

Center School District #58  
BOARD OF EDUCATION  
8701 Holmes Road  
Kansas City, MO 64131

There will be a regular meeting of the Board of Education of Center School District #58 in the Board Room at Boone Elementary School, 8817 Wornall, on Monday, September 24, 2018, at 7:10 p.m.



Dr. Sharon K. Nibbelink, Superintendent of Schools

Comments to the Public

Individuals are welcome to address the Board on specific agenda items when that item is reached on the agenda. Individuals who wish to address an agenda item should give their name to the Board secretary prior to the meeting. When your name is called, please come up to the microphone, introduce yourself, and limit your comments to three minutes.

**I. CALL TO ORDER AND ROLL CALL – Board President**

**II. PLEDGE OF ALLEGIANCE – Board President**

**III. ANNOUNCEMENTS – Board President**

- A. 9/27 – Early Release
- B. 9/28 - NO SCHOOL – PD for Teachers
- C. 9/29 – ICE Carnival, 12:00-3:00pm
- D. 10/6 – Boone Carnival, 1:00-5:00pm
- E. 10/8 – Board Work Session, 6:00pm
- F. 10/12 – END OF QUARTER
- G. 10/12 – CHS Homecoming Parade, 2:00pm
- H. 10/12 – Homecoming Football Game vs St. Michaels, 7:00pm
- I. 10/13 – All District Homecoming 5K, 7:00am - Red Bridge Shopping
- J. 10/13 – CHS/CAS Homecoming Dance, 8:00-11:00pm
- K. 10/15 – 2<sup>nd</sup> QUARTER BEGINS
- L. 10/16 – CMS Traveling Play to Elementary Schools – Bullying
- M. 10/20 – CHS Marching Band Competition
- N. 10/22 – Regular School Board Meeting, 7:00pm

***For additional announcements, please check your student's school website and the Center School District calendar***

**IV. APPROVAL OF AGENDA – ACTION**

**V. RECOGNITIONS**

- A. CHS Cheer Squad
- B. KC Superstar Singing Competition - Maurissa Cunningham
- C. South Kansas City Award Winners – Red Bridge, Caleb Kopatz & CSD Professional Studies Program - Award
- D. CHS Debate – Terrance Freeman, DJ Vaughn, DaNeatra Barker

**VI. CONSENT ITEMS - ACTION**

- A. Approval of Bills
- B. Attendance Report
- C. Personnel
  - 1. Certified
  - 2. Service
- C. Approval of Minutes
  - 1. 8/27/18 Work Session Minutes
  - 2. 8/27/18 Regular Session Minutes
  - 3. 9/10/18 Work Session Minutes
- D. Student Tuition Rate
- E. List of Technology Surplus Items
- F. CONTRACTS
  - 1. Mid-America Regional Council
  - 2. Pearson/Aims Web Plus
  - 3. Cornerstones of Care
  - 4. KCBHH, LLC
  - 5. SchoolDude
  - 6. Verizon
  - 7. CBIZ
  - 8. Patron Insight Contract & Survey Questions
  - 9. Consentino Grocery Grab 2018 Contract

**VII. SUPERINTENDENT REPORT**

- A. Performance Contracting Navitas – Paul Harrell, Koby Kampschroede
  - **MOTION TO APPROVE THE NAVITAS CONTRACT - ACTION**
- C. Center Foundation – Bill Gotfredson
- D. Transportation Report – STA, David Prince
- E. CHS Master Schedule – Dr. Sharon Nibbelink

VIII. BOARD OF EDUCATION

A. MSBA Fall Conference September 28 - 30, 2018

IX. POLICIES/REGULATIONS/ADMINISTRATIVE PROCEDURES

X. MOTION TO GO INTO CLOSED SESSION

*A. Motion to go into Closed Session per Revised Statutes of Missouri Section 610.021 (1) Legal, (3) Personnel, (6) Scholastic probation, expulsion or graduation of identifiable individuals, including records of individual test or examination scores (9) Negotiations and (13) individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.*

XI. MOTION TO GO INTO OPEN SESSION

A. If a Closed Session is held, following the Closed Session there must be a motion for the Board to go back into Open Session.

XII. ADJOURNMENT

## Center School District No. 58

CHECKS DATED FROM 08/27/18 TO 09/14/18

FOR SCHOOL BOARD APPROVAL 09/24/18

WITH INVOICE MINIMUM OF \$5,000.00

CHECK NO.	CHECK DATE	VENDOR	ACCOUNT/DESCRIPTION	CHECK TOTAL
01*217401	09/14/18	21ST CENTURY THERAPY, P.C.	OT/PT, Aug 2018	14,221.25
			OT/PT, Aug 2018	
01*217406	09/14/18	ARBITERPAY	CMS/CHS ATHLETIC OFFICIALS	10,000.00
01*217157	08/27/18	CBIZ INSURANCE SERVICES, INC	COMMERCIAL PACKAGE INSTALLMENT 3 OF 10	11,561.00
			FOR WRM AMERICA INDMENTY COMPANY	
			POLICY NO# GPPAPF605654001000	
01*217294	08/28/18	CBIZ INSURANCE SERVICES, INC	WRM AMERICA INDMENTY COMPANY POLICY NO	54,878.00
			GPPAPF605654001000 INSTALLMENTS-	
			COMMERCIAL PACKAGE INSTALLMENT 2 OF 10	
01*217421	09/14/18	CBIZ INSURANCE SERVICES, INC	American Alternative Insurance co	11,561.00
			policy no gppapf60565400100	
			installments commercial package	
			installment 4 of 10	
01*217163	08/27/18	DAVID EZEUGO	CHURCH OF THE RESURRECTION OFFERING	9,309.00
			TAKEN FOR DAVID EZEUGO	
01*217169	08/27/18	FIRST DAKOTA INDEMNITY COMPANY	INSTALLMENT #3 WORKER'S COMPENSATION	14,675.00
			POLICY	
01*217188	08/27/18	KCPL-KANSAS CITY POWER & LIGHT	LIGHT & AREA LIGHTING CHARGES AT IC AT	9,620.98
			9801 GRAND FROM 07/11/18 TO 08/09/18	
			LIGHT & AREA LIGHTING CHARGES AT RB AT	
			10781 OAK FROM 07/11/18 TO 08/09/18	
01*217456	09/14/18	KCPL-KANSAS CITY POWER & LIGHT	LIGHT & AREA LIGHTING CHARGES AT ALT	73,165.76
			AT 8434 PASEO BLVD FROM 07/31/18 TO	
			08/29/18 LIGHT CHARGES AT BO AT 8817	
			WORNALL FROM 07/29/18 TO 08/27/18	
			LIGHT CHARGES AT CE AT 8401 EUCLID AVE	
			FROM 07/31/18 TO 08/29/18 AREA	
			LIGHTING CHARGES AT CE AT 8401 EUCLID	
			AVE FROM 07/31/18 TO 08/29/18 LIGHT &	
			AREA LIGHTING CHARGES AT CO AT 8701	
			HOLMES RD FROM 07/29/18 TO 08/27/18	
			LIGHT CHARGES AT HS AT 8715 HOLMES ST	
			FROM 07/29/18 TO 08/27/18 LIGHT & AREA	
			LIGHTING CHARGES AT MS AT 326 E 103RD	
			ST FROM 08/01/18 TO 08/30/18	
01*217455	09/14/18	KCBHH,LLC	Tuition, Aug, 2018, 5 student	81,424.45
			OT/PT/Speech, Aug 2018 Transportation,	
			Sherwood Center, Aug 2018	
			Transportation, Ozanam, Aug 2018	
			Transportation, Milestones, Aug 2018	
			Transportation, CCVI, Aug 2018	
01*217187	08/27/18	KC WATER SERVICES	WATER, WASTEWATER CHARGES AT BO AT	9,272.47
			8817 WORNALL RD (A) FROM 06/23/18 TO	
			07/24/18 WATER, WASTEWATER &	
			STORMWATER CHARGES AT CE AT 8410	
			BROOKLYN AVE FROM 06/25/18 TO 07/26/18	
			WATER, WASTEWATER & STORMWATER CHARGES	



