7653	35,489	703,875	2,741,864	3,445,739	\$137,357	4.15%
Projection for \$35,539	185	65.7653	35,539	703,875	2,745,729	3,449,604	\$141,222	4.27%
Projection for \$35,589	185	65.7653	35,589	703,875	2,749,593	3,453,468	\$145,086	4.39%
Projection for \$35,639	185	65.7653	35,639	703,875	2,753,458	3,457,333	\$148,951	4.50%
Projection for \$35,689	185	65.7653	35,689	703,875	2,757,323	3,461,198	\$152,815	4.62%
Projection for \$35,739	185	65.7653	35,739	703,875	2,761,187	3,465,062	\$156,680	4.74%

Insurance Longevity / Ed. →

Projection for \$35,789	185	65.7653	35,789	703,875	2,765,052	3,468,927	\$160,545	4.85%
Projection for \$35,839	185	65.7653	35,839	703,875	2,768,916	3,472,791	\$164,409	4.97%
Projection for \$35,889	185	65.7653	35,889	703,875	2,772,781	3,476,656	\$168,274	5.09%
Projection for \$35,939	185	65.7653	35,939	703,875	2,776,646	3,480,521	\$172,139	5.20%
Projection for \$35,989	185	65.7653	35,989	703,875	2,780,510	3,484,385	\$176,003	5.32%
Projection for \$36,039	185	65.7653	36,039	703,875	2,784,375	3,488,250	\$179,868	5.44%

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RAVENNA PUBLIC SCHOOL
NEGOTIATED AGREEMENT

2019-2020

This agreement is made and entered into this 10th day of December, 2018, by and between the Board of Education of the School District #69 of Ravenna in the County of Buffalo, in the State of Nebraska (hereinafter referred to as the "Board") and Ravenna Education Association (hereinafter referred to as the "Association").

General Purpose

The Ravenna Board of Education and the Ravenna Education Association recognize that the development of a quality educational program for the children attending the Public Schools of Ravenna is a joint responsibility which can best be achieved by agreement that all parties work toward common goals. The public officials and the Association enter into this agreement with mutual dedication, recognizing that the experience, creativity and judgment of all parties are necessary to reach the education needs of the community.

ARTICLE I

Recognition

The Board recognizes the Association as the exclusive and sole collective negotiating representative for all teachers employed by the District.

Teacher shall mean all certified teaching personnel and other professional personnel employed by the District, but excluding Superintendent, Senior High Principal, and Elementary Principal.

ARTICLE II

Salaries

A. Salary Schedule

The Base Salary for the 2019-2020 school year will be \$35,089.00 with the increments of 5% for further education and 4% for years of experience, except for the last two steps on columns E, F, and G which are 2% each. A copy of the salary schedule is attached later in this agreement.

B. Extra Duty Schedule

All teachers assigned duties in addition to teaching shall be paid for such duties according to the extra duty schedule attached later in this agreement.

C. Additional Teaching Assignment Compensation

Teachers who are assigned to teach during their planning period or who are assigned to teach an additional period before or after the regular

school day will be compensated at a rate of 1/8th of their daily salary amount, as calculated by their placement on the salary schedule.

D. Method of Payment

1. All teachers' salaries including extra duty pay shall be paid in equal monthly installments. Should assigned duties not be completed, salary shall be withheld until completed.
2. All teachers on extended contracts shall be paid 1/185 of his placement on the salary schedule for each day employed over 185 days.

ARTICLE III

Insurance and Annuities

A. Health Care Coverage

The Board of Education shall provide health insurance to the teacher with a tiered premium rate. The policy shall be the \$900 Deductible Blue Preferred with Utilization Management. A \$3,500 deductible plan will also be available as an option for employees during the 2019-20 school year. The difference in premium between and \$1,050 deductible and the \$3500 deductible will be paid by the district and deposited in the employee's Health Savings Account. Health insurance is a 4-tier policy. This will provide a single teacher with a premium of \$639.54 monthly, teacher and child(ren) with a premium of \$1,183.16 monthly, teacher and spouse with a premium of \$1,343.04 monthly, and a married teacher taking the family health plan a premium of \$1,803.36 monthly. All of these policies include individual dental. Additional family dental may be purchased by the teacher. The Board shall provide at the discretion of the teacher, employed by Ravenna Public Schools prior to the 2014-2015 school year, an amount equal to the single premium for any existing insurance, annuity program or as salary, in place of health coverage (called the cash in lieu option). Starting with the 2014-2015 school year any employee hired will no longer receive the cash in lieu option for their insurance. Any employee hired previous to the 2014-2015 school year will retain the option of cash in lieu for the remainder of their employment at Ravenna Public Schools. The Board reserves the right to evaluate other competitive insurance groups each year and to make recommendations concerning the carrier used to provide the health insurance. The carrier for the 2019-20 year will be Blue Cross/ Blue Shield. The school board also offers a Section 125 Plan administered by Pay Flex. In addition to premium payments as in the past, the Section 125 Plan will be expanded to also allow pre-tax opportunities for non-reimbursed medical/dental/vision care expenses plus child care expenses.

B. Disability

The board shall make available for the employee to purchase through payroll deduction group long term disability insurance. Benefits shall be payable upon the thirtieth (30) calendar day of disability at sixty (60%) percent of annual contractual salary. Benefit payments shall continue to age sixty-five (65) or until termination of disability whichever occurs first.

C. Loss of Life

The Board shall provide \$40,000.00 group term Life Insurance for each teacher.

ARTICLE IV

Teacher Employment

PLACEMENT OF SALARY SCHEDULE

1. A valid Nebraska Teaching Certificate.
2. New teachers hired to the school system will be allowed a maximum of five steps on the schedule on the basis of past experience in state approved or fully accredited schools or at the discretion of the superintendent, the school will allow up to eight steps on the salary schedule on the basis of past experience.
3. The Superintendent shall determine the teaching field to which a teacher is assigned and will place him/her on the proper step of the schedule.
4. Academic hours beyond the Bachelors Degree will be recognized for salary increases provided the hours are accumulated in a graduate program of an accredited University or College and provided the hours are related to an area of teaching and not necessarily the area in which the teacher is employed. Academic hours in undergraduate level courses taken after receiving the Bachelors Degree will receive the same increase in salary as those on the graduate level providing those hours are approved by the Board.
5. To receive credit in horizontal steps beyond BA+9 step in the salary schedule for teachers, the teacher must show that the additional hours would lead to a Masters Degree. This can be shown by presenting a copy of an Official Program of Study supplied by the University or College. An outline of courses as described in a college bulletin will be sufficient. Additional hours earned during summer school, off-campus or night classes will be recognized only if complete transcripts are filed in the school administrative office by September 1st, of the contract year. No salary shall be paid to a teacher until this is done. It is the responsibility of the head administration of the school system to see that all hours of credit are coded accurately.

6. To be placed on the MA18 or MA9 level a teacher must meet the following conditions:

- a. eligible for MA
- b. additional hours be of graduate level
- c. additional hours to be in teaching field or lead to an additional endorsement. Endorsement must be approved by the superintendent of schools. The additional endorsement must be of some teaching value to the Ravenna Schools.

A complete transcript shall be placed on file in the school administrator's office by September 1st, of the contract year.

ARTICLE V

Leaves

A. Sick Leave

At the beginning of each school year each teacher shall be credited with ten (10) days of sick leave allowance to be used for absences caused by illness or temporary disability of the teacher. Teachers new to the system will be given fifteen (15) days the first year of their employment. Teachers will be allowed to use ten (10) days per year for illness in the immediate family: (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law). These ten (10) days will be subtracted from the teacher's accumulated days. Sick leave may accumulate from year to year up to fifty (50) days. A doctor's statement may be required after five (5) days of continued illness. The administration shall furnish to each teacher a written statement at the beginning of each school year setting forth the total sick leave.

B. Personal Leave

There shall be two (2) days personal leave. The number of teachers who take leave at the same time may be restricted by the administration. Application shall be made at least two days in advance. Personal leave may be taken before or after a scheduled vacation with approval of the superintendent. Teachers shall be professional in the use of their personal leave. One-half day or one day of unused personal leave will be carried over to the following year; therefore teachers could accumulate three (3) personal days.

C. Professional Leave

Each teacher shall be allowed five (5) days professional leave with administrative approval.

D. Emergency Leave

Up to five (5) days emergency leave may be granted with notification

and approval of administration. Emergency leave can be used for the following: death in the immediate family (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

E. Bereavement Leave

A maximum of five (5) sick leave days may be used each year as bereavement leave to allow a staff member to attend funeral services and for the purpose of bereavement. Should the death of a spouse or child cause sickness (physical, emotional, or mental), the staff member may be entitled to use other leave as provided by law or this agreement.

F. Extended Leave

Any certified employee upon proper application to the Superintendent of Schools and approval of the Board, may be granted a leave of absence without pay for: family hardship, education, work experience, drafted military duty, National Guard duty, Reserve Military duty. When granted a leave of absence the teacher and Board shall agree upon the length of time involved. The teacher shall guarantee his or her return to the position held by signing an agreement with the Board prior to being granted such leave.

G. Special Circumstance Leave

The board understands that, on rare occasions, its employees will be out of contractual leave allotments and have circumstances arise which present unique opportunities not likely to occur very often. The purpose of this provision is to authorize the Superintendent to grant unpaid leave to staff members deemed eligible under this provision by the Superintendent.

Special Circumstance Leave. The leave contemplated in this provision is "Special Circumstance Leave." "Special Circumstance Leave" means leave taken on an expected duty day for events which are very rare and "once in a lifetime" type of events which are unlikely to occur on a regular basis. The following are some examples, but not an exhaustive list, of leave which the board believes would likely qualify for Special Circumstance Leave: a child's wedding; a child qualifying for a state tournament event; or a parent or spouse's retirement celebration.

Not a Substitute for Paid Leave. Special Circumstance Leave is not a substitute for paid leave. If any staff member has paid leave remaining in a given contract year which could be used for the leave requested pursuant to this provision, the Superintendent shall require the employee to use the available leave provided outside of this provision prior to considering Special Circumstance Leave.

Leave Requests and Response. Staff members requesting Special Circumstance Leave shall make a written request to the Superintendent or Superintendent's designee in letter form with as much advance notice

as possible. Special Circumstance Leave shall be requested at least **14 calendar days in advance**. When the employee does not know 14 days in advance of the need for Special Circumstance Leave, the employee should provide as much notice as possible. The Superintendent is authorized to deny an otherwise-qualifying Special Circumstance Leave request if the notice is insufficient to allow the administration to plan for the leave, such as when it would be a detriment to students and other staff members.

The leave request shall contain the following information: the times and dates of the leave; the number of days requested, up to 3; the nature of the event(s) for which the leave is requested; and an explanation as to why the leave should constitute Special Circumstance Leave. The Superintendent will respond orally or in writing within a reasonable time after receiving the request either granting or denying the leave.

Three-day Cap. All Special Circumstance Leave is capped at three (3) days per contract year. Each special circumstance day may only be used for a single day of leave and may not be used in tandem with personal leave days.

Fully Unpaid Leave. Special Unpaid Leave is a fully deducted leave day, meaning the employee's pay will be reduced for the day or days by the full per diem cost of the employee's salary, insurance, and any other benefits costs normally paid by the district.

Recordkeeping by the Superintendent. The Superintendent or Superintendent's designee will keep a running ledger of all Special Circumstance Leave requests and whether those requests were granted or denied. As deemed appropriate by the Superintendent, he or she shall make a report to the board regarding the requests made pursuant to this provision.

Duration of Benefit

Special Circumstance Leave will be available for the duration of the 2019-20 contract term. The benefit will expire at the end of the 2019-20 contract term.

H. Full "Dock Days" Leave

Staff members covered by this agreement are entitled to up to 10 "dock days" of additional leave in excess of the leave provided herein, so long as their leave is otherwise qualifying under another leave provision in this agreement and they have complied with all of the requirements of that provision for taking the leave. Dock day leave will be taken at a reduction of 1/185th of the staff member's total salary and benefit cost per day. This provision shall not apply, and the staff member is not allowed to take dock day leave, if the staff member is eligible for any other type of leave, including but not limited to leaves such as those provided in this agreement, the FMLA, and/or short or long term disability.

ARTICLE VI

Miscellaneous Provisions

A. Mileage and Expenses

Mileage and expense shall be paid to the individual teacher as follows:

1. to attend curriculum meetings.
2. to attend specific subject area activities in which students are involved.

In each case approval by the Administrator is required in advance.

B. Reimbursement For K-12 Teachers Using Their Planning Period to Substitute

K-12 teachers that are requested to substitute for a staff member during their planning period will be reimbursed at the rate of \$15.00 per period.

C. Compensation for Unused Sick Leave

The district shall compensate teachers for unused sick leave in the following manner: At the beginning of each school year, teachers continuing their employment at the Ravenna Public Schools shall be compensated for each day of accumulated sick leave exceeding fifty (50) days, at a rate of \$40.00 per day. This process shall begin September, 2006, and shall continue until such time as the procedure is amended or repealed through the negotiation process.

ARTICLE VII

Duration of Agreement

This contract will be effective as of the beginning of the 2019-2020 school year and shall continue in effect until a substitute contract is adopted, which shall then be fully retroactive to the beginning of the 2019-2020 school year, except that any insurance premium shall be effective as soon as possible after settlement.

ARTICLE VIII

Document Authorization

In witness whereof the parties hereto caused this Contract to be signed by their respective presidents, attested by their respective chief negotiators and their signature to be placed hereon, all on the day and year first above written.

RAVENNA EDUCATION ASSOCIATION

RAVENNA BOARD OF EDUCATION
DISTRICT #69

By _____
President

By Mark Baddell
President

By Kelley Gaska
Chief Negotiator

By _____
Chief Negotiator

Note: As of September 11, 2006, the REA will offer the initial proposal for each year of the negotiation process.

APPENDIX A

Grievance Procedure

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

Procedural Steps. The procedure for handling grievances is as set forth below.

Step 1 - Oral Notice to Principal. The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within fourteen (14) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Principal. If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

Step 3 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

Grievance Meetings or Hearings. All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

Association Representation. A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

Reprisals. No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

Withdrawal of a Grievance. A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

Advanced Step Filing. A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

Time Limitations. Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

Requirement to Grieve. This grievance procedure is not discretionary and cannot be waived except through the express written consent of the board. No administrator or board member, individually, has the authority to waive the requirements of this procedure. Any grievance covered by this procedure but not raised pursuant to the requirements herein, including any grievance abandoned, will be forfeited.

RAVENNA PUBLIC SCHOOLS
 2019-2020 SALARY SCHEDULE

Base Salary \$ 35,089.00

Vert Index: 4%

Horz Index: 5%

Last two steps in columns E, F, &G are: 2%

	A	B	C	D	E	F	G
	BA	BA+9	BA+18	BA+27	MA	MA+9	MA+18
0	\$ 35,089.00 1.00	\$ 36,843.45 1.05	\$ 38,597.90 1.10	\$ 40,352.35 1.15	\$ 42,106.80 1.20	\$ 43,861.25 1.25	\$ 45,615.70 1.30
1	\$ 36,492.56 1.04	\$ 38,247.01 1.09	\$ 40,001.46 1.14	\$ 41,755.91 1.19	\$ 43,510.36 1.24	\$ 45,264.81 1.29	\$ 47,019.26 1.34
2	\$ 37,896.12 1.08	\$ 39,650.57 1.13	\$ 41,405.02 1.18	\$ 43,159.47 1.23	\$ 44,913.92 1.28	\$ 46,668.37 1.33	\$ 48,422.82 1.38
3	\$ 39,299.68 1.12	\$ 41,054.13 1.17	\$ 42,808.58 1.22	\$ 44,563.03 1.27	\$ 46,317.48 1.32	\$ 48,071.93 1.37	\$ 49,826.38 1.42
4	\$ 40,703.24 1.16	\$ 42,457.69 1.21	\$ 44,212.14 1.26	\$ 45,966.59 1.31	\$ 47,721.04 1.36	\$ 49,475.49 1.41	\$ 51,229.94 1.46
5		\$ 43,861.25 1.25	\$ 45,615.70 1.30	\$ 47,370.15 1.35	\$ 49,124.60 1.40	\$ 50,879.05 1.45	\$ 52,633.50 1.50
6		\$ 45,264.81 1.29	\$ 47,019.26 1.34	\$ 48,773.71 1.39	\$ 50,528.16 1.44	\$ 52,282.61 1.49	\$ 54,037.06 1.54
7			\$ 48,422.82 1.38	\$ 50,177.27 1.43	\$ 51,931.72 1.48	\$ 53,686.17 1.53	\$ 55,440.62 1.58
8			\$ 49,826.38 1.42	\$ 51,580.83 1.47	\$ 53,335.28 1.52	\$ 55,089.73 1.57	\$ 56,844.18 1.62
9				\$ 52,984.39 1.51	\$ 54,738.84 1.56	\$ 56,493.29 1.61	\$ 58,247.74 1.66
10				\$ 54,387.95 1.55	\$ 56,142.40 1.60	\$ 57,896.85 1.65	\$ 59,651.30 1.70
11					\$ 57,545.96 1.64	\$ 59,300.41 1.69	\$ 61,054.86 1.74
12					\$ 58,949.52 1.68	\$ 60,703.97 1.73	\$ 62,458.42 1.78
13					\$ 59,651.30 1.70	\$ 62,107.53 1.77	\$ 63,861.98 1.82
14					\$ 62,809.31 1.72	\$ 64,563.76 1.79	\$ 66,267.54 1.84
15						\$ 63,511.09 1.81	\$ 65,265.54 1.86

2019-20 Extra Duty Schedule

	units
Activities Director	14
Head Football	12
Asst Football	7
Asst Football	7
Asst Football	7
Jr Hi Football	5
Jr Hi Football	5
Volunteer	0
Head Cross Country	7
Asst Cross Country	4
Head Volleyball	12
Asst Volleyball	7
Asst Volleyball	7
Jr Hi Volleyball	5
Jr Hi Volleyball	5
Head Boys Basketball	12
Asst Boys Basketball	7
Asst Boys Basketball	7
Jr Hi Boys Basketball	5
Jr Hi Boys Basketball	5
Head Girls Basketball	12
Asst Girls Basketball	7
Jr Hi Girls Basketball	5
Jr Hi Girls Basketball	5
Volunteer	0
Head Wrestling	12
Asst Wrestling	7
Jr Hi Wrestling	5
Volunteer	
Head Track	9
Asst Track	5
Asst Track	5
Asst Track	5
Asst Track	5
Asst Track	5
Asst Track	5
Volunteer	0
Boys Golf	7
Volunteer	0
Girls Golf	7
Spring Play	6
1/2 One Act Play	2.5
1/2 One Act Play	2.5
Speech	3
Yearbook Sponsor	6
Junior Class Sponsor (constant)	3

Junior Class Sponsor (rotate)	3		
Cheer Sponsor	6		
SkillsUSA	4		
FBLA Sponsor	6		
Concession Stand	4		
Band (Flag)	5		
Flag	1		
Vocal Music	3		
All of the above positions will be increased by 10% of the original base for a maximum of four years if teacher remains in the same position.			
Science Olympiad	1		
Science Olympiad	1		
Pep Band	3		
Student Council	2		
National Honor Society	1		
Senior Class Sponsor	2		
Sophomore Class Sponsor	2		
Freshman Class Sponsor	2		
8th Grade Sponsor	1		
7th Grade Sponsor	1		
STAR Sponsor	3		
1/2 Summer Conditioning (Wt Room)	3.5		
1/2 Summer Conditioning (Wt Room)	3.5		
Youth Advisory Board Sponsor	1		
Special Olympics	1		
TOTALS			
Extended Contract	20 days		
Extended Contract	10 days		
Dist Learning Art 4 class periods	\$1,000/period/semester		
Dist Learning Ag 3 class periods	\$1,000/period/semester		
FFA SPONSOR	\$ 1,500.00		
High Ability (HAL) 1/2	\$ 750.00		
High Ability (HAL) 1/2	\$ 750.00		
High Ability (HAL)	\$ 1,500.00		
AcaDeca	\$ 1,300.00		
Dance Team	\$ 1,500.00		
Quiz Bowl Sponsor	\$ 250.00		
Competitive Robotics Sponsor	\$ 1,500.00		

REA & BOE Negotiations Ground Rules 2019-20

Negotiations between the Ravenna Teachers Association (REA) and the Ravenna Board of Education (BOE) shall be conducted with the following ground rules:

- 1) Any or all of the ground rules may be temporarily suspended by either parties. These ground rules simply serve as a guide. They are not part of the “Negotiated Agreement” and are non-binding. They are provided as a courtesy to help define expectations and to clarify roles for the negotiations process.
- 2) No offers or counter offers will be made by either party until the BOE and the REA agree upon the array schools contained in the salary array comparison.
- 3) No offers or counter offers will be made by either parties until the BOE and the REA agree upon the salary array comparison.
- 4) Either party may request a negotiations meeting. The time and place must be agreed upon by both parties.
- 5) After both parties agree upon the salary array comparison, the REA will make the initial offer for any proposed changes to the “Negotiated Agreement”.
- 6) Minutes of each negotiations meeting will be kept by the superintendent.
- 7) Minutes of each negotiations meeting will be disseminated after the REA leadership and BOE leadership have had the opportunity to review the meeting minutes and verify the written minutes of each meeting as a correct reflection of what transpired during the meeting.
- 8) All agreements on individual items reached at the negotiations table are tentative until the entire “Negotiated Agreement” is signed by both parties.
- 9) Final agreements based on the negotiations process will be reduced to writing and submitted to the whole BOE and REA membership for final approval.
- 10) Upon final approval of changes by both the REA and the BOE, the “Negotiated Agreement” will be modified by the superintendent and the modified “Negotiated Agreement” will be disseminated to the BOE Leadership and the REA Leadership for final review and approval.
- 11) If either the BOE or the REA does not wish to continue to negotiate on a particular item. The BOE or REA will extend the courtesy of informing the other party that a final offer for that particular item of negotiation is final or that they do not wish to consider it as part of the negotiations process.

Items to be addressed before the next negotiations meeting:

- 1) Array schools wishing to be included in the salary array comparison need to be provided to the superintendent by the REA.
- 2) Any discrepancies regarding those schools being requested to be included in the array comparison need to be resolved by the REA and the Board of Education.
- 3) A salary comparability array will be prepared by the superintendent.
- 4) The salary array comparisons prepared by the REA and by the superintendent need be shared with each other, and the REA’s placement within the salary array comparison needs to be agreed upon by the REA and by the Board of Education. (in lieu of this, a simple

confirmation by the REA that the correct FTE is being calculated by the superintendent will suffice)

- 5) The meeting date and time for the next negotiations meeting will be set by mutual agreement between the REA and the Board of Education.

When (you need to start and finish)

On or Before Date	Action or Activity
September 1	Bargaining agent must request recognition
October 1	Governing board must respond to request
November 1	Negotiations must begin
February 8	If no agreement, parties must submit to resolution officer proceeding
March 25*	Negotiations must end
September 15	CIR must render decision on industrial dispute.



NEBRASKA

DEPARTMENT OF EDUCATION

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P.O. Box 94987
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TEL 402.471.2295
FAX 402.471.0117

November 20th, 2019

Ken Schroeder
Superintendent – Ravenna Public Schools
41750 Carthage Rd.
PO Box 8400
Ravenna, NE 68869

Dear Mr. Schroeder,

This letter is to inform you that we have received the Superintendent Evaluation procedures for Ravenna Public Schools that you submitted to the Nebraska Department of Education. These documents have been reviewed along with Board Policy 4057 in accordance with NE REV STAT §79-318(5)(h) and 92 NAC Rule 10, Section 007.06. The submitted documents are in compliance with requirements regarding the approval of certified employee evaluation policies. We have the date of the Ravenna Board of Education Minutes documented as November 11, 2019.

The Ravenna Public Schools procedures for Superintendent Evaluation prior to this date will be replaced with your updated documents. The certificated evaluation policies and procedures for your district will remain approved until your Board revises them. Revised policies and procedures must be submitted to the Department of Education for approval at the time of adoption.

If you have any questions regarding this letter or any of the applicable requirements of Rule 10 please feel free to contact me at your convenience.

Sincerely,

Michelle R. Charf – Ed.D
Office of Accountability, Accreditation, and Program Approval

A. Governance & Board Relations

Weight: 20%

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
A1	Policy involvement	Makes decisions without regard to adopted policy.	Provides correspondence from policy provider with recommendation(s) for adoption. Follows as written.	Is actively involved in the development, recommendation and administration of district policies.	Is proactive in the determination of district needs and policy priorities; has a system in place to ensure timely administration of district policies.	
A2	Goal development	Goals are not developed.	Goals are defined by implementing state curriculum and seeking to maximize student scores.	Facilitates the development of short-term goals for the district. Provides the necessary financial strategies to meet those goals.	Has a system in place for establishing, reporting on and monitoring goals. Budget practices help to ensure alignment of resources to goals.	
A3	Information	Does not provide the information the board needs to perform its responsibilities.	Keeps only some members informed, making it difficult for the board to perform its responsibilities.	Keeps all board members informed with appropriate information as needed so it may perform its responsibilities.	Has established mutually agreed upon protocols with the board regarding communication. Executes those protocols consistently.	
A4	Materials and background	Meeting materials aren't readily available. Members arrive at meetings without enough prior information regarding agenda or background information.	Meeting materials are incomplete, and don't include adequate background information or historical perspective.	Materials are provided. Background and historical perspective are included. Recommendations are included.	Meeting materials are comprehensive with all adequate background information and previous action included. Recommendations are well thought out.	
A5	Board questions	Board questions aren't answered fully nor in a timely manner.	Most board questions are answered. All members aren't apprised of all relevant questions/answers.	Board questions are addressed with follow-up to all board members.	Has a system in place for receiving and responding to board member questions in a timely and thorough manner.	
A6	Board development	Doesn't promote and does not budget for board development.	When prompted, provides members with information about board development.	Provides all board members with information regarding board development opportunities when they arise and budgets for board development.	Actively encourages board development by seeking and communicating opportunities. Ensures funding is aligned to board development plan.	
Category rating:						#DIV/0!
Artifacts that <u>may</u> serve as evidence of performance in this domain: <ul style="list-style-type: none"> • Meeting agendas/minutes • Board packets • Board development materials • Memos/communications • Board policies/policy book • Retreat agendas/minutes • Board development plan • Communication protocols • Policy review calendar 						

A. Governance & Board Relations – continued

Weight: 20%

If a performance goal has been established related to one of the performance indicators above, write it below:

Performance Indicator:	Goal:
Evidence:	

Category rating should be reflected within the performance indicator.

Comments by Board of Education:	Comments by the Superintendent:

B. Community Relations

Weight: 15%

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
B1	Parent and Community feedback	Doesn't accept input from or engage parents.	Accepts suggestions and input from parents but fails to seek it. Does not engage parents in decision-making or district-wide goal setting.	Readily accepts parent input and engages parents in district-wide goal setting and decision-making.	Actively seeks parental input, creates methods for parents to be actively involved in decision-making as well as setting and supporting district-wide goals.	
B2	Communication with community	Isn't readily available for parents, businesses, governmental and civic groups. Avoids direct communication unless absolutely necessary.	Is available for parents, businesses, governmental and civic groups, providing them with information, but doesn't seek their input. Is not proactive.	Actively seeks two-way communication with the community as appropriate.	Develops and ensures implementation of a community communication plan that fosters positive relations.	
B3	Media relations	Communicates with the media only when requested.	Isn't proactive, but is cooperative with the media when contacted.	Promotes positive relations and provides the media with district event information.	Initiates and establishes a system for actively engaging the media to promote the district and provide timely and effective information.	
B4	District image	Is indifferent or negative about the district. Does not speak well or represent the district well in front of groups.	Doesn't actively promote the district. Speaks adequately in public.	Projects a positive image of the district as expected. Well spoken.	Projects a positive image at all times; is a champion for the district. Articulate, knowledgeable and well-spoken.	
B5	Approachability	Is neither visible nor approachable by members of the community.	Is not consistently visible at events or in the community. Is not consistently approachable by members of the community.	Is consistently visible at events and approachable by members of the community.	Is consistently visible at a variety of events and has developed methods of being approachable to members of the community.	
Category rating:						#DIV/0!
Artifacts that <u>may</u> serve as evidence of performance in this domain: <ul style="list-style-type: none"> • Third party survey data • School accreditation survey data • Meeting invitations, agendas • Press releases • Community meeting agendas • News clips/interviews • Community engagement calendar • Strategic planning agenda(s) • Communications • Service club membership(s) 						

B. Community Relations – continued

Weight: 15%

If a performance goal has been established related to one of the performance indicators above, write it below:

Performance Indicator:	Goal:
Evidence:	

Category rating should be reflected within the performance indicator.

Comments by Board of Education:	Comments by the Superintendent:

C. Staff Relations

Weight: 15%

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
C1	Staff feedback	Doesn't accept input or engage teachers and staff in decision-making or goal setting.	Accepts suggestions and input from staff but does not seek it. Does not engage staff in district-wide goal setting or decision-making.	Readily accepts staff input and engages staff in district-wide goal setting and/or decision-making.	Actively seeks staff input and creates methods for staff to be actively involved in decision-making as well as developing and supporting district-wide goals.	
C2	Staff communications	Doesn't inform staff of matters that may be of concern.	Is inconsistent in keeping staff informed of important matters.	Consistently keeps staff informed of important matters.	Develops and ensures implementation of a staff communication plan that fosters positive relations and keeps staff informed of important matters.	
C3	Personnel matters	Personnel matters are not handled in a consistent manner. Some situations may be handled with bias.	Many personnel matters are handled, but not always in a consistent manner.	Personnel matters are handled with consistency, fairness, discretion, and impartiality.	A system is in place for handling personnel matters that is proactive, consistent, fair, discrete, and impartial. Personnel procedures are regularly reviewed, communicated to staff, and updated as needed.	
C4	Delegation of duties	Doesn't delegate duties. Maintains too much personal control over all district operations.	Delegates duties as staff members request additional responsibilities.	Delegates responsibility to staff within their abilities and then provides support to ensure their success.	Delegates responsibility to staff that will foster professional growth, leadership and decision-making skills.	
C5	Recruitment	There is no formal or informal recruitment process and/or hiring is considered in an arbitrary manner.	An informal recruitment and hiring process is in place, but is not used consistently.	A formal recruitment and hiring process is followed for hiring opportunities.	A formal recruitment and hiring process is followed for each hiring opportunity. Actively recruits the best staff available and encourages their application to the district.	
C6	Labor relations (Bargaining)	Is unable to work with union leadership, doesn't work to improve relations.	Is inconsistent in working with union leadership in regard to bargaining and labor relations.	Consistently strives to work with union leadership. Shares appropriate information and effectively manages the dynamics of the relationship.	Proactively works with union leadership to build relationships with staff groups and establishes trust and effective sharing of information in the bargaining process as appropriate.	

C. Staff Relations – continued

Weight: 15%

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
C7	Visibility in district	Seldom seen outside of office.	Is occasionally present at programs and special activities.	Consistently visits classrooms and special activities.	Conducts regular and purposeful visits to classrooms. Consistently attends special activities.	
Category rating:						#DIV/0!
Artifacts that <u>may</u> serve as evidence of performance in this domain: • Third-party survey data • School accreditation survey data • Hiring process documentation • Personnel policies and procedures • Recruitment calendar • Staff leadership development plan • Negotiations documentation • School visit calendar • Communications • Staff meeting agendas/minutes						

If a performance goal has been established related to one of the performance indicators above, write it below:

Performance Indicator:	Goal:	
Evidence:		

Category rating should be reflected within the performance indicator.

Comments by Board of Education:	Comments by the Superintendent:

D. Business & Finance

Weight: 20%

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
D1	Budget development and management	Budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district.	Works to develop and manage the budget to meet the immediate fiscal issues. Decisions are primarily reactive to current needs of the district.	Budget actions are proactive and consider the most current information and data. A balance is sought to meet the needs of students and remain fiscally responsible to the community.	Budget actions are proactive and consider both current and long-range information and data. A balance is sought to meet the current and future needs of students and remain fiscally responsible to the community.	
D2	Budget reports	Doesn't report financial information to the board except with the annual audit.	Reports the status of financial accounts as requested by the board.	Reports to the board concerning the budget and financial status on a regular basis (monthly, quarterly, etc., as agreed upon by governance team).	Has a system in place for the monitoring and reporting of all budgetary and financial information to the board. Information provided is adequate and timely, and outlines potential ramifications of any changes.	
D3	Financial controls	Annual audit has revealed areas that are in need of improvement. Financial accounts aren't in order.	Annual audit is used to reveal any discrepancies. Internal controls are inconsistent.	Is up-to-date with GAAP and state accounting procedures. Maintains internal controls.	Promotes appropriate financial controls, including third-party audits and reconciliation of accounts. Is proactive.	
D4	Facility management	A facilities management plan is not created. Maintenance is only performed when absolutely needed.	Facilities needs are discussed internally, but a plan is not created. Issues are addressed on an as-needed basis.	A facilities management plan is in place that includes the current status of the buildings and the need to improve any facilities in the future.	Facilities management plan in place includes current status of buildings and the need to improve facilities in the future, with a projected plan to secure funding.	
D5	Resource allocation	Resources are allocated inconsistently and without consideration of district needs.	Resources are allocated to meet immediate needs.	Resources are distributed consistently based upon district goals/needs and seek to meet immediate objectives.	Resources are distributed consistently based upon district goals/needs and seek to meet both immediate and long-range objectives.	
Category rating:						#DIV/0!
Artifacts that <u>may</u> serve as evidence of performance in this domain: <ul style="list-style-type: none"> • Strategic plan • Auditor's report • District budget • Budget-related communications • Election results that impact funding or facilities • Evidence of budgetary alignment to district-wide goals • Grants received/applied for • Policies/procedures related to fund management • Long-term financial forecast data • Facilities maintenance plan • Facilities management plan 						

D. Business & Finance – continued

Weight: 20%

If a performance goal has been established related to one of the performance indicators above, write it below:

Performance Indicator:	Goal:
Evidence:	

Category rating should be reflected within the performance indicator.

Comments by Board of Education:	Comments by the Superintendent:

E. Instructional Leadership

Weight: 30%

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
E1	Performance evaluation system	No performance evaluation system is in place and/or not all evaluations have been completed as required.	Most performance evaluations are completed in a timely manner and are in compliance with state law.	All required performance evaluations are completed in a timely manner and are in compliance with state law. Individual Development Plans are provided to staff rated as less than effective.	Performance evaluation system has been established that is in compliance with state law, provides opportunities for growth to instructional staff, and is applied consistently across the district with consistent results.	
E2	Administrator Leadership	Expectations regarding learning and instruction have not been identified.	Expectations regarding learning and instruction are vague or unclear.	Goals for learning and instruction are prioritized.	Clear, non-negotiable goals for learning and instruction have been established that provide school leadership teams with the responsibility and authority for determining how to meet those goals.	
E3	Staff development	Staff development isn't consistently provided. Staff members are responsible for their own improvement.	Staff development programs are offered based upon available opportunities.	Staff development programs are offered based upon available opportunities that are targeted toward staff growth and increasing student achievement.	Staff development programs are individualized, targeted toward district-specific goals and are sustained to increase student achievement.	
E4	School Improvement	School improvement efforts are limited. There is no comprehensive plan in place.	School improvement plans are in place at the building level but lack district-wide coordination.	School improvement plans are in place at all buildings and align to the district-wide goals.	School improvement plans are in place at all buildings and align to the district-wide goals. Systems are in place for implementation of improvement efforts and monitoring of progress.	
E5	Curriculum	Curriculum isn't a priority in the district and/or is inconsistent across grade levels.	Teachers are allowed to define their own curriculum. There is little coordination.	A curriculum is in place that seeks to meet the state standards.	Curriculum is in place, aligned across grade levels and in compliance with state standards.	
E6	Instruction	There is little to no focus on instruction. Technology is not utilized in classroom instruction.	Teachers are encouraged to enhance their instructional skills and embrace technology, but no comprehensive program(s) is in place.	Effort is made to accommodate diverse learning styles, needs and levels of readiness. Some effort is made to incorporate technology into learning.	Instructional practices in place that are differentiated and personalized to student needs. Technology is used to enhance teaching and learning.	
E7	Student feedback	Doesn't accept input or seek student feedback.	Accepts suggestions and input from students but does not seek it.	Readily accepts student input and engages students in district-wide goal development and/or decision-making.	Actively seeks student input, creates methods for students to be actively involved in development of district-wide goals as well as decision-making.	

E. Instructional Leadership - continued

Weight: 30%

		Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
E8	Student attendance	Attendance isn't addressed as a policy issue. Attendance rates are decreasing.	Attendance isn't an area of focus; and therefore, student attendance is a matter left to itself. Attendance rates fluctuate at will.	Attendance is an area of focus. There are plans and interventions in place to address chronic attendance problems. Attendance rates are improving or at a high level.	Attendance is an area of focus. Individual student attendance problems are addressed early and supports are put into place. Attendance rates are being maintained at a high level.	
E9	Support for Students	Academic supports are in place, but are inconsistent.	Academic supports are in place but social supports to meet the needs of students are lacking.	Programs and activities are available for students. Coordination and alignment can be improved.	Coherent systems of academic and social supports are in place to meet the needs of all students. Maintains a safe, caring and healthy learning environment.	
E10	Professional knowledge	Is uninvolved in current instructional programs. Is unaware of current instructional issues. Does not hold appropriate superintendent certification and is not enrolled in appropriate certification program.	Is somewhat knowledgeable of current instructional programs. Relies on others for information/data. Does not hold appropriate superintendent certification but is currently enrolled in appropriate certification program.	Demonstrates knowledge of current instructional programs, and is able to discuss them. Seeks to learn and improve upon personal and professional abilities. Holds and maintains appropriate superintendent certification.	Demonstrates knowledge of and comfort explaining current instructional programs. Participates actively in professional groups and organizations for the benefit of the district and personal, professional growth. Holds and maintains appropriate superintendent certification.	
Category rating:						#DIV/0!

Artifacts that may serve as evidence of performance in this domain:

- Staff evaluation calendar
- District performance evaluation system
- Superintendent professional growth plan
- Curriculum
- RtI/MTSS
- Superintendent professional development
- Teacher analysis of student achievement data
- Curriculum audit
- Strategic plan/district-wide goals
- Staff development plan
- Professional development calendar
- Instructional model(s)
- Curriculum team agendas
- Instructional audit
- Coaching documentation
- Observational data from staff
- Documentation of instructional rounds
- Positive behavior supports/character programs

If a performance goal has been established related to one of the performance indicators above, write it below:

Performance Indicator:	Goal:	
Evidence:		

Category rating should be reflected within the performance indicator.

Comments by Board of Education:

Comments by the Superintendent:

F. Determining the Professional Practice Rating

Superintendent name: _____

School year: _____

Item	Weight of Category	Category Score (%)	Category Weighted Score
A. Governance & Board Relations	20% (.2)	#DIV/0! x 20%	= #DIV/0!
B. Community Relations	15% (.15)	#DIV/0! x 15%	= #DIV/0!
C. Staff Relations	15% (.15)	#DIV/0! x 15%	= #DIV/0!
D. Business & Finance	20% (.2)	#DIV/0! x 20%	= #DIV/0!
E. Instructional Leadership	30% (.3)	#DIV/0! x 30%	= #DIV/0!
Total Possible	100%	Score:	#DIV/0!
		Adjusted (Score / 4) =	#DIV/0!

Comments by Board of Education:

Comments by the Superintendent:

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Board President's Signature: _____ Date: _____ Superintendent's Signature: _____ Date: _____

(Superintendent's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.)

G. Other Required Components of Evaluation

Superintendent name:

School year:

Student Growth

Weight: 40%

Student growth and assessment data used for superintendent evaluation must be the combined student growth and assessment data used in annual evaluation for the entire district. Districts should establish a student growth model to be used for teacher and administrator evaluations that incorporates the most recent three consecutive years of student growth data.

		Ineffective (1pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
		Fewer than 60% of students met growth targets	60-74% of students met growth targets	75-89% of students met growth targets	90% or more students met growth targets	4
	Growth:					
	Evidence:	District Growth Model				
Component score:						4

* For superintendents who are *regularly involved in instruction*, 40% of the annual evaluation must be based on student growth and assessment data.

¹ Measuring student growth: A guide to informed decision making, Center for Public Education.

Progress Toward District-Wide Goals

Weight: 10%

Progress made by the school district in meeting the goals set forth in the school district's school improvement plans is a required component for superintendent evaluation.

		Ineffective (1pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
		Progress was made on fewer than 60% of goals	Progress was made on 60-74% of goals	Progress was made on 75-89% of goals	Progress was made on 90% or more of goals	4
	Progress:					
	Evidence:	As indicated in District-Wide Improvement Plan				
Component score:						4

H. Compiling the Summative Evaluation Score

Component	Weight of Component	Component Score (%)	Component Weighted Score
Professional Practice (Adjusted score, p. 14)	50% (.50)	#DIV/0! x 50%	= #DIV/0!
Student Growth (Component score, p. 15)	40% (.40)	4 x 40%	= 1.6
Progress Toward District-Wide Goals (Component score, p. 15)	10% (.1)	4 x 10%	= 0.4
Total Possible	100%	Total Score:	#DIV/0!
		Total Score / 4 =	#DIV/0!

Evaluation rating as follows: 90% - 100% = Highly Effective; 75% - 89% = Effective; 60% - 74% = Minimally Effective; Less than 60% = Ineffective

Comments by Board of Education:

Comments by the Superintendent:

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Board President's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

(Superintendent's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.)

Establishing Performance Goals for the Superintendent

The MASB Rev. Fall 2018 Superintendent Evaluation instrument provides a framework for evaluating the superintendent in critical areas of professional practice as well as the state-required components of student growth and progress towards district-wide goals. Additional performance goals should be established in exceptional circumstances to clarify the board's expectations and give priority to the work being done. For this reason, performance goals should be limited in number, aligned to district goals and assist in clarifying accountability.

Superintendent performance goals may be developed from:

- A specific district goal
- A job performance indicator within an evaluation instrument
- Student performance data

When establishing performance goals, the following guidelines should be considered:

- Involve all board members and superintendent
- Decide on desired results
- Develop performance indicators
- Identify supporting documentation (evidence)
- Review and approve final performance goals, indicators and evidence
- Monitor progress at scheduled checkpoints

Performance Goal Fundamentals

Performance goals should be S-M-A-R-T:

Specific – Goals should be simplistically written and clearly define what is expected.

Measurable – Goals should be measurable and their attainment evidenced in some tangible way.

Achievable – Goals should be achievable given the circumstances and resources at hand.

Results-focused – Goals should measure outcomes not activities.

Time-related – Goals should be linked to a specific timeframe.



Process for Goal Development

1. Identify the district goal/priority/indicator/student performance data the superintendent's goal is intended to support
2. Ask the superintendent:
 - a. What will we see next year toward the accomplishment of this that we don't see now?
 - b. What measure will we use to know that the difference represents meaningful progress?
3. Allow superintendent time to craft a response
4. Once agreed upon, board and superintendent develop SMART goal statements

SUPERINTENDENT'S CONTRACT OF EMPLOYMENT RAVENNA PUBLIC SCHOOLS

THIS CONTRACT is made by and between the **Board of Education of Ravenna Public Schools**, legally known as **Buffalo County School District 10-0069**, and referred to as "the Board" and "the School District" respectively, and **Dr. Ken Schroeder**, referred to herein as "the Superintendent". In accordance with its action taken and recorded in the minutes of a duly advertised board meeting, the Board agrees to employ the Superintendent, and the Superintendent agrees to accept such employment, subject to the terms and conditions set forth herein.

Section 1. Term of Contract. The Superintendent shall be employed for a period of 2 year(s) beginning on July 1, 2019, and expiring on June 30, 2021. During each year of this contract, the Superintendent shall render at least 230 working days of service in the performance of his duties as Superintendent. "Working days" typically will not include Saturdays, Sundays, and legal holidays, but it shall include all days on which the Superintendent actually and necessarily completes his contractual duties. The Superintendent agrees to work sufficient hours and days to satisfactorily complete the duties of this contract. The Superintendent shall keep complete and accurate records of his working days and shall provide the Board of Education with a report of his accumulated working days at least quarterly.

Section 2. Renewal of Contract. If a Board representative does not inform the Superintendent in writing on or before **the seventh day after the regular December board meeting** of the Board's intention to consider the nonrenewal or amendment of this contract, the contract will automatically renew for a period of **one year** from and after the expiration date provided in Section 1 of this contract. The Superintendent shall remind the Board in writing of this provision no later than **its regular November meeting** of each year of this contract and shall make the renewal of his employment contract an agenda item for the regular **December** board meeting during each year of this contract. At the time of each contract renewal and/or amendment, the Superintendent shall be responsible for taking all necessary steps to insure that the School District has complied with the Superintendent Pay Transparency Act.

Section 3. Salary. The Superintendent's salary for the contract year shall be \$133,788.07 which shall be paid in 12 equal monthly installments beginning in the month of July 2019. The Board shall not reduce the Superintendent's salary during the term of the contract, but may increase it and/or the benefits during the term of this contract, as an amendment to the contract, without the amendment constituting a new contract, requiring a hearing, or extending the term of this contract.

Section 4. Deductions. This contract shall conform to the statutes and regulations governing deductions from compensation. The Superintendent authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Superintendent or the value of property or money entrusted to the Superintendent or owed by the Superintendent to the District during the course of or as a result of the Superintendent's employment, if such property or money have not properly been returned to the District. The school district shall withhold other deductions as the Superintendent and Board may agree.

Section 5. Professional Status. The Superintendent affirms that he is not under contract with any other board of education covering any part or all of the term provided in this contract. Throughout the contract term, he will hold a valid and appropriate certificate to act as a superintendent of schools in the State of Nebraska which he will register and maintain on file in the school district's central administrative office. This contract shall not be valid and the Board will not compensate the Superintendent for any service performed prior to the date that he registers his certificate. The Superintendent represents that: (1) all information he provided in connection with his application for employment with the District was true and accurate at the time of application, and if there is or has been a material change in such information, he will advise the Board immediately; (2) he has never been convicted of or plead no contest to, a felony as defined in Title 92, Chapter 21, Sections 003.11 and 003.13 of the Nebraska Administrative Code ("Rule 21"), or any offense involving moral turpitude, abuse, neglect, or sexual misconduct, as defined in Title 92, Chapter 21, Sections 003.12 and 003.13 of the Nebraska Administrative Code; and (3) he has not had any professional licenses or certificates suspended or revoked.

Section 6. Superintendent's Duties. The Superintendent's duties shall be as prescribed by statute and by Board policies, rules, regulations and directives. The Superintendent agrees to devote his time, skill, labor and attention to his duties throughout the contract term. He shall be subject to the direction and control of the Board at all times and shall perform such administrative duties as the Board assigns to his. By agreement with the Board, he may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations as long as they do not interfere with carrying out his duties and obligations to the school district.

Section 7. Board-Superintendent Relationship. The Board shall be primarily responsible for formulating and adopting policy. The Superintendent shall be the chief administrative officer for the district and shall be responsible for implementing Board policy. He shall organize the administrative and supervisory staff, and select, place, and transfer personnel with the concurrence of the Board. He is responsible for administering the instruction of students and the business affairs of the school district. The Board members agree, individually

and collectively, to promptly refer all criticisms, complaints, and suggestions called to their attention to the Superintendent for action, study and/or recommendation, as appropriate.

Section 8. Cancellation or Mid-Term Amendment. The Board may cancel or amend this contract during its term for any of the following reasons: (a) the cancellation, termination, revocation, or suspension of the Superintendent's certificate (Nebraska Administrative and Supervisory Certificate, or the Nebraska Professional Administrative and Supervisory Certificate) by the State Board of Education; (b) any of the reasons set forth in this contract; (c) the breach of any of the material provisions of this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) conduct involving moral turpitude; (i) physical or mental incapacity; (j) immorality; (k) conviction of a felony; (l) any conduct that substantially interferes with the Superintendent's continued performance of his duties; (m) any arrest, criminal charge, or criminal conviction of Superintendent or the failure to report the same; (n) any filing against the Superintendent under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (o) knowingly falsifying school district records or documents; (p) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (q) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (r) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician. The procedures for cancellation or amendment shall be in accordance with state statutes. The parties agree that the Superintendent's failure to comply with his duties under Section 2 (Renewal of Contract) or Section 15 (Evaluation) shall constitute a material breach of this contract.

Section 9. Disability. If the Superintendent is unable to perform his duties by reason of illness, accident or other disability beyond his control, and the disability continues for a period of more than 90 days or if the disability is permanent, irreparable, or of such a nature as to make performance of his duties impossible, the Board may initiate action to cancel this contract, whereupon the respective rights, duties and obligations of the parties hereunder shall terminate, with the exception of any benefits to be paid to the Superintendent under any insurance coverage furnished by the district.

Section 10. Transportation. The Board shall provide the Superintendent with transportation or reimburse him for mileage required in the performance of his official duties at the then-current IRS rate.

Section 11. Fringe Benefits. The Board shall provide the Superintendent with the following fringe benefits:

- a. Health Insurance.** Family health insurance that is provided to certificated staff through the District's health insurance carrier.
- b. Dental Insurance.** Family dental insurance that is available to certificated staff through the District's health insurance carrier.
- c. Life Insurance.** Term life insurance with a total death benefit of \$50,000.00 with the option to purchase an additional \$50,000 of coverage.
- d. Sick Leave.** The Superintendent shall be entitled to 10 days of sick leave per year which may accumulate to a total of 30 days. For purposes of the 2017-2018 year only, the Superintendent will receive a one-time credit of 10 additional days, meaning he will begin the 2017-2018 contract year with 20 total sick days. In each subsequent year, the Superintendent will be eligible for up to 10 days of sick leave unless otherwise capped by the 30-day limit on accrual. Sick leave may only be used for personal illness or as otherwise provided in District policy. If the Superintendent qualifies for disability pay under the long-term disability policy, he shall be required to take the disability pay instead of sick leave pay. The Superintendent shall keep complete and accurate records of his sick days and shall provide the Board of Education with a report of his accumulated sick days at least quarterly. The Superintendent shall not be compensated for unused days of sick leave upon the ending of his employment with the District.
- e. Disability Insurance.** The Superintendent shall purchase long-term disability insurance from the school district's carrier at his own expense. The Board will increase his salary by the amount of the premium cost.
- f. Professional Development.** The Superintendent is expected to continue his professional development and to participate in relevant learning experiences. With the approval of the Board, he may attend appropriate professional meetings at the local, state, regional and national level; and the Board will pay for valid expenses of attendance. If the Superintendent attends a national convention and does not return following the initial year of employment as Superintendent, the Superintendent agrees to repay the

District in full for national convention expenses paid by the District.

- g. Professional Dues.** The school district will pay the annual dues for the Superintendent's membership in the following organizations: American Association of Superintendents; Nebraska Council of School Administrators.
- h. Physical Examination.** The Superintendent may voluntarily undergo a physical examination. The Superintendent agrees that he will authorize the physician performing each such examination to provide the Board with all records, results and medical judgments of the examination. Up to \$200 of the cost of such physical examination and physician's reports which are not paid for by the Superintendent's insurance coverage shall be paid by the District.
- i. Cell Phone.** The Superintendent shall be required to purchase and maintain a cellular phone so that he can be reached at all times for work-related emergencies or while away from school grounds during the work day. The School District will reimburse the Superintendent up to a maximum of \$100 per month for the actual cost of a cellular phone service plan.
- j. Expense Reimbursement.** The Board shall pay or reimburse the Superintendent for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that (1) such payment or expense is authorized by the Local Government Miscellaneous Expenditures Act (Neb. Rev. Stat. § 13-2201 *et seq.*) or some other provision of law, and (2) the Superintendent shall secure the prior approval of the Board before incurring any such expense when the anticipated aggregate expense of any single event is \$1,000.00 or more.

Section 12. Principal Residence/Domicile in School District. The Superintendent shall have his domicile and principal residence within the boundaries of the District as they exist on the first duty day for the Superintendent under the terms of this contract; and, the Superintendent shall maintain his domicile and residence within the boundaries of the District during the term of this agreement, or any renewal, amendment, or continuation thereof, except as otherwise provided herein. If the Superintendent is in his first year of

employment with the District and does not have his domicile and principal place of residence within the District at the time of his employment, the Superintendent shall move his domicile and principal place of residence into the corporate limits of the District before the expiration of the first six months from the Superintendent's first duty day under this contract. It is the purpose of this paragraph to require the Superintendent to, at all times during such employment, live and maintain his domicile and principal place of residence in the District to encourage the Superintendent: (1) to be highly motivated and deeply committed to the District's educational system; (2) to speak to and vote on ballot issues affecting the district as a legal voter of the school district; (3) to be involved in school and community activities bringing his in contact with parents and community leaders and be committed to the future of the district and its schools; (4) to be accessible to parents and students, and allow parents and students to become personally acquainted with the Superintendent; and, (5) to gain sympathy and understanding for the cultural basis of the community, and the social, economic, and environmental problems of the children of the school community and are thus less likely to be considered isolated from the community in which he is the educational leader.

Section 13. No Penalty for Release or Resignation. There shall not be a penalty for the release or resignation of the Superintendent from this contract; provided no resignation shall become effective until the expiration of the contract unless it is accepted by the Board, and the Board shall fix the date at which the resignation shall take effect.

Section 14. Compensation Upon Termination and Credit for Accrued Vacation. Upon lawful termination of this contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the 12 months in the annual salary period in which termination occurs. The Superintendent shall refund any portion of the salary he was paid but had not earned prior to the date of termination of this contract. He shall be paid for any unused vacation days at the daily compensation rate then in effect at the termination of employment.

Section 15. Evaluation. The Board shall evaluate the Superintendent twice during his first year of employment and at least once each year thereafter. The first evaluation during the first year of employment and the yearly evaluations after the first year of employment shall occur no later than the **regular December meeting**. The Superintendent shall: remind the Board members in writing of this provision no later than its **regular November meeting**; make his evaluation an agenda item for the regular **December** board meeting during each year of this contract; and provide them with the written evaluation instrument that is on file with the Nebraska Department of Education.

Section 16. Legal Actions. The Board will support the Superintendent if there is a legal dispute caused by his carrying out his duties properly. If a legal action, including a professional practice complaint, is threatened or filed against the Superintendent as a result of his performance of his duties or his position as Superintendent of the district, the Board will provide his with a legal defense to the maximum extent permitted by law so long as he acted in good faith and in a manner which he reasonably believes to be in or not opposed to the best interests of the district and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his conduct was unlawful.

Section 17. Physical or Mental Examination. The Superintendent agrees that, at the request of the Board, he will have a comprehensive physical and/or mental examination performed by one or more licensed physicians or psychologists of the Board's choosing during the term of this Contract. In deference to the requirements of the Americans with Disabilities Act and HIPAA, the physician's report to the Board must address whether the Superintendent is able to perform the "essential functions" of his position.

Section 18. Disciplinary Action. The parties agree that the Board president may place the Superintendent on paid leave by delivering written notice of the same when the Board president determines it is in the best interests of the school district to do so. The paid leave shall continue unless and until a majority of the Board determines otherwise at a duly convened meeting. The Board may suspend the Superintendent without pay for a period not to exceed thirty (30) working days. Prior to suspending the Superintendent without pay, the Board president or secretary shall deliver a written notice to the Superintendent advising his of the alleged reasons for the proposed action and provided the opportunity to present his version of the facts. Within seven calendar days after receipt of such notice, the Superintendent may make a written request to the secretary of the school board for a formal due process hearing under section 79-832. If such a request is not delivered within such time, the action of the Board shall become final.

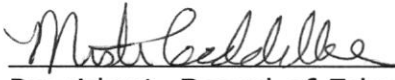
Section 19. Governing Laws. The parties shall be governed by all applicable state and federal laws, rules, and regulations in performance of their respective duties and obligations under this contact.

Section 20. Amendments to be in Writing. This contract may be modified or amended only by a writing duly authorized and executed by the Superintendent and the Board.

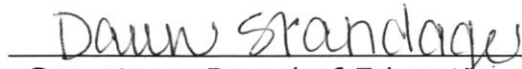
Section 21. Severability. If any portion of this contract is declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforcement of the remaining provisions of this contract.

IN WITNESS WHEREOF, the parties have executed this contract on the dates indicated below.

Executed by the Board this 8th day of July, 2019.




President, Board of Education



Secretary, Board of Education

Executed by the Superintendent this 8th day of July, 2019.



Superintendent

4030 Evaluation of Certificated Employees

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4025 Superintendent

The superintendent is hired by and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendents other duties shall be included in his or her job description, contract, or as otherwise assigned by the board, and shall include the following:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent's employment or salary is under consideration when the superintendent has been excused, and makes recommendations affecting the school district;

- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Schedules the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board;
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects;

- Prepares and submits to the Board for approval the curriculum to be offered in the schools of the district;
- Provides the staff with a continuous appraisal of all policies originating with the board of education;
- Assumes responsibility for insurance programs, methods of handling money, telephone service, student transportation, cafeteria, and fire protection;
- Prepares a plan for the use, maintenance, rehabilitation, and construction of buildings;
- Supervises or causes to be supervised, all repairs to buildings authorized by the board and of the maintenance of the land and buildings of the district;
- Assumes responsibility for special county, state, and federal programs and signs all necessary forms for these programs;
- Performs other duties as may be assigned by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Qualifications - §32-602

- (1) Any person seeking an elective office shall be a registered voter at the time of filing for the office pursuant to section 32-606 or 32-611.
- (2) Any person filing for office shall meet the constitutional and statutory requirements of the office for which he or she is filing. If a person is filing for a partisan office, he or she shall be a registered voter affiliated with the appropriate political party if required pursuant to section 32-702. If the person is required to sign a contract or comply with a bonding or equivalent commercial insurance policy requirement prior to holding such office, he or she shall be at least nineteen years of age at the time of filing for the office.
- (3) A person shall not be eligible to file for an office if he or she holds the office and his or her term of office expires after the beginning of the term of office for which he or she would be filing. This subsection does not apply to filing for an office to represent a different district, ward, subdistrict, or subdivision of the same governmental entity as the office held at the time of filing.
- (4)(a) Except as provided in subdivision (b) of this subsection, a person shall not be eligible to file for an office until he or she has paid any outstanding civil penalties and interest imposed pursuant to the Nebraska Political Accountability and Disclosure Act. The filing officer shall determine such eligibility before accepting a filing. The Nebraska Accountability and Disclosure Commission shall provide the filing officers with current information or the most current list of such outstanding civil penalties and interest owed pursuant to subdivision (13) of section 49-14,123.
- (b) A person owing a civil penalty to the commission shall be eligible to file for an office if:
 - (i) The matter in which the civil penalty was assessed is pending on appeal before a state court; and
 - (ii) The person files with the commission a surety bond running in favor of the State of Nebraska with surety by a corporate bonding company authorized to do business in this state and conditioned upon the payment of the civil penalty imposed under the Nebraska Political Accountability and Disclosure Act.
- (5) The governing body of the political subdivision swearing in the officer shall determine whether the person meets all requirements prior to swearing in the officer.

Names - Answers taken from AGO 10001 (2010-01-05)

1. May a candidate have her name printed on the ballot as "Mrs. John _____"?

It is our opinion that "Mrs. _____" is "in apparent conformity" as a name and will be valid unless objection is properly made as provided by statute.
2. May a candidate have his or her name printed on the ballot as "Dr. J. W. _____"?

"Dr." is an example of what we feel is too clearly a title to become a question of fact as to whether it is part of a name. A title may be part of the full description by which a person is known in the community, and yet never become part of the name. Our conclusion in this regard may be said to apply to such titles as Colonel, Professor, or similar others. It is our conclusion that the above designations are not "in apparent conformity" as names, and the Secretary of State, County Clerk or Election Commissioner shall refuse to certify them, even though objection is not made.
3. May a candidate have his or her name printed on the ballot as "John G. 'Jack' _____"?

This type of filing is an obvious attempt to add to the person's name an additional identification, not a part of the name. Once again, there may be a question of fact arise where the candidate expresses the desire to be listed upon the ballot as "Jack _____." The determinative factor, again, is whether that is the name by which he calls himself, and is generally known in the community. "John G. 'Jack' _____" is not in "apparent conformity" as a name, and the Secretary of State, County Clerk or Election Commissioner shall refuse to certify it, even though no objection is made. "Jack _____" raises a question of fact, and the Secretary of State, County Clerk or Election Commissioner may not refuse to certify it, in the absence of properly made objections."
4. May a candidate with a hyphenated last name use only a portion of the last name on the ballot?

It is our opinion that the name which should be placed on the candidate filing form and on the ballot for a particular candidate is the name ordinarily used for the person, by which he or she is known in the community, and by which he or she is distinguished from others. A hyphenated name or portions thereof may be used on the candidate filing form and on the ballot. If a person with a hyphenated last name is known in the community by only a portion of his or her last name, then it is permissible to place that name on the ballot.
5. May a candidate who usually uses her husband's last name, use her maiden name on the filing form and on the ballot?

Again, the correct name for a candidate is the name by which he or she is known in the community, and by which he or she is distinguished from others. As a result, a married woman may use her maiden name, her own Christian name and her husband's surname, a hyphenated name or portions thereof.

Lisa Poff, Election Commissioner
1512 Central Ave, Rm 245
Po Box 1270
Kearney NE 68848-1270



Email: lpoff@buffalocounty.ne.gov
PH. 308-236-1233
Fax 308-233-3663
Website: www.buffalocounty.ne.gov

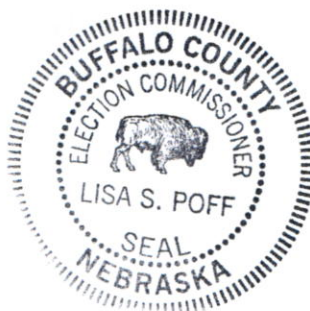
Dear Political Subdivision,

November 8th, 2019

Enclosed you will find the certification form that needs to be completed for your subdivision. This form needs to be back at the Election Commissioner's office by January 6th, 2020. This certification tells our office how many positions within your subdivision are up for election in 2020 and other information our office needs for the election cycle. Enclosed you will find a map with our precincts on them. You will need to use the precincts on these maps to describe your boundaries on the certification along with the legal descriptions and a map of your subdivisions per State Statute 32-1203.

At the bottom of the certification please note the filing deadlines for your board members. I have also enclosed the filing form that you can make copies of for your board members if they wish to re-file for their positions. An incumbent is any current office holder who was elected or appointed to an elective office and a non-incumbent is someone who is not currently holding an elective office. December 2nd, 2019 is the earliest date our office can accept a filing from any candidate. Enclosed you will also find the Nebraska State Statute about filing fees. This may help clear up some confusion on who has to pay, how much and where to pay the filing fee.

Please contact me if you have any questions or concerns.



Respectfully,

A handwritten signature in blue ink that reads "Lisa Poff".

Lisa Poff
Election Commissioner

32-1203. Political subdivisions; election expenses; duties; determination of charge.

(1) Each city, village, school district, public power district, sanitary and improvement district, metropolitan utilities district, fire district, natural resources district, regional metropolitan transit authority, community college area, learning community coordinating council, educational service unit, hospital district, reclamation district, and library board shall pay for the costs of nominating and electing its officers as provided in subsection (2), (3), or (4) of this section. If a special issue is placed on the ballot at the time of the statewide primary or general election by any political subdivision, the political subdivision shall pay for the costs of the election as provided in subsection (2), (3), or (4) of this section. The districts listed in this subsection shall furnish to the Secretary of State and election commissioner or county clerk any maps and additional information which the election commissioner or county clerk may require in the proper performance of their duties in the conduct of elections and certification of results.

(2) The charge for each primary and general election shall be determined by (a) ascertaining the total cost of all chargeable costs as described in section 32-1202, (b) dividing the total cost by the number of precincts participating in the election to fix the cost per precinct, (c) prorating the cost per precinct by the inked ballot inch in each precinct for each political subdivision, and (d) totaling the cost for each precinct for each political subdivision, except that the minimum charge for each primary and general election for each political subdivision shall be one hundred dollars.

(3) In lieu of the charge determined pursuant to subsection (2) of this section, the election commissioner or county clerk may charge public power districts the fee for election costs set by section 70-610.

(4) In lieu of the charge determined pursuant to subsection (2) of this section, the election commissioner or county clerk may bill school districts directly for the costs of an election held under section 10-703.01.

Source: Laws 1994, LB 76, § 368; Laws 1997, LB 764, § 104; Laws 2008, LB1067, § 1; Laws 2011, LB449, § 11; Laws 2015, LB575, § 27; Laws 2019, LB492, § 39.
Effective Date: September 1, 2019

board of directors of a natural resources district, or on the board of trustees of a sanitary and improvement district.

(5) No filing fee shall be required of any candidate completing an affidavit requesting to file for elective office in forma pauperis. A pauper shall mean a person whose income and other resources for maintenance are found under assistance standards to be insufficient for meeting the cost of his or her requirements and whose reserve of cash or other available resources does not exceed the maximum available resources that an eligible individual may own. Available resources shall include every type of property or interest in property that an individual owns and may convert into cash except:

(a) Real property used as a home;

(b) Household goods of a moderate value used in the home; and

(c) Assets to a maximum value of three thousand dollars used by a recipient in a planned effort directed towards self-support.

(6) If any candidate dies prior to an election, the spouse of the candidate may file a claim for refund of the filing fee with the proper governing body prior to the date of the election. Upon approval of the claim by the proper governing body, the filing fee shall be refunded.

Source:Laws 1994, LB 76, § 176; Laws 1997, LB 764, § 56; Laws 1998, LB 896, § 9; Laws 1998, LB 1161, § 12; Laws 1999, LB 272, § 16; Laws 1999, LB 802, § 13; Laws 2003, LB 537, § 1; Laws 2004, LB 323, § 2; Laws 2014, LB946, § 12.

Annotations

Where no objection was made within three days after the nominating papers had been filed, the failure to present a county treasurer's receipt to the Secretary of State, as required by this section, did not invalidate the nomination. *State ex rel. Maupin v. Amsberry*, 104 Neb. 550, 178 N.W. 176 (1920).

32-608. Filing fees; payment; amount; not required; when; refund; when allowed.

(1) Except as provided in subsection (4) or (5) of this section, a filing fee shall be paid by or on behalf of each candidate prior to filing for office. For candidates who file in the office of the Secretary of State as provided in subdivision (1) of section 32-607, the filing fee shall be paid to the Secretary of State who shall remit the fee to the State Treasurer for credit to the Election Administration Fund. For candidates for any city or village office, the filing fee shall be paid to the city or village treasurer of the city or village in which the candidate resides. For candidates who file in the office of the election commissioner or county clerk, the filing fee shall be paid to the election commissioner or county clerk in the county in which the office is sought. The election commissioner or county clerk shall remit the fee to the county treasurer. The fee shall be placed in the general fund of the county, city, or village. No candidate filing forms shall be filed until the proper payment or the proper receipt showing the payment of such filing fee is presented to the filing officer. On the day of the filing deadline, the city or village treasurer's office shall remain open to receive filing fees until the hour of the filing deadline.

(2) Except as provided in subsection (4) or (5) of this section, the filing fees shall be as follows:

(a) For the office of United States Senator, state officers, including members of the Legislature, Representatives in Congress, county officers, and city or village officers, except the mayor or council members of cities having a home rule charter, a sum equal to one percent of the annual salary as of November 30 of the year preceding the election for the office for which he or she files as a candidate;

(b) For directors of public power and irrigation districts in districts receiving annual gross revenue of forty million dollars or more, twenty-five dollars, and in districts receiving annual gross revenue of less than forty million dollars, ten dollars;

(c) For directors of reclamation districts, ten dollars; and

(d) For Regents of the University of Nebraska, members of the State Board of Education, and directors of metropolitan utilities districts, twenty-five dollars.

(3) All declared write-in candidates shall pay the filing fees that are required for the office at the time that they present the write-in affidavit to the filing officer. Any undeclared write-in candidate who is nominated or elected by write-in votes shall pay the filing fee required for the office within ten days after the canvass of votes by the county canvassing board and shall file the receipt with the person issuing the certificate of nomination or the certificate of election prior to the certificate being issued.

(4) No filing fee shall be required for any candidate filing for an office in which a per diem is paid rather than a salary or for which there is a salary of less than five hundred dollars per year. No filing fee shall be required for any candidate for membership on a school board, on the board of an educational service unit, on the board of governors of a community college area, on the



RAVENNA PUBLIC SCHOOLS

STRATEGIC PLAN PROPOSAL

Presented by:
Nebraska Association of School Boards

Strategic Planning Proposal for Ravenna Public Schools



Board of Education

Misti Fiddelke, President
Marilyn Bohn
Ryan Osten
Tara Schirmer
Dawn Standage
Mark Vacek

Presented by the Nebraska Association of School Boards

Marcia Herring, Director of Board Leadership
Kori Stanosheck, Board Leadership Engagement Associate
Melissa Lusk, Board Leadership Development Associate

August 31, 2019

To the Ravenna Public Schools Superintendent and Board of Education,

We appreciate the opportunity to share the NASB Strategic Plan Proposal with the Ravenna Administrators and Board of Education. The NASB Board Leadership Department is pleased to provide a multitude of programs and services to our members, including the following strategic planning process.

The Association adopted protocol and procedures are characteristic of a comprehensive planning process. The proposal outlines the scope and sequence that includes engagement of both internal and external stakeholders through one-to-one interviews, online surveys, and purposeful focus group discussion. The process ensures open and continuous communication with our staff, but also a strategic plan design that will meet the vision and expectations of administration and board of education.

The team at NASB would value the opportunity to work with the Ravenna School District through this most important endeavor. As the Director of the Leadership Department, I will serve as the lead facilitator with assistance from Kori Stanosheck, NASB Engagement Associate, and Melissa Lusk, NASB Development Associate.

Once again, thank you for allowing us to present a proposal. I look forward to the opportunity to discuss and address questions and points of clarification as needed. Please feel free to contact me at 402-817-0296 at your convenience.

Respectfully submitted,

Marcia R. Herring

Marcia R. Herring, Director of Board Leadership

Nebraska Association of School Boards

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Need for Strategic Planning

For many school districts, the purpose for engaging in strategic planning begins with the belief that a school district's primary mission is the education of students and all actions and decisions are dedicated to improving educational outcomes. Experienced educators also understand that, although the district is accomplished, the bar must be raised to ensure improvement and growth of learning for all students. This commendable goal is quite often tempered by the certainty that most school districts are challenged with needs that exceed access to adequate resources and meeting the expectations of stakeholders to be more efficient and accountable with the investment of resources.

NASB Strategic Planning

The Nebraska Association of School Boards has been advocating for, working with, and training Nebraska school boards since 1918. Traditionally, the NASB's Board Leadership department has worked with school boards and their superintendents in more narrowly focused goal setting exercises. As recent as 2014, district leaders requested that we expand community engagement to include a comprehensive strategic planning process. Since that time, NASB has facilitated strategic planning for more than 25 school districts ranging from Class A to Class D (see Appendix IV for testimonials).

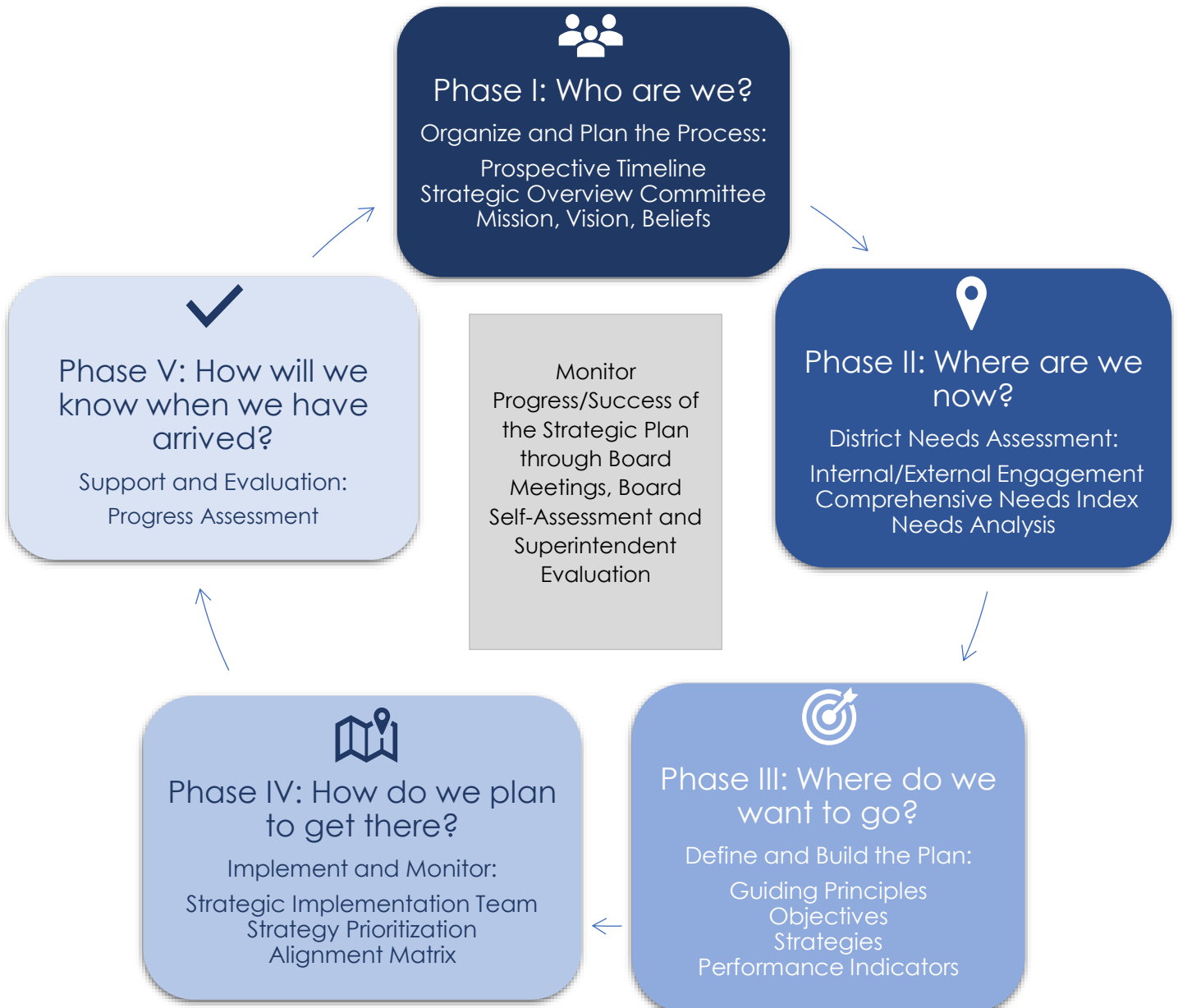
NASB strategic planning ensures that common purpose and values are established for the school through the strategic direction for the next three to five years. The strategic plan is expressed through guiding principles, objectives, and strategies, and is a critical component that ensures stakeholders the district is operating strategically and planning for the future and success.

The NASB Strategic Planning Process:

- Validates the mission, vision, and beliefs of the district
- Informs through internal and external engagement
- Produces qualitative and quantitative data to identify needs
- Empowers the district leadership team to prioritize and focus on target areas
- Enables the district to allocate and align resources to address priorities
- Provides a mechanism for the board to monitor and assess the progress and success of learning

NASB Strategic Planning Model

The NASB approach to strategic planning utilizes tested methods for guiding schools through this important process. We modify our methodology to align to the vision and expectations of the process as defined by the **District Leadership Team** (see Appendix VI for Glossary) and Board of Education. The process is designed to meet two, central goals: the collection of high-quality data necessary for the creation of prioritized strategies and to engage stakeholders' perspective, ideas, and suggestions for growing education.



PHASE I



Who are we?

Organize and Plan the Process:

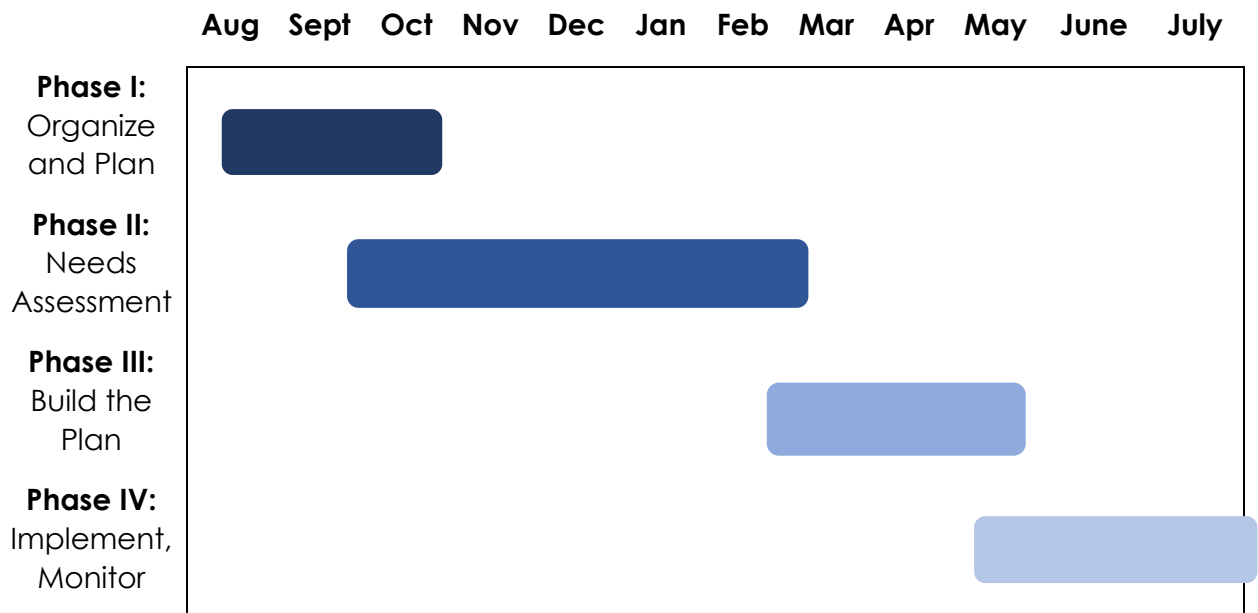
Prospective Timeline | Strategic Overview Committee | Mission, Vision, Beliefs

Organize and Plan the Process

Embarking on an effective strategic plan begins with organizing a timeline to establish a unified vision and expectations amongst stakeholders regarding how the process will unfold. This phase provides the district an opportunity to identify internal and external stakeholders that contribute to the community and district's identity. Once identified, the stakeholders are extended an invitation take part in the strategic planning process.

PROSPECTIVE TIMELINE

While each district's timeline is unique, dependent upon the varying schedule and the timeframe by which the strategic planning process is initiated, the general outline and respective expenses are depicted in the diagram below. The Association will work diligently with the district to create a cost-effective and timely schedule to meet the needs of the district. For a more detailed timeline, see Appendix I.



Phase V:
Follow Up
Evaluation

2-3 Years After Implementation

The Strategic Overview Committee

The most diverse and instrumental group to the creation of a purposeful and effective strategic plan is the development of the Strategic Overview Committee (SOC). The committee represents a cross-section of both internal and external stakeholders. This committee will be tasked with:

- Reviewing and providing feedback regarding the district mission, vision, and beliefs.
- Engaging in purposeful discussion pertaining to the:
 - Strengths of the district
 - Needs of the district
 - Opportunities for growth in the district
 - Barriers that may potentially prevent achievement of the goals in the district

Identification of the SOC Members

The creation of the SOC shall be initiated by the board and administration. In accordance with the guidelines defined throughout this proposal, the Association recommends that the committee encompasses the following essential stakeholders including, but not limited to:

- Superintendent
- Members of the Board of Education
- District Level Directors
- Building Level Administrators
- Staff Leaders
- Parents
- Business Leaders
- Students
- Other

The membership of this committee will ensure greater participation, provide a diversity of perspectives, lessen the work load of individual team members, and contributes to the success of the strategic plan process.

Mission, Vision, Beliefs

Before assessing district needs, NASB engages the SOC committee on a review of mission, vision, and beliefs (see Appendix III for a description of engagement methods). By revisiting the core of "who we are" at the outset of the process sets the tone for the purpose and direction of all stakeholder engagement and the development of the strategic plan.



Where are we now?

District Needs Assessment:

Internal and External Engagement | Comprehensive Needs Index | Needs Analysis

DISTRICT NEEDS ASSESSMENT AND DATA COLLECTION

The core of a good strategic plan rests on the collection of accurate and relevant data. The **Needs Assessment** is the period of collecting and assessing district needs and challenges, as well as the expectations for the future of the district structured to collaboratively engage internal and external stakeholders while remaining focused on student learning. The Needs Assessment data will:

- provide direction for programs and services that support the system's mission and vision;
- allow staff to determine priorities and allocate limited resources to activities that will have the greatest impact;
- create cohesion through the alignment of goals, strategies, professional development, and desired outcomes;
- enable benchmarking and monitoring of implementation and impact; and
- assist with continuous improvement by helping staff identify change, which instructional and other practices are working, and the strategies associated with the greatest success.

Direct stakeholder data collection provides an objective view of the district that informs the needs, goals, and strategies to be outlined in the plan. Examples of this type of data include, but are not limited to, current school district standards, assessment and achievement data, information about curriculum and instructional models, prior or current strategic plans, school improvement plans, facilities and maintenance master plans, community demographic information, and annual reports.

INTERNAL AND EXTERNAL STAKEHOLDER ENGAGEMENT

Shaping and strengthening the public image of the school district and building a positive working relationship with stakeholders is a requirement in this era of accountability.

Stakeholders are those who may be affected by or have an effect on the mission, vision, goals, and/or policies of the school district (for a list of potential stakeholders to engage in your strategic planning process, see Appendix II). Engaging stakeholders in the strategic planning process aids in:

- Creating transparency
- Demonstrating why key stakeholders should trust and value the school district
- Conveying what is being done to improve and grow student learning
- Providing evidence of how tax dollars are properly invested in education
- Expressing to stakeholders that their input is relevant
- Establishing open lines of communication with stakeholders enables the school district to foster positive relations and interactions moving forward

The Association utilizes a variety of methods to engage stakeholders including focus group discussion, one-to-one interviews, and online surveys. The process is directed and focused so that it does not become simply an opportunity for individuals to air complaints (see Appendix III for details regarding engagement methods).

Our team collects and compiles all responses and feedback from stakeholder engagement and organizes the data into a useful format. Although not all of this data will directly inform the final strategic plan, the responses, organized by stakeholder group and, in the case of staff, organized by building, can be a valuable source of information for administrators.

COMPREHENSIVE NEEDS INDEX

The Comprehensive Needs Index (CNI) is a secondary mechanism by which to identify needs that possibly did not surface in the engagement data and provides an additional lens to confirm, compare, and contrast the identified stakeholder needs in the needs analysis by building level and across the district.

NEEDS ANALYSIS

Together, the CNI and the stakeholder data provide a comprehensive needs analysis to be developed. Once NASB facilitators have completed the data collection, the results are compiled, organized into summaries, and the work of crafting the Needs Analysis will begin. NASB facilitators are responsible for drafting all parts of the Needs Analysis.

This document will provide the board, administration, and other stakeholders with an overview of all significant, emergent themes from the data. Prominent themes from all engagement methods will be included. Once developed, this document is presented to the board and administration before initiating the process of building the strategic plan.



Where do we want to go?