		AT MS AT 326 E 103RD ST FROM 06/25/18 TO 07/26/18 WATER & WASTEWATER CHARGES AT HS AT 8741 HOLMES RD (A) FROM 06/23/18 TO 07/24/18	
01*217350	08/30/18	MISSOURI EMPLOYERS MUTUAL-MEM	WORKMAN COMP AUDIT 8,981.00
			07/01/2017-07/01/2018
01*217208	08/27/18	NEWS-2-YOU,N2Y,INC.	ULS, Unique Learning System, Account 7,302.60 #21261, 10 accounts, Quote 402567 NWS, News-2-You, Account #41481, 10 accounts SSX, SymbolStixPrime/Symbolstix, Account #122434, 6 accounts
01*217351	08/30/18	PEARSON	AIMSwebPlus 8,500.00
01*217220	08/27/18	PRECISION CARE	STRIPPING PARKING LOTS AT ALL 7 5,931.00 SCHOOLS FOR CENTER DISTRICT
01*217228	08/27/18	RIVERSIDE TECHNOLOGIES, INC	TPCCX-172-1101 Vertical Vault 11.6" 7,600.00 has a scratch-free interior lining. Removable strap. Business card/ID badge slot.
01*217359	08/30/18	SEDALIA SCHOOL DISTRICT #200	Local Tax effort, 2017-18, for one 5,554.08 student, partial-year attendance
01*217241	08/27/18	SODEXO, INC & AFFILIATES	JUNE SUMMER SCHOOL EC SNACKS SUMMER 36,094.79 SCHOOL
01*217245	08/27/18	STUDENT TRANSPORTATION OF AMER	SUMMER SPED ROUTES REG SUMMER SCHOOL 66,221.14 ROUTES SUMMER SCHOOL ECSE
01*217497	09/14/18	SUMMIT BEHAVIORAL SERVICES, LL	Tuition, August 2018 8,786.00 lunch, Aug 2018
01*217309	08/28/18	TRANE SERVICE	CHILLER DOWN - WIRES BURNT, CONTACTOR 11,890.26 SHORTED, FUSES BLOWN - CUT WIRE BACK, REPLACE FAN MOTOR & BLADE & FUSES, REPLACED CONDENSER FAN MOTOR & RUN CONTACTOR - COILS NEED WASHED AT HIGH SCHOOL AT 8715 HOLMES
01*217262	08/27/18	UNITE PRIVATE NETWORKS LLC	Unite Private Monthly WAN Leasing 10,174.90 Charges
01*217507	09/14/18	UNITE PRIVATE NETWORKS LLC	Unite Private Monthly WAN Leasing 10,174.90
01*217508	09/14/18	UNITED HEATING AND COOLING INC	INSTALL WATER HEATER - REMOVE 75 7,522.00 GALLON WATER HEATER & INSTALL 50 GALLON WATER HEATER MAY NEED STORAGE TANK IN FUTURE TO KEEP UP WITH DEMAND AT CE AT 8401 EUCLID AVE

TOTAL	494,421.58
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ALL SINCE LAST REGISTER

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VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	DATE
012595	ALEXIS B SIMPSON	SCHOLARSHIP	1,000.00	0.00	1,000.00	1,000.00	01*217101	08/27/18
		TOTAL	1,000.00	0.00	1,000.00			
012023	ALLIED BUSINESS SOLUTIONS	1896JUL-2018	451.55	0.00	451.55	451.55	01*217102	08/27/18
		TOTAL	451.55	0.00	451.55			
012357	AMERICAN DIGITAL SECURITY, LL	56018-1	29.95	0.00	29.95	59.90	01*217103	08/27/18
		56311-1	29.95	0.00	29.95			
		TOTAL	59.90	0.00	59.90			
012637	AMY E WYNN	08182018	84.98	0.00	84.98	84.98	01*217104	08/27/18
		TOTAL	84.98	0.00	84.98			
012382	ARBITERPAY	FALL-2018	2,000.00	0.00	2,000.00	2,000.00	01*217105	08/27/18
		TOTAL	2,000.00	0.00	2,000.00			
007410	AT & T	07252018	1,540.80	0.00	1,540.80	1,540.80	01*217106	08/27/18
		TOTAL	1,540.80	0.00	1,540.80			
003724	ATHCO	0022000	375.00	0.00	375.00	375.00	01*217107	08/27/18
		TOTAL	375.00	0.00	375.00			
012584	AVA COOK	SCHOLARSHIP	500.00	0.00	500.00	500.00	01*217108	08/27/18
		TOTAL	500.00	0.00	500.00			
012693	AZAEEL CONSTRUCTION	061007	400.00	0.00	400.00	400.00	01*217109	08/27/18
		TOTAL	400.00	0.00	400.00			
012051	BELTON HIGH SCHOOL ATHLETICS	9118	100.00	0.00	100.00	100.00	01*217110	08/27/18
		TOTAL	100.00	0.00	100.00			
012051	BELTON HIGH SCHOOL ATHLETICS	91218	75.00	0.00	75.00	75.00	01*217111	08/27/18
		TOTAL	75.00	0.00	75.00			
000027	BERNIE ELECTRIC WHOLESALE, IN	100065344.00	181.16	0.00	181.16	181.16	01*217112	08/27/18
		TOTAL	181.16	0.00	181.16			
012576	BETHANY MILLER	SCHOLARSHIP	500.00	0.00	500.00	500.00	01*217113	08/27/18
		TOTAL	500.00	0.00	500.00			
012461	BIMAL DAHAL	SCHOLARSHIP	250.00	0.00	250.00	250.00	01*217114	08/27/18
		TOTAL	250.00	0.00	250.00			
012702	BIO CORPORATION	V525495	823.28	0.00	823.28	823.28	01*217115	08/27/18
		TOTAL	823.28	0.00	823.28			
011856	BLAKE ELEARNING	40138	805.00	0.00	805.00	805.00	01*217116	08/27/18
		TOTAL	805.00	0.00	805.00			
000425	BLUE SPRINGS SCHOOL DIST	LTE.08.7.18	4,976.56	0.00	4,976.56	4,976.56	01*217117	08/27/18
		TOTAL	4,976.56	0.00	4,976.56			
012698	BRINTON ELECTRIC COMPANY INC	8270	3,590.00	0.00	3,590.00	4,085.00	01*217118	08/27/18
		8271	495.00	0.00	495.00			
		TOTAL	4,085.00	0.00	4,085.00			
003832	CARD SERVICES/ VISA	PALMER082018	1,523.88	0.00	1,523.88	1,523.88	01*217119	08/27/18
		TOTAL	1,523.88	0.00	1,523.88			
003832	CARD SERVICES/ VISA	08/18CARPENT	147.18	0.00	147.18	147.18	01*217120	08/27/18
		TOTAL	147.18	0.00	147.18			
003832	CARD SERVICES/ VISA	08/18KING	1,663.68	0.00	1,663.68	1,663.68	01*217121	08/27/18
		TOTAL	1,663.68	0.00	1,663.68			
003832	CARD SERVICES/ VISA	08/18MAINTEN	4,642.30	0.00	4,642.30	4,642.30	01*217122	08/27/18
		TOTAL	4,642.30	0.00	4,642.30			
003832	CARD SERVICES/ VISA	08/18SLEWIS	624.04	0.00	624.04	624.04	01*217123	08/27/18
		TOTAL	624.04	0.00	624.04			
003832	CARD SERVICES/ VISA	0818CASTRO	105.45	0.00	105.45	105.45	01*217124	08/27/18
		TOTAL	105.45	0.00	105.45			
003832	CARD SERVICES/ VISA	0818CO	154.89	0.00	154.89	154.89	01*217125	08/27/18
		TOTAL	154.89	0.00	154.89			
003832	CARD SERVICES/ VISA	0818KRUSE	150.00	0.00	150.00	150.00	01*217126	08/27/18
		TOTAL	150.00	0.00	150.00			
003832	CARD SERVICES/ VISA	0818MEDINA	1,045.58	0.00	1,045.58	1,045.58	01*217127	08/27/18
		TOTAL	1,045.58	0.00	1,045.58			
003832	CARD SERVICES/ VISA	0818WEISHAAR	921.67	0.00	921.67	921.67	01*217128	08/27/18
		TOTAL	921.67	0.00	921.67			
003832	CARD SERVICES/ VISA	082018BOONE	1,912.63	0.00	1,912.63	1,912.63	01*217129	08/27/18
		TOTAL	1,912.63	0.00	1,912.63			
003832	CARD SERVICES/ VISA	082018BOYLE	329.90	0.00	329.90	329.90	01*217130	08/27/18
		TOTAL	329.90	0.00	329.90			