Define and Build the Plan:

Guiding Principles | Objectives | Strategies | Performance Indicators

BUILDING THE STRATEGIC PLAN

Once the Needs Analysis has been reviewed, the creation of the strategic plan begins. Development of the plan is a collaborative process between the SOC, District Leadership and NASB facilitators, which is modified dependent upon the leadership preference of the school district. Building the plan begins with collaborative input to identify **Guiding Principles, Objectives, and Strategies**. Following identification of these components of the plan, the facilitator will organize and draft a preliminary version of the strategic plan that also includes **Performance Indicators**. Once a complete drafted plan has been created, the plan will be presented, made available for modifications, and the final plan will be prepared for adoption by the board. The 3-5-year plan will contain additional elements useful for planning implementation and monitoring. These components include:

- Target Date
- Point Person Responsible
- Program, Level, or Building
- Action Plan
- Funding Status
- Annual Evidence of Progress

Note: For detailed explanations and examples of Guiding Principles, Objectives, Strategies, Performance Indicators and the other components mentioned above, see Appendix VI: Components of the Strategic Plan.

PHASE IV



How do we plan to get there?

Implement and Monitor:

Action Plans | Strategy Prioritization | Alignment Matrix

IMPLEMENT AND MONITOR

A strategic plan, no matter how good it is on paper, is of little value if it is not implemented well. NASB will work closely with District Leadership to put mechanisms in place to ensure the strategic plan is implemented in a realistic and meaningful way; often this means creating action plans inclusive of specific tasks and goals at the building or classroom-level.

Even where a well-crafted strategic plan has been properly implemented, it can be difficult to gauge success. Therefore, NASB recommends that the district leadership adopt the **Strategic Implementation Team (SIT)** Process to ensure that administration and staff effectively implement and assess progress and/or success of the Strategy/Performance Indicator(s)/Action Plan.

+ Strategy Prioritization

Upon adopting the comprehensive strategic plan, districts can become overwhelmed with strategizing an effective implementation process. The Association provides a process by which to engage internal stakeholders to prioritize the strategies within the plan according to impact and urgency. The prioritization feedback is processed and graphed, providing direction to administration as to which areas of the plan are considered most impactful and/or extremely urgent.

+ Indicates an optional component of the NASB Strategic Planning Process.

+ Alignment Matrix

The Association recognizes that each district has significant responsibilities and commitments to improvement and student learning. The alignment matrix is designed to assist the district in this capacity by cross-referencing the components of the strategic plan with AQuESTT and Nebraska Framework/AdvancEd standards or tenets. In doing so, this matrix saves administration time while also indicating the level of connection the strategic plan has in supporting districtwide improvement.

+ Indicates an optional component of the NASB Strategic Planning Process.

PHASE V



How do we know when we have arrived?

Support and Evaluation:
Progress Assessment

SUPPORT AND EVALUATION

Ongoing support from the Board Leadership Team will continue after the board has officially adopted the plan. At the district-level, consistent assessments at regularly-identified intervals will ensure that the adopted strategic plan provides an effective and purposeful mechanism to support growth and improvement of learning; through this evaluation process, the district will measure the positive progress realized and areas of growth that remain.

+ Progress Assessment

The Association provides re-engagement of stakeholders and a review of the progress and status of the strategic plan two to three years following implementation.

+ Indicates an optional component of the NASB Strategic Planning Process.

APPENDIX I: DETAILED PROSPECTIVE TIMELINE

The draft timeline provides a general scope of the project and the optimum timeline for strategic planning. The timeline for a district will vary based upon the ability to schedule stakeholder engagement meetings.

Phase One		
Organize and Plan the Process	Target Date	Date Complete
Identify district point person		
Identify strategic overview committee		
Identify internal and external stakeholders		
Design communications packet/engagement criteria		
Create a proposed timeline to support: <ul style="list-style-type: none"> ▪ Strategic Overview Committee meetings ▪ Staff engagement meetings ▪ Community engagement meetings ▪ Business leader engagement ▪ Other 		
Meeting preparation		
Send invites, press release, social media promo		
Verify attendance		
Phase Two		
District Needs Assessment	Target Date	Date Complete
Administrative review of district		
Program and services overview		
District assessment		
Initial Strategic Overview Committee meeting		
Stakeholder engagement meetings Method of engagement: focus group and online survey		
Business and community leaders Method of engagement: focus group and online survey		
Staff at all schools Method of engagement: online survey		
Students: focus group discussion/online survey		
NASB facilitator compiles all stakeholder data		
Conduct Comprehensive Needs Index with administration		
NASB facilitator drafts strategic Needs Analysis utilizing CNI and other engagement data		

Phase Three		
Define and Build the Plan	Target Date	Date Complete
Review of compiled data and Needs Analysis with Strategic Overview Committee		
Review of compiled data by administration and board		
Identify Guiding Principles, Objectives, and Strategies		
NASB facilitator will organize and draft: <ul style="list-style-type: none"> ▪ Guiding Principles ▪ Objectives ▪ Strategies ▪ Performance Indicators ▪ Timeline ▪ Responsible parties 		
Facilitator presents draft at Strategic Overview Committee meeting		
Board adopts plan		
Phase Four		
Implement and Monitor	Target Date	Date Complete
Present final plan to all stakeholders		
+NASB Board Leadership creates Alignment Matrix for the strategic plan		
Promote plan internally and externally		
+NASB Board Leadership conducts the strategy prioritization to help administration identify a strategic implementation process.		
Establish Strategic Implementation Team to monitor progress and success at regular intervals		
Phase Five		
Support and Evaluation	Target Date	Date Complete
Establish superintendent evaluation aligned to strategic plan		
Establish board self-assessment aligned to strategic plan		
NASB re-engages internal and external stakeholders		
Contact, schedule, and conduct Progress Assessment with NASB		

Appendix II: Identification of Stakeholders

Below contains an unexclusive list of potential stakeholders to consider in the engagement process:

External Stakeholders

- a. Community
 - Parents (e.g., households with school-age and non-school age children)
 - Residents
 - Community groups
 - Neighborhood leaders
- b. Business and Industry Representatives
 - Chamber of Commerce
 - Community Economic Development
 - Developers
 - Business owners/leaders
 - Realtors
 - Banking
 - Preschool providers
 - Daycare providers
 - Post-Secondary Institutions
 - News media
- c. Community and Youth Service Organization Representatives
 - Ministerial leaders
 - YMCA, Teammates, other
 - Civic Club Youth Programs (Optimist, Rotary, Kiwanis, Legion, Lions, etc.)
 - Veteran organizations (United Way)
 - Community Based Programs
 - Family/Student resource systems and organizations
- d. Social and Mental Health Service Representatives
 - Comprehensive care centers, drug prevention programs
 - Social Services
 - Health and Human Services
- e. Local and State Government Representatives
 - Mayor and/or City Council Members
 - County Board
 - Sheriff and Chief of Police
 - Legislators
 - Commissions
 - Minority Advocacy groups

Internal Stakeholders

- Board
- Superintendent
- Assistant Superintendents
- District Level Administration
- Building Level Administrators
- Certificated/Classified Staff
- Students (Middle and High School)
- Advisory Councils
- Booster Club Officers/Members
- PTO/PTA Groups
- Organized Parental Support Groups
- Foundation
- Alumni

APPENDIX III: STAKEHOLDER ENGAGEMENT METHODS

The following are some of the assessments that are conducted in engaging the external stakeholders.

Mission, Vision, Beliefs

The first engagement of the Strategic Overview Committee will consist of reviewing the mission, vision, and beliefs of the district. This process will incorporate group discussion and assessment of the current mission, vision, and belief statements and will provide opportunity for constructive feedback for potential areas of growth.

District Program and Service Overview

The Program Service Overview invites district-level and building-level administrators to analyze how effective district programs, services, and instruction enhance the district's mission while efficiently utilizing all resources. The process enables administrators to answer fundamental questions about the district's programs and services:

- Are we mastering the learning process the curriculum is designed to achieve?
- Are we providing the professional development needed to ensure success in our classrooms?
- Do we have appropriate policies and procedures in place?
- Do we create, review, implement, and disseminate our policies and procedures consistently throughout the district?

The comprehensive study of the programs and services through the strategic planning process will add to the data necessary to make informed decisions related to continuing services, addition of new services and to direct limited resources where needed and effective.

Note: The inclusion of the Program and Service Overview has helped numerous districts to realize tangible improvements of the services and programs provided. The absence of the Program and Service Overview would be detrimental to the development and design of a credible strategic plan.

SWOT Analysis

Various stakeholders, often including the Strategic Overview Committee, Administration, and the Board, play a key role in assessing the strengths, weaknesses, opportunities, and threats of the district. This engagement tool helps identify areas that the district is excelling as well as potential areas of concern for the future.

Comprehensive Needs Index

As briefly described on page 10, the Comprehensive Needs Index (CNI) is a secondary method by which to identify needs that possibly did not surface in the engagement data; it is a rubric by which participating stakeholders can review the district's efforts in six priority areas.

Appendix IV: Testimonials

“Our Board and Superintendent engaged the leadership services of Marcia and the NASB team to facilitate our district's development and adoption of our strategic plan. Marcia provided instrumental assistance in guiding and eliciting stakeholder input to identify key strategic plan goals. The strategic plan developed through the assistance of Marcia and NASB has been crucial in district decision-making to help our Board maintain strong governance to support our students.” - Superintendent and Board President

“I really appreciated that we had the time to discuss real issues and the possibility to solve them.” -District Administrator

“I learned that it takes oversight and effort from all to have a lasting impact in our schools.” -Business Leader

“I liked the opportunity to hear multiple viewpoints from such knowledgeable people.”
-Business Leader

“Every school needs a road map to move forward from where they currently are to where they want to be in the future. NASB was instrumental in assisting us collaborate with district stakeholders through a guided process that has helped accomplish this. Together, we were able to identify our district's Vision, Mission, Values and Core Beliefs which has defined who we are, and who we want to be.” -Superintendent

“The NASB process is a powerful experience for school and community! It is an opportunity for school administration and board of education members to hear patron perception, and in turn provide stakeholders with factual information pertaining to the school. Deficit areas are discussed which aids in the strategic planning and school improvement processes of the district, but the strengths of the district will dominate the discussion. It is awesome! The process truly helps a school district to move forward for the betterment of kids!” -Superintendent

APPENDIX V: THE NASB STRATEGIC PLANNING TEAM

The Nebraska Association of School Boards has been advocating for, working with, and training Nebraska school boards since 1918. Traditionally, the NASB's Board Leadership department has worked with school boards and their superintendents in more narrowly focused goal setting exercises. However, in 2014 district leaders requested that we expand community engagement to include a comprehensive strategic planning process. Since that time, NASB has facilitated strategic planning for more than 25 Nebraska school districts. As demand has grown, our Strategic Planning Team has grown to include four facilitators:

Marcia Herring – NASB Director of Board Leadership

Marcia began her service to public education as a school board member on the Waverly School District Board of Education, completing 12 years of service. During her tenure as a local board member she was elected by her peers to serve on the Nebraska Association of School Boards—Board of Directors completing three terms as Director. She began her work as a superintendent search consultant more than 18 years ago. Marcia served as Director of NASB Search Services for 8 years.

As the Director of Board Leadership, Marcia has expanded the programs and services to meet the ever-changing needs of our members. We currently support our members through Strategic Planning, Community Engagement, Board Development Learning Retreats and Workshops, and Online Board Self-Assessment and Superintendent Evaluation. The growth of the Department and scope of services has enabled our team to provide impactful and purposeful leadership for school districts across the state and ranging in enrollment from 125 students to more than 10,000.

Kori Stanosheck – NASB Board Leadership Engagement Associate

Kori brings a wealth of experience and knowledge to her role as Engagement Associate. As a Strategic Advisor for more than ten years, Kori provided nationwide coaching leadership to executive leaders and board members. She exhibits strong competencies through her leadership skills and facilitation work in strategic planning, large group engagement, and role in the NASB Board Leadership Department developing value-driven resources for Association members. Kori is also directing the efforts for the Whole Child Project, which aims to cultivate the development of a healthy, safe, supportive, challenging and engaged healthy schools and communities, on behalf of the Association.

Melissa Lusk – NASB Board Leadership Development Associate

Melissa serves as the Board Leadership Development Associate, providing support services and coordination for Board Leadership events and initiatives. Her extensive work in the growth and development of our data analysis has enhanced the integrity and quality of the Department's Needs Analysis phase of the Strategic Planning Service. Melissa is currently developing the Department C.A.R.E. (Child Advocates and Resources for Education) Program, targeting enhanced early childhood parent engagement programs and services. Melissa began her involvement in public education through teaching English to local refugees and immigrants. She has a passion for working with diverse communities and considers it an honor to be part of the evolving work at NASB.

Appendix VI: Strategic Planning Glossary

Strategic Planning Terms

Assessment of Needs

The period of collecting and assessing data, structured to ensure a high level of collaboration among the internal and external stakeholders.

Comprehensive Needs Index (CNI)

A supplemental assessment that provides a comprehensive analysis of areas of excellence and need; especially useful in detecting overlooked needs that did not surface in the stakeholder feedback.

District Leadership

A group comprised of the superintendent, other specified district administrators, and the school board.

External Stakeholders

May include, but not be limited to parents, community leaders, local business leaders, elected officials, representatives from community service organizations, local and state government officials, representatives from local or regional institutions of higher education, any and all interested members of the community.

Internal Stakeholders

Include superintendent, assistant superintendent(s), district directors, coordinators, administrators, building administrators, certified staff, classified staff, and students.

Needs Analysis

A comprehensive, multifaceted reflection of the district as well as its perceived and potential needs. The collected data and summary of needs enable the district to address and discuss the objectives and planned outcomes. It is a distinct and necessary phase of the strategic planning process to ensure the board and administration model educational accountability through purposeful planning and measurable goals to support growth of student learning districtwide.

Program and Service Overview

The analysis by district-level and building-level administrators of district effectiveness in programs, services, and instruction to support the district's mission while efficiently utilizing all resources (i.e. funding, facilities, technology, personnel, time, graduation rates, etc.). The process enables administrators to answer fundamental questions about the district's programs and services:

- Are we mastering the learning process the curriculum is designed to achieve?
- Are we providing the professional development needed to ensure success in our classrooms?
- Do we have appropriate policies and procedures in place?
- Do we create, review, implement, and disseminate our policies and procedures consistently throughout the district?

Stakeholders

Individuals who may be affected by or have an effect on the mission, vision, goals, and/or policies of the school district.

Strategic Overview Committee (SOC)

A diverse group of 15 to 25 internal and external stakeholders identified by district leadership. The SOC meets multiple times throughout the process and plays a critical role in guiding the creation of the strategic plan by defining the district's mission and vision, reviewing collected data, and helping to set guiding principles. Individuals to consider for the SOC may include, but are not limited to:

- Board Members
- District Level Directors
- Building Level Administrators
- Staff Leaders
- Parents
- Business Leaders
- Community Leaders
- Students

Strategy Prioritization

Supplemental data collected and graphed to support the district in identifying the most impactful and urgent priorities within the strategic plan.

Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis

For various stakeholder engagement sessions, we ask the participants to discuss what they perceive to be the SWOT of the district. This is a very effective approach for initiating purposeful discussion and conversations as the stakeholder groups begin to identify needs.

Components of the Strategic Plan**Alignment Matrix**

A correlation of each strategy to corresponding AQuESTT and Nebraska Framework/AdvancEd standards or tenets.

District Point Person

A member of administrative staff appointed to be the primary point of contact between NASB and the district to direct and coordinate all activities, scheduling, and communication for the district.

Evidence of Progress

The action(s) that has/have been taken to meet an indicator.

Funding

An approximate figure for how the program/service will impact district resources.

GAP Analysis

The process we use with district leadership and administrators to help answer the question, "What can we do to meet our goal?" It includes identifying the goal (the desired outcome), examining the current conditions that relate to that goal, and analyzing the difference between the current state and the goal (the "gap"). Understanding what is missing can help create a plan of action to meet the goal.

Guiding Principle

An area of identified need that the district addresses in the Strategic Plan. It is the direction in which the district would like to move. Example: To ensure that quality student service programs engage, empower, and equip students districtwide.

Objective

A specific, achievable goal the district identifies as a way of measuring progress in the direction it has set out in the guiding principle. Example: To provide a comprehensive before and after school program to address the needs of students and families.

Performance Indicators

Any method that measures whether a specific strategy has been implemented; it does not necessarily indicate whether an entire objective has been achieved. However, if the strategy or strategies have been thoughtfully crafted, implementation of all strategies under an objective should result in the district achieving the associated objective. Example (with respect to Strategies Example (a)): completed plan for implementation presented to Board of Education.

Program/Building Level

The defined point of impact for the respective performance indicator, strategy, or objective.

Strategies

The specific actions to be implemented that will allow the district to achieve an objective. A district often employs more than one strategy to achieve a particular goal. Strategies may be applicable to the entire district, or to specific buildings, departments, or programs. Example: (a) study, assess, and design a plan to implement a before and after school program for PK-6 students; (b) address obstacles that may prevent implementation of this program including, but not limited to: funding, transportation, space, staff, and community support.

Target Date

An identified point in time when the indicator is assessed for progress and/or a target completion date.

Bellevue Public Schools

2018-2023 DISTRICT STRATEGIC PLAN

Dr. Jeff Rippe, Superintendent of Schools
Dr. Robert Moore, Assistant Superintendent

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Bellevue Public Schools

Dr. Jeff Rippe
Superintendent

Dr. Robert Moore
Assistant Superintendent

Board of Education

Ms. Nina Wolford, President

Mr. Phil Davidson, Vice President

Ms. Sarah Centineo, Secretary/Treasurer

Mr. Doug Cook

Mr. Scott Eby

Mr. Frank Kumor

Col. Michael Manion, Military Liaison

Introduction

This strategic plan is a recognition by the Bellevue Public Schools Board of Education that its mission requires not only the commitment and contributions of the teachers, administrators, and staff of BPS, but also the commitment and contributions of our district's internal and external stakeholders: parents, students, community leaders, and all the citizens of our community. We all have a stake in the success of BPS and we should all have the opportunity to help shape the idea of what success looks like for our district. Therefore, it was central to this entire strategic planning process that we engage all stakeholder groups.

We would like to thank members of the Strategic Overview Committee for their considerable contributions to the creation of this strategic plan.

Bellevue Public Schools Strategic Overview Committee

Board Members

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Ms. Nina Wolford

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Ms. Laura Erickson
Mr. Mose Howard
Mr. BJ Stussy
Ms. Jennifer Wilson
Mr. Dave Witkop

Students

Mr. Ian Allen
Ms. Eden Liebenthal

Strategic Process

Working with facilitators from the Nebraska Association of School Boards, we established a Strategic Overview Committee comprised of board members, administrators, teachers, students, parents, and community leaders. The Strategic Overview Committee reexamined our district mission and vision for our future and helped guide the strategic planning process. We conducted meetings with business and community leaders, parents, and students. We met with staff and asked all of these groups to share their thoughts, ideas, and concerns about the district. We listened.

This process allowed us, as a community, to closely examine where we are now as a district. We examined our strengths, but also had frank conversations about what our most pressing needs are today and the challenges we are sure to face in the days ahead. To be clear, while we reaffirmed that we have much to be proud of in our district, we also learned that we have many areas in which we must improve if we are to fulfill our mission.

Because all of us – the BPS Board, administrators, teachers, and staff – are committed to doing all we can to improve our district, we used those identified areas of need to form the structure of this strategic plan. These are the priorities we have set for our District for the next five years. The effort to address these priorities – by setting goals, defining specific strategies, and completing concrete actions – will inform much of what the District does over the next five years: methodologies employed in individual classrooms, programs enacted in buildings, district-wide initiatives implemented by district administration, and policy set by the BPS board will all be influenced by this plan.

Mission Statement

Champions for Children

Vision Statement

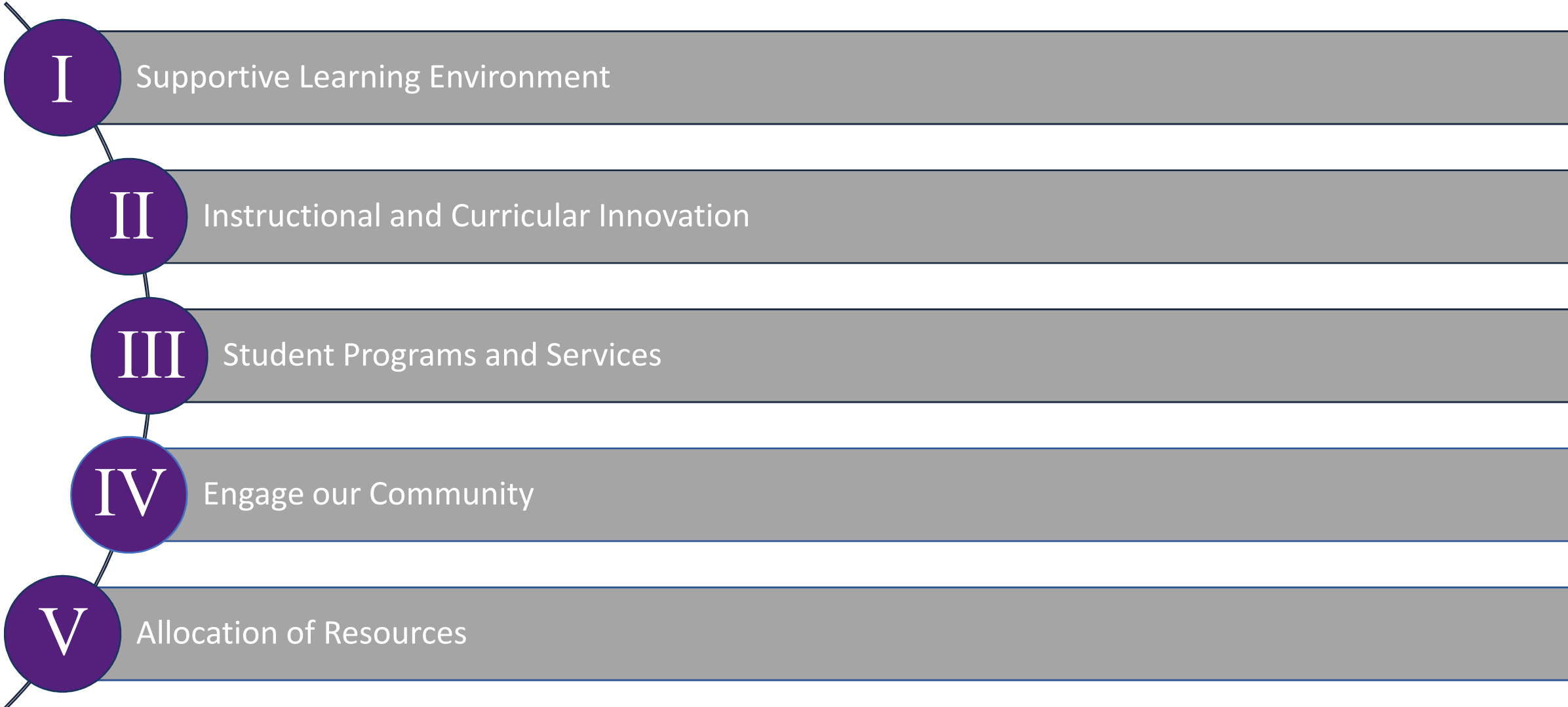
Shaping our future through engagement, innovation, and a culture of belonging.

Belief Statements

Bellevue Public Schools and stakeholders believe in...

- ❖ Learning for all
- ❖ Exposing students to rigorous academic programs and meeting individual needs
- ❖ Implementing effective use of technology to enhance teaching and student learning
- ❖ Preparing our students to persevere and face the challenges of living and learning in an ever-changing world
- ❖ Respecting diversity and helping students understand their roles as responsible citizens
- ❖ Providing a safe and secure learning environment
- ❖ Promoting healthy lifestyles and decision-making
- ❖ Partnering with our students, parents, and community to support learning and enhance the quality of education in our district.

Bellevue Public Schools Strategic Plan Framework



Priorities, Objectives, Strategies, and Performance Indicators

Our process enabled us to identify needs and establish priorities. To have an impact on student learning, however, a strategic plan must include a plan of action for affecting change. In the following strategic plan, each priority is further defined in the form of an objective. Each objective specifically states a goal that, when achieved, will have a direct impact on BPS' ability to meet our mission. For each objective, strategies have been created that define the action necessary to meet the objective. Each strategy is expressed through manageable and measurable action steps known as performance indicators.

Implementation of the Strategic Plan

This strategic plan represents our collective resolve to inspire and empower students. The priorities, objectives, and strategies set forth below are the building blocks of the path we have laid out to achieve success. Meeting the defined priorities depends on more than just designing a path – we must be dedicated, at every level, to the consistent and effective implementation of the specific strategies and measurable action steps (performance indicators) and work to integrate the strategic plan into the regular operation of the district.

To ensure the success and implementation of the Bellevue Strategic Plan, district leadership will:

- A. Assign staff to manage and oversee measures and objectives
- B. Monitor and assess the implementation, making necessary and appropriate adjustments as needed
- C. Commit resources needed to ensure the progress and success of the plan
- D. Align the plan to the board's annual calendar and monthly meeting agenda to measure progress and success of the plan
- E. Communicate progress of the plan to internal and external stakeholders annually

Strategic Plan Terminology

Priorities

The priorities highlight the specific areas for growth BPS will build upon to support the mission and vision of the school district.

Objective

The objective states the area of focus and outcome that BPS will achieve.

Strategy

The strategy provides detail of how the objective will be met.

Performance Indicator

The performance indicators identify specific tasks, assignments, or action staff members will follow to realize the stated objective and strategy.

Program/Building Level

The program/building level identifies the point of impact.

Responsible

The assigned responsibility is to ensure progress/success of the indicator.

Target Date

The target date identifies when the indicator is to be assessed for progress and/or a target completion date.

Funding

The funding identifies an approximate figure for how the program/service will impact district resources.

Evidence of Progress

The evidence of progress identifies the action that has been taken to meet the indicator.

PRIORITY I:
Instructional and Curricular Innovation

Bellevue Public Schools
Strategic Plan
2018-2023

AQuESTT Tenants
Aligning to the Strategy 1.1

- Educator Effectiveness
- College, Career, and Civic Ready
- Educational Opportunities and Access

AdvancED Standards

- Leadership: 1.2, 1.3, 1.6, 1.9, 1.10
- Learning: 2.5, 2.6, 2.7, 2.8
- Resource: 3.1, 3.2, 3.3, 3.6, 3.7, 3.8

Objective: To implement effective curriculum and instructional practices that support student learning, increase achievement, and promote innovative evidence-based practices throughout the district.

Strategy 1.1: Improve curriculum, instruction, and professional learning to enhance teaching and increase student learning.

PERFORMANCE INDICATOR	Program, Level, or Building	Action Plan	Funding/Evidence of Progress 2018-19	Funding/Evidence of Progress 2019-20	Funding/Evidence of Progress 2020-21	Funding/Evidence of Progress 2021-22	Funding/Evidence of Progress 2022-23	
	1.1(a) Develop and implement a districtwide instructional model.		<i>What will you do to accomplish the Indicator? Be specific, measurable, achievable, realistic, and time bound.</i>					
	Target Date	Responsible						

SIT Progress Report: (date)



What do you want from your business?

I've spent the majority of my quarter-century leading teams, striving to build great teams that are motivated to achieve great things. As an avid learner with a willingness to "try it and see", I experimented with many techniques, tools, theories and concepts – with varying success. The school of hard knocks got its name for a reason....

*Years ago, a friend of mine suggested I read a book called **Traction- Get a Grip on Your Business** by Gino Wickman and what I discovered was – there is an easier way. Someone (ie, Gino) took all the lessons learned from successes and failures and captured a simple model along with a concise set of tools that allows anyone to achieve their vision for their business.*

***Traction** is the first of two books by Gino Wickman that describes EOS®, the Entrepreneurial Operating System®. Now this doesn't mean this book is only for entrepreneurs, but you do need to be entrepreneurially-minded. And by that I mean, you are curious, but skeptical; you are looking for a better way to run your business, but it has to be i) proven –as in, not theory, and ii) simple.*

When hiking a trail in the woods, you use a compass to define the shortest, most direct path to your destination. When you are trying to take your business to its summit, the EOS Model allows you to define the shortest, most direct path. The EOS Model is your compass.

While on your hike you have to stay focused on your path in order to reach your destination; the same is true with your business. The EOS Model defines what it is that you need to stay focused on – the Six Key Components of your business. Your ability to focus on and strengthen these 6 components will determine how quickly you reach your destination, your vision for your business.

*What follows is a brief summary of Traction. This is not intended to be a substitute for reading the book. The actual tools are shown and explained in the book along with many specific business examples. Specific page number references are provided throughout this summary in order to point you to further detail available in the **Traction** book. Hopefully this summary will convince you that you must read the book and that you need to get focused on the 6 Key Components.*



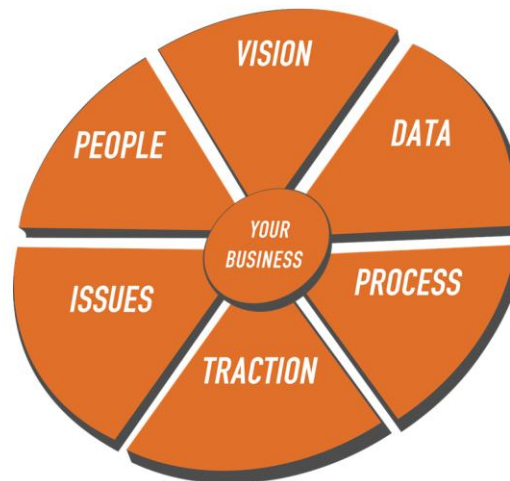
Introduction

It starts with the 5 Frustrations –most (but not all) business owners are experiencing one or more of these:

1. **Control, as in the Lack of:** Whether it's control over your time, your market, or your company. You're not controlling your business – it's controlling you instead.
2. **People:** You're frustrated with your employees, business partners, vendors, or customers. They don't listen, don't understand, or don't follow through. You're not on the same page.
3. **Profit:** Or more simply, there's not enough of it.
4. **The Ceiling:** Your growth has stopped, you can't seem to break through to the next level and you're not sure what to do next.
5. **Nothing's Working:** You've tried one or more strategies, read all the books, the flavor-of-the-month just isn't working.

What Gino figured out was, most business leaders, owners, entrepreneurs, tend to wrestle with 136 things simultaneously. That's just business - there's a lot going on in business. The irony is the business owners that weren't frustrated were only focused on 6 things and to the degree you can focus on these six things and strengthen these six key components, the 136 things have a miraculous way of falling into place.

The 6 Key Components



The 1st Key Component is the **Vision** component. And strengthening this component means getting everyone in the organization 100 percent on the same page with where you're going and how you're going to get there.

The 2nd Key Component is the **People** component. Simply put, you can't do it without great people. This means surrounding yourself with great people, top to bottom, because you can't achieve a great vision without great people.

The 3rd Key Component is the **Data** component. This means cutting through all the feelings, personalities, opinions and egos and boiling your organization down to a handful of objective numbers that give you an absolute pulse on where things are.

With the Vision component strong, the People component strong and the Data component strong, you start to create a lucid, transparent, open and honest organization where everything becomes more visible and you start to “smoke out all the issues”, which leads to the 4th Key component.

The 4th Key Component is the **Issues** component. Strengthening this component means becoming great at solving problems throughout the organization – your ability to become great at this will be directly proportional to your success.

The 5th Key Component is the **Process** component. This is the secret ingredient in your organization. This means “systemizing” your business by identifying and documenting the core processes that define your way to run your business – getting everyone on the same page with what the essential procedural steps are in your core processes and then getting everyone to follow them so you create consistency and scalability in your organization.

The 6th and final Key Component is the **Traction** component. This means bringing discipline and accountability into the organization – becoming great at execution – taking the vision down to the ground and making it real.

To the degree you focus on strengthening these components as leaders and managers, everything else will fall into place. And by strengthening these components you can move your business from its current state of performance, on average 30-35% effective, into the top 5 percent. Complete the **Organizational Checkup** on pages 10-11 or online at www.TrueNorthBusinessNavigation.com/orgcheckup and see where your business is today.

Now, there are literally hundreds of ways to strengthen the Six Key Components of your business and thousands of books that provide instruction for strengthening aspects of each component. So you can do this – you can strengthen your business and catapult it into the top 5 percent.

SUCCESSFUL COMPANIES OPERATE WITH A CRYSTAL CLEAR VISION THAT IS SHARED BY EVERYONE. THEY HAVE THE RIGHT PEOPLE IN THE RIGHT SEATS. THEY HAVE A PULSE ON THEIR OPERATIONS BY WATCHING AND MANAGING A HANDFUL OF NUMBERS ON A WEEKLY BASIS. THEY IDENTIFY AND SOLVE ISSUES PROMPTLY IN AN OPEN AND HONEST ENVIRONMENT. THEY ESTABLISH PRIORITIES FOR EACH EMPLOYEE AND ENSURE THAT A HIGH LEVEL OF TRUST, COMMUNICATION, AND ACCOUNTABILITY EXISTS ON THE TEAM.

Letting Go of the Vine

If you are not happy with the current state of your company, you have 3 choices: Live with it, Leave it, or Change it. If you're choosing one or two, then you are wasting your time reading these books. But if you are taking the 3rd choice, then you have to be willing to – let go of the vine.

In order to let go, you must embrace four fundamental beliefs:

1. You must build and maintain a true leadership team
2. Hitting the ceiling is inevitable
3. You can only run your business on one operating system
4. You must be open-minded, growth-oriented and vulnerable.

Building a True Leadership Team

First you must choose between a dictatorship and a healthy leadership team. Assuming you choose a leadership team, then they along with you are responsible for defining the company's vision. Each leader must have clear accountabilities and must take initiative over their department. As a team, you must be open and honest about all issues and willing to work for the greater good. Then, as goes the leadership team, so goes the company. Your team must present a united front to the rest of company.

Hitting the Ceiling

Organizations, like kids, grow in fits and spurts breaking through one ceiling after another. Unlike kids, organizations must learn techniques that will allow them to continue to grow. The leadership team must master five leadership abilities to continue to reach the next level. These are further detailed on pages 18 - 23.

1. Simplify the organization.
2. Delegate and elevate.
3. Predict both short-term and long-term.
4. Systemize.
5. Structure your company the right way.

You can only run your Business on one Operating System

Just like your laptop or your phone, you can only run on one operating system. You must have one approach that you and your leadership team use to establish how you meet, how you set priorities, how you plan and how you set your vision. This will also define the terminology or language by which you will communicate with the employees. And just like Android, IOS, or Windows does this for your hardware, EOS does this for your business.

You must be Open-Minded, Growth-Oriented, and Vulnerable

If you're not willing to listen and try something new; if you won't admit when you don't know something; if you're not willing to ask for help – EOS is not for you. However if you know your strengths and weaknesses and you'll let other people, who may be more skilled than you in certain areas, take charge – then keep reading.

But don't start down this path if you can't be vulnerable – let your guard down, look at your business objectively, from outside of the organization, rather than from within it. Be warned - creating a healthy, open and honest leadership team can be a rude, eye-opening experience.

If you are willing to embrace these four beliefs, you are ready to let go of the vine. The next step is to figure out just how to go about strengthening these 6 Key Components. Just like most long and challenging hikes, you can spend weeks or months trying to map and then follow your route. Or, you can learn from others who have successfully made the trip already. EOS is based on years of working with leaders and managers, with over 10,000 hours of honing and refining and perfecting the best two tools to strengthen each of the 6 Key Components.

The Tools

It's important to understand something about these tools, none of this is theory. There are over 5000 companies interacting with these tools. They've been tested and proven hundreds of times. **It's simple, and it works.**



Vision: The 8 Questions (V/TO)

The first discipline in the Vision component is simply called The 8 Questions. These 8 questions, when answered *and agreed to* by the leadership team, allow you to capture and define the Vision of your company. The tool for capturing the answers is called the V/TO – *Vision Traction Organizer* (see page 32). The questions are:

1. Core Values?
2. Core Focus?
3. 10-Year Target?
4. Marketing Strategy?
5. 3 Year Picture?
6. 1 Year Plan?
7. Quarterly Rocks?
8. Issues?

What are your Core Values? Core values got a bad rep back in the '80's when the majority of companies thought implementation was primarily having the executive announce what they are followed by giving out printed cards for you to stick on your bulletin board. But the reality is, Core Values define you culture – they exist today whether you have captured them or not. When they are clear, they will attract like-minded people to your organization. When they are applied to your existing organization, they will weed people out that don't fit. Once captured, they must be used for hiring, firing, review, rewards and recognition. This is how you keep them alive. Pages 34 – 37 teaches you how to discover what yours are.

What is your Core Focus? It comes from your core and to thrive, you must stay laser-focused on it. Your leadership team needs to establish what your organization's core focus is and then not let anything distract you from it. To learn how to find yours see pages 48 – 52.

What is your 10-Year Target? Some leadership teams are more comfortable with 5 years, some with 30 years, some just call it their BHAG (big hairy audacious goal) and any one is fine. The question is the same – now that your core values and core focus are clear, what's your long-term target? Keep your answer short & simple - just a couple sentences.

What is your Marketing Strategy? The goal of your marketing strategy is to get you laser-focused on your sales and marketing efforts – and it's really quite simple, just four elements:

1. Your Target Market / "The List"
2. Your Three Uniques
3. Your Proven Process
4. Your Guarantee

Your Target Market: Who is your ideal customer? (And if you say everyone, you lose points.) Your ideal customer can be described by identifying their demographic, their

geographic and their psychographic – Who are they? Where are they? And how do they think? The more specific you can be, the better your chances are of doing business with them. Pages 63 – 65 show you how to build your “List” of ideal customers.

Your Three Uniques: Unless you want to compete solely on price, you need to differentiate your business from your competitors. You need to stand out. You might share one or two of your uniques with a competitor, but no one else should be able to claim all three. Then commit to them – make sure your sales and marketing efforts reflect what makes you unique. And stay true to them; don't try to be all things to all people. Figure out how to choose yours, see pages 56 - 57.

Your Proven Process: A one page, full-color visual of the proven way you take care of your customer. You're not making it up as you go; it's what got you to where you're at today. It's the way you interact with every customer, it's proven, and it works. It's a very powerful tool for helping your potential customers feel comfortable with you. Give it a name – it's the (your company name) Difference! Use it instead of inundating potential customers with long sales presentations. Create yours by following the instructions on pages 60 – 62.

Your Guarantee: Think Federal Express (guaranteed overnight); Think Dominos (30 min delivery or free); I actually saw a billboard on the interstate for a local ER with a real-time display of their current wait time! It's your chance to pinpoint an industry-wide problem and solve it. What is it that customers can count on from you? If you guarantee it, you'll put their minds to rest and close more business. As a side benefit, it forces your organization to deliver on it. That in turn will force you to look internally and make sure you have the people, processes and systems in place to deliver on it. How to select yours is on pages 58 – 59.

What is your 3-Year Picture? Everyone knows in today's world that there's little value in a strategic plan that goes beyond 3 years, but having no plan at all is just as crazy. The goal here is just to paint a picture, 5 – 15 bullets of what you see when you close your eyes and imagine 3 years from now. This simple exercise greatly enhances your ability to define a one year plan – what do you need to do in the next year to get you 1/3 of the way towards your 3 year picture. Paint your 3-Year Picture using pages 65 – 68.

What is your 1-Year Plan? Now you move from the Vision-side of the V/TO document to the Traction-side (see the V/TO on page 32). What are the 3 – 7 most important things you must get done this year? Not the 37 things, the 3 – 7 (less is more). The EOS approach forces you to focus on the few versus the many. And the reality is, by doing this you will accomplish more! Create your 1-Year plan, see pages 68-69.

What are your Quarterly Rocks? Now that you have a clear 1-Year plan, you must narrow your focus to what really matters – *the next 90 days*. The term Rocks is from Stephen Covey's analogy with time management, it's just another word for goal, priority, or objective. Quarterly Rocks are the most important things (again 3 - 7) you need to get done this quarter. This is where the Traction comes from; creating a *pulse* whereby every 90 days your leadership team comes together and sets its priorities for the next quarter based on the one-year plan which in turn keeps you on track for the three-year picture.

What are your Issues? While including a list of issues may seem like a strange thing to include with your Vision, it's actually a very important and natural aspect. Once you have figured out where you want your business to go, it's natural to have thought of the obstacles or barriers that are standing in your way. Well, write them down and then solve them. An open and honest leadership team must be very comfortable calling out the issues and your ability to solve them is directly proportional to your ability to succeed. See pages 70-71 for a technique on how solve issues.



Vision: Shared by All

Now that you and your leadership team have answered the 8 Questions and captured them in the V/TO, you are ready for the second discipline of the Vision component. It is known as SBA or Shared By All. This is easier said than done, but here are three events you can use to effectively communicate your vision:

1. Have an initial meeting with the organization and share your clearly defined vision – show the V/TO.
2. Every 90 days, have a (short) state of the business meeting. Share the results of your progress on last quarter's rocks and the new rocks for next quarter. Share the V/TO and use the opportunity to revisit and remind of the other aspects of your vision.
3. Shortly following the state of the business review, meet with each department and set rocks for the department.

Having everyone in the organization lined up and rowing the same direction is a very powerful approach to achieving your potential as an organization and to achieving your Vision.



People: Right People (People Analyzer)

Having a great vision will get you nowhere without great people. The challenge is, how do you identify the right people? The right people are simply the ones that share your core values. They not only fit in your culture, they thrive in it. Jim Collin's popularized the term, "right people, right seats" in his book, *Good to Great*. But defining how you actually do this was not covered.

This is where the second EOS tool gets introduced – the People Analyzer. Using your core values play the People Analyzer will tell you whether you have the Right People.

Core Values + People Analyzer = Right People

One of the most difficult situations to deal with is when someone is great at their job, but doesn't share your core values - this is known as Wrong Person / Right Seat. The reality is this person is killing your company from the inside much like a cancer. The sooner you can recognize this and resolve it, the better off you will be and your other employees will thank you. To discover how easy this tool is to use and what to do when you have a right-people issue, see pages 84 - 87.



People: Right Seats (Accountability Chart)

The second discipline in the People component is to make sure everyone is the Right Seat – that they are operating in a seat where their greatest skill and passion are being tapped. Dan Sullivan calls this their "Unique Ability". When a person is operating in his/her Unique Ability, they are in the right seat. One of the obstacles in gaining traction and achieving your vision is that the roles and

responsibilities, the expectations are unclear due to structural issues. So you must look at this from a structure first / people second perspective.