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003832	CARD SERVICES/ VISA	082018CMSBUI	262.57	0.00	262.57	262.57	01*217131	08/27/18
		TOTAL	262.57	0.00	262.57			
003832	CARD SERVICES/ VISA	082018CYGAN	134.55	0.00	134.55	134.55	01*217132	08/27/18
		TOTAL	134.55	0.00	134.55			
003832	CARD SERVICES/ VISA	082018WILLIA	1,866.03	0.00	1,866.03	1,866.03	01*217133	08/27/18
		TOTAL	1,866.03	0.00	1,866.03			
003832	CARD SERVICES/ VISA	08AHUNA2018	529.30	0.00	529.30	529.30	01*217134	08/27/18
		TOTAL	529.30	0.00	529.30			
003832	CARD SERVICES/ VISA	08CENTER18	736.15	0.00	736.15	736.15	01*217135	08/27/18
		TOTAL	736.15	0.00	736.15			
003832	CARD SERVICES/ VISA	08PRICKETT	107.67	0.00	107.67	107.67	01*217136	08/27/18
		TOTAL	107.67	0.00	107.67			
003832	CARD SERVICES/ VISA	092018ARBISI	184.52	0.00	184.52	184.52	01*217137	08/27/18
		TOTAL	184.52	0.00	184.52			
003832	CARD SERVICES/ VISA	092018NEWELL	3,549.30	0.00	3,549.30	3,549.30	01*217138	08/27/18
		TOTAL	3,549.30	0.00	3,549.30			
003832	CARD SERVICES/ VISA	092018WEITZE	1,426.86	0.00	1,426.86	1,426.86	01*217139	08/27/18
		TOTAL	1,426.86	0.00	1,426.86			
003832	CARD SERVICES/ VISA	09PCARD	110.33	0.00	110.33	110.33	01*217140	08/27/18
		TOTAL	110.33	0.00	110.33			
003832	CARD SERVICES/ VISA	818SANDAGE	2,239.27	0.00	2,239.27	2,239.27	01*217141	08/27/18
		TOTAL	2,239.27	0.00	2,239.27			
003832	CARD SERVICES/ VISA	ACTIVITIES-J	329.86	0.00	329.86	329.86	01*217142	08/27/18
		TOTAL	329.86	0.00	329.86			
003832	CARD SERVICES/ VISA	ATHLETICS-JU	1,457.45	0.00	1,457.45	1,457.45	01*217143	08/27/18
		TOTAL	1,457.45	0.00	1,457.45			
003832	CARD SERVICES/ VISA	AUGSCHOOL	1,231.45	0.00	1,231.45	1,231.45	01*217144	08/27/18
		TOTAL	1,231.45	0.00	1,231.45			
003832	CARD SERVICES/ VISA	BAKER082018	1,910.69	0.00	1,910.69	1,910.69	01*217145	08/27/18
		TOTAL	1,910.69	0.00	1,910.69			
003832	CARD SERVICES/ VISA	HAMRICKAUG	1,510.95	0.00	1,510.95	1,510.95	01*217146	08/27/18
		TOTAL	1,510.95	0.00	1,510.95			
003832	CARD SERVICES/ VISA	KE-AUG2018	7.05	0.00	7.05	7.05	01*217147	08/27/18
		TOTAL	7.05	0.00	7.05			
003832	CARD SERVICES/ VISA	KWACHEL08201	48.67	0.00	48.67	48.67	01*217148	08/27/18
		TOTAL	48.67	0.00	48.67			
003832	CARD SERVICES/ VISA	MCLAIN082018	4,794.54	0.00	4,794.54	4,794.54	01*217149	08/27/18
		TOTAL	4,794.54	0.00	4,794.54			
003832	CARD SERVICES/ VISA	MP-AUG2018	226.25	0.00	226.25	226.25	01*217150	08/27/18
		TOTAL	226.25	0.00	226.25			
003832	CARD SERVICES/ VISA	NIBBELINK07	2,098.75	0.00	2,098.75	2,098.75	01*217151	08/27/18
		TOTAL	2,098.75	0.00	2,098.75			
003832	CARD SERVICES/ VISA	SB-AUG2018	2,299.52	0.00	2,299.52	2,299.52	01*217152	08/27/18
		TOTAL	2,299.52	0.00	2,299.52			
003832	CARD SERVICES/ VISA	SL-AUG2018	300.41	0.00	300.41	300.41	01*217153	08/27/18
		TOTAL	300.41	0.00	300.41			
003832	CARD SERVICES/ VISA	SWEETEN-JULY	685.65	0.00	685.65	685.65	01*217154	08/27/18
		TOTAL	685.65	0.00	685.65			
003832	CARD SERVICES/ VISA	TT-AUG2018	50.00	0.00	50.00	50.00	01*217155	08/27/18
		TOTAL	50.00	0.00	50.00			
010124	CASS MIDWAY R-1 SCHOOL DISTRI	82918	90.00	0.00	90.00	90.00	01*217156	08/27/18
		TOTAL	90.00	0.00	90.00			
009216	CBIZ INSURANCE SERVICES, INC	439561	11,561.00	0.00	11,561.00	11,561.00	01*217157	08/27/18
		TOTAL	11,561.00	0.00	11,561.00			
012120	CENTERPOINT ENERGY SERVICES,	3294283	979.22	0.00	979.22	979.22	01*217158	08/27/18
		TOTAL	979.22	0.00	979.22			
000195	CHARLES D. JONES & COMPANY IN	1556083-00	52.38	0.00	52.38	52.38	01*217159	08/27/18
		TOTAL	52.38	0.00	52.38			
003490	COMPUTER INFORMATION CONCEPTS	PS127636	660.00	0.00	660.00	660.00	01*217160	08/27/18
		TOTAL	660.00	0.00	660.00			
008767	CONSOLIDATED COMMUNICATIONS	08012018	801.22	0.00	801.22	801.22	01*217161	08/27/18
		TOTAL	801.22	0.00	801.22			

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005539	COSTCO MEMBERSHIP RENEWEL (ON190608		360.00	0.00	360.00	360.00	01*217162	08/27/18
	TOTAL		360.00	0.00	360.00			
012640	DAVID EZEUGO	CHURCHDONATI	9,309.00	0.00	9,309.00	9,309.00	01*217163	08/27/18
	TOTAL		9,309.00	0.00	9,309.00			
012701	DAYLYN SNELLING	SCHOLARSHIP	1,000.00	0.00	1,000.00	1,000.00	01*217164	08/27/18
	TOTAL		1,000.00	0.00	1,000.00			
001646	DAYMARK SOLUTIONS INC.	104356	447.50	0.00	447.50	447.50	01*217165	08/27/18
	TOTAL		447.50	0.00	447.50			
008097	EDWARD DON & COMPANY	22127652	378.55	0.00	378.55	378.55	01*217166	08/27/18
	TOTAL		378.55	0.00	378.55			
007430	ELECTRONIC CONTRACTING COM.	KC028764	141.00	0.00	141.00	141.00	01*217167	08/27/18
	TOTAL		141.00	0.00	141.00			
010302	FAVORITE HEALTHCARE STAFFING,1116227		1,050.00	0.00	1,050.00	1,050.00	01*217168	08/27/18
	TOTAL		1,050.00	0.00	1,050.00			
012666	FIRST DAKOTA INDEMNITY COMPAN3561926		14,675.00	0.00	14,675.00	14,675.00	01*217169	08/27/18
	TOTAL		14,675.00	0.00	14,675.00			
010261	FOOD EQUIPMENT REPAIR, INC. M8391		170.00	0.00	170.00	170.00	01*217170	08/27/18
	TOTAL		170.00	0.00	170.00			
006966	FREESTYLE GRAPHIC'S	47102	133.00	0.00	133.00	209.00	01*217171	08/27/18
		47103	76.00	0.00	76.00			
	TOTAL		209.00	0.00	209.00			
012691	GASSMANN MEDIA	181	725.00	0.00	725.00	725.00	01*217172	08/27/18
	TOTAL		725.00	0.00	725.00			
009249	GKCOA GREATER KANSAS CITY OFF18-003		280.00	0.00	280.00	280.00	01*217173	08/27/18
	TOTAL		280.00	0.00	280.00			
009249	GKCOA GREATER KANSAS CITY OFF18-027		145.00	0.00	145.00	145.00	01*217174	08/27/18
	TOTAL		145.00	0.00	145.00			
000249	GRAINGER	9867263882	53.81	0.00	53.81	53.81	01*217175	08/27/18
	TOTAL		53.81	0.00	53.81			
000672	HICKMAN MILLS C-1 SCHOOL DIST904-062018		250.00	0.00	250.00	250.00	01*217176	08/27/18
	TOTAL		250.00	0.00	250.00			
012502	HOLLIS + MILLER ARCHITECTS IN18063.00-2		680.00	0.00	680.00	680.00	01*217177	08/27/18
	TOTAL		680.00	0.00	680.00			
000312	HOUCHEN BINDERY	239455	237.75	0.00	237.75	237.75	01*217178	08/27/18
	TOTAL		237.75	0.00	237.75			
012669	J AND R CONSTRUCTION LLC	08-08-18	900.00	0.00	900.00	1,700.00	01*217179	08/27/18
		08-08-18	800.00	0.00	800.00			
	TOTAL		1,700.00	0.00	1,700.00			
002969	J.W. PEPPER	11D86732	108.00	0.00	108.00	108.00	01*217180	08/27/18
	TOTAL		108.00	0.00	108.00			
011550	JACKSON COUNTY ADVOCATE	M201803166	58.50	0.00	58.50	58.50	01*217181	08/27/18
	TOTAL		58.50	0.00	58.50			
012029	JAMES REED	08/23/18	525.00	0.00	525.00	525.00	01*217182	08/27/18
	TOTAL		525.00	0.00	525.00			
012575	JULIAN KIWINDA	SCHOLARSHIP1	1,000.00	0.00	1,000.00	1,000.00	01*217183	08/27/18
	TOTAL		1,000.00	0.00	1,000.00			
012670	KARI GASSMANN	1013	300.00	0.00	300.00	300.00	01*217184	08/27/18
	TOTAL		300.00	0.00	300.00			
001885	KATIE MCCANDLESS	1451	276.00	0.00	276.00	1,636.00	01*217185	08/27/18
		1456	973.00	0.00	973.00			
		1459	16.00	0.00	16.00			
		1472	75.00	0.00	75.00			
		1481	80.00	0.00	80.00			
		1484	216.00	0.00	216.00			
	TOTAL		1,636.00	0.00	1,636.00			
001885	KATIE MCCANDLESS	1425	467.00	0.00	467.00	467.00	01*217186	08/27/18
	TOTAL		467.00	0.00	467.00			
000107	KC WATER SERVICES	08-13-18	9,272.47	0.00	9,272.47	9,272.47	01*217187	08/27/18
	TOTAL		9,272.47	0.00	9,272.47			
000104	KCPL-KANSAS CITY POWER & LIGH08-13-18		36.17	0.00	36.17	9,657.15	01*217188	08/27/18
		08-20-18	9,620.98	0.00	9,620.98			
	TOTAL		9,657.15	0.00	9,657.15			
011310	KELLY SERVICES, INC	918423	80.56	0.00	80.56	563.92	01*217189	08/27/18
		922617	161.12	0.00	161.12			