In order to determine the best and simplest structure, you must first fire everyone in your organization (at least virtually). Because one of the most common mistakes is creating a structure to accommodate people you like or don't want to lose. A seat cannot be created until the organization is structured in the right way to lift your company to the next level. This is where the third EOS tool gets introduced; to create that structure you'll use the Accountability Chart. It's the ultimate tool for structuring your organization the right way, with every seat having clearly defined roles and responsibilities.

Unique Ability + Accountability Chart = Right Seat

There are hundreds of books on organizational development, the question is: What is the right structure to move your organization forward in the next 12 months? The Accountability Chart, second only to the VT/O, has the most impact of any EOS tool. Learn how to build yours on pages 88 - 110.

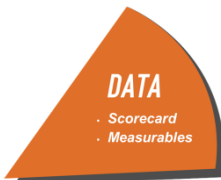


Data: Scorecard

With your vision clear and shared by all and with the right people and right seats, you now need to be able to measure your progress – you need an absolute pulse on your business. You can't rely on assumptions or opinions, you need a handful of carefully chosen numbers that you can use to manage your business on a weekly basis and quickly determine what's on-track and off-track.

The concept of Scorecard is not new, the unfortunately reality is that most organizations don't have one. You can't manage what you can't measure. Your scorecard should contain 5 - 15 activity-based numbers, what the target or goal is, and clearly identifies who owns each number. Then, when the leadership team goes through their weekly review, whether or not it's on-track and who is accountable is (painfully) obvious.

You should also track a rolling 13-week history for each number in order to establish the patterns and trends. Ultimately giving you the ability to predict what's going to happen and therefore be proactive instead of reactive. How to create your scorecard and example metrics can be found on pages 116 - 122.



Data: Measurables

What gets measured gets done. Now that the leadership team is using a scorecard to track overall company progress towards the vision, how is everyone else in the company contributing towards this path? Each department should have their own scorecard with 3 – 5 numbers and/or every person in the organization has a number. This way everyone in the company can see how they are contributing to the greater good.

There are eight distinct advantages to everyone having a number:

1. Numbers cut through murky subjective communication between manager and direct reports. They become a communication tool between manager and direct reports, creating the basis of comparison, unemotional dialogue and results.

A Summary of
Gino Wickman's book: **TRACTION – GET A GRIP ON YOUR BUSINESS**

2. Numbers create accountability. When you set a number, everyone knows what the expectation is. Accountability begins with clear expectations and nothing is clearer than a number.
3. Accountability people appreciate numbers. Wrong people in the wrong seats usually resist measurables. Right people in the right seats love clarity. Knowing the numbers they need to hit, they enjoy being part of a culture where all are held accountable.
4. Numbers create clarity and commitment. When an employee is clear on his or her number and agrees that he or she can achieve it, you have commitment. There is no gray area.
5. Numbers create competition. There's nothing wrong with a little pressure.
6. Numbers produce results. What gets watched improves.
7. Numbers create teamwork. When a team composed of the right people in the right seats agree to a number to hit, they ask themselves "how can we hit it," creating camaraderie and peer pressure.
8. You solve problems faster. When an activity-based number is off track, you can attack it and solve the problem proactively; unlike with an end-result based number that shows up after it's too late to change it. In addition, the use of hard data cuts through all of the subjective and emotional opinions that create murkiness and lengthen the amount of time it takes to make the right decision.



Issues: List

Now stop and think for a moment what your organization looks like – your vision is clear, you have all the people in place, and you have an absolute pulse on the business. As a result you have a very open and honest, transparent organization. What now becomes obvious is – the issues in your way of achieving your vision.

In order to succeed you need the discipline to face these issues and solve them. It's human nature to shy away from issues, a reluctance to take action – but your ability to succeed is directly proportional to your ability solve problems. This leads to the first discipline of the Issues component – the List. Creating the organizational habit (comfort, if you will) to identify and build a list of the issues in your way. You should compartmentalize the issues into three Lists:

1. **The Issues List in your Vision/Traction Organizer (V/TO):** These are the company issues that can be shelved beyond 90 days. These issues are tackled in future quarterly meetings. The issues that are not big enough priority for this week or this quarter must be stored somewhere so that you don't lose sight of them. The V/TO Issues List is the place for that. This list will include issues as diverse as new product ideas, key employee issues, technology needs, office relocation, capital needs and the need for HR policies. They'll go there if this is not the quarter to solve them because you have bigger fish to fry.
2. **The weekly leadership team Issues List:** The time frame on these items is much shorter. These are all of the relevant issues for this week and quarter that must be tackled at the highest level. These issues will be resolved in your weekly leadership team meetings. You should not be solving departmental issues. These will typically be more strategic in nature. If it can be solved at a departmental level, push it down. Leadership issues include things as diverse as company Rocks being off track, a bad number in the

Scorecard, key employee issues, major client difficulties and process and system related problems.

3. **The departmental Issues List:** These issues are on a more local level. These include all the relevant departmental issues for the week that must be tackled during the weekly departmental meetings. The sales team might have hitting call numbers, presentations, closing business and marketing and presentation materials on their list, while the operations team might have fulfilling orders, purchasing, customer complaints and low production numbers on theirs.

With an open and honest culture the three Issues Lists should start being populated. Each issue arising having a place (a list) to live on, you now need a discipline to solve them.



Issues: IDS

When it comes to teams *actually* solving issues, they struggle for a variety of reasons: fear of conflict, lack of focus, lack of discipline, lack of commitment and personal ego. These reasons can be overcome by following a very simple discipline to resolve your issues, it's the Issue-Solving Track and it's called IDS. IDS stands for these three simple steps:

1. **Identify**
2. **Discuss**
3. **Solve**

This approach was created after watching team after team get in to a room to work on their issues and the whole time would be spent discussing, and discussing, and discussing – rarely did they identify the issue and even more rarely did they solve anything.

Step 1: Identify: Clearly identify the real issue. What's often first stated as the issue is rarely the true issue, more likely it's a symptom. You must spend the time to dig and uncover the true issue. Extra time spent on this step will be saved twice-over on the next two steps.

Step 2: Discuss: Most teams spend the majority of their time here. They've skipped the work to get to the true issue and are more comfortable just discussing the heck out of an issue. In the purest form, the discussion step gives everyone a chance to have their say about the issue - but just once! Just once around the table to get everyone's view on the table. Now that everything is in the open- options, ideas, solutions, data and concerns – you can move on to the last step.

Step 3: Solve: Most of the time the solve step is the easiest. If you have done a good job at steps 1 and 2, the solution will be obvious 95% of the time. Now just turn the solution into a clearly defined action assigned to one person – a To Do.

These solutions will generally take one of three forms. The first and most typical, there's an action required and the To Do is assigned to someone to take this action. The second form is when the solution just requires an increased awareness. There may be a To Do to ensure all the necessary parties are made aware. The third is when the issue needs more research or data and the To Do is assigned to someone to gather this additional information.

For some great advice on how to solve issues, read the 10 Commandments of Solving Issues on pages 141 – 144.



Process: Document

Nothing can be scaled until it's repeatable. Nothing can be replicated until it's consistent. In order to break through the ceiling and build a well-oiled machine, you need to possess the ability to systemize. In many companies, people do their jobs however they want – resulting in tremendous inefficiencies and inconsistencies becoming embedded in their unique business model.

The Process component strengthens your business by documenting the 6 – 10 core processes that make up your unique way of doing business. In capturing these core processes, EOS employs the Pareto principal – document the 20% that produces 80% of the results. *Until you do this, your business is running you.*

Just agree on what your high level, handful of core processes are as a leadership team and get them documented. These are things like your people process. Every organization has a people process. It's how you find them, recruit them, hire them, orient them, manage them, and fire them. A marketing process—every business has a marketing process where you generate leads and interest in what you do. Every business has a sales process. When you get a lead, you close it, turn it into business, and hand it off to operations. Operation is how you make the product, or deliver the service. An accounting process for how you manage the money. Customer retention process for how you take care of that customer forever. And that's about it; you should only have a handful.



Process: Followed By All

Once you've documented your core processes, the second discipline is that they're followed by all. Get everybody following the process. This is how you create consistency and create scalability. You can add more customers, transactions, revenue and employees –and reduce complexity. Once documented, you will also be able to make your process more efficient and this in turn will make you more profitable.

If you have or will consider selling your business at some point, multiple EOS clients have sold their businesses and the purchasing company has consistently commented that it was the best run small business they'd ever seen.



Traction: Rocks

Traction is the final piece of the puzzle. You vision is now crystal clear, you have the right people in the right seats, you're managing through data, you're knocking issues out of the way, you have “your way” of doing business captured and being followed – now you need to establish the discipline and accountability to execute.

Bringing discipline and accountability to an organization will often make people uncomfortable. This is normal, and unfortunately the fear of creating this discomfort is what holds many companies back from executing at the level they are capable of. If you want to build a great company, you must accept the short-term discomfort for the long-term success.

The two critical disciplines – everyone must set specific, measurable priorities and you must meet better as an organization. In EOS, these are known as Rocks and Meeting Pulse.

Rocks are how you take your long-term vision and transpose it to short-term priorities. Based on your Vision, what are the 3 – 7 most important priorities for the company to achieve over the next 90 days? The company will have Rocks, each member of the leadership team will have Rocks, and each employee will have Rocks. By limiting the number of Rocks to 3 – 7 (1 – 3 for employees) you break the habit of trying to do everything at once. By focusing on less, you'll accomplish more. See pages 171 – 176 to set your Rocks.



Traction: Meeting Pulse

How many meetings a week do you attend? How many of them are great? Most meetings are a waste of time, but a well-run meeting can ensure discipline and accountability. A well-run meeting has a specific agenda and occurs at a specific interval. This creates a meeting pulse, very similar to heartbeat for your company. It keeps your company alive, focused on the priorities, and drives action.

The 90-Day World: The first pulse is the Quarterly meeting and it coincides with Rocks. It's based on the natural phenomenon that human beings can only focus on something for 90 days. Go longer than that and people will naturally get off-track and lose focus. So every 90 days your leadership team needs to get together – review how they did on their rocks the previous quarter, review the V/TO to ensure everyone is still aligned with the vision, set new Rocks for the upcoming 90 days, then put their heads back down and go to work. How to create and run a Quarterly Meeting is defined on pages 179 – 184.

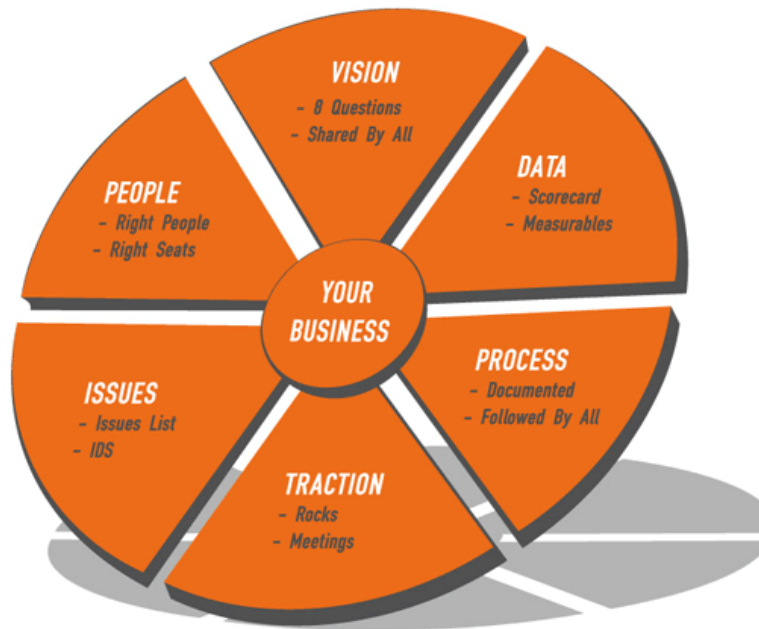
The Weekly Meeting Pulse: To ensure that the 90-day world stays on track and to resolve the inevitable issues that try and road-block your Rocks, you need to implement the final tool – a weekly meeting also known as the Level 10 meeting. The Level 10 meeting is a weekly meeting for the leadership that lasts 90 minutes. Yes, 90 minutes is long time, but it will save you 2 – 3 times that amount of time. In order to have a great weekly Level 10 you must adhere to following rules:

1. Same day
2. Same time
3. Starts on-time
4. End on-time
5. Same agenda

The goal is to ensure everyone is communicating, everyone is on-track for the quarter and resolve any issues that are causing things to be off-track. The reason it's called a Level 10 meeting the specific agenda proven to achieve the results is detailed on pages 189 – 198.

Putting It All Together

Now that the context is clear, the goal is mastery of all Six Key Components – to be 100% strong in each component. The combination of focusing and strengthening the Vision, People, Data, Issues, Process, and Traction Components is what makes the real magic occur. This book is based on the premise that successful entrepreneurs, consciously or unconsciously, have a habit of strengthening these components and to the extent you can do so yourself, you will build a great organization.



The EOS Model



Do you need a Guide...?

You're not blind, you're not lost, you headed the right general direction....but, could you be taking a little more direct path, perhaps moving down the path a little bit quicker ? If you want to get your business headed the right direction, taking the shortest possible path to get what you want out of it - You need a guide.

With TrueNorth Business Navigation, you'll learn to use a *handful of simple, proven practical tools* and our Guides will ensure you develop mastery in using these tools. Once there you'll be set off on your own to take your business exactly where you want to go as quick as you can.

If you have ever felt your business was a "little lost in the woods", contact TrueNorth and let them teach you how to navigate your business to its summit.





RAVENNA HIGH SCHOOL

60 TON CONDENSING UNIT AND COIL REPLACEMENT

Ravenna Public Schools Sealed Bid Number 001
ETI Project Number 2019-196
January 3, 2020

Project Manual & Specifications



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SECTION 000115
LIST OF DRAWING SHEETS

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END OF SECTION 000115

ADVERTISEMENT FOR BIDS

SCOPE OF NOTICE

Sealed proposals will be received for the **Ravenna High School - 60 Ton Condensing Unit and Coil Replacement Project** by “Ravenna Public Schools” at the office of Ravenna High School - **“41750 Carthage Rd, Ravenna, NE 68869”**. Bids are due on or before **January 28, 2020 at 2:00 P.M. CST** for the furnishing of all labor, materials, equipment, and services for the Project, Bid #**19-196**.

At the above stated hour, the Owner will publicly open and read aloud the bids received at the office of Ravenna Public Schools Superintendent, Ravenna High School – 41750 Carthage Rd, Ravenna, NE 68869.

The Work includes:

1. The replacement of the 60 ton condensing unit and DX coil for the Main High School AHU.

Construction begins subsequent the Owner Notice to Proceed to Contractor:

1. Anticipated Contract Approval February 4, 2020
2. Anticipated Starting Date: May 18, 2020
3. Anticipated Completion Date: June 12, 2020

BIDDING

Drawings and Specifications prepared by Engineering Technologies, Inc. titled: Ravenna High School - 60 Ton Condensing Unit and Coil Replacement, 41750 Carthage Rd, Ravenna, NE 68869, Bid #19-196 dated January 3, 2020. Contact Lisa Lewis or Bryan Rahn (Engineering Technologies, Inc. at 402-476-1273) for bidding documents.

On January 3, 2020, Construction Documents may be obtained electronically by calling Engineering Technologies, Inc., (825 M St., Suite 200, Lincoln, NE., Phone 402-476-1273) and requesting the documents to be emailed.

Construction Documents may be examined at:

1. Engineering Technologies, Inc. 825 M St., Suite 200, Lincoln, NE 68508

ALL WORK SHALL BE FURNISHED IN STRICT ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS PREPARED BY THE OFFICE OF THE ENGINEERS. BIDS WILL BE RECEIVED ONLY UPON THE PRINTED PROPOSAL FORMS FURNISHED WITH THE SPECIFICATIONS.

PRE BID CONFERENCE

A Pre-Bid Conference will be held at Ravenna High School, 41750 Carthage Rd, Ravenna, NE 68869, on January 22, 2020 at 3:00 P.M. CST. Attendance by all interested Contractors and Subcontractors is advised. Additional site observations shall be coordinated and scheduled with the school.

BONDS

Contractors shall submit a bid security on or before the bid submittal deadline in the amount of 5% of the bid amount in the form of a certified check or bid bond from a reputable surety company payable to "Ravenna Public Schools". Contractor pledges that it will enter into a contract with the district on the terms stated in the bid and will furnish the required bonds covering the faithful performance of the contract and payment of all obligations thereunder. Contractor acknowledges that the damages the district would incur in the event the Contractor refuses to enter into a contract or fails to furnish such bonds are difficult to determine and are indefinite and uncertain. Therefore, the failure or refusal to enter into a contract or to furnish the required bond(s) shall result in the forfeiture of the bid security as liquidated damages. If bid security is not received with the Proposal, the Bid will not be considered.

The Owner may require any bidder to submit to the Architect/Engineer, prior to the date of the bid opening, a properly executed Contractor's Qualification Statement, AIA Document A305, and/or that his/her bid be accompanied with a signed certificate from a surety company licensed in the State of Nebraska that the surety company will provide the bidder.

To secure the faithful performance of the work and to satisfy all of Contractor's payment obligations that arise on the project, the Contractor awarded the bid will be required to provide a payment bond in an amount not less than 100% of the contract sum through a corporate surety company, conditioned for the payment of all laborers and mechanics for labor that is performed and for the payment for material and equipment rental which is actually used or rented in the performance of the Contract. The Contractor awarded the bid will also be required to provide a performance bond in an amount not less than 100% of the contract sum through a corporate surety company.

TAXES

The Owner will issue the successful bidder with a Sales Tax Exemption certificate and purchasing Agent appointment for materials used on this project. **DO NOT INCLUDE SALES TAX IN YOUR BID.**

INSURANCE

Prior to the start of work, completed copies of the CERTIFICATE OF INSURANCE, AIA Document G705, shall be submitted to the Owner. The Contractor shall procure and maintain Workers' Compensation Insurance (statutory), Employers' Liability Insurance (\$1,000,000/\$5,000,000), Business Automobile Liability Insurance (\$1,000,000/\$5,000,000), Commercial General Liability Insurance (\$1,000,000/\$5,000,000), and any other insurance required by law or the contract documents. See General Conditions Specifications 00 7200 for more information.

PERMIT

All mechanical, electrical and other general project trade contractors will be required to obtain their necessary permits for construction. The Prime Contractor shall be required to arrange other reviews and site inspections as required by local and state codes authorities.

If the Contractor fails to give such reviews and inspections the required notices, he shall be liable for and shall indemnify and hold harmless the Owner and the Engineer, and their respective employees, officers and agents, against any resulting fines, penalties, judgments or damages, including reasonable attorney's fees, imposed on or incurred by the parties indemnified hereunder.

SECURITY

The winning bidder shall provide, at their expense, criminal background checks for all employees who will be working on the school's property. All of these criminal background checks should be made available to the owner's representative for review prior to any employees coming onto the property, and the owner shall reserve the right to restrict any employee from being on the property, based on the background checks. No employee of the contractor or his subcontractors shall be allowed to work on the property unless a background check is completed. "One Source" or another background check company approved by the owner should be used for the checks.

AWARD OF CONTRACT

The Owner reserves the right to waive informalities and to reject any or all bids. No bidder may withdraw his bid within forty-five (45) days after the scheduled closing time to receive bids.

SECTION 002113

INSTRUCTIONS TO BIDDERS

FORM OF INSTRUCTIONS TO BIDDERS

**1.01 THE INSTRUCTIONS TO BIDDERS APPLICABLE TO THIS CONTRACT IS ATTACHED
FOLLOWING THIS PAGE.**

END OF SECTION 002113

AIA[®] Document A701[™] – 2018

Instructions to Bidders

for the following Project:

(Name, location, and detailed description)

Ravenna Public Schools - High School 60 Ton Condensing Unit and Coil Replacement

THE OWNER:

(Name, legal status, address, and other information)

Ravenna Public Schools

41750 Carthage Rd.

Ravenna, NE 68869

Telephone Number: 308-452-3249

THE ARCHITECT:

(Name, legal status, address, and other information)

Engineering Technologies, Inc.

825 M Street, Suite 200

Lincoln, NE 68508

Telephone Number: 402-476-1273

Fax Number: 402-476-1274

TABLE OF ARTICLES

- 1 DEFINITIONS
- 2 BIDDER'S REPRESENTATIONS
- 3 BIDDING DOCUMENTS
- 4 BIDDING PROCEDURES
- 5 CONSIDERATION OF BIDS
- 6 POST-BID INFORMATION
- 7 PERFORMANCE BOND AND PAYMENT BOND
- 8 ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

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

FEDERAL, STATE, AND LOCAL LAWS MAY IMPOSE REQUIREMENTS ON PUBLIC PROCUREMENT CONTRACTS. CONSULT LOCAL AUTHORITIES OR AN ATTORNEY TO VERIFY REQUIREMENTS APPLICABLE TO THIS PROCUREMENT BEFORE COMPLETING THIS FORM.

It is intended that AIA Document G612[™]-2017, Owner's Instructions to the Architect, Parts A and B will be completed prior to using this document.

ELECTRONIC COPYING of any portion of this AIA[®] Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

ARTICLE 1 DEFINITIONS

§ 1.1 Bidding Documents include the Bidding Requirements and the Proposed Contract Documents. The Bidding Requirements consist of the advertisement or invitation to bid, Instructions to Bidders, supplementary instructions to bidders, the bid form, and any other bidding forms. The Proposed Contract Documents consist of the unexecuted form of Agreement between the Owner and Contractor and that Agreement's Exhibits, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, all Addenda, and all other documents enumerated in Article 8 of these Instructions.

§ 1.2 Definitions set forth in the General Conditions of the Contract for Construction, or in other Proposed Contract Documents apply to the Bidding Documents.

§ 1.3 Addenda are written or graphic instruments issued by the Architect, which, by additions, deletions, clarifications, or corrections, modify or interpret the Bidding Documents.

§ 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

§ 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents, to which Work may be added or deleted by sums stated in Alternate Bids.

§ 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from, or that does not change, the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

§ 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, as described in the Bidding Documents.

§ 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

§ 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment, or labor for a portion of the Work.

ARTICLE 2 BIDDER'S REPRESENTATIONS

§ 2.1 By submitting a Bid, the Bidder represents that:

- .1 the Bidder has read and understands the Bidding Documents;
- .2 the Bidder understands how the Bidding Documents relate to other portions of the Project, if any, being bid concurrently or presently under construction;
- .3 the Bid complies with the Bidding Documents;
- .4 the Bidder has visited the site, become familiar with local conditions under which the Work is to be performed, and has correlated the Bidder's observations with the requirements of the Proposed Contract Documents;
- .5 the Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception; and
- .6 the Bidder has read and understands the provisions for liquidated damages, if any, set forth in the form of Agreement between the Owner and Contractor.

ARTICLE 3 BIDDING DOCUMENTS

§ 3.1 Distribution

§ 3.1.1 Bidders shall obtain complete Bidding Documents, as indicated below, from the issuing office designated in the advertisement or invitation to bid, for the deposit sum, if any, stated therein.

(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall obtain Bidding Documents.)

§ 3.1.2 Any required deposit shall be refunded to Bidders who submit a bona fide Bid and return the paper Bidding Documents in good condition within ten days after receipt of Bids. The cost to replace missing or damaged paper

documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the paper Bidding Documents, and the Bidder's deposit will be refunded.

§ 3.1.3 Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the advertisement or invitation to bid, or in supplementary instructions to bidders.

§ 3.1.4 Bidders shall use complete Bidding Documents in preparing Bids. Neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete Bidding Documents.

§ 3.1.5 The Bidding Documents will be available for the sole purpose of obtaining Bids on the Work. No license or grant of use is conferred by distribution of the Bidding Documents.

§ 3.2 Modification or Interpretation of Bidding Documents

§ 3.2.1 The Bidder shall carefully study the Bidding Documents, shall examine the site and local conditions, and shall notify the Architect of errors, inconsistencies, or ambiguities discovered and request clarification or interpretation pursuant to Section 3.2.2.

§ 3.2.2 Requests for clarification or interpretation of the Bidding Documents shall be submitted by the Bidder in writing and shall be received by the Architect at least seven days prior to the date for receipt of Bids. *(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall submit requests for clarification and interpretation.)*

§ 3.2.3 Modifications and interpretations of the Bidding Documents shall be made by Addendum. Modifications and interpretations of the Bidding Documents made in any other manner shall not be binding, and Bidders shall not rely upon them.

§ 3.3 Substitutions

§ 3.3.1 The materials, products, and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.

§ 3.3.2 Substitution Process

§ 3.3.2.1 Written requests for substitutions shall be received by the Architect at least ten days prior to the date for receipt of Bids. Requests shall be submitted in the same manner as that established for submitting clarifications and interpretations in Section 3.2.2.

§ 3.3.2.2 Bidders shall submit substitution requests on a Substitution Request Form if one is provided in the Bidding Documents.

§ 3.3.2.3 If a Substitution Request Form is not provided, requests shall include (1) the name of the material or equipment specified in the Bidding Documents; (2) the reason for the requested substitution; (3) a complete description of the proposed substitution including the name of the material or equipment proposed as the substitute, performance and test data, and relevant drawings; and (4) any other information necessary for an evaluation. The request shall include a statement setting forth changes in other materials, equipment, or other portions of the Work, including changes in the work of other contracts or the impact on any Project Certifications (such as LEED), that will result from incorporation of the proposed substitution.

§ 3.3.3 The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

§ 3.3.4 If the Architect approves a proposed substitution prior to receipt of Bids, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding, and Bidders shall not rely upon them.

§ 3.3.5 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

§ 3.4 Addenda

§ 3.4.1 Addenda will be transmitted to Bidders known by the issuing office to have received complete Bidding Documents.

(Indicate how, such as by email, website, host site/platform, paper copy, or other method Addenda will be transmitted.)

§ 3.4.2 Addenda will be available where Bidding Documents are on file.

§ 3.4.3 Addenda will be issued no later than four days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

§ 3.4.4 Prior to submitting a Bid, each Bidder shall ascertain that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

ARTICLE 4 BIDDING PROCEDURES

§ 4.1 Preparation of Bids

§ 4.1.1 Bids shall be submitted on the forms included with or identified in the Bidding Documents.

§ 4.1.2 All blanks on the bid form shall be legibly executed. Paper bid forms shall be executed in a non-erasable medium.

§ 4.1.3 Sums shall be expressed in both words and numbers, unless noted otherwise on the bid form. In case of discrepancy, the amount entered in words shall govern.

§ 4.1.4 Edits to entries made on paper bid forms must be initialed by the signer of the Bid.

§ 4.1.5 All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change" or as required by the bid form.

§ 4.1.6 Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall neither make additional stipulations on the bid form nor qualify the Bid in any other manner.

§ 4.1.7 Each copy of the Bid shall state the legal name and legal status of the Bidder. As part of the documentation submitted with the Bid, the Bidder shall provide evidence of its legal authority to perform the Work in the jurisdiction where the Project is located. Each copy of the Bid shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further name the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached, certifying the agent's authority to bind the Bidder.

§ 4.1.8 A Bidder shall incur all costs associated with the preparation of its Bid.

§ 4.2 Bid Security

§ 4.2.1 Each Bid shall be accompanied by the following bid security:

(Insert the form and amount of bid security.)

§ 4.2.2 The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and shall, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. In the event the Owner fails to comply with Section 6.2, the amount of the bid security shall not be forfeited to the Owner.

§ 4.2.3 If a surety bond is required as bid security, it shall be written on AIA Document A310™, Bid Bond, unless otherwise provided in the Bidding Documents. The attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of an acceptable power of attorney. The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 4.2.4 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until (a) the Contract has been executed and bonds, if required, have been furnished; (b) the specified time has elapsed so that Bids may be withdrawn; or (c) all Bids have been rejected. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, a Bidder may, beginning _____ days after the opening of Bids, withdraw its Bid and request the return of its bid security.

§ 4.3 Submission of Bids

§ 4.3.1 A Bidder shall submit its Bid as indicated below:

(Indicate how, such as by website, host site/platform, paper copy, or other method Bidders shall submit their Bid.)

§ 4.3.2 Paper copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address, and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

§ 4.3.3 Bids shall be submitted by the date and time and at the place indicated in the invitation to bid. Bids submitted after the date and time for receipt of Bids, or at an incorrect place, will not be accepted.

§ 4.3.4 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

§ 4.3.5 A Bid submitted by any method other than as provided in this Section 4.3 will not be accepted.

§ 4.4 Modification or Withdrawal of Bid

§ 4.4.1 Prior to the date and time designated for receipt of Bids, a Bidder may submit a new Bid to replace a Bid previously submitted, or withdraw its Bid entirely, by notice to the party designated to receive the Bids. Such notice shall be received and duly recorded by the receiving party on or before the date and time set for receipt of Bids. The receiving party shall verify that replaced or withdrawn Bids are removed from the other submitted Bids and not considered. Notice of submission of a replacement Bid or withdrawal of a Bid shall be worded so as not to reveal the amount of the original Bid.

§ 4.4.2 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids in the same format as that established in Section 4.3, provided they fully conform with these Instructions to Bidders. Bid security shall be in an amount sufficient for the Bid as resubmitted.

§ 4.4.3 After the date and time designated for receipt of Bids, a Bidder who discovers that it made a clerical error in its Bid shall notify the Architect of such error within two days, or pursuant to a timeframe specified by the law of the jurisdiction where the Project is located, requesting withdrawal of its Bid. Upon providing evidence of such error to the reasonable satisfaction of the Architect, the Bid shall be withdrawn and not resubmitted. If a Bid is withdrawn pursuant to this Section 4.4.3, the bid security will be attended to as follows:
(State the terms and conditions, such as Bid rank, for returning or retaining the bid security.)

ARTICLE 5 CONSIDERATION OF BIDS

§ 5.1 Opening of Bids

If stipulated in an advertisement or invitation to bid, or when otherwise required by law, Bids properly identified and received within the specified time limits will be publicly opened and read aloud. A summary of the Bids may be made available to Bidders.

§ 5.2 Rejection of Bids

Unless otherwise prohibited by law, the Owner shall have the right to reject any or all Bids.

§ 5.3 Acceptance of Bid (Award)

§ 5.3.1 It is the intent of the Owner to award a Contract to the lowest responsive and responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents. Unless otherwise prohibited by law, the Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's best interests.

§ 5.3.2 Unless otherwise prohibited by law, the Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the lowest responsive and responsible Bidder on the basis of the sum of the Base Bid and Alternates accepted.

ARTICLE 6 POST-BID INFORMATION

§ 6.1 Contractor's Qualification Statement

Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request and within the timeframe specified by the Architect, a properly executed AIA Document A305™, Contractor's Qualification Statement, unless such a Statement has been previously required and submitted for this Bid.

§ 6.2 Owner's Financial Capability

A Bidder to whom award of a Contract is under consideration may request in writing, fourteen days prior to the expiration of the time for withdrawal of Bids, that the Owner furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Contract. The Owner shall then furnish such reasonable evidence to the Bidder no later than seven days prior to the expiration of the time for withdrawal of Bids. Unless such reasonable evidence is furnished within the allotted time, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

§ 6.3 Submittals

§ 6.3.1 After notification of selection for the award of the Contract, the Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, submit in writing to the Owner through the Architect:

- .1 a designation of the Work to be performed with the Bidder's own forces;
- .2 names of the principal products and systems proposed for the Work and the manufacturers and suppliers of each; and
- .3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

§ 6.3.2 The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.

§ 6.3.3 Prior to the execution of the Contract, the Architect will notify the Bidder if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, withdraw the Bid or submit an acceptable substitute person or entity. The Bidder may also submit any required adjustment in the Base Bid or Alternate Bid to account for the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

§ 6.3.4 Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND

§ 7.1 Bond Requirements

§ 7.1.1 If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder.

§ 7.1.2 If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

§ 7.1.3 The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 7.1.4 Unless otherwise indicated below, the Penal Sum of the Payment and Performance Bonds shall be the amount of the Contract Sum.

(If Payment or Performance Bonds are to be in an amount other than 100% of the Contract Sum, indicate the dollar amount or percentage of the Contract Sum.)

§ 7.2 Time of Delivery and Form of Bonds

§ 7.2.1 The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to commence sooner in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

§ 7.2.2 Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond.

§ 7.2.3 The bonds shall be dated on or after the date of the Contract.

§ 7.2.4 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix to the bond a certified and current copy of the power of attorney.

ARTICLE 8 ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

§ 8.1 Copies of the proposed Contract Documents have been made available to the Bidder and consist of the following documents:

- .1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor, unless otherwise stated below.
(Insert the complete AIA Document number, including year, and Document title.)
- .2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds, unless otherwise stated below.
(Insert the complete AIA Document number, including year, and Document title.)
- .3 AIA Document A201™–2017, General Conditions of the Contract for Construction, unless otherwise stated below.
(Insert the complete AIA Document number, including year, and Document title.)
- .4 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013.)
- .5 Drawings

Number	Title	Date

.6 Specifications

Section	Title	Date	Pages

.7 Addenda:

Number	Date	Pages

.8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017.)

The Sustainability Plan:

Title	Date	Pages

Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

.9 Other documents listed below:

(List here any additional documents that are intended to form part of the Proposed Contract Documents.)

BID PROPOSAL FORM

Sealed Bid Number 001

TO

Ravenna Public Schools
Attention: Mr. Ken Schroeder - Superintendent
41750 Carthage Rd
Ravenna, NE 68869

FOR

Ravenna High School 60 Ton Condensing Unit and Coil Replacement
41750 Carthage Rd
Ravenna, NE 68869

BIDDER INFORMATION

Bidders Legal Name: _____ Dated _____

(a Corporation organized and existing under the laws of the State of _____)

or a partnership consisting of: _____ partners

or an individual hereinafter called the bidder.

Address _____

City, State, Zip _____

Phone No. _____ Fax No. _____

BID AMOUNT

We, the bidder, acknowledge receipt of the following Addendum or Addenda. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # _____ Date _____

Addendum # _____ Date _____

Addendum # _____ Date _____

The undersigned in compliance with your Invitation for Bids for the Ravenna Public Schools - High School 60 Ton Condensing Unit and Coil Replacement Project, having examined the plans and specifications with related documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of labor, hereby propose to furnish all labor, materials and supplies and to construct the project in accordance with the Contract Documents, at the prices stated below. The prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

We have included the required 5% security Bid Bond as required by the Instruction to Bidders. Indicate in writing as "Yes" that security is enclosed with this Bid Form: _____

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for the sum of:

BASE BID:

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for **Ravenna High School 60 Ton Condensing Unit and Coil Replacement** for the Base Bid sum of:

_____ Dollars
(Amount written in words)

\$ _____
(Amount written in figures)

As part of Bid, the Bidder declares that he/she is and will comply with the Nebraska Fair Labor SS73-102 to 73-105 RRS Nebr. in pursuit of its business and in execution of this Contract.

ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for forty-five (45) days from the bid closing date.

If this bid is accepted by the Owner within the time period stated above, we will:

1. Furnish all material, labor, tools, expendable equipment, and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all of the Work required for the Combined Contract, including General Conditions, Mechanical Work and Electrical Work in accord with the Bidding Documents prepared by Engineering Technologies, Inc., for the consideration hereinafter set forth.
2. Hold his/her bid open for 45 days after the receipt of bids, and to accept the provisions of the Instructions to Bidders regarding disposition of Bid Security.
3. Enter into and execute a Contract, if awarded on the basis of this bid, and to furnish a Performance Bond and a Payment Bond in accord with the General Conditions and General Requirements of this Contract.
4. Start, Substantially Complete and Fully Complete the Work according to the schedule specified in the Construction Documents.

If this bid is accepted within the time stated, and we fail to commence the Work or fail to provide the required Performance and Payment Bonds, the security deposit shall be forfeited as damages to the Owner by reason of failure, limited in amount to the lesser of the face value of the security deposit of the difference between this bid and the bid upon which a Contract is signed.

In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

CONTRACT TIME

If this bid is accepted, we will:

1. Substantially complete all work by June 12, 2020.

BID FORM SIGNATURE

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

The Corporate Seal of:

Bidder: _____

was hereunto affixed in the presence of:

Authorized Officer, Title: _____

Seal:

END OF SECTION

**SECTION 005200
AGREEMENT FORM**

PART 1 GENERAL

1.01 FORM OF AGREEMENT

1.02 THE AGREEMENT TO BE EXECUTED IS ATTACHED FOLLOWING THIS PAGE.

1.03 RELATED REQUIREMENTS

A. Section 007200 - General Conditions.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION 005200

AIA[®] Document A101[™] – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

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

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

Ravenna Public Schools
41750 Carthage Rd.
Ravenna, NE 68869
Telephone Number: 308-452-3249

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

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

Ravenna Public Schools - High School 60 Ton Condensing Unit and Coil Replacement

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

Engineering Technologies, Inc.
825 M Street, Suite 200
Lincoln, NE 68508
Telephone Number: 402-476-1273
Fax Number: 402-476-1274

The Owner and Contractor agree as follows.

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

The parties should complete A101[™]-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201[™]-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

ELECTRONIC COPYING of any portion of this AIA[®] Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
 - 2 THE WORK OF THIS CONTRACT
 - 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
 - 4 CONTRACT SUM
 - 5 PAYMENTS
 - 6 DISPUTE RESOLUTION
 - 7 TERMINATION OR SUSPENSION
 - 8 MISCELLANEOUS PROVISIONS
 - 9 ENUMERATION OF CONTRACT DOCUMENTS
- EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:
(Check one of the following boxes.)

- The date of this Agreement.
- A date set forth in a notice to proceed issued by the Owner.
- Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:
(Check one of the following boxes and complete the necessary information.)

[] Not later than () calendar days from the date of commencement of the Work.

[] By the following date:

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
All	June 12, 2020

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be (\$), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. (Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance

§ 4.3 Allowances, if any, included in the Contract Sum: (Identify each allowance.)

Item	Price

§ 4.4 Unit prices, if any: (Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)

§ 4.5 Liquidated damages, if any: (Insert terms and conditions for liquidated damages, if any.)

§ 4.6 Other: (Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the 25th day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the last day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than thirty (30) days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

10%

§ 5.1.7.1.1 The following items are not subject to retainage:
(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:
(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:
(Insert any other conditions for release of retainage upon Substantial Completion.)

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner’s prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor’s responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner’s final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect’s final Certificate for Payment, or as follows:

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

■ %

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.
(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

Arbitration pursuant to Section 15.4 of AIA Document A201–2017

Litigation in a court of competent jurisdiction

Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner’s convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:
(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner’s convenience.)

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner’s representative:
(Name, address, email address, and other information)

Mr. Ken Schroeder
41750 Carthage Rd.
Ravenna, NE 68869

§ 8.3 The Contractor’s representative:
(Name, address, email address, and other information)

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™-2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203-2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™-2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction
- .4 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013 incorporated into this Agreement.)

.5 Drawings

Number	Title	Date

.6 Specifications

Section	Title	Date	Pages

.7 Addenda, if any:

Number	Date	Pages

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

The Sustainability Plan:

Title	Date	Pages

Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

9 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Ken Schroeder, Superintendent
(Printed name and title)

CONTRACTOR (Signature)

(Printed name and title)

AIA[®] Document A101[™] – 2017 Exhibit A

Insurance and Bonds

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Contractor, dated the day of in the year
(In words, indicate day, month and year.)

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

Ravenna Public Schools - High School 60 Ton Condensing Unit and Coil Replacement

THE OWNER:
(Name, legal status and address)

Ravenna Public Schools
41750 Carthage Rd.
Ravenna, NE 68869

THE CONTRACTOR:
(Name, legal status and address)

TABLE OF ARTICLES

A.1 GENERAL

A.2 OWNER'S INSURANCE

A.3 CONTRACTOR'S INSURANCE AND BONDS

A.4 SPECIAL TERMS AND CONDITIONS

ARTICLE A.1 GENERAL

The Owner and Contractor shall purchase and maintain insurance, and provide bonds, as set forth in this Exhibit. As used in this Exhibit, the term General Conditions refers to AIA Document A201[™]-2017, General Conditions of the Contract for Construction.

ARTICLE A.2 OWNER'S INSURANCE

§ A.2.1 General

Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Article A.2 and, upon the Contractor's request, provide a copy of the property insurance policy or policies required by Section A.2.3. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

§ A.2.2 Liability Insurance

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

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 Document A201[™]-2017, General Conditions of the Contract for Construction. Article 11 of A201[™]-2017 contains additional insurance provisions.

ELECTRONIC COPYING of any portion of this AIA[®] Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

§ A.2.3 Required Property Insurance

§ A.2.3.1 Unless this obligation is placed on the Contractor pursuant to Section A.3.3.2.1, the Owner shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis. The Owner's property insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and labor performed and materials or equipment supplied by others. The property insurance shall be maintained until Substantial Completion and thereafter as provided in Section A.2.3.1.3, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.

§ A.2.3.1.1 Causes of Loss. The insurance required by this Section A.2.3.1 shall provide coverage for direct physical loss or damage, and shall not exclude the risks of fire, explosion, theft, vandalism, malicious mischief, collapse, earthquake, flood, or windstorm. The insurance shall also provide coverage for ensuing loss or resulting damage from error, omission, or deficiency in construction methods, design, specifications, workmanship, or materials. Sub-limits, if any, are as follows:

(Indicate below the cause of loss and any applicable sub-limit.)

Causes of Loss	Sub-Limit

§ A.2.3.1.2 Specific Required Coverages. The insurance required by this Section A.2.3.1 shall provide coverage for loss or damage to falsework and other temporary structures, and to building systems from testing and startup. The insurance shall also cover debris removal, including demolition occasioned by enforcement of any applicable legal requirements, and reasonable compensation for the Architect's and Contractor's services and expenses required as a result of such insured loss, including claim preparation expenses. Sub-limits, if any, are as follows:

(Indicate below type of coverage and any applicable sub-limit for specific required coverages.)

Coverage	Sub-Limit

§ A.2.3.1.3 Unless the parties agree otherwise, upon Substantial Completion, the Owner shall continue the insurance required by Section A.2.3.1 or, if necessary, replace the insurance policy required under Section A.2.3.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 12.2.2 of the General Conditions.

§ A.2.3.1.4 Deductibles and Self-Insured Retentions. If the insurance required by this Section A.2.3 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions.

§ A.2.3.2 Occupancy or Use Prior to Substantial Completion. The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section A.2.3.1 have consented in writing to the continuance of coverage. The Owner and the Contractor shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing.

§ A.2.3.3 Insurance for Existing Structures

If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure against direct physical loss or damage from the causes of loss identified in Section A.2.3.1, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

§ A.2.4 Optional Extended Property Insurance.

The Owner shall purchase and maintain the insurance selected and described below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to

the description(s) of selected insurance. For each type of insurance selected, indicate applicable limits of coverage or other conditions in the fill point below the selected item.)

- § **A.2.4.1 Loss of Use, Business Interruption, and Delay in Completion Insurance**, to reimburse the Owner for loss of use of the Owner's property, or the inability to conduct normal operations due to a covered cause of loss.
- § **A.2.4.2 Ordinance or Law Insurance**, for the reasonable and necessary costs to satisfy the minimum requirements of the enforcement of any law or ordinance regulating the demolition, construction, repair, replacement or use of the Project.
- § **A.2.4.3 Expediting Cost Insurance**, for the reasonable and necessary costs for the temporary repair of damage to insured property, and to expedite the permanent repair or replacement of the damaged property.
- § **A.2.4.4 Extra Expense Insurance**, to provide reimbursement of the reasonable and necessary excess costs incurred during the period of restoration or repair of the damaged property that are over and above the total costs that would normally have been incurred during the same period of time had no loss or damage occurred.
- § **A.2.4.5 Civil Authority Insurance**, for losses or costs arising from an order of a civil authority prohibiting access to the Project, provided such order is the direct result of physical damage covered under the required property insurance.
- § **A.2.4.6 Ingress/Egress Insurance**, for loss due to the necessary interruption of the insured's business due to physical prevention of ingress to, or egress from, the Project as a direct result of physical damage.
- § **A.2.4.7 Soft Costs Insurance**, to reimburse the Owner for costs due to the delay of completion of the Work, arising out of physical loss or damage covered by the required property insurance: including construction loan fees; leasing and marketing expenses; additional fees, including those of architects, engineers, consultants, attorneys and accountants, needed for the completion of the construction, repairs, or reconstruction; and carrying costs such as property taxes, building permits, additional interest on loans, realty taxes, and insurance premiums over and above normal expenses.

§ A.2.5 Other Optional Insurance.

The Owner shall purchase and maintain the insurance selected below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance.)

- § **A.2.5.1 Cyber Security Insurance** for loss to the Owner due to data security and privacy breach, including costs of investigating a potential or actual breach of confidential or private information.
(Indicate applicable limits of coverage or other conditions in the fill point below.)

[] § A.2.5.2 Other Insurance

(List below any other insurance coverage to be provided by the Owner and any applicable limits.)

Coverage

Limits

ARTICLE A.3 CONTRACTOR'S INSURANCE AND BONDS

§ A.3.1 General

§ A.3.1.1 Certificates of Insurance. The Contractor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article A.3 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of commercial liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the periods required by Section A.3.2.1 and Section A.3.3.1. The certificates will show the Owner as an additional insured on the Contractor's Commercial General Liability and excess or umbrella liability policy or policies.

§ A.3.1.2 Deductibles and Self-Insured Retentions. The Contractor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Contractor.

§ A.3.1.3 Additional Insured Obligations. To the fullest extent permitted by law, the Contractor shall cause the commercial general liability coverage to include (1) the Owner, the Architect, and the Architect's consultants as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's consultants, CG 20 32 07 04.

§ A.3.2 Contractor's Required Insurance Coverage

§ A.3.2.1 The Contractor shall purchase and maintain the following types and limits of insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:
(If the Contractor is required to maintain insurance for a duration other than the expiration of the period for correction of Work, state the duration.)

§ A.3.2.2 Commercial General Liability

§ A.3.2.2.1 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than [] (\$ []) each occurrence, [] (\$ []) general aggregate, and [] (\$ []) aggregate for products-completed operations hazard, providing coverage for claims including

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal injury and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Contractor's indemnity obligations under Section 3.18 of the General Conditions.

§ A.3.2.2.2 The Contractor's Commercial General Liability policy under this Section A.3.2.2 shall not contain an exclusion or restriction of coverage for the following:

- .1 Claims by one insured against another insured, if the exclusion or restriction is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim.
- .2 Claims for property damage to the Contractor's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor.
- .3 Claims for bodily injury other than to employees of the insured.
- .4 Claims for indemnity under Section 3.18 of the General Conditions arising out of injury to employees of the insured.
- .5 Claims or loss excluded under a prior work endorsement or other similar exclusionary language.
- .6 Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language.
- .7 Claims related to residential, multi-family, or other habitational projects, if the Work is to be performed on such a project.
- .8 Claims related to roofing, if the Work involves roofing.
- .9 Claims related to exterior insulation finish systems (EIFS), synthetic stucco or similar exterior coatings or surfaces, if the Work involves such coatings or surfaces.
- .10 Claims related to earth subsidence or movement, where the Work involves such hazards.
- .11 Claims related to explosion, collapse and underground hazards, where the Work involves such hazards.

§ A.3.2.3 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than █ (\$ █) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

§ A.3.2.4 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as the coverages required under Section A.3.2.2 and A.3.2.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ A.3.2.5 Workers' Compensation at statutory limits.

§ A.3.2.6 Employers' Liability with policy limits not less than █ (\$ █) each accident, █ (\$ █) each employee, and █ (\$ █) policy limit.

§ A.3.2.7 Jones Act, and the Longshore & Harbor Workers' Compensation Act, as required, if the Work involves hazards arising from work on or near navigable waterways, including vessels and docks

§ A.3.2.8 If the Contractor is required to furnish professional services as part of the Work, the Contractor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than █ (\$ █) per claim and █ (\$ █) in the aggregate.

§ A.3.2.9 If the Work involves the transport, dissemination, use, or release of pollutants, the Contractor shall procure Pollution Liability insurance, with policy limits of not less than █ (\$ █) per claim and █ (\$ █) in the aggregate.

§ A.3.2.10 Coverage under Sections A.3.2.8 and A.3.2.9 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of not less than █ (\$ █) per claim and █ (\$ █) in the aggregate.

§ A.3.2.11 Insurance for maritime liability risks associated with the operation of a vessel, if the Work requires such activities, with policy limits of not less than █ (\$ █) per claim and █ (\$ █) in the aggregate.

§ A.3.2.12 Insurance for the use or operation of manned or unmanned aircraft, if the Work requires such activities, with policy limits of not less than █ (\$ █) per claim and █ (\$ █) in the aggregate.

§ A.3.3 Contractor's Other Insurance Coverage

§ A.3.3.1 Insurance selected and described in this Section A.3.3 shall be purchased from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:

(If the Contractor is required to maintain any of the types of insurance selected below for a duration other than the expiration of the period for correction of Work, state the duration.)

§ A.3.3.2 The Contractor shall purchase and maintain the following types and limits of insurance in accordance with Section A.3.3.1.

(Select the types of insurance the Contractor is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. Where policy limits are provided, include the policy limit in the appropriate fill point.)

§ A.3.3.2.1 Property insurance of the same type and scope satisfying the requirements identified in Section A.2.3, which, if selected in this section A.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section A.2.3.1.3 and Section A.2.3.3. The Contractor shall comply with all obligations of the Owner under Section A.2.3 except to the extent provided below. The Contractor shall disclose to the Owner the amount of any deductible, and the Owner shall be responsible for losses within the deductible. Upon request, the Contractor shall provide the Owner with a copy of the property insurance policy or policies required. The Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the property insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below: *(Where the Contractor's obligation to provide property insurance differs from the Owner's obligations as described under Section A.2.3, indicate such differences in the space below. Additionally, if a party other than the Owner will be responsible for adjusting and settling a loss with the insurer and acting as the trustee of the proceeds of property insurance in accordance with Article 11 of the General Conditions, indicate the responsible party below.)*

§ A.3.3.2.2 Railroad Protective Liability Insurance, with policy limits of not less than (\$) per claim and (\$) in the aggregate, for Work within fifty (50) feet of railroad property.

§ A.3.3.2.3 Asbestos Abatement Liability Insurance, with policy limits of not less than (\$) per claim and (\$) in the aggregate, for liability arising from the encapsulation, removal, handling, storage, transportation, and disposal of asbestos-containing materials.

§ A.3.3.2.4 Insurance for physical damage to property while it is in storage and in transit to the construction site on an "all-risks" completed value form.

§ A.3.3.2.5 Property insurance on an "all-risks" completed value form, covering property owned by the Contractor and used on the Project, including scaffolding and other equipment.

§ A.3.3.2.6 Other Insurance
(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)

Coverage

Limits

§ A.3.4 Performance Bond and Payment Bond

The Contractor shall provide surety bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, as follows:

(Specify type and penal sum of bonds.)

Type

Penal Sum (\$0.00)

Payment Bond

[Redacted]

Performance Bond

[Redacted]

Payment and Performance Bonds shall be AIA Document A312™, Payment Bond and Performance Bond, or contain provisions identical to AIA Document A312™, current as of the date of this Agreement.

ARTICLE A.4 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Insurance and Bonds Exhibit, if any, are as follows:

[Redacted]



**SECTION 007200
GENERAL CONDITIONS**

FORM OF GENERAL CONDITIONS

1.01 THE GENERAL CONDITIONS APPLICABLE TO THIS CONTRACT IS ATTACHED FOLLOWING THIS PAGE.

END OF SECTION 007200

AIA[®] Document A201[™] – 2017

General Conditions of the Contract for Construction

for the following PROJECT:

(Name and location or address)

Ravenna Public Schools - High School 60 Ton Condensing Unit and Coil Replacement

THE OWNER:

(Name, legal status and address)

Ravenna Public Schools
41750 Carthage Rd.
Ravenna, NE 68869

THE ARCHITECT:

(Name, legal status and address)

Engineering Technologies, Inc.
825 M Street, Suite 200
Lincoln, NE 68508

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- 11 INSURANCE AND BONDS
- 12 UNCOVERING AND CORRECTION OF WORK
- 13 MISCELLANEOUS PROVISIONS
- 14 TERMINATION OR SUSPENSION OF THE CONTRACT

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

For guidance in modifying this document to include supplementary conditions, see AIA Document A503[™], Guide for Supplementary Conditions.

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ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Basic Definitions

§ 1.1.1 The Contract Documents

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

§ 1.1.2 The Contract

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

§ 1.1.3 The Work

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

§ 1.1.4 The Project

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

§ 1.1.5 The Drawings

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

§ 1.1.6 The Specifications

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

§ 1.1.7 Instruments of Service

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

§ 1.1.8 Initial Decision Maker

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 1.2 Correlation and Intent of the Contract Documents

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

§ 1.2.1.1 The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

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

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

§ 1.3 Capitalization

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

§ 1.4 Interpretation

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

§ 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

§ 1.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.5.2 The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

§ 1.6 Notice

§ 1.6.1 Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.

§ 1.6.2 Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

§ 1.7 Digital Data Use and Transmission

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.8 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set

forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 OWNER

§ 2.1 General

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

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

§ 2.2 Evidence of the Owner's Financial Arrangements

§ 2.2.1 Prior to commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.

§ 2.2.2 Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.

§ 2.2.3 After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

§ 2.2.4 Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

§ 2.3 Information and Services Required of the Owner

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

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

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

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

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

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

§ 2.4 Owner's Right to Stop the Work

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

§ 2.5 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

ARTICLE 3 CONTRACTOR

§ 3.1 General

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

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

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

§ 3.2 Review of Contract Documents and Field Conditions by Contractor

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

§ 3.2.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

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

§ 3.2.4 If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

§ 3.3 Supervision and Construction Procedures

§ 3.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.

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

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

§ 3.4 Labor and Materials

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

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

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

§ 3.5 Warranty

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

§ 3.5.2 All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

§ 3.6 Taxes

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

§ 3.7 Permits, Fees, Notices and Compliance with Laws

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

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

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

§ 3.7.4 Concealed or Unknown Conditions

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately

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

§ 3.8 Allowances

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

§ 3.8.2 Unless otherwise provided in the Contract Documents,

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

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

§ 3.9 Superintendent

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

§ 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

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

§ 3.10 Contractor's Construction and Submittal Schedules

§ 3.10.1 The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.

§ 3.10.2 The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

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

§ 3.11 Documents and Samples at the Site

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

§ 3.12 Shop Drawings, Product Data and Samples

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

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

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

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

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

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

§ 3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.

§ 3.12.8 The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.

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

§ 3.12.10 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.

§ 3.12.10.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 3.12.10.2 If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the time and in the form specified by the Architect.

§ 3.13 Use of Site

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

§ 3.14 Cutting and Patching

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

§ 3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

§ 3.15 Cleaning Up

§ 3.15.1 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.

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

§ 3.16 Access to Work

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

§ 3.17 Royalties, Patents and Copyrights

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

§ 3.18 Indemnification

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

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

ARTICLE 4 ARCHITECT

§ 4.1 General

§ 4.1.1 The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

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

§ 4.2 Administration of the Contract

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

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

§ 4.2.3 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not

have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

§ 4.2.4 Communications

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

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

§ 4.2.6 The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

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

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

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

§ 4.2.10 If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.

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

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

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

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

ARTICLE 5 SUBCONTRACTORS

§ 5.1 Definitions

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

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

§ 5.2 Award of Subcontracts and Other Contracts for Portions of the Work

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

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

§ 5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

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

§ 5.3 Subcontractual Relations

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

similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

§ 5.4 Contingent Assignment of Subcontracts

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

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

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

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

§ 5.4.3 Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

§ 6.1 Owner's Right to Perform Construction and to Award Separate Contracts

§ 6.1.1 The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

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

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

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

§ 6.2 Mutual Responsibility

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

§ 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the

Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.

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

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

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

§ 6.3 Owner's Right to Clean Up

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

ARTICLE 7 CHANGES IN THE WORK

§ 7.1 General

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

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

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

§ 7.2 Change Orders

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

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

§ 7.3 Construction Change Directives

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

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

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

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;

- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- .4 As provided in Section 7.3.4.

§ 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:

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

§ 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.

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

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

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

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

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

§ 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor

change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

ARTICLE 8 TIME

§ 8.1 Definitions

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

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

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

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

§ 8.2 Progress and Completion

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

§ 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.

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

§ 8.3 Delays and Extensions of Time

§ 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor’s control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.

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

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

ARTICLE 9 PAYMENTS AND COMPLETION

§ 9.1 Contract Sum

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

§ 9.1.2 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

§ 9.2 Schedule of Values

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

§ 9.3 Applications for Payment

§ 9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.

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

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

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

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

§ 9.4 Certificates for Payment

§ 9.4.1 The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.

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

§ 9.5 Decisions to Withhold Certification

§ 9.5.1 The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot

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

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

§ 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.

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

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

§ 9.6 Progress Payments

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

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

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

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

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

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

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

§ 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

§ 9.7 Failure of Payment

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

§ 9.8 Substantial Completion

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

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

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

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

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

§ 9.9 Partial Occupancy or Use

§ 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented

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

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

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

§ 9.10 Final Completion and Final Payment

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

§ 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

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

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

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

- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

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

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

§ 10.1 Safety Precautions and Programs

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

§ 10.2 Safety of Persons and Property

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

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

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

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

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

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

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

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

§ 10.2.8 Injury or Damage to Person or Property

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

§ 10.3 Hazardous Materials and Substances

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

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

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

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

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

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

§ 10.4 Emergencies

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

ARTICLE 11 INSURANCE AND BONDS

§ 11.1 Contractor's Insurance and Bonds

§ 11.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The

Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.

§ 11.1.2 The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

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

§ 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance. Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

§ 11.2 Owner's Insurance

§ 11.2.1 The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

§ 11.2.2 Failure to Purchase Required Property Insurance. If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.

§ 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance. Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

§ 11.3 Waivers of Subrogation

§ 11.3.1 The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds

of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 11.3.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

§ 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance

The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

§ 11.5 Adjustment and Settlement of Insured Loss

§ 11.5.1 A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

§ 11.5.2 Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

§ 12.1 Uncovering of Work

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

§ 12.1.2 If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

§ 12.2 Correction of Work

§ 12.2.1 Before Substantial Completion

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

§ 12.2.2 After Substantial Completion

§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.

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

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

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

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

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

§ 12.3 Acceptance of Nonconforming Work

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

ARTICLE 13 MISCELLANEOUS PROVISIONS

§ 13.1 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

§ 13.2 Successors and Assigns

§ 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the

other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

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

§ 13.3 Rights and Remedies

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

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

§ 13.4 Tests and Inspections

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

§ 13.4.2 If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.

§ 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.

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

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

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

§ 13.5 Interest

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

ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

§ 14.1 Termination by the Contractor

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

- .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- .2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
- .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- .4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.

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

§ 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

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

§ 14.2 Termination by the Owner for Cause

§ 14.2.1 The Owner may terminate the Contract if the Contractor

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

§ 14.2.2 When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

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

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

§ 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance,

the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

§ 14.3 Suspension by the Owner for Convenience

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

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

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

§ 14.4 Termination by the Owner for Convenience

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

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

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

§ 14.4.3 In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 Claims

§ 15.1.1 Definition

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

§ 15.1.2 Time Limits on Claims

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

§ 15.1.3 Notice of Claims

§ 15.1.3.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

§ 15.1.3.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

§ 15.1.4 Continuing Contract Performance

§ 15.1.4.1 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 15.1.4.2 The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

§ 15.1.5 Claims for Additional Cost

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

§ 15.1.6 Claims for Additional Time

§ 15.1.6.1 If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

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

§ 15.1.7 Waiver of Claims for Consequential Damages

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

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

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

§ 15.2 Initial Decision

§ 15.2.1 Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

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

Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

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

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

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

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

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

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

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

§ 15.3 Mediation

§ 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.

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

§ 15.3.3 Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.

§ 15.3.4 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 15.4 Arbitration

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

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

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

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

§ 15.4.4 Consolidation or Joinder

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

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

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

SECTION 011000

SUMMARY

PART 1 GENERAL

1.01 PROJECT

- A. Project Name: Ravenna High School – 60 Ton Condensing Unit and Coil Replacement.
- B. Owner's Name: Ravenna Public Schools.
 - 1. Owner's Representative: Mr. Ken Schroeder - Superintendent
- C. Engineer's Name: Engineering Technologies, Inc..
 - 1. Engineer's Representative: Marty Kasl, P.E. Mechanical Engineer, 825 M Street, Suite 200, Lincoln, NE 68508, 402-476-1273
- D. The Project consists of the replacement of existing HVAC equipment..
- E. Anticipated starting date: May 18, 2020
- F. Completion date: June 12, 2020

1.02 CONTRACT DESCRIPTION

- A. Contract Type: A single prime contract based on a Stipulated Price as described in Document 005200 - Agreement Form.

1.03 DESCRIPTION OF ALTERATIONS WORK

- A. The Scope of work includes, but is not limited to the following:
 - 1. The replacement of the 60 ton condensing unit and DX coil for the Main High School AHU.

1.04 OWNER OCCUPANCY

- A. Owner intends to continue to minimally occupy adjacent portions of the existing building during the entire construction period.
- B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- C. Schedule the Work to accommodate Owner occupancy.

1.05 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
- B. Arrange use of site and premises to allow:
 - 1. Owner occupancy.
 - 2. Work by Others.
 - 3. Work by Owner.
 - 4. Use of site and premises by the public.
 - 5. Parking will be available on site in existing parking lot area.
- C. Provide access to and from site as required by law and by Owner:
 - 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 - 2. Do not obstruct roadways, sidewalks, or other public ways without permit.
- D. Time Restrictions:
 - 1. Coordinate any time restrictions with the Owner's requirements.
- E. Utility Outages and Shutdown:
 - 1. Limit disruption of utility services to hours the building is unoccupied.
 - 2. Do not disrupt or shut down life safety systems, including but not limited to fire sprinklers and fire alarm system, without 7 days notice to Owner and authorities having jurisdiction.
 - 3. Prevent accidental disruption of utility services to other facilities.

END OF SECTION 011000

SECTION 012000
PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures.

1.02 SCHEDULE OF VALUES

- A. Form to be used: Submit a printed schedule on AIA Form G703 - Application and Certificate for Payment Continuation Sheet..
- B. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Engineer for approval.
- C. Forms filled out by hand will not be accepted.
- D. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement.
- E. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification section. Identify site mobilization.
- F. Revise schedule to list approved Change Orders, with each Application For Payment.

1.03 APPLICATIONS FOR PROGRESS PAYMENTS

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Form to be used: Submit a printed AIA G702 - Application and Certificate for Payment and AIA G703 - Continuation Sheet including continuation sheets when required.
- C. AIA G702 shall be notarized before the engineer will process.
- D. Forms filled out by hand will not be accepted.
- E. For each item, provide a column for listing each of the following:
 - 1. Item Number.
 - 2. Description of work.
 - 3. Scheduled Values.
 - 4. Previous Applications.
 - 5. Work in Place and Stored Materials under this Application.
 - 6. Authorized Change Orders.
 - 7. Total Completed and Stored to Date of Application.
 - 8. Percentage of Completion.
 - 9. Balance to Finish.
 - 10. Retainage.
- F. Execute certification by signature of authorized officer.
- G. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored products.
- H. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of work.
- I. Submit one electronic and three hard-copies of each Application for Payment.
- J. Include the following with the application:
 - 1. Transmittal letter as specified for submittals in Section 013000.
- K. When Engineer requires substantiating information, submit data justifying dollar amounts in question.

1.04 MODIFICATION PROCEDURES

- A. Submit name of the individual authorized to receive change documents and who will be responsible for informing others in Contractor's employ or subcontractors of changes to the Contract Documents.
- B. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Engineer will issue instructions directly to Contractor.
- C. For other required changes, Engineer will issue a document signed by Owner instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
 - 1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
 - 2. Promptly execute the change.
- D. For changes for which advance pricing is desired, Engineer will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within 5 days.
- E. Contractor may propose a change by submitting a request for change to Engineer, describing the proposed change and its full effect on the work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation. Document any requested substitutions in accordance with Section 016000.
- F. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
 - 1. For change requested by Engineer for work falling under a fixed price contract, the amount will be based on Contractor's price quotation.
 - 2. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Engineer.
 - 3. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
 - 4. For change ordered by Engineer without a quotation from Contractor, the amount will be determined by Engineer based on the Contractor's substantiation of costs as specified for Time and Material work.
- G. Substantiation of Costs: Provide full information required for evaluation.
 - 1. Provide the following data:
 - a. Quantities of products, labor, and equipment.
 - b. Overhead and profit.
 - 1) Changes in the work shall be as established in the Contract Documents. the following fees will be used for lump sum pricing and actual cost pricing of additions and deletions the that Work in the Bid, namely:
 - (a) To Subcontractor for work performed by thier own forces: Not to exceed 10%.
 - (b) To Subcontractor for work performed by other than their own forces: Not to exceed 5%.
 - (c) To Subcontractor's Subcontractor/Material supplier for work performed by Subcontractor's Subcontractor/Material supplier own forces: Not to exceed 10%.
 - (d) To Subcontractor's Subcontractor/Material supplier for work performed by other than Subcontractor's Subcontractor/Material supplier own forces: Not to exceed 5%.
 - (e) Fee includes general requirements, all supervision, overhead and profit.
 - c. Justification for any change in Contract Time.
 - d. Credit for deletions from Contract, similarly documented.
 - 2. For authorized Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.

- H. Execution of Change Orders: Engineer will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- I. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- J. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- K. Promptly enter changes in Project Record Documents.

1.05 APPLICATION FOR FINAL PAYMENT

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
 - 1. All closeout procedures specified in Section 017000.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION 012000

**SECTION 012300
ALTERNATES**

PART 1 GENERAL

1.01 RELATED REQUIREMENTS

- A. Document 002113 - Instructions to Bidders: Instructions for preparation of pricing for Alternates.
- B. Document 005200 - Agreement Form: Incorporating monetary value of accepted Alternates.

1.02 ACCEPTANCE OF ALTERNATES

- A. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Owner's option. Accepted Alternates will be identified in the Owner-Contractor Agreement.

1.03 SCHEDULE OF ALTERNATES

- A. Alternate No. 1 - Provide a DEDUCT alternate price to keep the existing electrical conductors and disconnect switches to the condensing units being replaced in the elementary building. After the contract has been awarded, the contractor shall field verify that the existing branch circuits and disconnect switches are of adequate size to accept the new condensing units.
- B. Alternate No. 2: Provide a DEDUCT alternate price to change the High School condensing unit CU-4 to a single circuit unit with two fixed speed compressors as noted in the drawings.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION 012300

SECTION 015000
TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary utilities.
- B. Temporary sanitary facilities.
- C. Temporary Controls: Barriers, enclosures, and fencing.
- D. Security requirements.
- E. Vehicular access and parking.

1.02 TEMPORARY UTILITIES

- A. Owner will provide the following:
 - 1. Electrical power , consisting of connection to existing facilities.
 - 2. Water supply, consisting of connection to existing facilities.
- B. Existing facilities may be used.

1.03 TEMPORARY SANITARY FACILITIES

- A. Use of existing facilities is permitted.
- B. Maintain daily in clean and sanitary condition.
- C. At end of construction, return facilities to same or better condition as originally found.

1.04 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way and for public access to existing building.
- C. Provide protection for plants designated to remain. Replace damaged plants.
- D. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.05 SECURITY

- A. Provide security and facilities to protect Work, existing facilities, and Owner's operations from unauthorized entry, vandalism, or theft.
- B. Coordinate with Owner's security program.

1.06 VEHICULAR ACCESS AND PARKING

- A. Coordinate access and haul routes with governing authorities and Owner.
- B. Provide and maintain access to fire hydrants, free of obstructions.
- C. Provide means of removing mud from vehicle wheels before entering streets.
- D. Designated existing on-site roads may be used for construction traffic.
- E. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking.
- F. Existing parking areas may be used for construction parking.
- G. Provide adequate parking spaces for Owner use.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION 015000

SECTION 016000
PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Re-use of existing products.
- B. Transportation, handling, storage and protection.
- C. Product option requirements.
- D. Substitution limitations.
- E. Procedures for Owner-supplied products.
- F. Maintenance materials, including extra materials, spare parts, tools, and software.

1.02 SUBMITTALS

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
 - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

PART 2 PRODUCTS

2.01 EXISTING PRODUCTS

- A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by the Contract Documents.
- B. Unforeseen historic items encountered remain the property of the Owner; notify Owner promptly upon discovery; protect, remove, handle, and store as directed by Owner.
- C. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor; remove from site.
- D. Reused Products: Reused products include materials and equipment previously used in this or other construction, salvaged and refurbished as specified.

2.02 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by the Contract Documents.
- B. Motors: Refer to Section 230513 - Common Motor Requirements for HVAC Equipment, NEMA MG 1 Type. Specific motor type is specified in individual specification sections.

2.03 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

2.04 MAINTENANCE MATERIALS

- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.

- B. Deliver to Project site; obtain receipt prior to final payment.

PART 3 EXECUTION

3.01 SUBSTITUTION LIMITATIONS

- A. See Section 012500 - Substitution Procedures.
- B. Instructions to Bidders specifies time restrictions for submitting requests for substitutions during the bidding period and the documents required. Comply with requirements specified in Section 002113.
- C. Substitution Submittal Procedure (after contract award):

3.02 OWNER-SUPPLIED PRODUCTS

- A. Owner's Responsibilities:
 - 1. Arrange for and deliver Owner reviewed shop drawings, product data, and samples, to Contractor.
 - 2. Arrange and pay for product delivery to site.
 - 3. On delivery, inspect products jointly with Contractor.
 - 4. Submit claims for transportation damage and replace damaged, defective, or deficient items.
 - 5. Arrange for manufacturers' warranties, inspections, and service.
- B. Contractor's Responsibilities:
 - 1. Review Owner reviewed shop drawings, product data, and samples.
 - 2. Receive and unload products at site; inspect for completeness or damage jointly with Owner.
 - 3. Handle, store, install and finish products.
 - 4. Repair or replace items damaged after receipt.

3.03 TRANSPORTATION AND HANDLING

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.04 STORAGE AND PROTECTION

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.

- F. Provide off-site storage and protection when site does not permit on-site storage or protection.
- G. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- H. Comply with manufacturer's warranty conditions, if any.
- I. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- J. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- K. Prevent contact with material that may cause corrosion, discoloration, or staining.
- L. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- M. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION 016000

SECTION 017000
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures.
- B. Requirements for alterations work, including selective demolition, except removal, disposal, and/or remediation of hazardous materials and toxic substances.
- C. Cutting and patching.
- D. Cleaning and protection.
- E. Starting of systems and equipment.
- F. Demonstration and instruction of Owner personnel.
- G. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- H. General requirements for maintenance service.

1.02 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
 - 1. Structural integrity of any element of Project.
 - 2. Integrity of weather exposed or moisture resistant element.
 - 3. Efficiency, maintenance, or safety of any operational element.
 - 4. Visual qualities of sight exposed elements.
 - 5. Work of Owner or separate Contractor.

1.03 PROJECT CONDITIONS

- A. Use of explosives is not permitted.
- B. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- C. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
 - 1. Provide dust-proof enclosures to prevent entry of dust generated outdoors.
 - 2. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Owner.
- D. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
 - 1. Coordinate conduct of especially noisy work with Owner.
- E. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

1.04 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Notify affected utility companies and comply with their requirements.
- C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and

conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.

- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of work of separate sections.
- G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 016000 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.03 GENERAL INSTALLATION REQUIREMENTS

- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- E. Make neat transitions between different surfaces, maintaining texture and appearance.

3.04 ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
 - 1. Verify that construction and utility arrangements are as indicated.
 - 2. Report discrepancies to Engineer before disturbing existing installation.
 - 3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Remove existing work as indicated and as required to accomplish new work.
 - 1. Remove items indicated on drawings.
 - 2. Relocate items indicated on drawings.
 - 3. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
 - 4. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- C. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove, relocate, and extend existing systems to accommodate new construction.
 - 1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.
 - 2. Where existing systems or equipment are not active and Contract Documents require reactivation, put back into operational condition; repair supply, distribution, and equipment as required.
 - 3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
 - a. Disable existing systems only to make switchovers and connections; minimize duration of outages.
 - b. Provide temporary connections as required to maintain existing systems in service.
 - 4. Verify that abandoned services serve only abandoned facilities.
 - 5. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.
- D. Protect existing work to remain.
 - 1. Prevent movement of structure; provide shoring and bracing if necessary.
 - 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 - 3. Repair adjacent construction and finishes damaged during removal work.
- E. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
- F. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- G. Refinish existing surfaces as indicated:
 - 1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
 - 2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.
- H. Clean existing systems and equipment.
- I. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- J. Do not begin new construction in alterations areas before demolition is complete.

K. Comply with all other applicable requirements of this section.

3.05 CUTTING AND PATCHING

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. See Alterations article above for additional requirements.
- C. Perform whatever cutting and patching is necessary to:
 - 1. Complete the work.
 - 2. Fit products together to integrate with other work.
 - 3. Provide openings for penetration of mechanical, electrical, and other services.
 - 4. Match work that has been cut to adjacent work.
 - 5. Repair areas adjacent to cuts to required condition.
 - 6. Repair new work damaged by subsequent work.
 - 7. Remove samples of installed work for testing when requested.
 - 8. Remove and replace defective and non-conforming work.
- D. Execute cutting and patching including excavation and fill to complete the work, to uncover work in order to install improperly sequenced work, to remove and replace defective or non-conforming work, to remove samples of installed work for testing when requested, to provide openings in the work for penetration of mechanical and electrical work, to execute patching to complement adjacent work, and to fit products together to integrate with other work.
- E. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- F. Employ original installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- G. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- H. Restore work with new products in accordance with requirements of Contract Documents.
- I. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- J. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 078400, to full thickness of the penetrated element.
- K. Patching:
 - 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
 - 2. Match color, texture, and appearance.
 - 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.
- L. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
- M. Make neat transitions. Patch work to match adjacent work in texture and appearance. Where new work abuts or aligns with existing, perform a smooth and even transition.
- N. Patch or replace surfaces that are damaged, lifted, discolored or showing other imperfections due to patching work. Repair substrate prior to patching finish. Finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest intersections.

3.06 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.

- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.07 PROTECTION OF INSTALLED WORK

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- G. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.08 SYSTEM STARTUP

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.
- C. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- D. Verify that wiring and support components for equipment are complete and tested.
- E. Execute start-up under supervision of applicable Contractor personnel and manufacturer's representative in accordance with manufacturers' instructions.
- F. Submit a written report that equipment or system has been properly installed and is functioning correctly.

3.09 DEMONSTRATION AND INSTRUCTION

- A. See Section 017900 - Demonstration and Training.

3.10 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

3.11 FINAL CLEANING

- A. Use cleaning materials that are nonhazardous.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- E. Clean filters of operating equipment.
- F. Clean site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.12 CLOSEOUT PROCEDURES

- A. Make submittals that are required by governing or other authorities.
- B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- C. Notify Engineer when work is considered ready for Engineer's Substantial Completion inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Engineer's Substantial Completion inspection.
- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Engineer's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Engineer.
- F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
- G. Notify Engineer when work is considered finally complete and ready for Engineer's Substantial Completion final inspection.
- H. Complete items of work determined by Engineer listed in executed Certificate of Substantial Completion.

3.13 MAINTENANCE

- A. Provide service and maintenance of components indicated in specification sections.
- B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
- C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
- E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

END OF SECTION 017000

SECTION 230050
GENERAL MECHANICAL PROVISIONS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. The work required under Heating, Ventilating, and Air Conditioning Contract shall include all material, labor, equipment and services necessary and reasonably incidental to the proper completion of the systems, and all special work as hereinafter specified and indicated on the drawings.

1.02 RELATED SECTIONS

- A. Section 01 0000 - General Requirements
- B. Section 007200 - General Conditions: Performance bond and labor and material payment bonds, warranty, and correction of work.
- C. Section 013000 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- D. Section 017000 - Execution and Closeout Requirements: Contract closeout procedures.
- E. Individual Product Sections: Specific requirements for operation and maintenance data.
- F. Individual Product Sections: Warranties required for specific products or Work.

1.03 INTERPRETATION OF DRAWINGS AND SPECIFICATIONS

- A. Drawings and specifications shall be taken together. Provide work specified and not indicated, or work indicated and not specified as though mentioned in both.
- B. In case of discrepancy between drawings and specifications, or within either document, the greater quantity of work and/or better quality shall be used for estimating and the matter brought to the Architect/Engineer's attention for a written decision.
- C. Drawings are to be interpreted as diagrammatic only, intended to convey the scope of the work and to indicate the general arrangements and locations of equipment, outlets, etc., and the approximate sizes of equipment. It should be understood that the Contractor shall determine the exact locations of equipment and rough-ins, and the exact routing of pipes and ducts so as to best fit the layout of the job. Scaling of the drawings will not be sufficient or accurate for determining these locations. Contractor shall refer to the Architectural drawing for dimensions of walls, foundations, structural beams, and other structural building members. Where job conditions require reasonable changes in indicated arrangements and locations, such changes shall be made by the Contractor at no additional cost to the Owner.
- D. Because of the scale of the drawings, certain basic items, such as fittings, boxes, valves, unions, etc., may not be shown, but where such items are required by other sections of the specifications or where they are required for proper installation of the work, such items shall be furnished and installed.
- E. The determination of quantities of material and equipment required shall be made by the Contractor from the drawings. Schedules on the drawings and in the specifications are completed as an aid to the Contractor but where discrepancies arise, the greater number shall govern.
- F. Where words "provide", "install", or "furnished" are used on the drawings or in the specifications, it shall be taken to mean, to furnish, install and connect up complete and ready for operation, the items mentioned.

1.04 COOPERATION AND PROGRESS

- A. Keep informed about the work of all other trades engaged in the project and execute the work in such a manner as not to delay or interfere with the progress of other contractors. This contractor shall schedule his work so that no other contractor is delayed in the execution of his work. Complete cooperation of all trades is expected. Employ a competent foreman on job throughout the entire project to ensure that coordination is maintained.

- B. Schedule and coordinate the work of this Division with the schedule of the contractor to progress the work expeditiously, and to avoid unnecessary delays.
- C. Examine fully the drawings and specifications for other contractors for other trades, and coordinate the installation of this work with the work of the other contractors. Consult and cooperate with other contractors for determining space requirements and for determining that adequate clearance is allowed with respect to his equipment, other equipment, and the building. The Owner's representative reserves the right to determine space priority in the event of interference between piping, conduit, ducts, and equipment of the various contractors.
- D. Conflicts between the drawings and the specification shall be called to the attention of the Owner's representative and Architect/Engineer. If clarification is not asked for prior to the taking of bids, it will be assumed that none is required and that the contractor is in agreement with the drawings and specifications as issued. If clarification is required after the Contract is awarded, such clarification will be made by the Architect/Engineer and his decision will be final.
- E. Coordinate the installation of all mechanical system components with all other trades, including structural components and electrical trades. Allocate space in the different areas to allow for the installation of ductwork, piping, sprinklers, waste and vents, and mechanical equipment above ceilings and in equipment spaces. Recommend rerouting, resizing or relocation of mechanical components, if necessary, so all trades can install their systems in the space allotted. Any proposed changes from the systems layout, on the drawings, shall be done in accordance with the design criteria specified in the applicable codes and shall be subject to the review and acceptance of the Architect/Engineer.
- F. After award of the Contract, and prior to start of construction, the General Contractor shall schedule a meeting with the contractor and all subcontractors responsible of the work items listed above. The purpose of the meeting is to introduce the coordination program and to determine its implementation in relation to the progress schedule.
- G. All contractors and subcontractors shall participate in the coordination process. Participation is mandatory. If a contractor or subcontractor fails to participate in the coordination process, the Owner reserves the right to do the following:
 - 1. Stop any and all construction progress payments for any work performed by the contractor. Such payments will be reinstated only after the contractor or subcontractor resumes participation in the coordination drawing process.
 - 2. Relocate and resize contractor's work components as necessary to ensure all components will be installed as intended. In the event the contractor did not participate in the coordination process, he will not be entitled to any contract cost increases or time extensions due to Owner initiated changes in the work.
- H. The contractor shall also be held responsible for any unnecessary rework by other trade contractors that is attributable to his failure to participate in the coordination process.
- I. The contract drawings are schematic in nature and do not show every fitting and appurtenance for each utility because of the scale of the drawings. Each contractor is expected to have included in his bid sufficient fittings, material, and labor to allow for adjustments in routing of utilities made necessary by the coordination process. The contractor will not be allowed any contract cost extra or time extension for changes dictated by the coordination process.
- J. Utility installation in congested areas is dependent on the sequence of utility installation as much as it is dependent on the physical size of the utilities. The contractors shall use the coordination process to properly sequence the installation of utilities as appropriate to ensure the above ceiling and congested area utility installation is satisfactory.

1.05 GUARANTEE

- A. The Contractor, by the acceptance of this specification and the signing of the Contract, acknowledges his acquaintance with all the requirements and guarantees that every part going to make up the system, will be the best of its respective kind and will be erected in a most thorough and substantial manner by none but experienced labor.

- B. The Contractor guarantees that all piping as provided in this specification will be free from all obstructions, and that all piping will be tight and drip free.
- C. The Contractor guarantees that, in the entire domestic water system, a continuous and noiseless circulation of water will be established to all fixtures; and that water may be drawn from any fixture without hammering.
- D. The Contractor guarantees that the entire system of ductwork will provide free circulation of air without objectionable noise and that all air distribution within the conditioned space will be draftless and reasonably quiet.
- E. The Contractor guarantees that all equipment and appliances will successfully and acceptably perform the work for which they are installed and that each will operate smoothly and quietly up to its rated capacity.
- F. The Contractor further guarantees himself responsible for any defects which may develop in any part of the system, including equipment, piping, fixtures and appliances, due to faulty workmanship, design or material; and to replace and make good, without cost to the Owner, any such faulty parts or construction which develop defects at any time within one (1) year from the date of substantial completion. The date of substantial completion shall be as defined in the Contract Documents. Any repairs or replacement required on account of defects, as outlined in this paragraph shall be made promptly upon written notice from the Architect.
- G. Natural wear, accident, or carelessness on the part of others, however, shall not be made good by the Contractor.

1.06 PROTECTION OF INSTALLED WORK AND MATERIAL STORED ON SITE

- A. The Contractor is responsible for all work installed by him until his contract is complete and shall protect it from injury by others.
- B. All piping, fittings, equipment and material to be stored on the jobsite for any period of time shall be protected from the weather in a manner that is acceptable to the Architect.

1.07 SITE VISIT

- A. Bidders are advised to visit the site and inform themselves as to all conditions, and failure to do so will in no way relieve the successful bidder from the necessity of furnishing any material or performing any work that may be required to complete the work in accordance with the true intent and meaning of the drawings and specifications without additional cost to the Owner.
- B. Before bidding the job, investigate, determine and verify locations and invert elevations of sanitary and storm sewers, city water mains and any other buried or overhead utilities on or near site. Determine such locations in conjunction with all public and private utility companies and with all authorities having jurisdiction.
- C. On projects where remodeling of an existing structure is in the scope of the project, the contractor shall field verify locations of existing piping and ductwork. The contractor shall verify the exact locations of existing piping and ductwork to which the new ductwork and new piping are to connect and if the locations of the existing piping and ductwork are different than that shown on the drawings, the contractor shall include the additional cost in his bid proposal. The contractor shall also field verify the locations of existing piping and ductwork that are in conflict with the routing of the new work, and include in his bid proposal monies for the rerouting of the existing work in order to accommodate the new work.