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		926820	322.24	0.00	322.24			
		TOTAL	563.92	0.00	563.92			
003282	KENNYCO INDUSTRIES, INC.	51918	160.00	0.00	160.00	160.00	01*217190	08/27/18
		TOTAL	160.00	0.00	160.00			
012026	KIDCARPET.COM	13697	279.99	0.00	279.99	279.99	01*217191	08/27/18
		TOTAL	279.99	0.00	279.99			
012547	LEAH D SCHNARE	082018	29.63	0.00	29.63	29.63	01*217192	08/27/18
		TOTAL	29.63	0.00	29.63			
012082	LEE AND LOW BOOKS	14917	527.53	0.00	527.53	527.53	01*217193	08/27/18
		TOTAL	527.53	0.00	527.53			
007241	M & M GRAPHICS	180319	240.00	0.00	240.00	240.00	01*217194	08/27/18
		TOTAL	240.00	0.00	240.00			
012042	MARKETVOLT LLC	CONTRACT18/1	1,200.00	0.00	1,200.00	1,200.00	01*217195	08/27/18
		TOTAL	1,200.00	0.00	1,200.00			
000768	MASC	MASC2018	160.00	0.00	160.00	160.00	01*217196	08/27/18
		TOTAL	160.00	0.00	160.00			
000768	MASC	MEM2018	100.00	0.00	100.00	100.00	01*217197	08/27/18
		TOTAL	100.00	0.00	100.00			
012692	MID-CONTINENT MICROGRAPHICS	I18-504	175.00	0.00	175.00	1,441.80	01*217198	08/27/18
		18-516	744.90	0.00	744.90			
		18-592	301.40	0.00	301.40			
		18-683	220.50	0.00	220.50			
		TOTAL	1,441.80	0.00	1,441.80			
000034	MINUTEMAN PRESS	78006	622.91	0.00	622.91	622.91	01*217199	08/27/18
		TOTAL	622.91	0.00	622.91			
008949	MISSOURI DOOR COMPANY, INC	16418	658.00	0.00	658.00	658.00	01*217200	08/27/18
		TOTAL	658.00	0.00	658.00			
005590	MISSOURI RESTAURANT ASSOCIATION	0918GUDMONSO	90.00	0.00	90.00	90.00	01*217201	08/27/18
		TOTAL	90.00	0.00	90.00			
002703	MOBILE MINI, INC	9004707230	132.79	0.00	132.79	132.79	01*217202	08/27/18
		TOTAL	132.79	0.00	132.79			
012700	MYRON CORP.	110523172	193.53	0.00	193.53	193.53	01*217203	08/27/18
		TOTAL	193.53	0.00	193.53			
011475	NATIONAL SPEECH & DEBATE ASSOCIATION	201755	149.00	0.00	149.00	149.00	01*217204	08/27/18
		TOTAL	149.00	0.00	149.00			
007467	NCS PEARSON, INC.	11736667	610.37	0.00	610.37	610.37	01*217205	08/27/18
		TOTAL	610.37	0.00	610.37			
010012	NECCO COFFEE	72756	35.90	0.00	35.90	35.90	01*217206	08/27/18
		TOTAL	35.90	0.00	35.90			
008832	NEFF COMPANY	002686628	815.37	0.00	815.37	815.37	01*217207	08/27/18
		TOTAL	815.37	0.00	815.37			
009093	NEWS-2-YOU,N2Y,INC.	S402567	7,302.60	0.00	7,302.60	7,302.60	01*217208	08/27/18
		TOTAL	7,302.60	0.00	7,302.60			
000177	NILL BROS SPORTING GOODS	000293553-00	2,423.20	0.00	2,423.20	3,036.45	01*217209	08/27/18
		000293555-00	411.60	0.00	411.60			
		000293573-00	41.65	0.00	41.65			
		000295932-00	160.00	0.00	160.00			
		TOTAL	3,036.45	0.00	3,036.45			
000177	NILL BROS SPORTING GOODS	000293520	3,016.00	0.00	3,016.00	3,016.00	01*217210	08/27/18
		TOTAL	3,016.00	0.00	3,016.00			
000177	NILL BROS SPORTING GOODS	000293563	145.60	0.00	145.60	145.60	01*217211	08/27/18
		TOTAL	145.60	0.00	145.60			
000177	NILL BROS SPORTING GOODS	000293564	444.00	0.00	444.00	444.00	01*217212	08/27/18
		TOTAL	444.00	0.00	444.00			
000177	NILL BROS SPORTING GOODS	000293591	1,781.25	0.00	1,781.25	1,781.25	01*217213	08/27/18
		TOTAL	1,781.25	0.00	1,781.25			
009562	O'DELL SERVICE COMPANY	1449-17475	287.54	0.00	287.54	287.54	01*217214	08/27/18
		TOTAL	287.54	0.00	287.54			
010763	PANGEA NETWORKS, L.L.C.	5575	1,788.00	0.00	1,788.00	1,788.00	01*217215	08/27/18
		TOTAL	1,788.00	0.00	1,788.00			
005546	PENCIL WHOLESALE COMPANY	13591	99.80	0.00	99.80	99.80	01*217216	08/27/18
		TOTAL	99.80	0.00	99.80			
005546	PENCIL WHOLESALE COMPANY	13740	24.95	0.00	24.95	24.95	01*217217	08/27/18
		TOTAL	24.95	0.00	24.95			