1.08 RULES, REGULATIONS AND CODES

- A. The Contractor shall become acquainted with the local codes, and in case of a discrepancy between plans or specifications and the local codes, the Contractor shall use the code requirements. The greater quantity of work and material and/or better quality shall be used for estimating and the matter brought to the Architect's attention for a written decision.
- B. Perform all work in strict accordance with all rules, regulations, codes, ordinances, or laws of Local, State, and Federal governments, or of other authorities having lawful jurisdiction. Comply therewith. Such rules, regulations, codes, ordinances, or laws include, but are not necessarily limited to, the following:

1. State building and fire codes.
 2. State plumbing and mechanical codes.
 3. City building and fire codes.
 4. City plumbing and mechanical codes.
 5. American Gas Association.
 6. National Electric Code.
 7. National Fire Protection Association.
 8. Occupation Safety and Health Act.
- C. If the Contractor notes, at the time of bidding, any parts of the plans and specifications which are not in accord with the applicable codes or regulations, he shall inform the Architect/Engineer in writing, requesting a clarification. If there is insufficient time to follow this procedure, he shall submit with his proposal a separate price required to make the system shown on the drawings comply with the codes and regulations.
- D. All changes to the system made after the letting of the contract, in order to comply with the applicable codes or the requirements of the inspector, shall be made by the Contractor without cost to the Owner.

1.09 SUBSTITUTIONS

- A. The Architect/Engineer shall be the sole and final judge as to the suitability of items substituted for those specified.
- B. The entire cost of all changes of any type due to substitutions for materials specified shall be borne by the Contractor at no extra cost to the Owner.
- C. Unsolicited and voluntary deducts, on the part of the Contractor for substituting unapproved equipment, shall not be considered for the purpose of awarding the Contract.
- D. When the drawings and/or specifications refer to any item, article, material, method, fabrication, assembly or construction by means of one or more manufacturer's trade name, catalog reference or similar means of identification of manufacturer, the Contractor shall furnish one of the makes so identified without substitution unless other make or makes have been approved by addendum to the contract documents prior to the receipt of bids. Requests for the approval of items of equal quality are requested to be made in writing to the Architect/Engineer five days prior to the date of the receipt of bids so that a list of acceptable equal quality items can be made known to all bidders by an addendum. If substitution for names items, articles, materials, methods, fabrications, assembly or construction are approved, the Contractor assumes all responsibility for coordination and performing the related changes in the work necessitated by such substitutions and shall include in his bid all costs involved therein.

1.10 SHOP DRAWING REVIEW

- A. Shop drawings will be reviewed only to extent of information indicated. This check is only for review of general conformance with the design concept of the project and general compliance with the information given the contract documents. The contractor is responsible for confirming and correlating all quantities and dimensions, selecting fabrication processes techniques of construction, coordinating his work in a safe and satisfactory manner.
- B. Review of shop drawings shall not relieve Contractor of responsibility for providing all controls, wiring, components, etc., which are shown or specified, or all additional controls, wiring, components, etc., required to provide complete and correctly operating mechanical systems.
- C. In cases where substituted equipment has been installed in place of specified equipment the Contractor shall bear the entire cost of all changes of any type due to the substitution, even though the shop drawings have been reviewed by the Architect/Engineer.
- D. Shop drawings in no way relieve the contractor from performing on the job as to the intent of the construction documents.

1.11 CONNECTING NEW WORK TO EXISTING WORK

- A. Connect new work to existing work in a neat workmanlike manner. In every case where any part of the existing work must be cut to install new work, or is damaged, same must be patched

and repaired in a manner satisfactory to the Architect. Where relocation of existing equipment and piping systems is necessary in areas providing uninterruptible services, schedule work during slack periods. Anticipate scheduling work at a period which will result in additional construction cost, such as overtime for work to be done at night or on weekends. Include cost in the bid proposal.

- B. Do not cut into existing services without first informing the Owners representative as to the time and duration of shutdown of the existing services.
- C. Perform work that interrupts any service at a time that will cause least interference to the operation of the building.
- D. Maintain all existing services and equipment unless indicated to be removed.

1.12 ACCESS TO EQUIPMENT FOR MAINTENANCE

- A. Install all equipment, piping, etc., to permit access for normal maintenance. Maintain easy access to filters, motors, drive compressors, coils, etc. Install all such equipment and accessories to facilitate maintenance. Perform any relocation of pipes, ducts, etc. required to permit access at request of Architect/Engineer at no additional cost to Owner.

1.13 FIRE AND SMOKE STOPPAGE

- A. It shall be the responsibility of this Contractor to maintained and fire and smoke integrity of all walls, ceilings, floors, etc., through which this work passes through or into. Fire and smoke barriers shall be provided in and around as required by Codes.
- B. Where holes are required to be patched, or conduit, piping, ducts, etc., are required to be patched around, it shall be filled with a material that is UL Classified Standard 1479 for this use and Factory Mutual System approved.
- C. Fire and smoke stoppage material shall be water based with intumescent properties. Material may be in the form of caulking, putty pads or wrap strips. Materials shall be installed in accordance to manufacturers and UL standards.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION- NOT USED

END OF SECTION 230050

SECTION 230502

DEMONSTRATION AND TRAINING FOR HVAC SYSTEMS

PART 1 GENERAL

1.01 SUMMARY

- A. Demonstration of products and systems where indicated in specific specification sections.
- B. Training of Owner personnel in operation and maintenance is required for:
 - 1. HVAC systems and equipment.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 DEMONSTRATION - GENERAL

- A. Demonstrations conducted during system start-up do not qualify as demonstrations for the purposes of this section, unless approved in advance by Owner.
- B. Demonstration may be combined with Owner personnel training if applicable.
- C. Operating Equipment and Systems: Demonstrate operation in all modes, including start-up, shut-down, seasonal changeover, emergency conditions, and troubleshooting, and maintenance procedures, including scheduled and preventive maintenance.
 - 1. Perform demonstrations not less than two weeks prior to Substantial Completion.
 - 2. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- D. Non-Operating Products: Demonstrate cleaning, scheduled and preventive maintenance, and repair procedures.
 - 1. Perform demonstrations not less than two weeks prior to Substantial Completion.

3.02 TRAINING - GENERAL

- A. Conduct training on-site unless otherwise indicated.
- B. Provide training in minimum two hour segments.
- C. Review of Facility Policy on Operation and Maintenance Data: During training discuss:
 - 1. The location of the O&M manuals and procedures for use and preservation; backup copies.
 - 2. Typical contents and organization of all manuals, including explanatory information, system narratives, and product specific information.
 - 3. Typical uses of the O&M manuals.
- D. Product- and System-Specific Training:
 - 1. Review the applicable O&M manuals.
 - 2. For systems, provide an overview of system operation, design parameters and constraints, and operational strategies.
 - 3. Review instructions for proper operation in all modes, including start-up, shut-down, seasonal changeover and emergency procedures, and for maintenance, including preventative maintenance.
 - 4. Provide hands-on training on all operational modes possible and preventive maintenance.
 - 5. Emphasize safe and proper operating requirements; discuss relevant health and safety issues and emergency procedures.
 - 6. Discuss common troubleshooting problems and solutions.
 - 7. Discuss any peculiarities of equipment installation or operation.
 - 8. Discuss warranties and guarantees, including procedures necessary to avoid voiding coverage.
 - 9. Review recommended tools and spare parts inventory suggestions of manufacturers.
 - 10. Review spare parts and tools required to be furnished by Contractor.
 - 11. Review spare parts suppliers and sources and procurement procedures.

- E. Be prepared to answer questions raised by training attendees; if unable to answer during training session, provide written response within three days.

END OF SECTION 230502

SECTION 230513

COMMON MOTOR REQUIREMENTS FOR HVAC EQUIPMENT

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General construction and requirements.
- B. Applications.
- C. Single phase electric motors.
- D. Three phase electric motors.

1.02 RELATED REQUIREMENTS

- A. Section 260583 - Wiring Connections: Electrical characteristics and wiring connections.

1.03 REFERENCE STANDARDS

- A. ABMA STD 9 - Load Ratings and Fatigue Life for Ball Bearings; 2015.
- B. IEEE 112 - IEEE Standard Test Procedure for Polyphase Induction Motors and Generators; 2004.
- C. NEMA MG 1 - Motors and Generators; 2014.
- D. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

1.04 SUBMITTALS

- A. See Section 013000 - Administrative Requirements for submittal procedures.
- B. Product Data: Provide wiring diagrams with electrical characteristics and connection requirements.
- C. Operation Data: Include instructions for safe operating procedures.
- D. Maintenance Data: Include assembly drawings, bearing data including replacement sizes, and lubrication instructions.

1.05 QUALITY ASSURANCE

- A. Conform to NFPA 70.

PART 2 PRODUCTS

2.01 GENERAL CONSTRUCTION AND REQUIREMENTS

- A. Electrical Service: Refer to Section 260583 for required electrical characteristics.
- B. Nominal Efficiency:
 - 1. NEMA Premium motors with efficiencies outlined in MG 1 Table 12.
- C. Construction:
 - 1. Open drip-proof type except where specifically noted otherwise.
 - 2. Design for continuous operation in 104 degrees F environment.
 - 3. Design for temperature rise in accordance with NEMA MG 1 limits for insulation class, service factor, and motor enclosure type.
- D. Visible Nameplate: Indicating motor horsepower, voltage, phase, cycles, RPM, full load amps, locked rotor amps, frame size, manufacturer's name and model number, service factor, power factor, efficiency.
- E. Wiring Terminations:
 - 1. Provide terminal lugs to match branch circuit conductor quantities, sizes, and materials indicated. Enclose terminal lugs in terminal box sized to NFPA 70, threaded for conduit.
 - 2. For fractional horsepower motors where connection is made directly, provide threaded conduit connection in end frame.

2.02 APPLICATIONS

- A. Exception: Motors less than 250 watts, for intermittent service may be the equipment manufacturer's standard and need not conform to these specifications.
- B. Single phase motors for fans, blowers, and pumps: Capacitor start, capacitor run type.
- C. Motors located in exterior locations and direct drive axial fans: Totally enclosed type.

2.03 SINGLE PHASE POWER - CAPACITOR START MOTORS

- A. Starting Torque: Three times full load torque.
- B. Starting Current: Less than five times full load current.

2.04 THREE PHASE POWER - SQUIRREL CAGE MOTORS

- A. Starting Torque: Between 1 and 1-1/2 times full load torque.
- B. Starting Current: Six times full load current.
- C. Power Output, Locked Rotor Torque, Breakdown or Pull Out Torque: NEMA Design B characteristics.
- D. Design, Construction, Testing, and Performance: Conform to NEMA MG 1 for Design B motors.
- E. Insulation System: NEMA Class B or better.
- F. Motor Frames: NEMA Standard T-Frames of steel, aluminum, or cast iron with end brackets of cast iron or aluminum with steel inserts.
- G. Bearings: Grease lubricated anti-friction ball bearings with housings equipped with plugged provision for relubrication, rated for minimum ABMA STD 9, L-10 life of 20,000 hours. Calculate bearing load with NEMA minimum V-belt pulley with belt center line at end of NEMA standard shaft extension. Stamp bearing sizes on nameplate.
- H. Sound Power Levels: To NEMA MG 1.
- I. Nominal Efficiency: As indicated at full load and rated voltage when tested in accordance with IEEE 112.
- J. Nominal Power Factor: As scheduled at full load and rated voltage when tested in accordance with IEEE 112.
- K. Shaft Grounding: Provide brush type shaft grounding kits on all motors 5 horsepower size or larger as manufactured by Helwig.

END OF SECTION 230513

SECTION 230719
HVAC PIPING INSULATION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Piping insulation.

1.02 RELATED REQUIREMENTS

- A. Section 078400 - Firestopping.
- B. Section 232300 - Refrigerant Piping: Placement of inserts.

1.03 REFERENCE STANDARDS

- A. ASTM C534/C534M - Standard Specification for Preformed Flexible Elastomeric Cellular Thermal Insulation in Sheet and Tubular Form; 2014.
- B. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials; 2015a.
- C. UL 723 - Standard for Test for Surface Burning Characteristics of Building Materials; Current Edition, Including All Revisions.

1.04 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide product description, thermal characteristics, list of materials and thickness for each service, and locations.

1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the Products specified in this section with not less than three years of documented experience.

PART 2 PRODUCTS

2.01 REGULATORY REQUIREMENTS

- A. Surface Burning Characteristics: Flame spread index/Smoke developed index of 25/50, maximum, when tested in accordance with ASTM E84 or UL 723.

2.02 FLEXIBLE ELASTOMERIC CELLULAR INSULATION

- A. Manufacturer:
 - 1. Aeroflex USA, Inc: www.aeroflexusa.com/#sle.
 - 2. Armacell LLC; AP Armaflex: www.armacell.us/#sle.
- B. Insulation: Preformed flexible elastomeric cellular rubber insulation complying with ASTM C534/C534M Grade 1; use molded tubular material wherever possible.
 - 1. Minimum Service Temperature: Minus 40 degrees F.
 - 2. Maximum Service Temperature: 180 degrees F.
 - 3. Connection: Waterproof vapor barrier adhesive.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that piping has been tested before applying insulation materials.
- B. Verify that surfaces are clean and dry, with foreign material removed.

3.02 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Continue insulation through walls, sleeves, pipe hangers, and other pipe penetrations. Finish at supports, protrusions, and interruptions. At fire separations, refer to Section 078400.
- C. Exterior Applications: Provide vapor barrier jacket. Insulate fittings, joints, and valves with insulation of like material and thickness as adjoining pipe, and finish with glass mesh reinforced

vapor barrier cement. Cover with aluminum jacket with seams located on bottom side of horizontal piping. Provide two coats of UV resistant finish for flexible elastomeric cellular insulation without jacketing.

3.03 SCHEDULE

- A. Cooling Systems:
 - 1. Refrigerant Suction:
 - a. Flexible Elastomeric Cellular Insulation:
 - 1) All sizes, 1-1/2 inch thickness.

END OF SECTION 230719

SECTION 232300
REFRIGERANT PIPING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Piping.
- B. Refrigerant.
- C. Moisture and liquid indicators.
- D. Valves.
- E. Strainers.
- F. Filter-driers.

1.02 RELATED REQUIREMENTS

- A. Section 230719 - HVAC Piping Insulation.
- B. Section 236213 - Packaged Air-Cooled Refrigerant Compressor and Condenser Units.
- C. Section 260583 - Wiring Connections: Electrical characteristics and wiring connections.

1.03 REFERENCE STANDARDS

- A. AHRI 710 - Performance Rating of Liquid-Line Driers; 2009.
- B. ASHRAE Std 15 - Safety Standard for Refrigeration Systems; 2013.
- C. ASHRAE Std 34 - Designation and Safety Classification of Refrigerants; 2013.
- D. ASME B16.22 - Wrought Copper and Copper Alloy Solder-Joint Pressure Fittings; 2013.
- E. ASME B16.26 - Cast Copper Alloy Fittings for Flared Copper Tubes; 2013.
- F. ASME B31.5 - Refrigeration Piping and Heat Transfer Components; 2013.
- G. ASME B31.9 - Building Services Piping; 2014.
- H. ASTM B88 - Standard Specification for Seamless Copper Water Tube; 2014.
- I. ASTM B88M - Standard Specification for Seamless Copper Water Tube (Metric); 2013.
- J. ASTM B280 - Standard Specification for Seamless Copper Tube for Air Conditioning and Refrigeration Field Service; 2013.
- K. AWS A5.8M/A5.8 - Specification for Filler Metals for Brazing and Braze Welding; 2011-AMD 1.

1.04 QUALITY ASSURANCE

- A. Designer Qualifications: Design piping system under direct supervision of a Professional Engineer experienced in design of this type of work.
- B. Installer Qualifications: Company specializing in performing the type of work specified in this section, with minimum five years of documented experience.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. Deliver and store piping and specialties in shipping containers with labeling in place.
- B. Protect piping and specialties from entry of contaminating material by leaving end caps and plugs in place until installation.
- C. Dehydrate and charge components such as piping and receivers, seal prior to shipment, until connected into system.

PART 2 PRODUCTS

2.01 REGULATORY REQUIREMENTS

- A. Conform to ASME B31.9 for installation of piping system.

2.02 PIPING

- A. Copper Tube: ASTM B280, H58 hard drawn or O60 soft annealed.

1. Fittings: ASME B16.22 wrought copper.
 2. Joints: Braze, AWS A5.8M/A5.8 BCuP silver/phosphorus/copper alloy.
- B. Copper Tube to 7/8 inch OD: ASTM B88 (ASTM B88M), Type K (A), annealed.
1. Fittings: ASME B16.26 cast copper.
 2. Joints: Flared.

2.03 REFRIGERANT

- A. Refrigerant: R-410A as defined in ASHRAE Std 34.

2.04 MOISTURE AND LIQUID INDICATORS

- A. Indicators: Single port type, UL listed, with copper or brass body, flared or solder ends, sight glass, color coded paper moisture indicator with removable element cartridge and plastic cap; for maximum temperature of 200 degrees F and maximum working pressure of 500 psi.

2.05 VALVES

- A. Ball Valves:
1. Two piece bolted forged brass body with teflon ball seals and copper tube extensions, brass bonnet and seal cap, chrome plated ball, stem with neoprene ring stem seals; for maximum working pressure of 500 psi and maximum temperature of 300 degrees F.
- B. Service Valves:
1. Forged brass body with copper stubs, brass caps, removable valve core, integral ball check valve, flared or solder ends, for maximum pressure of 500 psi.

2.06 FILTER-DRIERS

- A. Performance:
1. Flow Capacity - Liquid Line: rated in accordance with AHRI 710.
 2. Pressure Drop: 2 psi, maximum, when operating at full connected evaporator capacity.
 3. Design Working Pressure: 350 psi, minimum.
- B. Cores: Molded or loose-fill molecular sieve desiccant compatible with refrigerant, activated alumina, activated charcoal, and filtration to 40 microns, with secondary filtration to 20 microns; of construction that will not pass into refrigerant lines.
- C. Construction: UL listed.
1. Connections: As specified for applicable pipe type.

PART 3 EXECUTION

3.01 PREPARATION

- A. Ream pipe and tube ends. Remove burrs. Bevel plain end ferrous pipe.
- B. Remove scale and dirt on inside and outside before assembly.
- C. Prepare piping connections to equipment with flanges or unions.

3.02 INSTALLATION

- A. Install refrigeration specialties in accordance with manufacturer's instructions.
- B. Route piping in orderly manner, with plumbing parallel to building structure, and maintain gradient.
- C. Install piping to conserve building space and avoid interference with use of space.
- D. Install piping to allow for expansion and contraction without stressing pipe, joints, or connected equipment.
- E. Pipe Hangers and Supports:
1. Install in accordance with ASME B31.5.
 2. Support horizontal piping as indicated.
 3. Install hangers to provide minimum 1/2 inch space between finished covering and adjacent work.
 4. Place hangers within 12 inches of each horizontal elbow.

- F. Arrange piping to return oil to compressor. Provide traps and loops in piping, and provide double risers as required. Slope horizontal piping 0.40 percent in direction of flow.
- G. Insulate piping and equipment; refer to Section and Section 230716.
- H. Follow ASHRAE Std 15 procedures for charging and purging of systems and for disposal of refrigerant.
- I. Fully charge completed system with refrigerant after testing.
- J. Provide electrical connection to solenoid valves. Refer to Section 260583.

3.03 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.
- B. Test refrigeration system in accordance with ASME B31.5.
- C. Pressure test system with dry nitrogen to 200 psi. Perform final tests at 27 inches vacuum and 200 psi using halide torch. Test to no leakage.

END OF SECTION 232300

SECTION 236213

PACKAGED AIR-COOLED REFRIGERANT COMPRESSOR AND CONDENSER UNITS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Condensing unit package.
- B. Charge of refrigerant and oil.
- C. Controls and control connections.
- D. Refrigerant piping connections.
- E. Motor starters.
- F. Electrical power connections.

1.02 RELATED REQUIREMENTS

- A. Section 230513 - Common Motor Requirements for HVAC Equipment.
- B. Section 232300 - Refrigerant Piping.
- C. Section 260583 - Wiring Connections: Electrical characteristics and wiring connections.

1.03 REFERENCE STANDARDS

- A. AHRI 210/240 - Standard for Performance Rating of Unitary Air-Conditioning and Air-Source Heat Pump Equipment; 2008.
- B. ASHRAE Std 15 - Safety Standard for Refrigeration Systems; 2013.
- C. ASHRAE Std 23.1 - Methods of Testing for Rating Positive Displacement Refrigerant Compressors and Condensing Units; 2010.
- D. ASHRAE Std 90.1 - Energy Standard for Buildings Except Low-Rise Residential Buildings; 2013, Including All Addenda.
- E. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum); 2014.

1.04 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide rated capacities, weights specialties and accessories, electrical nameplate data, and wiring diagrams. Include equipment served by condensing units in submittal, or submit at same time, to ensure capacities are complementary.
- C. Warranty: Submit manufacturer's warranty and ensure forms have been filled out in Owner's name and registered with manufacturer.

1.05 QUALITY ASSURANCE

- A. Products Requiring Electrical Connection: Listed and classified by Underwriters Laboratories Inc. as suitable for the purpose specified and indicated.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Comply with manufacturer's installation instructions for rigging, unloading, and transporting units.

1.07 WARRANTY

- A. See Section 017800 - Closeout Submittals, for additional warranty requirements.
- B. Provide a five year warranty to include coverage for refrigerant compressors.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Trane, a brand of Ingersoll Rand: www.trane.com/#sle.
- B. Daikin.

2.02 MANUFACTURED UNITS

- A. Units: Self-contained, packaged, factory assembled and pre-wired units suitable for outdoor use consisting of cabinet, compressors, condensing coil and fans, integral sub-cooling coil, controls, liquid receiver, wind deflector, and screens.
- B. Construction and Ratings: In accordance with AHRI 210/240. Test in accordance with ASHRAE Std 23.1.
- C. Performance Ratings: Energy Efficiency Rating (EER) and Coefficient of Performance (COP) not less than prescribed by ASHRAE Std 90.1.

2.03 CASING

- A. House components in welded steel frame with galvanized steel panels with weather resistant, baked enamel finish.
- B. Mount starters, disconnects, and controls in weatherproof panel provided with full opening access doors. Provide mechanical interlock to disconnect power when door is opened.
- C. Provide removable access doors or panels with quick fasteners.

2.04 CONDENSER COILS

- A. Coils: Aluminum fins mechanically bonded to seamless copper tubing. Provide sub-cooling circuits. Air test under water to 425 psig, and vacuum dehydrate. Seal with holding charge of nitrogen.
- B. Coil Guard: Expanded metal with lint screens.

2.05 FANS AND MOTORS

- A. Vertical discharge direct driven propeller type condenser fans with fan guard on discharge. Equip with roller or ball bearings with grease fittings extended to outside of casing.
- B. Weatherproof motors suitable for outdoor use, single phase permanent split capacitor or 3 phase, with permanent lubricated ball bearings and built in current and thermal overload protection. Refer to Section 230513.
- C. Motors as indicated, in compliance with Section 230513.

2.06 COMPRESSORS

- A. Compressor: Hermetic scroll type.
- B. Mounting: Statically and dynamically balance rotating parts and mount on spring vibration isolators.
- C. Lubrication System: Reversible, positive displacement oil pump with oil charging valve, oil level sight glass, and magnetic plug or strainer.
- D. Motor: Constant speed 1800 rpm suction gas cooled with electronic sensor and winding over temperature protection, designed for across-the-line starting. Furnish with starter.
- E. Capacity Reduction Equipment: Suction valve unloaders, with lifting mechanism operated by electrically actuated solenoid valve, with unloaded compressor start; controlled from suction pressure.
- F. Sump Oil Heater: Evaporates refrigerant returning to sump during shut down. Energize heater continuously when compressor is not operating.

2.07 REFRIGERANT CIRCUIT

- A. Provide each unit with two independent refrigerant circuits, factory supplied and piped. Refer to Section 232300.
- B. For each refrigerant circuit, provide:
 - 1. Filter dryer replaceable core type.
 - 2. Liquid line sight glass and moisture indicator.
 - 3. Thermal expansion valve for maximum operating pressure.
 - 4. Insulated suction line.

5. Suction and liquid line service valves and gage ports.
6. Liquid line solenoid valve.
7. Charging valve.
8. Discharge line check valve.
9. Compressor discharge service valve.
10. Condenser pressure relief valve.

2.08 CONTROLS

- A. On unit, mount weatherproof steel control panel, NEMA 250, containing power and control wiring, molded case disconnect switch, factory wired with single point power connection.
- B. For each compressor, provide across-the-line starter, non-recycling compressor overload, starter relay, and control power transformer or terminal for controls power. Provide manual reset current overload protection. For each condenser fan, provide across-the-line starter with starter relay.
- C. Provide safety controls arranged so any one will shut down machine:
 1. High discharge pressure switch (manual reset) for each compressor.
 2. Low suction pressure switch (automatic reset) for each compressor.
 3. Oil Pressure switch (manual reset).
- D. Provide the following operating controls:
 1. Thermostat located in supply air with outdoor reset cycles compressors activates cylinder unloaders.
 2. Five minute off timer prevents compressor from short cycling.
 3. Periodic pump-out timer to pump down on high evaporator refrigerant pressure.
 4. Low ambient temperature controls.
 5. Hot gas bypass sized for minimum compressor loading on one compressor only, bypasses hot refrigerant gas to evaporator.
 6. Low ambient thermostat to lock out compressor at low ambient temperatures.
- E. Provide controls to permit operation down to 15 degrees F ambient temperature.
 1. Thermostat to cycle fan motors in response to outdoor ambient temperature.
 2. Head pressure switch to cycle fan motors in response to refrigerant condensing pressure.
- F. Gages: Piped for suction and discharge refrigerant pressures and oil pressure for each compressor.

PART 3 EXECUTION

3.01 INSTALLATION

- A. Install in accordance with manufacturer's installation instructions.
- B. Complete structural, mechanical, and electrical connections in accordance with manufacturer's installation instructions.
- C. Provide connection to refrigeration piping system and evaporators. Refer to Section 232300. Comply with ASHRAE Std 15.

3.02 SYSTEM STARTUP

- A. Supply initial charge of refrigerant and oil for each refrigeration system. Replace losses of oil or refrigerant prior to end of correction period.
- B. Charge system with refrigerant and test entire system for leaks after completion of installation. Repair leaks, put system into operation, and test equipment performance.

END OF SECTION 236213

SECTION 238216

AIR COILS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Refrigerant coils.

1.02 RELATED REQUIREMENTS

- A. Section 232300 - Refrigerant Piping.

1.03 REFERENCE STANDARDS

- A. AHRI 410 - Standard for Forced-Circulation Air-Cooling and Air-Heating Coils; 2001 (R2011).
- B. SMACNA (DCS) - HVAC Duct Construction Standards Metal and Flexible; 2005.

1.04 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide coil and frame configurations, dimensions, materials, rows, connections, and rough-in dimensions.
- C. Warranty: Submit manufacturer's warranty and ensure forms have been completed in Owner's name and registered with manufacturer.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. Protect coil fins from crushing and bending by leaving in shipping cases until installation, and by storing indoors.
- B. Protect coils from entry of dirt and debris with pipe caps or plugs.

PART 2 PRODUCTS

2.01 REFRIGERANT COILS

- A. Manufacturers:
 - 1. Heat Pipe Technology, Inc.
- B. Tubes: 5/8 inch OD seamless copper or brass arranged in parallel or staggered pattern, expanded into fins, silver brazed joints.
- C. Fins: Aluminum or copper continuous plate type with full fin collars. Solder coat copper fin coils.
- D. Casing: Die formed channel frame of 16 gage, 0.0598 inch galvanized steel with 3/8 inch mounting holes on 3 inch centers. Provide tube supports for coils longer than 36 inches.
- E. Headers: Seamless copper or brass tubes with silver brazed joints.
- F. Liquid Distributors: Brass or copper venturi type distributor with seamless copper distributor tubes, 5/16 inch outside diameter; maximum 12 circuits per distributor.
- G. Testing: Air test under water at 300 psi for working pressure of 250 psi; clean, dehydrate, and seal with dry nitrogen charge.

PART 3 EXECUTION

3.01 INSTALLATION

- A. Install in accordance with manufacturers written instructions.
- B. Install in ducts and casings in accordance with SMACNA (DCS).
 - 1. Support coil sections independent of piping on steel channel or double angle frames and secure to casings.
 - 2. Provide airtight seal between coil and duct or casing.
- C. Protect coils to prevent damage to fins and flanges. Comb out bent fins.
- D. Charge refrigerant system with R-410a after complete installation.

E. Insulate headers located outside air flow as specified for piping. Refer to Section 220719.

END OF SECTION 238216

SECTION 260101
COMMON WORK ELECTRICAL

PART 1 GENERAL

1.01 SCOPE

- A. This Section shall apply to all Contractors and Subcontractors that are responsible for Division 26.
- B. The work covered by this Section of the Specifications consists of furnishing all labor and materials (unless otherwise specified) and in performing all operations necessary for the installation of the complete electronic and electrical system as required by terms and conditions of the Contract. The work shall also include the completion of such details of electrical work not mentioned or shown which are necessary for the successful operation of all electrical and electronic systems described on the drawings or required by these Specifications.
- C. The work in this Contract involves the installation of new work as well as work on the Site. It shall be this Contractor's responsibility to visit the site so that he may ascertain all existing conditions which may affect the work under his Contract. No additional compensation will be granted for additional work required by this Contractor for his failure to visit the jobsite and determine existing conditions. This Contractor shall provide all labor and materials required to complete the Plans and Specifications for a ready to operate installation.

1.02 DEFINITIONS

- A. Where the terms "provide" or "shall be" are used in the Specifications or Plans, they shall be taken to mean, "the Electrical Contractor shall furnish and install".
- B. Where the word "electrical" is used in these Specifications and Plans it shall mean both "electrical and electronic" as the case may be.
- C. The term "Contractor" used throughout Division 26 of these Specifications shall be understood to mean the Electrical Contractor.
- D. The term "as shown on the drawings" has been omitted from this Specification, but it shall be understood that the drawings and Specifications compliment one another and items specified shall also meet the criteria set forth on the drawings.

1.03 DRAWINGS

- A. The drawings which constitute a part of this Contract indicate the general arrangement of circuits and outlets, locations of switches, panelboards, and other work. The Drawings and Specifications are complimentary each to the other, and what is called for by one shall be binding as if called for by both. Data presented on these drawings are as accurate as planning can determine, but accuracy is not guaranteed and field verification of all dimensions, locations, levels, etc., to suit field conditions is required. Review all Electrical, Structural, and Mechanical Plans and adjust all work to conform to all conditions shown therein.

1.04 CONFLICTS

- A. Any conflict noted between (1) the Drawings; (2) Specifications; or (3) Drawings and Specifications; or (4) between Plans and Codes or Ordinances or (5) between the Plans or Specifications and Manufacturer's installation recommendations shall be immediately brought to the attention of the Engineer for clarification. If conflicts are discovered prior to bidding and there is not sufficient time to obtain a clarification from the Engineer prior to bidding, the Contractor shall bid the larger quantity or better quality of work. All conflicts shall be brought to the attention of the Engineer when discovered and before installation.
- B. Contractor shall be responsible to field measure and confirm mounting heights and locations of electrical equipment with respect to counters, radiation, etc. Do not scale distances off the Electrical Plan.

1.05 WORK IN EXISTING BUILDINGS

- A. All work in existing buildings, indicated on the drawings or specified herein, shall be executed with a minimum amount of interference with the normal activities of the occupants of the

building. No services or utilities shall be interrupted without previous scheduling time of the same with the Owner and receipt of his approval. Changing of the electrical system, telephone system, and other major events shall be arranged and be agreeable with the Owner to length and time of downtime. All work shall be scheduled in advance with the Owner and shall not proceed without the Owner's written approval.

- B. The Owner shall be notified before starting to weld or cut. Fire extinguishers shall be immediately accessible when welding or cutting with an open flame or arc. Welding or cutting with an open flame or arc must be stopped in a timely fashion before leaving premises.
- C. Noisy operations such as those involving use of air hammers, etc., in demolition, or cutting of openings shall be scheduled with the Owner.
- D. The Owner will continue to occupy the building and carry on normal activity. Each Contractor shall protect the occupied areas from dust, smoke, etc., by a method approved by the Owner/Engineer.
- E. Toilet facilities to be used by construction personnel shall be strictly limited to facilities designated by the Owner. Each Contractor shall instruct his personnel to keep the facilities clean. Failure to do so will cause the Contractor to make other arrangements.
- F. If the Owner so requires, the Contractor shall provide portable toilets, located as approved by the Owner.
- G. Each Contractor shall be responsible for all cutting and patching required for his work. Patching shall be done in a neat workmanlike manner by craftsmen skilled in the trade involved and shall be prepared to receive paint. Pipe openings through floors and walls may be drilled up to 1" but shall be cored over 1".

1.06 EXAMINATION OF SITE

- A. Prior to submitting a bid, this Contractor shall visit the site of the job and ascertain all conditions affecting the proposed electrical installation and make provisions as to the cost thereof. No additional compensation will be granted for additional work required by this Contractor for failure to visit jobsite and determine existing conditions. The Contractor shall verify location and size of existing systems that are to be connected to, routed around, or extended from.
- B. The Contractor shall verify with the City and Utility Companies, and Owner, etc., the location of any existing overhead or buried utilities on or near the site. The Contractor shall verify requirements for connecting into existing utilities with the City and Utility Company, and Owner and connect into as required. Failure to determine existing conditions or the nature of new connections will not be considered a basis for the granting of additional compensation.

1.07 PRIOR APPROVAL

- A. The Contractors attention is directed to the requirement of "prior approval" for materials to be supplied in this project if they are not specifically designated as a specified manufacturer or approved equal.
- B. Prior approval requires that literature be submitted to the Engineer a minimum of ten (10) days prior to the bidding date. This submitted material shall be informative enough to allow the Engineer to give approval. This approval is a tentative approval and does not imply anything but approval to bid.

1.08 SHOP DRAWINGS

- A. The Contractor shall submit Shop Drawings of all items of equipment listed in this Specification and on the Drawings. Shop Drawings shall also include light fixture, wiring devices, disconnect switches, panels, etc. provided under this Contract. Shop Drawings shall be submitted whether they are the exact specified manufacturer's numbers or a different manufacturer and number.
- B. Where an item or portion of the equipment differs from the Specifications, this fact shall be called to the attention of the Engineer to permit evaluation of the alternate item. Approval of the equipment will be only to the degree that the information is shown on the submittal and it shall not be construed to mean approval of items, materials, or details not shown but which are required by the Specification or Plans.

- C. Shop Drawings will be approved to the extent of the information shown on the submittal. Approval of an item of equipment cannot be construed to mean approval for components of that item of equipment for which no information is furnished to show compliance with Plans and Specifications. Where additional work, controls, wiring, components, etc., are required to install and or make an operable system, or such controls, wiring components etc., are required by the Plans and Specifications, the approval of these drawings shall not relieve the Contractor from furnishing all items and the quantity required.
- D. Shop Drawings shall indicate manufacturer's delivery time for the item after receipt of approval by the Engineer.

1.09 USE OF OTHER THAN SPECIFIED EQUIPMENT

- A. All equipment shown on the drawing shall be specified equipment. If the Contractor uses different approved equipment than what was specified, all additional work or components required to make an operable system shall be made without additional cost to the Owner. The Contractor shall be held responsible for selecting different approved equipment so that equipment will fit into the available space provided for the specified equipment.

1.10 PERMITS AND LICENSES

- A. Obtain and pay all permits and licenses required and furnish the Engineer for the Owner a certificate of final inspection and approval from the Local Authority having jurisdiction over this electrical installation.

1.11 WARRANTY

- A. The entire electrical system installed under this Contract shall be left in proper working order. Replace, without additional charge, any work or material (except lamps and materials not furnished by the Electrical Contractor) which develops defects from ordinary wear and tear within one (1) year from the date of acceptance. All new material and equipment shall be warranted against defects in composition, design, or workmanship. Lamps shall be warranted for their published life. Warranty certificates shall be furnished on special equipment.

1.12 PROGRESS OF WORK AND DOWNTIME

- A. Order the progress of the electrical work so as to conform to the progress of the work as scheduled in the Specifications and complete the entire installation as soon as the condition of the building will permit. Any cost resulting from defective or ill-timed work performed under this Section shall be borne by this Contractor.

1.13 COORDINATION

- A. The Contractor shall confirm dimensions noted and locations of General and Mechanical Contractor's equipment as well as equipment to be furnished by the Owner. Verify all equipment and motor sizes, voltage and connection requirements for equipment furnished by others and wired under this Contract before roughing-in, and provide proper branch circuits and connections as recommended by equipment manufacturers. Coordinate with the other contractors to avoid interference with ductwork, structural members, grilles, cabinetwork, etc. Motors shall not be connected to until verification has been made that motor running protection exists.
- B. Where the drawings indicate fixtures and equipment which are to be furnished by others (or Owner) and which require connections to the electrical systems, the Electrical Contractor shall furnish and install all rough-in of conduit, boxes, conductors, disconnect switches, plugs with pigtails, receptacles etc., which are required for the final connections. Rough-in locations and required connections shall be determined from the equipment itself or from the equipment manufacturer's shop drawings. Final connections to the equipment shall be made by this Contractor.

1.14 CUTTING AND PATCHING

- A. Each Contractor shall be responsible for all cutting and patching required for his work. Carefully lay out all work in advance and where cutting, channeling, chasing, or drilling of building surfaces is necessary for the proper installation of electrical equipment, carefully perform this

work in a manner approved by the Engineer. Patching shall be done in a neat workmanlike manner by craftsmen skilled in the trade involved and shall be prepared to receive paint. Damaged surfaces shall be repaired at no cost to the Owner. Concrete walls shall be cut only with rotary type drilling tools. Openings through floors and walls may be drilled up to 1" but shall be cored over 1". Electrical equipment shall not be cut with torches, and shall be joined only by bolting (i.e., do not weld wireways to panels, etc.).

1.15 INDUSTRY STANDARDS AND CODES

- A. The complete installation shall comply with the applicable Local and State wiring ordinances, with the regulations of the latest edition of the National Electrical Code of the National Fire Protection Association (supplements and official interpretations included) and with the requirements of the Power and Telephone Companies furnishing service to this installation. The drawings and specifications take precedence when they are more stringent than codes, ordinances, or statutes in effect, and vice versa. In addition, the following latest industry standards, specifications, and codes are minimum requirements.
 - 1. The National Electrical Manufacturer's Association Standards
 - 2. The National Electrical Safety Code
 - 3. Underwriter's Laboratories, Inc., Standards
 - 4. Life Safety Code, NFPA No. 101
 - 5. International Building Code
 - 6. State Health Department
 - 7. State Building Codes
 - 8. State Fire Codes
 - 9. State Energy Codes
- B. All work shall be in accordance with State and Local Codes and requirements of Local Utilities. Where the applicable Building Codes and the drawings or specification do not agree, the code shall take precedence, but only in cases where what is shown on the drawings or required by the specifications violates the code. Where there is a Code or Utility Company requirement and drawing or specification discrepancy the Code shall have precedence only when it is more stringent than the item specified or shown on the drawings. Items that are allowable by the Local Building Codes, which are less stringent than that required by the specifications or the drawings the less stringent work, shall not be substituted.

1.16 RESPONSIBILITY OF THE CONTRACTOR

- A. The Contractor shall have a State Class "A" Electrical License and shall provide journeymen to work as superintendents and/or foremen on the project. All workmen shall be skilled in their trade or working under someone who is skilled in the trade and responsible for the work involved.
- B. The Contractor shall be totally responsible for his portion of the work from the date of his Contract until final acceptance of the building by the Owner, and must repair all damage sustained without cost to the Owner regardless of cause. The Contractor shall use proper care and diligence in bracing and securing all parts of the work against the elements and shall, in all cases, judge as to the amount of protection required. Proper storage of material shall be maintained at all times.

1.17 TEMPORARY LIGHTING AND POWER

- A. The Electrical Contractor shall provide electrical wiring and light fixtures for temporary lighting and power in construction areas.

1.18 FIRE AND SMOKE STOPPAGE

- A. It shall be the responsibility of this Contractor to maintain the fire and smoke integrity of all walls, ceilings, floors etc., through which his work passes through or into. Fire and smoke barriers shall be provided in and around as required by Codes.
- B. Where holes are required to be patched, or conduit, piping, ducts, etc., are required to be patched around, it shall be filled with a material that is UL Classified Standard 1479 for this use and Factory Mutual System approved.

1.19 ACCESS TO EQUIPMENT

- A. All control devices, specialties, pull boxes, disconnect switches, and similar equipment shall be so located as to provide for easy access for operation, repair and maintenance. Access shall conform to Local Electric Codes. Access doors shall be provided if devices are concealed.

1.20 TESTS

- A. At the completion of his work, the Contractor shall perform the following tests in the presence of the Engineer.
 - 1. Test for short circuits and grounds.
 - 2. Test to prove correct operation of all equipment.
 - 3. Check for balance of load on phases, and connect load to balance as closely as possible. Should the Power Company disclose any unfavorable conditions or reactions on the service, the Contractor shall make changes as may be suggested to properly balance the load.

1.21 CLEAN-UP

- A. The Contractor shall remove all rubbish and debris resulting from his work daily and shall leave equipment that he installed clean and ready for operation.

1.22 RECORD DRAWINGS

- A. Maintain a clean, undamaged set of blue or black line whiteprints of Contract Drawings. Mark the set to show the actual installation where the installation varies from the work as originally shown. Mark whichever drawing is most capable of showing conditions fully and accurately; where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
 - 1. Mark record sets with red erasable pencil; use other colors to distinguish between variations in separate categories of the work.
 - 2. Mark new information that is important to the Owner, but was not shown on Contract Drawings or Shop Drawings.
 - 3. Note related Change Order numbers where applicable.
 - 4. Organize record drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dated and other identification on the cover of each set.
 - 5. Turn Record Drawings over to the Owner with the Operation and Maintenance Manuals.