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009491	PETTY CASH - FS	08/14/18	500.00	0.00	500.00	500.00	01*217218	08/27/18
		TOTAL	500.00	0.00	500.00			
010648	PPG ARCHITECTURAL FINISHES	996802084130	44.84	0.00	44.84	332.82	01*217219	08/27/18
		996802084132	15.58	0.00	15.58			
		996802084149	108.18	0.00	108.18			
		996802084312	53.30	0.00	53.30			
		996802084383	34.80	0.00	34.80			
		996803023692	47.92	0.00	47.92			
		996803023789	28.20	0.00	28.20			
		TOTAL	332.82	0.00	332.82			
001036	PRECISION CARE	14036	5,931.00	0.00	5,931.00	5,931.00	01*217220	08/27/18
		TOTAL	5,931.00	0.00	5,931.00			
005014	PRICE CHOPPER/COSENTINO 103RD390357		44.57	0.00	44.57	44.57	01*217221	08/27/18
		TOTAL	44.57	0.00	44.57			
007645	PRINCESS GARDEN RESTAURANT	08102018	845.00	0.00	845.00	845.00	01*217222	08/27/18
		TOTAL	845.00	0.00	845.00			
000262	PUBLIC SCHOOL RETIRE SYSTEM	090828	3,711.10	0.00	3,711.10	3,711.10	01*217223	08/27/18
		TOTAL	3,711.10	0.00	3,711.10			
001134	REALLY GOOD STUFF, INC.	6543217	51.97	0.00	62.92	191.77	01*217224	08/27/18
		6543223	113.90	0.00	128.85			
		TOTAL	165.87	0.00	191.77			
001134	REALLY GOOD STUFF, INC.	6581397	286.70	0.00	286.70	286.70	01*217225	08/27/18
		TOTAL	286.70	0.00	286.70			
002111	REEVES-WIEDEMAN COMPANY	5242422	1,081.40	0.00	1,081.40	1,081.40	01*217226	08/27/18
		TOTAL	1,081.40	0.00	1,081.40			
008281	RIDDELL/ ALL AMERICAN SPORTS	60340551	4,728.62	0.00	4,728.62	8,325.03	01*217227	08/27/18
		950538127	2,964.97	0.00	2,964.97			
		950586646	631.44	0.00	631.44			
		TOTAL	8,325.03	0.00	8,325.03			
011804	RIVERSIDE TECHNOLOGIES, INC	190080	7,600.00	0.00	7,600.00	7,600.00	01*217228	08/27/18
		TOTAL	7,600.00	0.00	7,600.00			
005409	ROCHESTER 100 INC.	A04471	500.00	0.00	500.00	500.00	01*217229	08/27/18
		TOTAL	500.00	0.00	500.00			
012585	ROSE BECKER	2017/18SCHOL	500.00	0.00	500.00	500.00	01*217230	08/27/18
		TOTAL	500.00	0.00	500.00			
000200	S & S SERVICE CENTER	0017458	1,888.37	0.00	1,888.37	1,888.37	01*217231	08/27/18
		TOTAL	1,888.37	0.00	1,888.37			
009227	SAM'S CLUB MEMBERSHIP	MEMBERSHIP	100.00	0.00	100.00	100.00	01*217232	08/27/18
		TOTAL	100.00	0.00	100.00			
010837	SCHENDEL PEST SERVICES	13262993	110.00	0.00	110.00	240.00	01*217233	08/27/18
		13262995	130.00	0.00	130.00			
		TOTAL	240.00	0.00	240.00			
010455	SCHOLASTIC BOOKS	17480990	146.49	0.00	146.49	146.49	01*217234	08/27/18
		TOTAL	146.49	0.00	146.49			
007943	SCHOOL SPECIALTY	308103098180	376.15	0.00	376.15	376.15	01*217235	08/27/18
		TOTAL	376.15	0.00	376.15			
000083	SECURITAS SECURITY SERVICES	UW6088749	1,114.54	0.00	1,114.54	1,114.54	01*217236	08/27/18
		TOTAL	1,114.54	0.00	1,114.54			
000148	SEE MORE SIGNS	201804	151.25	0.00	151.25	631.25	01*217237	08/27/18
		201808	480.00	0.00	480.00			
		TOTAL	631.25	0.00	631.25			
006551	SHERWOOD CENTER	080318	3,189.00	0.00	3,189.00	3,189.00	01*217238	08/27/18
		TOTAL	3,189.00	0.00	3,189.00			
012594	SIDNEY GATES	SCHOLARSHIP	500.00	0.00	500.00	500.00	01*217239	08/27/18
		TOTAL	500.00	0.00	500.00			
012563	SIERRA N REED	SCHOLARSHIP1	1,000.00	0.00	1,000.00	1,000.00	01*217240	08/27/18
		TOTAL	1,000.00	0.00	1,000.00			
008213	SODEXO, INC & AFFILIATES	1001274074	36,094.79	0.00	36,094.79	36,094.79	01*217241	08/27/18
		TOTAL	36,094.79	0.00	36,094.79			
008026	SPEECH & THEATRE ASSOC OF MIS18-140		95.00	0.00	95.00	95.00	01*217242	08/27/18
		TOTAL	95.00	0.00	95.00			
001795	SPENCER FANE LLP	650439	2,954.50	0.00	2,954.50	2,954.50	01*217243	08/27/18
		TOTAL	2,954.50	0.00	2,954.50			
012643	STONER DOOR AND DOCK CORPORAT9449		300.00	0.00	300.00	300.00	01*217244	08/27/18
		TOTAL	300.00	0.00	300.00			

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012423	STUDENT TRANSPORTATION OF AME1000074-IN	35011002	66,221.14	0.00	66,221.14	70,829.97	01*217245	08/27/18
		35012000	3,286.33	0.00	3,286.33			
		TOTAL	1,322.50	0.00	1,322.50			
			70,829.97	0.00	70,829.97			
012423	STUDENT TRANSPORTATION OF AME3331824-1-		163.80	0.00	163.80	163.80	01*217246	08/27/18
		TOTAL	163.80	0.00	163.80			
012432	TAN TAR A RESORT	H61672	216.00	0.00	216.00	216.00	01*217247	08/27/18
		TOTAL	216.00	0.00	216.00			
012699	TANG COMPANY LLC	824	595.00	0.00	595.00	595.00	01*217248	08/27/18
		TOTAL	595.00	0.00	595.00			
000072	TEEFY FLOWERS	268956	68.00	0.00	68.00	68.00	01*217249	08/27/18
		TOTAL	68.00	0.00	68.00			
000023	TIERNEY STATIONERY	10099	749.00	0.00	749.00	5,179.40	01*217251	08/27/18
		10625	152.08	0.00	152.08			
		17789	327.85	0.00	327.85			
		17862	69.61	0.00	69.61			
		17863	10.09	0.00	10.09			
		17865	10.49	0.00	10.49			
		18005	799.10	0.00	799.10			
		18801	749.00	0.00	749.00			
		19080	183.64	0.00	183.64			
		19085	31.53	0.00	31.53			
		19148	220.71	0.00	220.71			
		19259	70.19	0.00	70.19			
		19359	305.03	0.00	305.03			
		19455	274.70	0.00	274.70			
		19536	764.43	0.00	764.43			
		19551	60.99	0.00	60.99			
		19686	29.06	0.00	29.06			
		19702	308.01	0.00	308.01			
		19767	63.89	0.00	63.89			
		TOTAL	5,179.40	0.00	5,179.40			
000023	TIERNEY STATIONERY	18725	10.39	0.00	10.39	10.39	01*217252	08/27/18
		TOTAL	10.39	0.00	10.39			
000023	TIERNEY STATIONERY	18740	35.79	0.00	35.79	35.79	01*217253	08/27/18
		TOTAL	35.79	0.00	35.79			
000023	TIERNEY STATIONERY	18809	1,024.34	0.00	1,024.34	1,024.34	01*217254	08/27/18
		TOTAL	1,024.34	0.00	1,024.34			
000023	TIERNEY STATIONERY	18836	180.31	0.00	180.31	180.31	01*217255	08/27/18
		TOTAL	180.31	0.00	180.31			
000023	TIERNEY STATIONERY	19037	1,328.20	0.00	1,328.20	1,328.20	01*217256	08/27/18
		TOTAL	1,328.20	0.00	1,328.20			
000023	TIERNEY STATIONERY	19431	168.83	0.00	168.83	168.83	01*217257	08/27/18
		TOTAL	168.83	0.00	168.83			
000023	TIERNEY STATIONERY	19517	292.08	0.00	292.08	292.08	01*217258	08/27/18
		TOTAL	292.08	0.00	292.08			
000023	TIERNEY STATIONERY	19565	20.99	0.00	20.99	20.99	01*217259	08/27/18
		TOTAL	20.99	0.00	20.99			
000628	UMB	HRFINGERPRIN	1,012.50	0.00	1,012.50	1,012.50	01*217260	08/27/18
		TOTAL	1,012.50	0.00	1,012.50			
012371	UNISOURCE DOCUMENT PRODUCTS	1867279	80.00	0.00	80.00	3,733.21	01*217261	08/27/18
		1875859	1,833.41	0.00	1,833.41			
		50UNS0020	1,819.80	0.00	1,819.80			
		TOTAL	3,733.21	0.00	3,733.21			
010660	UNITE PRIVATE NETWORKS LLC	SI-18-006218	10,174.90	0.00	10,174.90	10,174.90	01*217262	08/27/18
		TOTAL	10,174.90	0.00	10,174.90			
009213	UNITED CHEMICAL & SUPPLIES	43832	4,175.76	0.00	4,175.76	4,175.76	01*217263	08/27/18
		TOTAL	4,175.76	0.00	4,175.76			
000265	US TOY	X01125749401	41.53	0.00	41.53	41.53	01*217264	08/27/18
		TOTAL	41.53	0.00	41.53			
000265	US TOY CO	X01125020101	4.50	0.00	4.50	136.21	01*217265	08/27/18
		X01125323601	50.04	0.00	50.04			
		X01125520120	17.81	0.00	17.81			
		X01125729601	63.86	0.00	63.86			
		TOTAL	136.21	0.00	136.21			
000265	US TOY CO	X01124764401	57.55	0.00	57.55	57.55	01*217266	08/27/18
		TOTAL	57.55	0.00	57.55			
000265	US TOY CO	X01124968501	19.54	0.00	19.54	19.54	01*217267	08/27/18
		TOTAL	19.54	0.00	19.54			

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000265	US TOY CO	X01125080901	57.83	0.00	57.83	57.83	01*217268	08/27/18
		TOTAL	57.83	0.00	57.83			
000265	US TOY CO	X01125369401	16.21	0.00	16.21	16.21	01*217269	08/27/18
		TOTAL	16.21	0.00	16.21			
000265	US TOY CO	X01125372601	165.55	0.00	165.55	165.55	01*217270	08/27/18
		TOTAL	165.55	0.00	165.55			
000265	US TOY CO	X01125449601	63.46	0.00	63.46	63.46	01*217271	08/27/18
		TOTAL	63.46	0.00	63.46			
000265	US TOY CO	X01125460201	39.51	0.00	39.51	39.51	01*217272	08/27/18
		TOTAL	39.51	0.00	39.51			
000265	US TOY CO	X01125487701	26.91	0.00	26.91	26.91	01*217273	08/27/18
		TOTAL	26.91	0.00	26.91			
000265	US TOY CO	X01125562101	80.17	0.00	80.17	80.17	01*217274	08/27/18
		TOTAL	80.17	0.00	80.17			
000265	US TOY CO	X01125614001	35.90	0.00	35.90	35.90	01*217275	08/27/18
		TOTAL	35.90	0.00	35.90			
000265	US TOY CO	X01125619201	48.30	0.00	48.30	48.30	01*217276	08/27/18
		TOTAL	48.30	0.00	48.30			
000265	US TOY CO	X01125619401	66.96	0.00	66.96	66.96	01*217277	08/27/18
		TOTAL	66.96	0.00	66.96			
000265	US TOY CO	X01125672301	34.59	0.00	34.59	34.59	01*217278	08/27/18
		TOTAL	34.59	0.00	34.59			
000265	US TOY CO	X01125691801	64.19	0.00	64.19	64.19	01*217279	08/27/18
		TOTAL	64.19	0.00	64.19			
000265	US TOY CO	X01125698801	30.15	0.00	30.15	30.15	01*217280	08/27/18
		TOTAL	30.15	0.00	30.15			
000265	US TOY CO	X01125699101	34.27	0.00	34.27	34.27	01*217281	08/27/18
		TOTAL	34.27	0.00	34.27			
000265	US TOY CO	X01125749101	27.69	0.00	27.69	27.69	01*217282	08/27/18
		TOTAL	27.69	0.00	27.69			
000265	US TOY CO	X01125768201	36.65	0.00	36.65	36.65	01*217283	08/27/18
		TOTAL	36.65	0.00	36.65			
000265	US TOY CO	X01125768301	71.64	0.00	71.64	71.64	01*217284	08/27/18
		TOTAL	71.64	0.00	71.64			
000265	US TOY CO	X01125768401	64.37	0.00	64.37	64.37	01*217285	08/27/18
		TOTAL	64.37	0.00	64.37			
000265	US TOY CO	X01125772001	26.10	0.00	26.10	26.10	01*217286	08/27/18
		TOTAL	26.10	0.00	26.10			
000373	VERIZON WIRELESS	9810828054	2,776.75	0.00	2,776.75	2,776.75	01*217287	08/27/18
		TOTAL	2,776.75	0.00	2,776.75			
009960	VISAGE, INC	108957	781.05	0.00	781.05	3,241.80	01*217288	08/27/18
		108980	2,460.75	0.00	2,460.75			
		TOTAL	3,241.80	0.00	3,241.80			
000634	WALDO PIZZA	0814	145.70	0.00	145.70	145.70	01*217289	08/27/18
		TOTAL	145.70	0.00	145.70			
012442	WEX BANK	55533620	1,962.57	0.00	1,962.57	1,962.57	01*217290	08/27/18
		TOTAL	1,962.57	0.00	1,962.57			
000414	WILLIAM V. MACGILL & COMPANY	IN0646123	205.53	0.00	205.53	205.53	01*217291	08/27/18
		TOTAL	205.53	0.00	205.53			
005969	WISE SECURITY & EXECUTIVE SEC	1219	190.00	0.00	190.00	2,123.00	01*217292	08/27/18
		1237	265.00	0.00	265.00			
		1265	918.00	0.00	918.00			
		1272	300.00	0.00	300.00			
		1273	75.00	0.00	75.00			
		888	375.00	0.00	375.00			
		TOTAL	2,123.00	0.00	2,123.00			
008551	BINSWANGER GLASS #586	I586022707	374.20	0.00	374.20	374.20	01*217293	08/28/18
		TOTAL	374.20	0.00	374.20			
009216	CBIZ INSURANCE SERVICES, INC	434482	8,081.00	0.00	8,081.00	54,878.00	01*217294	08/28/18
		434489	35,236.00	0.00	35,236.00			
		434490	11,561.00	0.00	11,561.00			
		TOTAL	54,878.00	0.00	54,878.00			
009778	CONSTELLATION NEW ENERGY-GAS	2391973	162.91	0.00	162.91	162.91	01*217295	08/28/18
		TOTAL	162.91	0.00	162.91			