END OF SECTION 260101

SECTION 260505
ELECTRICAL DEMOLITION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Electrical demolition.

1.02 RELATED REQUIREMENTS

- A. Section 017000 - Execution and Closeout Requirements: Additional requirements for alterations work.

PART 2 PRODUCTS

2.01 MATERIALS AND EQUIPMENT

- A. Materials and equipment for patching and extending work: As specified in individual sections.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that abandoned wiring and equipment serve only abandoned facilities.
- B. Demolition drawings are based on casual field observation and existing record documents.
- C. Report discrepancies to Engineer before disturbing existing installation.
- D. Beginning of demolition means installer accepts existing conditions.

3.02 PREPARATION

- A. Disconnect electrical systems in walls, floors, and ceilings to be removed.
- B. Provide wiring and connections to maintain existing systems in service during construction. When work must be performed on energized equipment or circuits, use personnel experienced in such operations.
- C. Existing Electrical Service: Maintain existing system in service. Disable system only to make switchovers and connections. Minimize outage duration.
 - 1. Obtain permission from Owner at least 24 hours before partially or completely disabling system.
 - 2. Make temporary connections to maintain service in areas adjacent to work area.
- D. Existing Fire Alarm System: Maintain existing system in service until new system is accepted. Disable system only to make switchovers and connections. Minimize outage duration.
 - 1. Notify Owner before partially or completely disabling system.
 - 2. Make temporary connections to maintain service in areas adjacent to work area.

3.03 DEMOLITION AND EXTENSION OF EXISTING ELECTRICAL WORK

- A. Remove, relocate, and extend existing installations to accommodate new construction.
- B. Remove abandoned wiring to source of supply.
- C. Remove exposed abandoned conduit, including abandoned conduit above accessible ceiling finishes. Cut conduit flush with walls and floors, and patch surfaces.
- D. Disconnect abandoned outlets and remove devices. Remove abandoned outlets if conduit servicing them is abandoned and removed. Provide stainless steel blank covers for abandoned outlets that are not removed.
- E. Disconnect and remove abandoned panelboards and distribution equipment.
- F. Disconnect and remove electrical devices and equipment serving utilization equipment that has been removed.
- G. Disconnect and remove abandoned luminaires. Remove brackets, stems, hangers, poles, and concrete bases and other accessories.
- H. Repair adjacent construction and finishes damaged during demolition and extension work.

- I. Maintain access to existing electrical installations that remain active. Modify installation or provide access panel as appropriate.

3.04 CLEANING AND REPAIR

- A. See Section 017419 - Construction Waste Management and Disposal for additional requirements.
- B. Clean and repair existing materials and equipment that remain or that are to be reused.

END OF SECTION 260505

SECTION 260519
CONDUCTORS AND CABLES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Single conductor building wire.
- B. Wiring connectors.
- C. Wire pulling lubricant.
- D. Cable ties.

1.02 RELATED REQUIREMENTS

- A. Section 078400 - Firestopping.
- B. Section 260526 - GROUNDING AND BONDING: Additional requirements for grounding conductors and grounding connectors.
- C. Section 260553 - Identification: Identification products and requirements.
- D. Section 284600 - Fire Detection and Alarm: Fire alarm system conductors and cables.

1.03 REFERENCE STANDARDS

- A. ASTM B3 - Standard Specification for Soft or Annealed Copper Wire; 2013.
- B. ASTM B8 - Standard Specification for Concentric-Lay-Stranded Copper Conductors, Hard, Medium-Hard, or Soft; 2011.
- C. ASTM B787/B787M - Standard Specification for 19 Wire Combination Unilay-Stranded Copper Conductors for Subsequent Insulation; 2004 (Reapproved 2014).
- D. NECA 1 - Standard for Good Workmanship in Electrical Construction; 2010.
- E. NEMA WC 70 - Nonshielded Power Cable 2000 V or Less for the Distribution of Electrical Energy; 2009.
- F. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- G. UL 44 - Thermoset-Insulated Wires and Cables; Current Edition, Including All Revisions.
- H. UL 83 - Thermoplastic-Insulated Wires and Cables; Current Edition, Including All Revisions.
- I. UL 183 - Manufactured Wiring Systems; Current Edition, Including All Revisions.
- J. UL 486A-486B - Wire Connectors; Current Edition, Including All Revisions.
- K. UL 486C - Splicing Wire Connectors; Current Edition, Including All Revisions.
- L. UL 486D - Sealed Wire Connector Systems; Current Edition, Including All Revisions.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
 - 1. Coordinate sizes of raceways, boxes, and equipment enclosures installed under other sections with the actual conductors to be installed, including adjustments for conductor sizes increased for voltage drop.
 - 2. Coordinate with electrical equipment installed under other sections to provide terminations suitable for use with the conductors to be installed.
 - 3. Notify Engineer of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.

1.05 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Receive, inspect, handle, and store conductors and cables in accordance with manufacturer's instructions.

1.07 FIELD CONDITIONS

- A. Do not install or otherwise handle thermoplastic-insulated conductors at temperatures lower than 14 degrees F, unless otherwise permitted by manufacturer's instructions. When installation below this temperature is unavoidable, notify Engineer and obtain direction before proceeding with work.

PART 2 PRODUCTS

2.01 CONDUCTOR AND CABLE APPLICATIONS

- A. Do not use conductors and cables for applications other than as permitted by NFPA 70 and product listing.
- B. Provide single conductor building wire installed in suitable raceway unless otherwise indicated, permitted, or required.
- C. Nonmetallic-sheathed cable is not permitted.
- D. Underground feeder and branch-circuit cable is not permitted.
- E. Service entrance cable is not permitted.
- F. Armored cable is not permitted.
- G. Metal-clad cable is not permitted.
- H. Manufactured wiring systems are permitted only as follows:

2.02 CONDUCTOR AND CABLE GENERAL REQUIREMENTS

- A. Provide products that comply with requirements of NFPA 70.
- B. Provide products listed, classified, and labeled as suitable for the purpose intended.
- C. Unless specifically indicated to be excluded, provide all required conduit, boxes, wiring, connectors, etc. as required for a complete operating system.
- D. Comply with NEMA WC 70.
- E. Thermoplastic-Insulated Conductors and Cables: Listed and labeled as complying with UL 83.
- F. Thermoset-Insulated Conductors and Cables: Listed and labeled as complying with UL 44.
- G. Conductors for Grounding and Bonding: Also comply with Section 260526.
- H. Conductor Material:
 - 1. Provide copper conductors only. Aluminum conductors are not acceptable for this project. Conductor sizes indicated are based on copper.
 - 2. Copper Conductors: Soft drawn annealed, 98 percent conductivity, uncoated copper conductors complying with ASTM B3, ASTM B8, or ASTM B787/B787M unless otherwise indicated.
- I. Minimum Conductor Size:
 - 1. Branch Circuits: 12 AWG.
 - a. Exceptions:
 - 1) 20 A, 120 V circuits longer than 75 feet: 10 AWG, for voltage drop.
 - 2) 20 A, 120 V circuits longer than 150 feet: 8 AWG, for voltage drop.
 - 3) 20 A, 277 V circuits longer than 150 feet: 10 AWG, for voltage drop.
- J. Where conductor size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.
- K. Conductor Color Coding:
 - 1. Color code conductors as indicated unless otherwise required by the authority having jurisdiction. Maintain consistent color coding throughout project.
 - 2. Color Coding Method: Integrally colored insulation.
 - 3. Color Code:
 - a. 480Y/277 V, 3 Phase, 4 Wire System:
 - 1) Phase A: Brown.

- 2) Phase B: Orange.
- 3) Phase C: Yellow.
- 4) Neutral/Grounded: Gray.
- b. 208Y/120 V, 3 Phase, 4 Wire System:
 - 1) Phase A: Black.
 - 2) Phase B: Red.
 - 3) Phase C: Blue.
 - 4) Neutral/Grounded: White.
- c. Equipment Ground, All Systems: Green.

2.03 SINGLE CONDUCTOR BUILDING WIRE

- A. Description: Single conductor insulated wire.
- B. Conductor Stranding:
 - 1. Feeders and Branch Circuits:
 - a. Size 12 AWG: Solid or stranded. All connectors and lugs shall be listed for use with stranded conductors if stranded conductors are used.
 - b. Size 10 AWG and Larger: Stranded.
- C. Insulation Voltage Rating: 600 V.
- D. Insulation:
 - 1. Copper Building Wire: Type THHN/THWN or THHN/THWN-2, except as indicated below.

2.04 WIRING CONNECTORS

- A. Description: Wiring connectors appropriate for the application, suitable for use with the conductors to be connected, and listed as complying with UL 486A-486B or UL 486C as applicable.
- B. Connectors for Grounding and Bonding: Comply with Section 260526.
- C. Wiring Connectors for Splices and Taps:
 - 1. Copper Conductors Size 8 AWG and Smaller: Use twist-on insulated spring connectors.
 - 2. Copper Conductors Size 6 AWG and Larger: Use mechanical connectors or compression connectors.
- D. Wiring Connectors for Terminations:
 - 1. Provide terminal lugs for connecting conductors to equipment furnished with terminations designed for terminal lugs.
 - 2. Where over-sized conductors are larger than the equipment terminations can accommodate, provide connectors suitable for reducing to appropriate size, but not less than required for the rating of the overcurrent protective device.
 - 3. Stranded Conductors Size 10 AWG and Smaller: Use crimped terminals for connections to terminal screws.
- E. Do not use insulation-piercing or insulation-displacement connectors designed for use with conductors without stripping insulation.
- F. Do not use push-in wire connectors as a substitute for twist-on insulated spring connectors.
- G. Twist-on Insulated Spring Connectors: Rated 600 V, 221 degrees F for standard applications and 302 degrees F for high temperature applications; pre-filled with sealant and listed as complying with UL 486D for damp and wet locations.
- H. Mechanical Connectors: Provide bolted type or set-screw type.
- I. Compression Connectors: Provide circumferential type or hex type crimp configuration.
- J. Crimped Terminals: Nylon-insulated, with insulation grip and terminal configuration suitable for connection to be made.

2.05 WIRING ACCESSORIES

- A. Wire Pulling Lubricant: Listed; suitable for use with the conductors or cables to be installed and suitable for use at the installation temperature.

- B. Cable Ties: Material and tensile strength rating suitable for application.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that interior of building has been protected from weather.
- B. Verify that work likely to damage wire and cable has been completed.
- C. Verify that raceways, boxes, and equipment enclosures are installed and are properly sized to accommodate conductors and cables in accordance with NFPA 70.
- D. Verify that field measurements are as indicated.
- E. Verify that conditions are satisfactory for installation prior to starting work.

3.02 PREPARATION

- A. Clean raceways thoroughly to remove foreign materials before installing conductors and cables.

3.03 INSTALLATION

- A. Circuiting Requirements:
 - 1. Unless dimensioned, circuit routing indicated is diagrammatic.
 - 2. When circuit destination is indicated without specific routing, determine exact routing required.
 - 3. Arrange circuiting to minimize splices.
 - 4. Common Neutrals: Unless otherwise indicated, sharing of neutral/grounded conductors among up to three single phase branch circuits of different phases installed in the same raceway is not permitted. Provide dedicated neutral/grounded conductor for each individual branch circuit.
- B. Install products in accordance with manufacturer's instructions.
- C. Perform work in accordance with NECA 1 (general workmanship).
- D. Installation in Raceway:
 - 1. Tape ends of conductors and cables to prevent infiltration of moisture and other contaminants.
 - 2. Pull all conductors and cables together into raceway at same time.
 - 3. Do not damage conductors and cables or exceed manufacturer's recommended maximum pulling tension and sidewall pressure.
 - 4. Use suitable wire pulling lubricant where necessary, except when lubricant is not recommended by the manufacturer.
- E. Paralleled Conductors: Install conductors of the same length and terminate in the same manner.
- F. Secure and support conductors and cables in accordance with NFPA 70 using suitable supports and methods approved by the authority having jurisdiction. Provide independent support from building structure. Do not provide support from raceways, piping, ductwork, or other systems.
 - 1. Installation Above Suspended Ceilings: Do not provide support from ceiling support system. Do not provide support from ceiling grid or allow conductors and cables to lay on ceiling tiles.
- G. Install conductors with a minimum of 12 inches of slack at each outlet.
- H. Where conductors are installed in enclosures for future termination by others, provide a minimum of 5 feet of slack.
- I. Neatly train and bundle conductors inside boxes, wireways, panelboards and other equipment enclosures.
- J. Group or otherwise identify neutral/grounded conductors with associated ungrounded conductors inside enclosures in accordance with NFPA 70.
- K. Make wiring connections using specified wiring connectors.

1. Make splices and taps only in accessible boxes. Do not pull splices into raceways or make splices in conduit bodies or wiring gutters.
 2. Remove appropriate amount of conductor insulation for making connections without cutting, nicking or damaging conductors.
 3. Do not remove conductor strands to facilitate insertion into connector.
 4. Clean contact surfaces on conductors and connectors to suitable remove corrosion, oxides, and other contaminates. Do not use wire brush on plated connector surfaces.
 5. Mechanical Connectors: Secure connections according to manufacturer's recommended torque settings.
 6. Compression Connectors: Secure connections using manufacturer's recommended tools and dies.
- L. Insulate splices and taps that are made with uninsulated connectors using methods suitable for the application, with insulation and mechanical strength at least equivalent to unspliced conductors.
- M. Insulate ends of spare conductors using vinyl insulating electrical tape.
- N. Install firestopping to preserve fire resistance rating of partitions and other elements, using materials and methods specified in Section 078400.
- O. Unless specifically indicated to be excluded, provide final connections to all equipment and devices, including those furnished by others, as required for a complete operating system.

3.04 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.
- B. Correct deficiencies and replace damaged or defective conductors and cables.

END OF SECTION 260519

SECTION 260526
GROUNDING AND BONDING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Grounding and bonding requirements.
- B. Conductors for grounding and bonding.
- C. Connectors for grounding and bonding.

1.02 RELATED REQUIREMENTS

- A. Section 260519 - CONDUCTORS AND CABLES: Additional requirements for conductors for grounding and bonding, including conductor color coding.
- B. Section 260553 - Identification: Identification products and requirements.

1.03 REFERENCE STANDARDS

- A. NECA 1 - Standard for Good Workmanship in Electrical Construction; 2010.
- B. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- C. UL 467 - Grounding and Bonding Equipment; Current Edition, Including All Revisions.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
 - 1. Notify Engineer of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.

1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements for submittals procedures.
- B. Project Record Documents: Record actual locations of grounding electrode system components and connections.

1.06 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.

1.07 DELIVERY, STORAGE, AND HANDLING

- A. Receive, inspect, handle, and store products in accordance with manufacturer's instructions.

PART 2 PRODUCTS

2.01 GROUNDING AND BONDING REQUIREMENTS

- A. Do not use products for applications other than as permitted by NFPA 70 and product listing.
- B. Unless specifically indicated to be excluded, provide all required components, conductors, connectors, conduit, boxes, fittings, supports, accessories, etc. as necessary for a complete grounding and bonding system.
- C. Where conductor size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.
- D. Bonding and Equipment Grounding:
 - 1. Provide bonding for equipment grounding conductors, equipment ground busses, metallic equipment enclosures, metallic raceways and boxes, device grounding terminals, and other normally non-current-carrying conductive materials enclosing electrical conductors/equipment or likely to become energized as indicated and in accordance with NFPA 70.
 - 2. Provide insulated equipment grounding conductor in each feeder and branch circuit raceway. Do not use raceways as sole equipment grounding conductor.
 - 3. Where circuit conductor sizes are increased for voltage drop, increase size of equipment grounding conductor proportionally in accordance with NFPA 70.

4. Unless otherwise indicated, connect wiring device grounding terminal to branch circuit equipment grounding conductor and to outlet box with bonding jumper.
5. Terminate branch circuit equipment grounding conductors on solidly bonded equipment ground bus only. Do not terminate on neutral (grounded) or isolated/insulated ground bus.
6. Provide bonding jumper across expansion or expansion/deflection fittings provided to accommodate conduit movement.
7. Provide bonding for interior metal piping systems in accordance with NFPA 70. This includes, but is not limited to:
 - a. Metal water piping where not already effectively bonded to metal underground water pipe used as grounding electrode.
8. Provide bonding and equipment grounding for pools and fountains and associated equipment in accordance with NFPA 70.

2.02 GROUNDING AND BONDING COMPONENTS

- A. General Requirements:
 1. Provide products listed, classified, and labeled as suitable for the purpose intended.
 2. Provide products listed and labeled as complying with UL 467 where applicable.
- B. Conductors for Grounding and Bonding, in Addition to Requirements of Section 260526:
 1. Use insulated copper conductors unless otherwise indicated.
- C. Connectors for Grounding and Bonding:
 1. Description: Connectors appropriate for the application and suitable for the conductors and items to be connected; listed and labeled as complying with UL 467.
 2. Unless otherwise indicated, use exothermic welded connections for underground, concealed and other inaccessible connections.
 3. Unless otherwise indicated, use mechanical connectors, compression connectors, or exothermic welded connections for accessible connections.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that work likely to damage grounding and bonding system components has been completed.
- B. Verify that field measurements are as indicated.
- C. Verify that conditions are satisfactory for installation prior to starting work.

3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Perform work in accordance with NECA 1 (general workmanship).
- C. Make grounding and bonding connections using specified connectors.
 1. Remove appropriate amount of conductor insulation for making connections without cutting, nicking or damaging conductors. Do not remove conductor strands to facilitate insertion into connector.
 2. Remove nonconductive paint, enamel, or similar coating at threads, contact points, and contact surfaces.
 3. Exothermic Welds: Make connections using molds and weld material suitable for the items to be connected in accordance with manufacturer's recommendations.
 4. Mechanical Connectors: Secure connections according to manufacturer's recommended torque settings.
 5. Compression Connectors: Secure connections using manufacturer's recommended tools and dies.
- D. Identify grounding and bonding system components in accordance with Section 260553.

3.03 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.

- B. Investigate and correct deficiencies where measured ground resistances do not comply with specified requirements.

END OF SECTION 260526

SECTION 260529
HANGERS AND SUPPORTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Support and attachment components for equipment, conduit, cable, boxes, and other electrical work.

1.02 RELATED REQUIREMENTS

- A. Section 033000 - Cast-in-Place Concrete: Concrete equipment pads.
- B. Section 260533 - Conduit: Additional support and attachment requirements for conduits.
- C. Section 260534 - Boxes: Additional support and attachment requirements for boxes.
- D. Section 265600 - Exterior Lighting: Additional support and attachment requirements for exterior luminaires.

1.03 REFERENCE STANDARDS

- A. ASTM A123/A123M - Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products; 2015.
- B. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2009.
- C. ASTM B633 - Standard Specification for Electrodeposited Coatings of Zinc on Iron and Steel; 2013.
- D. MFMA-4 - Metal Framing Standards Publication; 2004.
- E. NECA 1 - Standard for Good Workmanship in Electrical Construction; 2010.
- F. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
 - 1. Coordinate sizes and arrangement of supports and bases with the actual equipment and components to be installed.
 - 2. Coordinate the work with other trades to provide additional framing and materials required for installation.
 - 3. Coordinate compatibility of support and attachment components with mounting surfaces at the installed locations.
 - 4. Coordinate the arrangement of supports with ductwork, piping, equipment and other potential conflicts installed under other sections or by others.
 - 5. Notify Engineer of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.
- B. Sequencing:
 - 1. Do not install products on or provide attachment to concrete surfaces until concrete has fully cured in accordance with Section 033000.

1.05 QUALITY ASSURANCE

- A. Comply with NFPA 70.
- B. Comply with applicable building code.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Receive, inspect, handle, and store products in accordance with manufacturer's instructions.

PART 2 PRODUCTS

2.01 SUPPORT AND ATTACHMENT COMPONENTS

- A. General Requirements:

1. Provide all required hangers, supports, anchors, fasteners, fittings, accessories, and hardware as necessary for the complete installation of electrical work.
 2. Provide products listed, classified, and labeled as suitable for the purpose intended, where applicable.
 3. Where support and attachment component types and sizes are not indicated, select in accordance with manufacturer's application criteria as required for the load to be supported. Include consideration for vibration, equipment operation, and shock loads where applicable.
 4. Do not use products for applications other than as permitted by NFPA 70 and product listing.
 5. Steel Components: Use corrosion resistant materials suitable for the environment where installed.
 - a. Zinc-Plated Steel: Electroplated in accordance with ASTM B633.
 - b. Galvanized Steel: Hot-dip galvanized after fabrication in accordance with ASTM A123/A123M or ASTM A153/A153M.
- B. Conduit and Cable Supports: Straps, clamps, etc. suitable for the conduit or cable to be supported.
1. Conduit Straps: One-hole or two-hole type; steel.
 2. Conduit Clamps: Bolted type unless otherwise indicated.
- C. Outlet Box Supports: Hangers, brackets, etc. suitable for the boxes to be supported.
- D. Metal Channel (Strut) Framing Systems: Factory-fabricated continuous-slot metal channel (strut) and associated fittings, accessories, and hardware required for field-assembly of supports.
1. Comply with MFMA-4.
- E. Hanger Rods: Threaded zinc-plated steel unless otherwise indicated.
- F. Anchors and Fasteners:
1. Unless otherwise indicated and where not otherwise restricted, use the anchor and fastener types indicated for the specified applications.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that field measurements are as indicated.
- B. Verify that mounting surfaces are ready to receive support and attachment components.
- C. Verify that conditions are satisfactory for installation prior to starting work.

3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Perform work in accordance with NECA 1 (general workmanship).
- C. Provide independent support from building structure. Do not provide support from piping, ductwork, or other systems.
- D. Unless specifically indicated or approved by Engineer, do not provide support from suspended ceiling support system or ceiling grid.
- E. Unless specifically indicated or approved by Engineer, do not provide support from roof deck.
- F. Do not penetrate or otherwise notch or cut structural members without approval of Structural Engineer.
- G. Equipment Support and Attachment:
 1. Use metal fabricated supports or supports assembled from metal channel (strut) to support equipment as required.
 2. Use metal channel (strut) secured to studs to support equipment surface-mounted on hollow stud walls when wall strength is not sufficient to resist pull-out.

3. Use metal channel (strut) to support surface-mounted equipment in wet or damp locations to provide space between equipment and mounting surface.
 4. Securely fasten floor-mounted equipment. Do not install equipment such that it relies on its own weight for support.
- H. Secure fasteners according to manufacturer's recommended torque settings.
- I. Remove temporary supports.

3.03 FIELD QUALITY CONTROL

- A. Inspect support and attachment components for damage and defects.
- B. Repair cuts and abrasions in galvanized finishes using zinc-rich paint recommended by manufacturer. Replace components that exhibit signs of corrosion.
- C. Correct deficiencies and replace damaged or defective support and attachment components.

END OF SECTION 260529

SECTION 260533

CONDUIT

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Galvanized steel rigid metal conduit (RMC).
- B. Intermediate metal conduit (IMC).
- C. Flexible metal conduit (FMC).
- D. Liquidtight flexible metal conduit (LFMC).
- E. Electrical metallic tubing (EMT).
- F. Rigid polyvinyl chloride (PVC) conduit.
- G. Conduit fittings.

1.02 RELATED REQUIREMENTS

- A. Section 078400 - Firestopping.
- B. Section 260526 - GROUNDING AND BONDING.
 - 1. Includes additional requirements for fittings for grounding and bonding.
- C. Section 260529 - Hangers and Supports.

1.03 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
 - 1. Coordinate minimum sizes of conduits with the actual conductors to be installed, including adjustments for conductor sizes increased for voltage drop.
 - 2. Coordinate the arrangement of conduits with structural members, ductwork, piping, equipment and other potential conflicts installed under other sections or by others.
 - 3. Verify exact conduit termination locations required for boxes, enclosures, and equipment installed under other sections or by others.
 - 4. Coordinate the work with other trades to provide roof penetrations that preserve the integrity of the roofing system and do not void the roof warranty.
 - 5. Notify Engineer of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.
- B. Sequencing:
 - 1. Do not begin installation of conductors and cables until installation of conduit is complete between outlet, junction and splicing points.

1.04 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. Receive, inspect, handle, and store conduit and fittings in accordance with manufacturer's instructions.

PART 2 PRODUCTS

2.01 CONDUIT APPLICATIONS

- A. Do not use conduit and associated fittings for applications other than as permitted by NFPA 70 and product listing.
- B. Unless otherwise indicated and where not otherwise restricted, use the conduit types indicated for the specified applications. Where more than one listed application applies, comply with the most restrictive requirements. Where conduit type for a particular application is not specified, use galvanized steel rigid metal conduit.
- C. Concealed Within Hollow Stud Walls: Use galvanized steel rigid metal conduit, intermediate metal conduit (IMC), or electrical metallic tubing (EMT).

- D. Concealed Above Accessible Ceilings: Use galvanized steel rigid metal conduit, intermediate metal conduit (IMC), or electrical metallic tubing (EMT).
- E. Interior, Damp or Wet Locations: Use galvanized steel rigid metal conduit or intermediate metal conduit (IMC).
- F. Exposed, Interior, Not Subject to Physical Damage: Use galvanized steel rigid metal conduit, intermediate metal conduit (IMC), or electrical metallic tubing (EMT).
- G. Exposed, Interior, Subject to Physical Damage: Use galvanized steel rigid metal conduit or intermediate metal conduit (IMC).
- H. Exposed, Exterior: Use galvanized steel rigid metal conduit, intermediate metal conduit (IMC), or PVC-coated galvanized steel rigid metal conduit.
- I. Concealed, Exterior, Not Embedded in Concrete or in Contact With Earth: Use galvanized steel rigid metal conduit or intermediate metal conduit (IMC).
- J. Connections to Luminaires Above Accessible Ceilings: Use flexible metal conduit.
 - 1. Maximum Length: 6 feet.
- K. Connections to Vibrating Equipment:
 - 1. Dry Locations: Use flexible metal conduit.
 - 2. Damp, Wet, or Corrosive Locations: Use liquidtight flexible metal conduit.
 - 3. Maximum Length: 6 feet unless otherwise indicated.
 - 4. Vibrating equipment includes, but is not limited to:
 - a. Transformers.
 - b. Motors.
- L. Fished in Existing Walls, Where Necessary: Use flexible metal conduit.

2.02 CONDUIT REQUIREMENTS

- A. Existing Work: Where existing conduits are indicated to be reused, they may be reused only where they comply with specified requirements, are free from corrosion, and integrity is verified by pulling a mandrel through them.
- B. Fittings for Grounding and Bonding: Also comply with Section 260526.
- C. Provide all conduit, fittings, supports, and accessories required for a complete raceway system.
- D. Provide products listed, classified, and labeled as suitable for the purpose intended.
- E. Minimum Conduit Size, Unless Otherwise Indicated:
 - 1. Branch Circuits: 3/4 inch (21 mm) trade size.
- F. Where conduit size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.

2.03 GALVANIZED STEEL RIGID METAL CONDUIT (RMC)

- A. Description: NFPA 70, Type RMC galvanized steel rigid metal conduit complying with ANSI C80.1 and listed and labeled as complying with UL 6.
- B. Fittings:
 - 1. Non-Hazardous Locations: Use fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.
 - 2. Material: Use steel.
 - 3. Connectors and Couplings: Use threaded type fittings only. Threadless set screw and compression (gland) type fittings are not permitted.

2.04 INTERMEDIATE METAL CONDUIT (IMC)

- A. Description: NFPA 70, Type IMC galvanized steel intermediate metal conduit complying with ANSI C80.6 and listed and labeled as complying with UL 1242.
- B. Fittings:
 - 1. Non-Hazardous Locations: Use fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.

2. Material: Use steel.
3. Connectors and Couplings: Use threaded type fittings only. Threadless set screw and compression (gland) type fittings are not permitted.

2.05 FLEXIBLE METAL CONDUIT (FMC)

- A. Description: NFPA 70, Type FMC standard wall steel flexible metal conduit listed and labeled as complying with UL 1, and listed for use in classified firestop systems to be used.
- B. Fittings:
 1. Description: Fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.
 2. Material: Use steel.

2.06 LIQUIDTIGHT FLEXIBLE METAL CONDUIT (LFMC)

- A. Description: NFPA 70, Type LFMC polyvinyl chloride (PVC) jacketed steel flexible metal conduit listed and labeled as complying with UL 360.
- B. Fittings:
 1. Description: Fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.
 2. Material: Use steel.

2.07 ELECTRICAL METALLIC TUBING (EMT)

- A. Description: NFPA 70, Type EMT steel electrical metallic tubing complying with ANSI C80.3 and listed and labeled as complying with UL 797.
- B. Fittings:
 1. Description: Fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.
 2. Material: Use steel.
 3. Connectors and Couplings: Use compression (gland) or set-screw type.
 - a. Do not use indenter type connectors and couplings.

2.08 RIGID POLYVINYL CHLORIDE (PVC) CONDUIT

- A. Description: NFPA 70, Type PVC rigid polyvinyl chloride conduit complying with NEMA TC 2 and listed and labeled as complying with UL 651; Schedule 40 unless otherwise indicated, Schedule 80 where subject to physical damage; rated for use with conductors rated 90 degrees C.
- B. Fittings:
 1. Manufacturer: Same as manufacturer of conduit to be connected.
 2. Description: Fittings complying with NEMA TC 3 and listed and labeled as complying with UL 651; material to match conduit.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that field measurements are as indicated.
- B. Verify that mounting surfaces are ready to receive conduits.
- C. Verify that conditions are satisfactory for installation prior to starting work.

3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Perform work in accordance with NECA 1 (general workmanship).
- C. Install galvanized steel rigid metal conduit (RMC) in accordance with NECA 101.
- D. Install intermediate metal conduit (IMC) in accordance with NECA 101.
- E. Install rigid polyvinyl chloride (PVC) conduit in accordance with NECA 111.
- F. Conduit Routing:

1. Unless dimensioned, conduit routing indicated is diagrammatic.
 2. When conduit destination is indicated without specific routing, determine exact routing required.
 3. Conceal all conduits unless specifically indicated to be exposed.
 4. Conduits in the following areas may be exposed, unless otherwise indicated:
 - a. Electrical rooms.
 - b. Mechanical equipment rooms.
 - c. Within joists in areas with no ceiling.
 5. Unless otherwise approved, do not route conduits exposed:
 - a. Across floors.
 - b. Across roofs.
 - c. Across top of parapet walls.
 - d. Across building exterior surfaces.
 6. Conduits installed underground or embedded in concrete may be routed in the shortest possible manner unless otherwise indicated. Route all other conduits parallel or perpendicular to building structure and surfaces, following surface contours where practical.
 7. Arrange conduit to maintain adequate headroom, clearances, and access.
 8. Arrange conduit to provide no more than the equivalent of four 90 degree bends between pull points.
 9. Arrange conduit to provide no more than 150 feet between pull points.
 10. Route conduits above water and drain piping where possible.
 11. Arrange conduit to prevent moisture traps. Provide drain fittings at low points and at sealing fittings where moisture may collect.
 12. Maintain minimum clearance of 6 inches between conduits and piping for other systems.
 13. Maintain minimum clearance of 12 inches between conduits and hot surfaces. This includes, but is not limited to:
 - a. Heaters.
 - b. Hot water piping.
 - c. Flues.
 14. Group parallel conduits in the same area together on a common rack.
- G. Conduit Support:
1. Secure and support conduits in accordance with NFPA 70 and Section 260529 using suitable supports and methods approved by the authority having jurisdiction.
 2. Provide independent support from building structure. Do not provide support from piping, ductwork, or other systems.
 3. Installation Above Suspended Ceilings: Do not provide support from ceiling support system. Do not provide support from ceiling grid or allow conduits to lay on ceiling tiles.
 4. Use non-penetrating rooftop supports to support conduits routed across rooftops (only where approved).
- H. Connections and Terminations:
1. Use approved zinc-rich paint or conduit joint compound on field-cut threads of galvanized steel conduits prior to making connections.
 2. Where two threaded conduits must be joined and neither can be rotated, use three-piece couplings or split couplings. Do not use running threads.
 3. Use suitable adapters where required to transition from one type of conduit to another.
 4. Provide drip loops for liquidtight flexible conduit connections to prevent drainage of liquid into connectors.
 5. Terminate threaded conduits in boxes and enclosures using threaded hubs or double lock nuts for dry locations and raintight hubs for wet locations.
 6. Secure joints and connections to provide maximum mechanical strength and electrical continuity.
- I. Penetrations:

1. Do not penetrate or otherwise notch or cut structural members, including footings and grade beams, without approval of Structural Engineer.
 2. Make penetrations perpendicular to surfaces unless otherwise indicated.
 3. Provide sleeves for penetrations as indicated or as required to facilitate installation. Set sleeves flush with exposed surfaces unless otherwise indicated or required.
 4. Conceal bends for conduit risers emerging above ground.
 5. Seal interior of conduits entering the building from underground at first accessible point to prevent entry of moisture, water, and gases.
 6. Where conduits penetrate waterproof membrane, seal as required to maintain integrity of membrane.
 7. Make penetrations for roof-mounted equipment within associated equipment openings and curbs where possible to minimize roofing system penetrations. Where penetrations are necessary, seal as indicated or as required to preserve integrity of roofing system and maintain roof warranty. Include proposed locations of penetrations and methods for sealing with submittals.
 8. Install firestopping to preserve fire resistance rating of partitions and other elements, using materials and methods specified in Section 078400.
- J. Conduit Movement Provisions: Where conduits are subject to movement, provide expansion and expansion/deflection fittings to prevent damage to enclosed conductors or connected equipment. This includes, but is not limited to:
1. Where conduits cross structural joints intended for expansion, contraction, or deflection.
 2. Where conduits are subject to earth movement by settlement or frost.
- K. Condensation Prevention: Where conduits cross barriers between areas of potential substantial temperature differential, provide sealing fitting or approved sealing compound at an accessible point near the penetration to prevent condensation. This includes, but is not limited to:
1. Where conduits pass from outdoors into conditioned interior spaces.
 2. Where conduits pass from unconditioned interior spaces into conditioned interior spaces.
- L. Secondary conduits: Provide watertight installation to prevent water from entering equipment enclosures. Joints in conduits shall be installed to prevent moisture from entering and penetrations for conduits shall be sealed watertight. Provide an approved duct sealing system in secondary conduits.
- M. Provide pull string in all empty conduits and in conduits where conductors and cables are to be installed by others. Leave minimum slack of 12 inches at each end.
- N. Provide grounding and bonding in accordance with Section 260526.

3.03 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.
- B. Repair cuts and abrasions in galvanized finishes using zinc-rich paint recommended by manufacturer. Replace components that exhibit signs of corrosion.
- C. Correct deficiencies and replace damaged or defective conduits.

3.04 CLEANING

- A. Clean interior of conduits to remove moisture and foreign matter.

3.05 PROTECTION

- A. Immediately after installation of conduit, use suitable manufactured plugs to provide protection from entry of moisture and foreign material and do not remove until ready for installation of conductors.

END OF SECTION 260533

SECTION 260534

BOXES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Outlet and device boxes up to 100 cubic inches, including those used as junction and pull boxes.
- B. Cabinets and enclosures, including junction and pull boxes larger than 100 cubic inches.

1.02 RELATED REQUIREMENTS

- A. Section 083100 - Access Doors and Panels: Panels for maintaining access to concealed boxes.
- B. Section 260529 - Hangers and Supports.
- C. Section 260533 - Conduit:
 - 1. Conduit bodies and other fittings.
 - 2. Additional requirements for locating boxes to limit conduit length and/or number of bends between pulling points.
- D. Section 262726 - Wiring Devices:
 - 1. Wall plates.

1.03 REFERENCE STANDARDS

- A. NECA 1 - Standard for Good Workmanship in Electrical Construction; 2010.
- B. NECA 130 - Standard for Installing and Maintaining Wiring Devices; 2010.
- C. NEMA FB 1 - Fittings, Cast Metal Boxes, and Conduit Bodies for Conduit, Electrical Metallic Tubing, and Cable; 2012.
- D. NEMA OS 1 - Sheet-Steel Outlet Boxes, Device Boxes, Covers, and Box Supports; 2013.
- E. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum); 2014.
- F. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- G. UL 50 - Enclosures for Electrical Equipment, Non-Environmental Considerations; Current Edition, Including All Revisions.
- H. UL 50E - Enclosures for Electrical Equipment, Environmental Considerations; Current Edition, Including All Revisions.
- I. UL 508A - Industrial Control Panels; Current Edition, Including All Revisions.
- J. UL 514A - Metallic Outlet Boxes; Current Edition, Including All Revisions.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
 - 1. Coordinate the work with other trades to avoid placement of ductwork, piping, equipment, or other potential obstructions within the dedicated equipment spaces and working clearances for electrical equipment required by NFPA 70.
 - 2. Coordinate arrangement of electrical equipment with the dimensions and clearance requirements of the actual equipment to be installed.
 - 3. Coordinate minimum sizes of boxes with the actual installed arrangement of conductors, clamps, support fittings, and devices, calculated according to NFPA 70.
 - 4. Coordinate minimum sizes of pull boxes with the actual installed arrangement of connected conduits, calculated according to NFPA 70.
 - 5. Coordinate the placement of boxes with millwork, furniture, devices, equipment, etc. installed under other sections or by others.
 - 6. Coordinate the work with other trades to preserve insulation integrity.
 - 7. Coordinate the work with other trades to provide walls suitable for installation of flush-mounted boxes where indicated.

8. Notify Engineer of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.

1.05 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Receive, inspect, handle, and store products in accordance with manufacturer's instructions.

PART 2 PRODUCTS

2.01 BOXES

- A. General Requirements:
 1. In the Pool Equipment Room, Pool Area, Ozone Equipment Room, and Filter Room provide non-metallic boxes to help prevent corrosion.
 2. Do not use boxes and associated accessories for applications other than as permitted by NFPA 70 and product listing.
 3. Provide all boxes, fittings, supports, and accessories required for a complete raceway system and to accommodate devices and equipment to be installed.
 4. Provide products listed, classified, and labeled as suitable for the purpose intended.
 5. Minimum box size is 4" x 4" x 2 1/8".
 6. Where box size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.
 7. Provide grounding terminals within boxes where equipment grounding conductors terminate.
- B. Outlet and Device Boxes Up to 100 cubic inches, Including Those Used as Junction and Pull Boxes:
 1. Use non-metallic boxes where indicated above in General Requirements.
 2. Use sheet-steel boxes for dry locations unless otherwise indicated or required.
 3. Use cast iron boxes or cast aluminum boxes for damp or wet locations unless otherwise indicated or required; furnish with compatible weatherproof gasketed covers.
 4. Use suitable concrete type boxes where flush-mounted in concrete.
 5. Use suitable masonry type boxes where flush-mounted in masonry walls.
 6. Use raised covers suitable for the type of wall construction and device configuration where required.
 7. Use shallow boxes where required by the type of wall construction.
 8. Do not use "through-wall" boxes designed for access from both sides of wall.
 9. Sheet-Steel Boxes: Comply with NEMA OS 1, and list and label as complying with UL 514A.
 10. Cast Metal Boxes: Comply with NEMA FB 1, and list and label as complying with UL 514A; furnish with threaded hubs.
 11. Boxes for Supporting Luminaires and Ceiling Fans: Listed as suitable for the type and weight of load to be supported; furnished with fixture stud to accommodate mounting of luminaire where required.
 12. Boxes for Ganged Devices: Use multigang boxes of single-piece construction. Do not use field-connected gangable boxes.
 13. Wall Plates: Comply with Section 262726.
- C. Cabinets and Enclosures, Including Junction and Pull Boxes Larger Than 100 cubic inches:
 1. Comply with NEMA 250, and list and label as complying with UL 50 and UL 50E, or UL 508A.
 2. NEMA 250 Environment Type, Unless Otherwise Indicated:
 3. Junction and Pull Boxes Larger Than 100 cubic inches:
 - a. Provide screw-cover or hinged-cover enclosures unless otherwise indicated.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that field measurements are as indicated.
- B. Verify that mounting surfaces are ready to receive boxes.
- C. Verify that conditions are satisfactory for installation prior to starting work.

3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Install boxes in accordance with NECA 1 (general workmanship) and, where applicable, NECA 130, including mounting heights specified in those standards where mounting heights are not indicated.
- C. Arrange equipment to provide minimum clearances in accordance with manufacturer's instructions and NFPA 70.
- D. Unless otherwise indicated, provide separate boxes for line voltage and low voltage systems.
- E. Flush-mount boxes in finished areas unless specifically indicated to be surface-mounted.
- F. Box Locations:
 - 1. Locate boxes to be accessible. Provide access panels in accordance with Section 083100 as required where approved by the Architect.
 - 2. Do not mount boxes with the open side up unless the use of a ladder or other height aiding device is not required.
 - 3. Unless dimensioned, box locations indicated are approximate.
 - 4. Locate boxes so that wall plates do not span different building finishes.
 - 5. Locate boxes so that wall plates do not cross masonry joints.
 - 6. Fire Resistance Rated Walls: Install flush-mounted boxes such that the required fire resistance will not be reduced.
 - 7. Locate junction and pull boxes as indicated, as required to facilitate installation of conductors, and to limit conduit length and/or number of bends between pulling points in accordance with Section 260533.
- G. Extension rings and boxes:
 - 1. Do not install conduit into extension boxes.
- H. Box Supports:
 - 1. Secure and support boxes in accordance with NFPA 70 and Section 260529 using suitable supports and methods approved by the authority having jurisdiction.
 - 2. Provide independent support from building structure except for cast metal boxes (other than boxes used for fixture support) supported by threaded conduit connections in accordance with NFPA 70. Do not provide support from piping, ductwork, or other systems.
- I. Install boxes plumb and level.
- J. Flush-Mounted Boxes:
 - 1. Install boxes in noncombustible materials such as concrete, tile, gypsum, plaster, etc. so that front edge of box or associated raised cover is not set back from finished surface more than 1/4 inch or does not project beyond finished surface.
 - 2. Install boxes in combustible materials such as wood so that front edge of box or associated raised cover is flush with finished surface.
 - 3. Repair rough openings around boxes in noncombustible materials such as concrete, tile, gypsum, plaster, etc. so that there are no gaps or open spaces greater than 1/8 inch at the edge of the box.
- K. Install boxes as required to preserve insulation integrity.
- L. Install permanent barrier between ganged wiring devices when voltage between adjacent devices exceeds 300 V.