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000249	GRAINGER	9875106453	113.23	0.00	113.23	133.75	01*217296	08/28/18
		9879064435	20.52	0.00	20.52			
		TOTAL	133.75	0.00	133.75			
012625	GRAYBAR ELECTRIC COMPANY	9305695102	605.02	0.00	605.02	605.02	01*217297	08/28/18
		TOTAL	605.02	0.00	605.02			
005557	HILLYARD INC	603109908	1,838.85	0.00	1,838.85	1,838.85	01*217298	08/28/18
		TOTAL	1,838.85	0.00	1,838.85			
000107	KC WATER SERVICES	08-27-18	1,566.30	0.00	1,566.30	1,566.30	01*217299	08/28/18
		TOTAL	1,566.30	0.00	1,566.30			
000104	KCPL-KANSAS CITY POWER & LIGH	08-27-18	1,051.83	0.00	1,051.83	1,051.83	01*217300	08/28/18
		TOTAL	1,051.83	0.00	1,051.83			
005055	KELLER FIRE & SAFETY, INC.	210322	211.00	0.00	211.00	211.00	01*217301	08/28/18
		TOTAL	211.00	0.00	211.00			
003282	KENNYCO INDUSTRIES, INC.	52000	160.00	0.00	160.00	160.00	01*217302	08/28/18
		TOTAL	160.00	0.00	160.00			
009562	O'DELL SERVICE COMPANY	1449-17486	4,186.58	0.00	4,186.58	4,719.06	01*217303	08/28/18
		1449-17507	532.48	0.00	532.48			
		TOTAL	4,719.06	0.00	4,719.06			
012641	PUR-O-ZONE INC	760357	1,314.88	0.00	1,314.88	1,314.88	01*217304	08/28/18
		TOTAL	1,314.88	0.00	1,314.88			
002111	REEVES-WIEDEMAN COMPANY	5253841	27.14	0.00	27.14	27.14	01*217305	08/28/18
		TOTAL	27.14	0.00	27.14			
010837	SCHENDEL PEST SERVICES	13262992	50.00	0.00	50.00	770.00	01*217306	08/28/18
		13262994	110.00	0.00	110.00			
		13262998	110.00	0.00	110.00			
		13263467	250.00	0.00	250.00			
		13263468	250.00	0.00	250.00			
		TOTAL	770.00	0.00	770.00			
012449	SPIRE MISSOURI INC.	08-27-18	144.29	0.00	144.29	144.29	01*217307	08/28/18
		TOTAL	144.29	0.00	144.29			
000023	TIERNEY STATIONERY	18663	148.83	0.00	148.83	322.30	01*217308	08/28/18
		18719	30.55	0.00	30.55			
		19150	21.65	0.00	21.65			
		19151	16.37	0.00	16.37			
		19769	104.90	0.00	104.90			
		TOTAL	322.30	0.00	322.30			
001595	TRANE SERVICE	39260823	6,485.57	0.00	6,485.57	11,890.26	01*217309	08/28/18
		39282101	5,404.69	0.00	5,404.69			
		TOTAL	11,890.26	0.00	11,890.26			
012687	WILLIAMS SCOTSMAN, INC	6028084	1,182.80	0.00	1,182.80	1,182.80	01*217310	08/28/18
		TOTAL	1,182.80	0.00	1,182.80			
012453	95 PERCENT GROUP INC	26447	1,111.79	203.99	1,009.80	1,009.80	01*217332	08/30/18
		TOTAL	1,111.79	203.99	1,009.80			
001902	ACT	1202251	484.70	0.00	484.70	484.70	01*217333	08/30/18
		TOTAL	484.70	0.00	484.70			
012357	AMERICAN DIGITAL SECURITY, LL	56628-1	29.95	0.00	29.95	29.95	01*217334	08/30/18
		TOTAL	29.95	0.00	29.95			
003832	CARD SERVICES/ VISA	0818MEDINA_1	100.00	0.00	100.00	100.00	01*217335	08/30/18
		TOTAL	100.00	0.00	100.00			
003832	CARD SERVICES/ VISA	0821ICE/PRIC	727.92	0.00	727.92	727.92	01*217336	08/30/18
		TOTAL	727.92	0.00	727.92			
003832	CARD SERVICES/ VISA	0821PRICE	939.64	0.00	939.64	939.64	01*217337	08/30/18
		TOTAL	939.64	0.00	939.64			
003832	CARD SERVICES/ VISA	HARRIS08/18	3,074.54	0.00	3,074.54	3,074.54	01*217338	08/30/18
		TOTAL	3,074.54	0.00	3,074.54			
003832	CARD SERVICES/ VISA	STOKES08/18	657.09	0.00	657.09	657.09	01*217339	08/30/18
		TOTAL	657.09	0.00	657.09			
003832	CARD SERVICES/ VISA	WOOLF08/18	119.81	0.00	119.81	119.81	01*217340	08/30/18
		TOTAL	119.81	0.00	119.81			
012612	CONRAD WRIGHT	82318	280.00	0.00	280.00	280.00	01*217341	08/30/18
		TOTAL	280.00	0.00	280.00			
003421	DELL MARKETING L.P.	10252805500	962.50	0.00	962.50	3,981.19	01*217342	08/30/18
		10256599664	3,018.69	0.00	3,018.69			
		TOTAL	3,981.19	0.00	3,981.19			
000131	DICK BLICK ART MATERIALS	9798713	1,966.68	0.00	1,966.68	1,966.68	01*217343	08/30/18
		TOTAL	1,966.68	0.00	1,966.68			

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012705	DUDE SOLUTIONS INC.	INV-22485	2,386.92	0.00	2,386.92	2,386.92	01*217344	08/30/18
		TOTAL	2,386.92	0.00	2,386.92			
012426	GALLS	010563835	182.17	0.00	182.17	438.89	01*217345	08/30/18
		010584710	256.72	0.00	256.72			
		TOTAL	438.89	0.00	438.89			
008658	INTERFACE FLOORING SYSTEMS	1724933	1,886.94	0.00	1,886.94	5,995.86	01*217346	08/30/18
		1726278	2,054.46	0.00	2,054.46			
		1734384	2,054.46	0.00	2,054.46			
		TOTAL	5,995.86	0.00	5,995.86			
012236	KC WIRELESS INC	52951	8.00	0.00	8.00	8.00	01*217347	08/30/18
		TOTAL	8.00	0.00	8.00			
008759	KC-LASE	00858	25.00	0.00	25.00	75.00	01*217348	08/30/18
		00872	25.00	0.00	25.00			
		00882	25.00	0.00	25.00			
		TOTAL	75.00	0.00	75.00			
012005	MARQUEE EVENT RENTALS	137331-2	1,483.63	0.00	1,483.63	1,483.63	01*217349	08/30/18
		TOTAL	1,483.63	0.00	1,483.63			
011564	MISSOURI EMPLOYERS MUTUAL-MEM238589484		8,981.00	0.00	8,981.00	8,981.00	01*217350	08/30/18
		TOTAL	8,981.00	0.00	8,981.00			
007467	NCS PEARSON, INC.	11726809	8,500.00	0.00	8,500.00	8,500.00	01*217351	08/30/18
		TOTAL	8,500.00	0.00	8,500.00			
006612	OAK GROVE SCHOOL DISTRICT	9618	90.00	0.00	90.00	90.00	01*217352	08/30/18
		TOTAL	90.00	0.00	90.00			
012055	PIONEER VALLEY BOOKS	00131597	77.00	0.00	77.00	77.00	01*217353	08/30/18
		TOTAL	77.00	0.00	77.00			
010753	PROFORMA PROMOTIONALLY YOURS	0B91025898	48.99	0.00	48.99	1,143.21	01*217354	08/30/18
		0B91026594	209.02	0.00	209.02			
		0B91026595	510.48	0.00	510.48			
		0B91026596	165.01	0.00	165.01			
		0B91026597	209.71	0.00	209.71			
		TOTAL	1,143.21	0.00	1,143.21			
007417	PROJECT LEAD THE WAY, INC.	145593	2,376.50	0.00	2,376.50	2,376.50	01*217355	08/30/18
		TOTAL	2,376.50	0.00	2,376.50			
002251	RENAISSANCE LEARNING INC	4410924	3,545.00	0.00	3,545.00	3,545.00	01*217356	08/30/18
		TOTAL	3,545.00	0.00	3,545.00			
001447	RON CORY	4012	250.00	0.00	250.00	250.00	01*217357	08/30/18
		TOTAL	250.00	0.00	250.00			
005032	SCHOLASTIC MAGAZINE	M6423681	82.28	0.00	82.28	82.28	01*217358	08/30/18
		TOTAL	82.28	0.00	82.28			
006218	SEDALIA SCHOOL DISTRICT #200	053018LTE	5,554.08	0.00	5,554.08	5,554.08	01*217359	08/30/18
		TOTAL	5,554.08	0.00	5,554.08			
002410	THE PAPER CORPORATION	136913&13710	270.60	0.00	270.60	270.60	01*217360	08/30/18
		TOTAL	270.60	0.00	270.60			
000023	TIERNEY STATIONERY	18072	3,801.94	0.00	3,801.94	4,053.92	01*217361	08/30/18
		18441/18592	251.98	0.00	251.98			
		TOTAL	4,053.92	0.00	4,053.92			
000061	UNEMPLOYMENT INSURANCE SERVIC1478		228.00	0.00	228.00	228.00	01*217362	08/30/18
		TOTAL	228.00	0.00	228.00			
011669	UNIVERSITY OF CENTRAL MISSOURI2018-06		2,000.00	0.00	2,000.00	2,000.00	01*217363	08/30/18
		TOTAL	2,000.00	0.00	2,000.00			
000265	US TOY CO	X01125676001	131.00	0.00	131.00	131.00	01*217364	08/30/18
		TOTAL	131.00	0.00	131.00			
000265	US TOY CO	X01125776301	19.35	0.00	19.35	19.35	01*217365	08/30/18
		TOTAL	19.35	0.00	19.35			
000265	US TOY CO	X01125776801	35.08	0.00	35.08	35.08	01*217366	08/30/18
		TOTAL	35.08	0.00	35.08			
000265	US TOY CO	X01125898201	75.62	0.00	75.62	75.62	01*217367	08/30/18
		TOTAL	75.62	0.00	75.62			
000265	US TOY CO	X01125898401	50.98	0.00	50.98	50.98	01*217368	08/30/18
		TOTAL	50.98	0.00	50.98			
000265	US TOY CO	X01125899201	26.44	0.00	26.44	26.44	01*217369	08/30/18
		TOTAL	26.44	0.00	26.44			
000265	US TOY CO	X01125914801	17.96	0.00	17.96	17.96	01*217370	08/30/18
		TOTAL	17.96	0.00	17.96			