- M. Install firestopping to preserve fire resistance rating of partitions and other elements, using materials and methods specified in Section 078400.
- N. Close unused box openings.
- O. Install blank wall plates on junction boxes and on outlet boxes with no devices or equipment installed or designated for future use.
- P. Provide grounding and bonding in accordance with Section 260526.

3.03 CLEANING

- A. Clean interior of boxes to remove dirt, debris, plaster and other foreign material.

3.04 PROTECTION

- A. Immediately after installation, protect boxes from entry of moisture and foreign material until ready for installation of conductors.

END OF SECTION 260534

SECTION 260553
IDENTIFICATION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Electrical identification requirements.
- B. Identification nameplates and labels.

1.02 RELATED REQUIREMENTS

- A. Section 260519 - CONDUCTORS AND CABLES: Color coding for power conductors and cables 600 V and less; vinyl color coding electrical tape.

1.03 REFERENCE STANDARDS

- A. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
 - 1. Verify final designations for equipment, systems, and components to be identified prior to fabrication of identification products.
- B. Sequencing:
 - 1. Do not conceal items to be identified, in locations such as above suspended ceilings, until identification products have been installed.
 - 2. Do not install identification products until final surface finishes and painting are complete.

1.05 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.

1.06 FIELD CONDITIONS

- A. Do not install adhesive products when ambient temperature is lower than recommended by manufacturer.

PART 2 PRODUCTS

2.01 IDENTIFICATION REQUIREMENTS

- A. Identification for Equipment:
 - 1. Use identification nameplate to identify each piece of electrical distribution and control equipment and associated sections, compartments, and components.
 - a. Switchboards:
 - 1) Identify power source and circuit number. Include location when not within sight of equipment.
 - 2) Use identification nameplate to identify main overcurrent protective device.
 - 3) Use identification nameplate to identify load(s) served for each branch device. Do not identify spares and spaces.
 - b. Enclosed switches, circuit breakers, and motor controllers:
 - 1) Identify voltage and phase.
 - 2) Identify power source and circuit number. Include location when not within sight of equipment.
 - 3) Identify load(s) served. Include location when not within sight of equipment.
 - c. Time Switches:
 - 1) Identify load(s) served and associated circuits controlled. Include location.
 - 2. Use identification label or handwritten text using indelible marker on inside of door at each fused switch to identify required NEMA fuse class and size.
 - 3. Use label to identify the circuit number on all receptacles, switch plates, disconnect switches and starters.
- B. Identification for Conductors and Cables:

1. Color Coding for Power Conductors 600 V and Less: Comply with Section 260519.

2.02 IDENTIFICATION NAMEPLATES AND LABELS

- A. Identification Nameplates:
 1. Materials:
 - a. Indoor Clean, Dry Locations: Use plastic nameplates.
 - b. Outdoor Locations: Use plastic, stainless steel, or aluminum nameplates suitable for exterior use.
 2. Plastic Nameplates: Two-layer or three-layer laminated acrylic or electrically non-conductive phenolic with beveled edges; minimum thickness of 1/16 inch; engraved text.
 3. Stainless Steel Nameplates: Minimum thickness of 1/32 inch; engraved or laser-etched text.
 4. Aluminum Nameplates: Anodized; minimum thickness of 1/32 inch; engraved or laser-etched text.
 5. Mounting Holes for Mechanical Fasteners: Two, centered on sides for sizes up to 1 inch high; Four, located at corners for larger sizes.
- B. Identification Labels:
 1. Materials: Use self-adhesive laminated plastic labels; UV, chemical, water, heat, and abrasion resistant.
 2. Text: Use factory pre-printed or machine-printed text. Do not use handwritten text unless otherwise indicated.
- C. Format for Equipment Identification:
 1. Minimum Size: 1 inch by 2.5 inches.
 2. Legend:
 - a. Equipment designation or other approved description.
 3. Text: All capitalized unless otherwise indicated.
 4. Minimum Text Height:
 - a. Equipment Designation: 1/2 inch.
 5. Color:
 - a. Normal Power System: White text on black background.
- D. Format for Control Device Identification:
 1. Minimum Size: 3/8 inch by 1.5 inches.
 2. Legend: Load controlled or other designation indicated.
 3. Text: All capitalized unless otherwise indicated.
 4. Minimum Text Height: 3/16 inch.
 5. Color: Black text on clear background.

PART 3 EXECUTION

3.01 PREPARATION

- A. Clean surfaces to receive adhesive products according to manufacturer's instructions.

3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Install identification products to be plainly visible for examination, adjustment, servicing, and maintenance. Unless otherwise indicated, locate products as follows:
 1. Surface-Mounted Equipment: Enclosure front.
 2. Flush-Mounted Equipment: Enclosure front.
 3. Free-Standing Equipment: Enclosure front; also enclosure rear for equipment with rear access.
 4. Elevated Equipment: Legible from the floor or working platform.
 5. Branch Devices: Adjacent to device.
 6. Interior Components: Legible from the point of access.
 7. Conductors and Cables: Legible from the point of access.

- 8. Devices: Outside face of cover.
- C. Install identification products centered, level, and parallel with lines of item being identified.
- D. Secure nameplates to exterior surfaces of enclosures using stainless steel screws and to interior surfaces using self-adhesive backing or epoxy cement.
- E. Install self-adhesive labels and markers to achieve maximum adhesion, with no bubbles or wrinkles and edges properly sealed.

3.03 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.
- B. Replace self-adhesive labels and markers that exhibit bubbles, wrinkles, curling or other signs of improper adhesion.

END OF SECTION 260553

SECTION 260583
WIRING CONNECTIONS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Electrical connections to equipment.

1.02 RELATED REQUIREMENTS

- A. Section 260519 - CONDUCTORS AND CABLES.
- B. Section 260533 - Conduit.
- C. Section 260534 - Boxes.
- D. Section 262726 - Wiring Devices.
- E. Section 262816 - Enclosed Switches.

1.03 REFERENCE STANDARDS

- A. NEMA WD 1 - General Color Requirements for Wiring Devices; 1999 (R 2010).
- B. NEMA WD 6 - Wiring Devices - Dimensional Specifications; 2012.
- C. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
 - 1. Obtain and review shop drawings, product data, manufacturer's wiring diagrams, and manufacturer's instructions for equipment furnished under other sections.
 - 2. Determine connection locations and requirements.
- B. Sequencing:
 - 1. Install rough-in of electrical connections before installation of equipment is required.
 - 2. Make electrical connections before required start-up of equipment.

1.05 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.
- B. Products: Listed, classified, and labeled as suitable for the purpose intended.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Cords and Caps: NEMA WD 6; match receptacle configuration at outlet provided for equipment.
 - 1. Colors: Conform to NEMA WD 1.
 - 2. Cord Construction: NFPA 70, Type SO, multiconductor flexible cord with identified equipment grounding conductor, suitable for use in damp locations.
 - 3. Size: Suitable for connected load of equipment, length of cord, and rating of branch circuit overcurrent protection.
- B. Disconnect Switches: As specified in Section 262816 and in individual equipment sections.
- C. Wiring Devices: As specified in Section 262726.
- D. Flexible Conduit: As specified in Section 260533.
- E. Wire and Cable: As specified in Section 260519.
- F. Boxes: As specified in Section 260534.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that equipment is ready for electrical connection, wiring, and energization.

3.02 ELECTRICAL CONNECTIONS

- A. Make electrical connections in accordance with equipment manufacturer's instructions.
- B. Make conduit connections to equipment using flexible conduit. Use liquidtight flexible conduit with watertight connectors in damp or wet locations.
- C. Connect heat producing equipment using wire and cable with insulation suitable for temperatures encountered.
- D. Provide receptacle outlet to accommodate connection with attachment plug.
- E. Provide cord and cap where field-supplied attachment plug is required.
- F. Install suitable strain-relief clamps and fittings for cord connections at outlet boxes and equipment connection boxes.
- G. Install disconnect switches, controllers, control stations, and control devices to complete equipment wiring requirements.
- H. Install terminal block jumpers to complete equipment wiring requirements.
- I. Install interconnecting conduit and wiring between devices and equipment to complete equipment wiring requirements.

END OF SECTION 260583

SECTION 262813

FUSES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Fuses.

1.02 RELATED REQUIREMENTS

- A. Section 260553 - Identification: Identification products and requirements.
- B. Section 262413 - Switchboards: Fusible switches.
- C. Section 262500 - Feeder and Plug-in Busway.
- D. Section 262816 - Enclosed Switches: Fusible switches.
- E. Section 262913 - Enclosed Controllers: Fusible switches.

1.03 REFERENCE STANDARDS

- A. NEMA FU 1 - Low Voltage Cartridge Fuses; 2012.
- B. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- C. UL 248-1 - Low-Voltage Fuses - Part 1: General Requirements; Current Edition, Including All Revisions.
- D. UL 248-10 - Low-Voltage Fuses - Part 10: Class L Fuses; Current Edition, Including All Revisions.
- E. UL 248-12 - Low-Voltage Fuses - Part 12: Class R Fuses; Current Edition, Including All Revisions.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
 - 1. Coordinate fuse clips furnished in equipment provided under other sections for compatibility with indicated fuses.
 - 2. Coordinate fuse requirements according to manufacturer's recommendations and nameplate data for actual equipment to be installed.
 - 3. Notify Engineer of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.

1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
 - 1. See Section 016000 - Product Requirements, for additional provisions.
 - 2. Extra Fuses: One set(s) of three for each type and size installed.

1.06 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Bussmann, a division of Eaton Corporation: www.cooperindustries.com.
- B. Littelfuse, Inc: www.littelfuse.com.

2.02 APPLICATIONS

- A. Service Entrance:
 - 1. Fusible Switches up to 600 Amperes: Class RK1, time-delay.
 - 2. Fusible Switches Larger Than 600 Amperes: Class L, time-delay.
- B. Feeders:

1. Fusible Switches up to 600 Amperes: Class RK1, time-delay.
 2. Fusible Switches Larger Than 600 Amperes: Class L, time-delay.
- C. General Purpose Branch Circuits: Class RK1, time-delay.
- D. Individual Motor Branch Circuits: Class RK1, time-delay.

2.03 FUSES

- A. Provide products listed, classified, and labeled as suitable for the purpose intended.
- B. Unless specifically indicated to be excluded, provide fuses for all fusible equipment as required for a complete operating system.
- C. Provide fuses of the same type, rating, and manufacturer within the same switch.
- D. Comply with UL 248-1.
- E. Unless otherwise indicated, provide cartridge type fuses complying with NEMA FU 1, Class and ratings as indicated.
- F. Voltage Rating: Suitable for circuit voltage.
- G. Class R Fuses: Comply with UL 248-12.
- H. Class L Fuses: Comply with UL 248-10.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that fuse ratings are consistent with circuit voltage and manufacturer's recommendations and nameplate data for equipment.
- B. Verify that conditions are satisfactory for installation prior to starting work.

3.02 INSTALLATION

- A. Do not install fuses until circuits are ready to be energized.
- B. Install fuses with label oriented such that manufacturer, type, and size are easily read.

END OF SECTION 262813

SECTION 262816
ENCLOSED SWITCHES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Enclosed safety switches.

1.02 RELATED REQUIREMENTS

- A. Section 260526 - GROUNDING AND BONDING.
- B. Section 260529 - Hangers and Supports.
- C. Section 260553 - Identification: Identification products and requirements.
- D. Section 262813 - Fuses.

1.03 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
 - 1. Coordinate the work with other trades. Avoid placement of ductwork, piping, equipment, or other potential obstructions within the dedicated equipment spaces and within working clearances for electrical equipment required by NFPA 70.
 - 2. Coordinate arrangement of electrical equipment with the dimensions and clearance requirements of the actual equipment to be installed.
 - 3. Verify with manufacturer that conductor terminations are suitable for use with the conductors to be installed.
 - 4. Notify Engineer of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.

1.04 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for enclosed switches and other installed components and accessories.
- C. Shop Drawings: Indicate outline and support point dimensions, voltage and current ratings, short circuit current ratings, conduit entry locations, conductor terminal information, and installed features and accessories.

1.05 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Store in a clean, dry space. Maintain factory wrapping or provide an additional heavy canvas or heavy plastic cover to protect units from dirt, water, construction debris, and traffic.
- B. Handle carefully in accordance with manufacturer's written instructions to avoid damage to enclosed switch internal components, enclosure, and finish.

1.07 FIELD CONDITIONS

- A. Maintain ambient temperature between -22 degrees F and 104 degrees F during and after installation of enclosed switches.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Eaton Corporation: www.eaton.com.
- B. General Electric Company: www.geindustrial.com.
- C. Schneider Electric; Square D Products: www.schneider-electric.us.
- D. Siemens Industry, Inc: www.usa.siemens.com.

- E. Source Limitations: Furnish enclosed switches and associated components produced by the same manufacturer as the other electrical distribution equipment used for this project and obtained from a single supplier.

2.02 ENCLOSED SAFETY SWITCHES

- A. Description: Quick-make, quick-break enclosed safety switches listed and labeled as complying with UL 98; heavy duty; ratings, configurations, and features as indicated on the drawings.
- B. Provide products listed, classified, and labeled as suitable for the purpose intended.
- C. Unless otherwise indicated, provide products suitable for continuous operation under the following service conditions:
 - 1. Altitude: Less than 6,600 feet.
 - 2. Ambient Temperature: Between -22 degrees F and 104 degrees F.
- D. Horsepower Rating: Suitable for connected load.
- E. Voltage Rating: Suitable for circuit voltage.
- F. Short Circuit Current Rating:
 - 1. Provide enclosed safety switches, when protected by the fuses or supply side overcurrent protective devices to be installed, with listed short circuit current rating not less than the available fault current at the installed location as indicated on the drawings.
- G. Enclosed Safety Switches Used for Service Entrance: Listed and labeled as suitable for use as service equipment according to UL 869A.
- H. Provide with switch blade contact position that is visible when the cover is open.
- I. Conductor Terminations: Suitable for use with the conductors to be installed.
- J. Provide solidly bonded equipment ground bus in each enclosed safety switch, with a suitable lug for terminating each equipment grounding conductor.
- K. Enclosures: Comply with NEMA 250, and list and label as complying with UL 50 and UL 50E.
 - 1. Environment Type per NEMA 250: Unless otherwise indicated, as specified for the following installation locations:
 - a. Indoor Clean, Dry Locations: Type 1.
 - b. Outdoor Locations: Type 3R.
 - 2. Finish for Painted Steel Enclosures: Manufacturer's standard, factory applied grey unless otherwise indicated.
- L. Provide safety interlock to prevent opening the cover with the switch in the ON position with capability of overriding interlock for testing purposes.
- M. Heavy Duty Switches:
 - 1. Comply with NEMA KS 1.
 - 2. Provide externally operable handle with means for locking in the OFF position, capable of accepting three padlocks.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that field measurements are as indicated.
- B. Verify that the ratings of the enclosed switches are consistent with the indicated requirements.
- C. Verify that mounting surfaces are ready to receive enclosed safety switches.
- D. Verify that conditions are satisfactory for installation prior to starting work.

3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Perform work in accordance with NECA 1 (general workmanship).
- C. Arrange equipment to provide minimum clearances in accordance with manufacturer's instructions and NFPA 70.

- D. Provide required supports in accordance with Section 260529.
- E. Install enclosed switches plumb.
- F. Except where indicated to be mounted adjacent to the equipment they supply, mount enclosed switches such that the highest position of the operating handle does not exceed 79 inches above the floor or working platform.
- G. Provide grounding and bonding in accordance with Section 260526.
- H. Provide fuses complying with Section 262813 for fusible switches as indicated or as required by equipment manufacturer's recommendations.
- I. Identify enclosed switches in accordance with Section 260553.
- J. Provide arc flash warning labels in accordance with NFPA 70.

3.03 FIELD QUALITY CONTROL

- A. See Section 014000 - Quality Requirements, for additional requirements.
- B. Correct deficiencies and replace damaged or defective enclosed safety switches or associated components.

3.04 ADJUSTING

- A. Adjust tightness of mechanical and electrical connections to manufacturer's recommended torque settings.

3.05 CLEANING

- A. Clean dirt and debris from switch enclosures and components according to manufacturer's instructions.
- B. Repair scratched or marred exterior surfaces to match original factory finish.

END OF SECTION 262816



Matthew L. Blomstedt, Ph.D., Commissioner

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December 6, 2019

Kenneth Schroeder, Superintendent
Ravenna Public Schools
41750 Carthage Rd.
P.O. Box 8400
Ravenna, NE 68869-8400

Jean Anderson, Special Education Director
ESU #10
P.O. Box 850
76 Plaza Blvd.
Kearney, NE 68845

Dear Mr. Schroeder and Ms. Anderson:

During the 2019 monitoring year, activities were completed with Ravenna Public Schools. The Desk Review and Focused Monitoring Summary Meeting reviewed the IDEA priorities on the provision of Special Education through FAPE, Identification, Procedural Safeguards and General Supervision in providing services to children and youth with disabilities, 3 to 21.

There were no instances of noncompliance identified, and there is no corrective action plan (CAP) required. Thus, this letter serves as a close out to your district's monitoring process.

Thank you and your staff for your assistance in the monitoring process. If you have any questions, please contact your District Monitoring Team.

NDE Monitoring Team Members
anne.oeth@nebraska.gov
kayla.parr@nebraska.gov
denise.wright@nebraska.gov

cc: amy.rhone@nebraska.gov



Superintendent Goals

Academic Achievement

Proposed Activity: Implement a system of teacher and principal evaluation that is research based and aligned with the Marzano Indicators. The selected instrument is the NEE (Network for Educator Effectiveness) evaluation instrument. More information about NEE can be found at <https://neeadvantage.com/>.

Rationale: Teacher and principal effectiveness has a direct impact on student achievement. A quality evaluation instrument can provide data for individualized professional development opportunities and for staff development opportunities.

AQuESTT Tenant: Educator Effectiveness

Deadline: December 2020

Vision

Proposed Activity: Coordinate a strategic planning session coordinated by NASB and engaging all stakeholders for the purpose of developing a functional, shared, written plan that is aligned to the six AQuESTT Tenants.

Rationale: AQuESTT is the state-wide accountability model, which the school district will be evaluated by in future years. Aligning the school district's strategic plan to the six AQuESTT Tenants will ensure that the district's strategic plan supports the school improvement process, which will also be aligned to the six AQuESTT Tenants.

AQuESTT Tenant: Positive Partnerships, Relationships, & Success

Deadline: May 2020

Community Relations

Proposed Activities: Strategic Planning Session with NASB; Golf; coffee; senior center visit/presentation; extend a written invitation to present to community groups, clubs & organizations; increased participation in Chamber; increased participation in Lion's Club; become a "tweeting superintendent"; monthly video following board meeting that is pushed out to patrons; develop a Superintendent Advisory Committee such as Gothenburg Public Schools; "brand" the school

Rationale: Interacting with community members and sharing our schools story with community members improves community relations and support for the school.

AQuESTT Tenant: Positive Partnerships, Relationships, & Success

Deadline: Progress evaluated during next formal evaluation

COMMUNITY ENGAGEMENT

Nebraska Association of School Boards

RAVENNA BOARD OF EDUCATION

MISTI FIDDELKE, PRESIDENT

LARRY BEHRENDT

MARILYN BOHN

TIM LEWANDOWSKI

TARA SCHIRMER

DAWN STANDAGE

SUPERINTENDENT
DWAINE UTTECHT

MISSION STATEMENT

FAMILY – COMMUNITY – SCHOOL
PREPARING STUDENTS TODAY TO
SUCCEED TOMORROW



RAVENNA COMMUNITY ENGAGEMENT

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COMMUNITY ENGAGEMENT MEETING I – MARCH 24, 2014

A focus group made up of 80 members participated in a Community Discussion on Monday, March 24, 2014. The group identified the strengths, accomplishments, and achievements of the Ravenna Public Schools as well as the challenges the district will face in the next three to five years. Group participants included parents, community members, board members, and a district administrator.

Feedback received:

Question 1: What points of pride, accomplishments, and achievements, has the district realized?

- Respect (Village – tight knit)
- Consistency of teaching staff, parents, and community
- People want to stay
- Our location
- Advanced classes
- Sports programs
- Small classroom sizes
- Special Education program
- Enrollment increases
- Maintain skills USA, FBLA, FFA
- College level preparedness
- Kids adjust post H.S. to college in relation to study habits
- Positive involvement and guidance/scholarship assistance
- Teacher involvement to assist outside classroom
- Fine arts program has evolved, improved over the years including music/art
- Teachers involved outside of school
- Strong administration
- Keep kids in school
- High graduation rates
- Nice building/facility – The Green House/Learning Center/Theatre
- Nice to see other things in addition to sports

- Robotics, DECA–Lifetime skills– causes people to look at Ravenna differently
- FFA, FBLA, Skills, Trap and we do have athletics
- Student issues are handled well internally
- Biology class using greenhouse – seeing start to finish with growing plants, flowers, etc.
- Ravenna is on the map because of athletics, Robotics, DECA, acting and FFA
- Well represented by our teachers (i.e., staff presentation at an Autism conference)
- The youth came together with several teachers to put gather financing for the youth center
- Ravenna produces students who become teachers which presents a positive image of the current and past teaching staff
- We are a leader in technology with the one-to-one program
- The infrastructure of the school is good. The custodial staff has done a good job maintaining the facilities and grounds
- Surrounding employment
- Great facility – one location
- Technology based education with good student/instructor ratio
- Extra-curricular opportunities especially athletics
- Faculty contribute to the success of the district
- Academic competitions
- Welcoming community
- Youth Activity Center
- Star Program
- Good ACT scores
- Technology 1:1 program
- Good facilities
- One campus
- Security buzzer
- Parent volunteers
- Recognizing all groups and their successes – Robotics (new programs have been initiated) Drama and Bowling
- Alert text program
- Keep teachers for extended times
- Quality learning environment (school is well taken care of)

- Parental involvement
- College prep classes offered
- Kinder/curriculum
- Improvement of theater
- Sporting Events
- FFA
- Robotics
- Speech and Drama
- Working with city for Trap Team
- Community Service – special needs pick up recycling
- Music program
- Music at nursing home
- High school age kids help with camps
- Teacher retention and a high number of staff members that have master’s degree
- Youth Center
- Graduates that go on to college are successful students and well prepared
- Perform well academically as compared to other C-2 schools
- Post-graduate studies and education /increase in percentage of graduates
- Staff qualified and dedicated – longevity staff
- Arts/Drama/Robotics/Fine Arts Night
- New preschool in with Elementary and High School
- Youth Center well utilized after game gathering
- Board willing to listen to constituents through this meeting
- Scholarships for in state schools
- School activities published in paper
- Students of week/Athlete of week/Jr Jays
- Accredited
- Staff respects different learning styles
- District is not in debt
- Athletics
- Greenhouse
- Computer use
- College credit courses
- High graduation rates

- Good student teacher ratio
- Strong teacher/parent involvement
- Community investment (Athletics, Academics, Organizations)
- Opportunities/Extracurricular Activities
- Youth Center (Kids took part/accepted responsibilities for development and implementation)
- Facilities kept up with changing times (technology)
- Starts at early age (preschool – high school)
- Good leadership (Administration, School Board)
- Greenhouse for Agriculture
- Good Agriculture department for community
- Clean sports program

Question 2: What challenges will the district face in the next three to five years?

A. Academic Program

- Test scores – government requirements
- Population of students
- Continue to improve student performance on Standardized Testing – Raising the bar
- Moving target of Standards
- Communication between staff and parent if the student is having trouble learning. Finding out at parent/teacher conferences could be too late.
- College courses
- Meeting standardized testing requirements
- Keeping good administrators
- NESAs testing – need more explanation about it?
- Earlier notification of grades dropping BEFORE they get to the ninth hour penalty
- Challenge them to take at least one college credit upon graduation
- Mediocre testing scores
- There is a lack of advanced class work for the high ability learning students in the elementary
- Look into offering more college level distance learning courses to high school students

B. School Climate/Learning Environment

- Declining enrollment
- Maintaining enrollment
- Education should be emphasized more than sports
- School violence/security issues – No Facebook during class
- Policies in place for social networking
- Enrollment is declining
- Some kids suffer in subjects because they are pulled out of class early to focus on a subject they need extra help
- Enrollment
- More emphasis on college classes
- Keeping kids focused
- Teaching money management/life skills
- Lunch program challenges
- Safe learning environment
- Security
- School nurses – paperwork
- School food – increased paperwork
- Same rules for every student
- Lack of student motivation
- Safety
- Food – amount and quality
- A decrease in enrollment will affect the number of students we have
- Maintain Alcohol – Drug – Tobacco awareness and education – stay up on e-cigs
- Several tenured teachers are coming up on retirement and several who are able to retire already
- Preparing kids for college
- Replacing Mr. Fisher and as other great teachers leave
- Having a “Practical” education center in our high school
- Retaining good quality administration and staffing
- Increased security/safety
- School Lunchroom Guidelines
- Retention of staff
- Safety – Lockdown System

- Sustain enrollment
- Improved communication from the school to the community about classes being taught events with the administrators at the school
- Student numbers
- Keeping staff
- Staff over loaded
- Keeping teachers if student population decreases
- Out of state scholarship opportunities
- Bullying – education for both students and teachers
- Teacher access time
- Language barriers
- Have graduates evaluate teachers

C. Parent – Community Relations

- Continued Family Involvement/Community Involvement
- Engaging students in entrepreneurship to take over jobs within the community
- Enrollment – Community Issues
- Changes in Family Values
- Fewer farmers every year
- Mr. Fisher leaving – what can we do to keep growth of town –students
- Prepare for Hispanic population

D. Governance (Board of Education/Superintendent)

- Stay sharp on finances
- Financing – budget issues being able to sustain staffing balances
- Expectations from state and federal standard
- Drama and music left out financially
- Finances – Fiscal responsibility
- Publicize the endowment more
- Funding challenges will continue to be a problem, especially the state funding formula
- Keeping up with payroll
- Future gov't regulation
- Budget costs
- Funding

- Balancing all staff needs with demand for all activities
- Rising costs
- Decreased funding
- Money –budgeting
- Consolidation of schools
- Due to recent events in other schools. How many of our staff are trained to recognize drug use or threatening situations and what is the schools plan to handle?
- Declining state Aid dollars
- Retirement of staff
- Broadcasting teachers on TV to other places
- What funding will be like
- Possibly merging with other districts
- Figure out how to be a better leader
- If enrollment decreases – staff may decrease – funding decreases

E. Technology

- Keeping up with technology
- The cost of technology
- Technology – Social Media
- Keeping up with technology will be more challenging all the time
- Maintain quality technology
- Technology keeping up with the “jones” staffing and costs involved
- Technology – maintaining and/or improving and not falling behind
- Technology up keep – adequate funding to ensure progression
- Strict computer use regulations

F. Support Program

- Special Education programs

G. Extra-Curricular

- Sustaining the extra-curricular
- Teachers are asked to be involved in extra-curricular activities – hard to find enough volunteers
- Getting kids involved in extra activities

- Kids to involved
- Kids not involved – video games

H. Transportation

- Bussing – transportation
- Transportation – Distances have increased – Equipment
- Distance traveled for activities busing rural – subcontracted in some districts
- Out of town pre-schools

COMMUNITY ENGAGEMENT MEETING II – APRIL 8, 2014

Community members participated in a review and discussion of the identified needs brought forward during Community Engagement Meeting I. The outcome of the small group discussion realized the following priorities and strategies.

Student Academics

- I. Provide more advanced learning opportunities for both high school and elementary students
 - a) Research programs that can “challenge” youth for the high ability learners (Example: The reading program has three levels to help kids raise their testing scores.)
 - b) Consider internships or job shadowing to help kids identify what may be an unrealized interest or passion
 - c) Identify and bring local businesses into the district to support curriculum
 - d) Insure kids who have an IEP are pushed and challenged to allow them to succeed
 - e) Make certain the district is able to consider ways to keep up with technology
 - f) Provide continuing education for staff to support curriculum offerings
 - g) Pursue grants to help fund technology
 - h) Use social media as an educational tool for students
 - i) Continue to provide an environment that supports all learning levels and types
- II. Expand the curriculum to offer more diverse opportunities for students
 - a) Poll students to identify their interests
 - b) Consider other programs such as:
 1. Robotics
 2. Auto body or Mechanics classes
 3. Block scheduling
 4. Class flipping
 - c) Maintain quality faculty (young progressive educators)
 - d) Balance extracurricular and academics
- III. Improve academic opportunities for students by providing technological advancements
- IV. Prepare students with skills for the 21st Century
 - a) Keep curriculum current with workplace trends

- V. Prepare students for a future and emphasize responsibility and professional workplace behavior
 - b) Fair standards and discipline for all students
 - c) Clear and thorough policy on bullying
 - d) Train on bullying all levels, students, staff, and parents
- VI. Maintain academic excellence with variations in resources
 - a) Encourage every student to take at least one unit of higher education
 - b) Maintain academic superiority to attract students from other areas
 - c) Promote on-line/distance learning for a better selection of classes
 - d) Encourage teachers to teach every student to the best of their ability so that every student reaches their potential
- VII. Provide a curriculum that will prepare each student to meet or exceed their potential
 - a) Provide diverse curriculum and more flexibility for staff
 - b) Continue time management finance classes and expand college classes
 - c) Consider advanced technology courses

Technology

- I. Promote on-line and distance learning to support technology curriculum opportunities
- II. Improve academics by providing advanced technological (Pre-K through 12th grade)
- III. Raise technology funds through the foundation
 - a) Web presence
 - b) Brochure
 - c) Newsletter
- IV. Form an active technology task force
 - a) 1 to 2 school board representatives
 - b) 1 to 2 administrative representatives
 - c) 1 to 2 faculty representatives
 - d) 1 to 2 student representatives
- V. Enforce responsible use of technology through policy and training
 - a) Understand that once posted on the web it is forever there
 - b) Common sense ethics

School Climate

- I. Provide and create an environment for all learning levels and types
- II. Provide more opportunities for higher level achieving students to challenge their level of learning
- III. Use social media as an educational tool in the classroom
- IV. Continue to offer opportunities like this to allow parents to voice not just what we want, but also to support the board and principals
- V. Consider other ways to keep parents and patrons involved

COMMUNITY ENGAGEMENT EVALUATION

1. Do you think the Community Engagement process was a worthwhile activity for the district and community? Why?

- We hope the administration and board takes a close look at the points brought up!
- Yes, whenever you can share ideas and inputs you gain interest.
- Yes, I got ideas from people that otherwise would not say anything or think their opinion didn't matter.
- Yes – it makes the community more aware of issues in the community. Everyone's opinion is valued in a setting such as this.
- Very worthwhile – shows board/community support, gives direction to school system, gives multiple points brought to attention.
- Yes, it's nice to discuss and see the difference viewpoints of other community leaders
- Yes, it gives the board the opportunity to hear others opinion's
- Yes, it will give the board some ideas on what the community expects
- Yes, ideas from many are always appreciated
- Yes – increased community involvement in the school
- Yes, communication between community and school is key to getting things done.
- Yes, you got more ideas from a lot of different people
- Yes, it brought people together and allowed us to express ourselves and concerns or hopes for our school and future.
- Yes, is always good to get new ideas and thoughts in front of a board/community
- Hope so because the board can only do so much everyone has to buy in
- Yes, very worthwhile. The community as a whole can help create/make ideas which in turn can make the whole community active in the schools
- Yes, helps show more community support to the schools
- Yes, offered variety of thoughts and ideas to be given
- Yes, helps get parents involved in what our children are learning and challenges they may be dealing with in the school system
- Yes, lots of interesting and well thought out ideas were presented
- Yes, it involved the community, all ages, all opinion's and knowledgeable
- Yes, gives people a voice
- Don't know – haven't seen anything come about it yet. This is a good start – let's see specific follow through!!!

- The Ravenna News does a very good job of informing the community of board meetings and school activities. The school does not inform. The website is not always up to date and there is no column from the school administration or board. You should not expect the News to do your advertising!
- Yes, it is important that communities come together to discuss
- Yes, the board wanted to provide a forum for input before they made major changes to policy. I believe this approach is commendable.
- Yes, it is always good to get a variety of opinions
- Yes, community involvement is always important although people don't always take the time to become involved!!
- Yes, I believe that the community needs to be heard when it comes to education because it is the community that is served my education.
- Yes, it was nice to hear what others had to say. It was also nice to know that they were thinking along the same lines as me.
- Absolutely worthwhile – Furthering is a constant necessity. Community Forums increase patrons' ownership of the education process.
- Not sure – don't know if everyone is being heard
- Yes, it brought together the community discussion, not just school board
- Yes, good community bonding and for people to realize how to solve problems instead of just identify them.
- Yes, I think it gives the board an opportunity to get a feeling about how the community feels. Gave me personal insight to other opinions.
- Yes, this activity was a positive insight as to how the public views our school.

2. What did you learn from the Community Engagement process?

- It's good to hear other points of view
- There are many ideas out there we do not think about and some good resources out there.
- People can work together! It was nice to have such a cross section of the community present.
- Our school is strong academically
- There is always improvement to be made and that the board has a tough job to manage this process
- How little I know
- Many people are interested in the well-being of our school
- Everyone wants a school with great academics for all children.
- Should have had the community involved years ago.
- A lot

- The willingness of the board to hear ideas and thoughts. Showed they were proactive and care.
- That things from when I was in school 6 years ago have not been improved
- How other community schools works and where we need to go.
- People do seem to care about improving school, but it seems like the same group needs to diversify somehow to include more people.
- We all have the goal of improving and bettering our school and students
- Different ways things work within school system, was nice to hear opinions from the elementary up to high school level
- The vast number of challenges facing the school board/education district. Also, the many success stories that accompany them.
- Community wants to be involved in children's academic growth.
- A lot of ideas – different views
- People want more for our school – Don't give up – but there is so much more that can be done!
- We have many same concerns and parent's community members that are interested in helping.
- Primarily that most participants were concerned with academics and the advancements in technology that can assist in teaching students.
- The community wants to be heard.
- Interesting ideas and opinions from other people. Some ideas I hadn't thought of previously.
- That there are many issues that education faces, and they continue to increase.
- I learned where the school was currently in many areas of education. I learned that technology is very much on the minds of others.
- There is a lot to be proud of.
- Physical and verbal bullying is happening, but it is not always noticed.
It sounds like a 4 or 5 on a scale of 10
- That education is near and dear to many people
- There are a lot of people that are concerned in many areas not just a few.
- Gained insight to personal feeling in regard to what people feel is important to the education process
- I learned there are many people interested in our school and the progress it needs to make.

3. What would you do to improve the process?

- Possibly more input by board members
- Worked good the way it was
- Yearly community meetings
- Maybe a little more time
- Effective as it was
- Maybe have one night without administration to discuss
- Maybe have a general question and answer period
- Board Question and Answer for a set time
- Have kids come for their input
- Continue more engagement meetings because everybody has a positive attitude
- Invite more actual educators. Noticed more spouses invited but not actual educators. Don't they have better ideas of work at school? Advertise in paper.
- Liked the open discussion
- Thought it was a good process. Maybe provide each table with a different focus/area to improve.
- Encourage job shadowing, academic programs thru the web
- Nothing
- Let's see what the school board has for goals (specific goals) and what their plan is to see this through. Get more specifics and details.
- Nothing at this time
- I felt it was about right. One long meeting would overwhelm, but more than two would result in poor final attendance.
- A place that private comments could be made
- I felt this was a good format to follow in the future
- Possibly an overview of the school system for those that are not very involved in the district
- More use of technology to put their information online
- This is a fairly tried and true process
- I believe there needs to be a 3rd party secretary at every table to protect from personal opinion being shared with group and then all people will be heard
- Thought it was good as is
- I wish the administration could have interacted with the discussion groups

4. Do you have interest in continuing to serve the district? If so, do you have ideas of how you like to serve?

- Volunteer to help is agriculture related programs or classes
- No interest at this time
- Possibly volunteer in classroom. Encourage participation in the Ravenna Foundation. Encourage the foundation to help in funding “extra” projects of the school.
- I have interest/participate with the children
- Yes, taskforce
- Yes, giving input as needed on topics
- Community and Parents needs to feel welcomed in to the school system to volunteer. If people were welcomed to help at school they would see a lot more volunteers
- Yes, school board or another board of some kind
- Yes, not sure at this time.
- Yes, engagement meetings
- Stacy Paitz – any type of committee to help our youth
- Yes. Would love to provide an internship/practical experience for students
- Yes, I’m interested everyone should be –without our school our community would go under.
- Always willing to help.
- Keep this up I really appreciate being included and participating in this type
- Yes, I would like to be a part of the next step of this process. What becomes of the information the board has from the Community Engagement?
- I would be willing to sponsor a mentorship course or arrange for contacts in different disciplines per curriculum guidelines.
- Yes
- Yes, advice and information
- I’m going to remain anonymous on this form – I will sign up for something down the road.
- Yes, in discussions
- Not at this time. The walleye are biting and my fishing pole is ready for a workout



Ken Schroeder <ken.schroeder@ravennabluejays.org>

Fwd: NASB Board Self-Assessment Resources and Services

1 message

Marilyn Bohn <mamabohn7@gmail.com>
To: Ken Schroeder <ken.schroeder@ravennabluejays.org>

Thu, Feb 7, 2019 at 10:12 AM

Hi K

Here are the attachments you can put on e-meetings.

Thank you
M

----- Forwarded message -----

From: Marcia Herring <mherring@nasbonline.org>
Date: Fri, Jan 25, 2019, 6:23 PM
Subject: NASB Board Self-Assessment Resources and Services
To: Marilyn Bohn <mamabohn7@gmail.com>

Good evening, Marilyn!

I have attached the four traditional board self-assessment resources. Please note that BA.1, BA.2, BA.3 and BA.4 are available in two formats (both narrative and numerical). The Board Leadership Standard Assessment is available only in the format attached. Below, I have provided the details of the Online Board Self-Assessment process.

Board Self-AssessmentThe **Online Board Self-Assessment Survey Service** includes:

Option I –

The Association will

- Assist the board to identify a board self-assessment tool
- Integrate the identified tool into an online survey
- Distribute the link to all board members to complete the survey
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written Needs Analysis summarizing areas of need

Fee: \$250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Thank you for your interest in the NASB Board Self-Assessment resources. Please let me know if you have any questions.

Have an amazing weekend and safe travels to Lincoln for the Legislative Issues Conference.

Warm regards,

Marcia R. Herring



NASB Director of Board Leadership

Nebraska Association of School Boards

1311 Stockwell Street

Lincoln NE 68502

Toll Free 800.422.4572

Direct Line 402.817.0296

Cell/Text 402.450.5152

Legislative Issues Conference

January 27-28

School Board Member Week

January 27 to February 2

Budget & Finance Workshops

February 13 | La Vista

February 20 | North Platte

Presidents Retreat – Kearney / February 17-18

Presidents Retreat – Lincoln / February 24-25

Learn more and register at www.NASBonline.org

5 attachments



image003.png
12K

BA.1 Narrative.doc
160K

BA.2 Numerical.doc
151K

BA.3 Narrative.doc
128K

BA.4 Numerical.doc
138K



Ken Schroeder <ken.schroeder@ravennabluejays.org>

Fwd: NASB Superintendent Evaluation Resources and Services

1 message

Marilyn Bohn <mamabohn7@gmail.com>

Thu, Feb 7, 2019 at 10:13 AM

To: Ken Schroeder <ken.schroeder@ravennabluejays.org>

And more..... Thank you! If we can get back in time I'll be there.

M

----- Forwarded message -----

From: **Marcia Herring** <mherring@nasbonline.org>

Date: Fri, Jan 25, 2019, 6:23 PM

Subject: NASB Superintendent Evaluation Resources and Services

To: Marilyn Bohn <mamabohn7@gmail.com>

Good evening, Marilyn! I have attached the NASB Superintendent Evaluation resources and below you will find a breakdown of the three options available to the board should they have interest in utilizing the online process.

NASB Online Superintendent Evaluation Service includes:

Option I –

The Association will:

- Integrate the board adopted superintendent evaluation tool into an online survey
- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee \$200

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Option II -

The Association will:

- Assist the board in the identification and/or design of a superintendent evaluation tool
- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee \$250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Option III –

The Association will:

- Develop a customized Superintendent Evaluation tool for the board

Fee \$50

- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee \$250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Thank you for your interest in the NASB Superintendent Evaluation resources and the Online Superintendent Evaluation should the board decide to utilize this service. Please let me know if you have any questions, Marilyn!

Warm regards,

Marcia R. Herring



NASB Director of Board Leadership

Nebraska Association of School Boards

1311 Stockwell Street

Lincoln NE 68502

Toll Free 800.422.4572

Direct Line 402.817.0296

Cell/Text 402.450.5152

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Learn more and register at www.NASBonline.org


4 attachments



image003.png
12K

 **Supt Eval 1.1 Governance Standards Narrative.doc**
170K

 **Supt Eval 1.2 Governance Standards Numerical.doc**
181K

 **Supt Eval 2.1 Leadership Standards Narrative.doc**
178K

RAVENNA SCHOOL BOARD 2018-2019 CALENDAR

September	Parent Teacher Board Meet & Greet	Dawn Planning All Participate
October	Review Envision Civic Group Visits	Marc Ryan
November	Review Community Data Results from 2014	Tara

December	Retreat with Personality Strength	Misti Planning All Participate
January	Organize, Structure, Expectations	All
February	Superintendent Review, Assessment, Tools	Marilyn Tools All Participate

March	Parent Teacher Conf Staff Engagement	All
April	High School Achievement	Brad
May	Elementary Achievement	Paul

June	Mission Statement	All
July	Vision	All
August	Planning for 19-20 School Year	All