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000265	US TOY CO	X01125929001	123.77	0.00	123.77	123.77	01*217371	08/30/18
		TOTAL	123.77	0.00	123.77			
000265	US TOY CO	X01125984301	78.13	0.00	78.13	78.13	01*217372	08/30/18
		TOTAL	78.13	0.00	78.13			
000265	US TOY CO	X01125985001	29.07	0.00	29.07	29.07	01*217373	08/30/18
		TOTAL	29.07	0.00	29.07			
005080	USI	0005826938	891.87	0.00	891.87	891.87	01*217374	08/30/18
		TOTAL	891.87	0.00	891.87			
009960	VISAGE, INC	108990	365.09	0.00	365.09	365.09	01*217375	08/30/18
		TOTAL	365.09	0.00	365.09			
010993	VOCABULARY SPELLING CITY, COM	1146838	621.00	0.00	621.00	621.00	01*217376	08/30/18
		TOTAL	621.00	0.00	621.00			
000634	WALDO PIZZA	12695	95.85	0.00	95.85	95.85	01*217377	08/30/18
		TOTAL	95.85	0.00	95.85			
005524	WORTHINGTON DIRECT, INC	319734RED322	559.90	0.00	700.85	700.85	01*217378	08/30/18
		TOTAL	559.90	0.00	700.85			
001483	21ST CENTURY THERAPY, P.C.	28411	14,221.25	0.00	14,221.25	14,221.25	01*217401	09/14/18
		TOTAL	14,221.25	0.00	14,221.25			
002368	AETNA INC	09/13/18	3,206.42	0.00	3,206.42	3,206.42	01*217402	09/14/18
		TOTAL	3,206.42	0.00	3,206.42			
001312	ALL SYSTEMS DESIGNED INC	57634	235.00	0.00	235.00	235.00	01*217403	09/14/18
		TOTAL	235.00	0.00	235.00			
012023	ALLIED BUSINESS SOLUTIONS	1896AUGUST20	532.83	0.00	532.83	532.83	01*217404	09/14/18
		TOTAL	532.83	0.00	532.83			
012719	ALPINE PRODUCTS INC	TM-178436	288.47	0.00	288.47	288.47	01*217405	09/14/18
		TOTAL	288.47	0.00	288.47			
012382	ARBITERPAY	952018	10,000.00	0.00	10,000.00	10,000.00	01*217406	09/14/18
		TOTAL	10,000.00	0.00	10,000.00			
007410	AT & T	ATT08252018	1,563.44	0.00	1,563.44	1,563.44	01*217407	09/14/18
		TOTAL	1,563.44	0.00	1,563.44			
005880	BALLS FOOD STORES	658516	150.36	0.00	150.36	150.36	01*217408	09/14/18
		TOTAL	150.36	0.00	150.36			
005880	BALLS FOOD STORES	658531	49.03	0.00	49.03	49.03	01*217409	09/14/18
		TOTAL	49.03	0.00	49.03			
012685	BEACON ATHLETICS LLC	0495095-IN	1,950.00	0.00	1,950.00	2,037.00	01*217410	09/14/18
		0495218-IN	87.00	0.00	87.00			
		TOTAL	2,037.00	0.00	2,037.00			
000027	BERNIE ELECTRIC WHOLESALE, IN	100065493.00	153.59	0.00	153.59	153.59	01*217411	09/14/18
		TOTAL	153.59	0.00	153.59			
008551	BINSWANGER GLASS #586	I586022882	1,254.25	0.00	1,254.25	1,254.25	01*217412	09/14/18
		TOTAL	1,254.25	0.00	1,254.25			
010975	BLUE CROSS BLUE SHIELD OF KAN	010975	530.66	0.00	530.66	530.66	01*217413	09/14/18
		TOTAL	530.66	0.00	530.66			
010975	BLUE CROSS BLUE SHIELD OF KAN	09/13/18	1,872.32	0.00	1,872.32	1,872.32	01*217414	09/14/18
		TOTAL	1,872.32	0.00	1,872.32			
009924	BRIDGING THE GAP INTERPRETATI	110768	120.00	0.00	120.00	120.00	01*217415	09/14/18
		TOTAL	120.00	0.00	120.00			
012698	BRINTON ELECTRIC COMPANY INC	8303	620.00	0.00	620.00	620.00	01*217416	09/14/18
		TOTAL	620.00	0.00	620.00			
003832	CARD SERVICES/ VISA	09HAMRICK	977.00	0.00	977.00	977.00	01*217417	09/14/18
		TOTAL	977.00	0.00	977.00			
003832	CARD SERVICES/ VISA	PALMER0918	749.01	0.00	749.01	749.01	01*217418	09/14/18
		TOTAL	749.01	0.00	749.01			
012711	CASEY A BERRY	090718	350.00	0.00	350.00	350.00	01*217419	09/14/18
		TOTAL	350.00	0.00	350.00			
012711	CASEY A BERRY	942018	300.00	0.00	300.00	300.00	01*217420	09/14/18
		TOTAL	300.00	0.00	300.00			
009216	CBIZ INSURANCE SERVICES, INC	443338	11,561.00	0.00	11,561.00	11,625.00	01*217421	09/14/18
		443696	64.00	0.00	64.00			
		TOTAL	11,625.00	0.00	11,625.00			
007932	CBIZ VALUATION GROUP LLC	1111356030	500.00	0.00	500.00	500.00	01*217422	09/14/18
		TOTAL	500.00	0.00	500.00			

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000195	CHARLES D. JONES & COMPANY	IN2199234-00	104.91	0.00	104.91	104.91	01*217423	09/14/18
		TOTAL	104.91	0.00	104.91			
012482	CHRISTOHER BURCH	8312018	260.00	0.00	260.00	260.00	01*217424	09/14/18
		TOTAL	260.00	0.00	260.00			
002627	CITY OF KANSAS CITY, MO	101218	100.00	0.00	100.00	100.00	01*217425	09/14/18
		TOTAL	100.00	0.00	100.00			
010791	CLINTON HIGH SCHOOL	9152018	110.00	0.00	110.00	110.00	01*217426	09/14/18
		TOTAL	110.00	0.00	110.00			
012124	CYRUS RODGERS	9718	125.00	0.00	125.00	125.00	01*217427	09/14/18
		TOTAL	125.00	0.00	125.00			
001192	D.L. BROWN	07-09-18	955.00	0.00	955.00	955.00	01*217428	09/14/18
		TOTAL	955.00	0.00	955.00			
001791	DEFFENBAUGH INDUSTRIES	4551883-4858	4,624.85	0.00	4,624.85	4,624.85	01*217429	09/14/18
		TOTAL	4,624.85	0.00	4,624.85			
006641	DERRICK PREWITT	CAMPINTERVEN	20.00	0.00	20.00	20.00	01*217430	09/14/18
		TOTAL	20.00	0.00	20.00			
007430	ELECTRONIC CONTRACTING COM.	KC028831	236.00	0.00	236.00	236.00	01*217431	09/14/18
		TOTAL	236.00	0.00	236.00			
001538	ELECTRONICS SUPPLY CO	1721644	73.15	0.00	73.15	262.82	01*217432	09/14/18
		1722757	189.67	0.00	189.67			
		TOTAL	262.82	0.00	262.82			
012706	FAMILY FIRST INC	9618082818	50.00	0.00	50.00	50.00	01*217433	09/14/18
		TOTAL	50.00	0.00	50.00			
010302	FAVORITE HEALTHCARE STAFFING,	1117297	1,260.00	0.00	1,260.00	2,572.50	01*217434	09/14/18
		1118422	1,312.50	0.00	1,312.50			
		TOTAL	2,572.50	0.00	2,572.50			
010261	FOOD EQUIPMENT REPAIR, INC.	M9245	120.00	0.00	120.00	120.00	01*217435	09/14/18
		TOTAL	120.00	0.00	120.00			
007620	FOUNDATION FOR CENTER EDUCATI	20180904	100.00	0.00	100.00	100.00	01*217436	09/14/18
		TOTAL	100.00	0.00	100.00			
012426	GALLS	010657361	83.98	0.00	83.98	83.98	01*217437	09/14/18
		TOTAL	83.98	0.00	83.98			
012426	GALLS	010638772	34.49	0.00	34.49	34.49	01*217438	09/14/18
		TOTAL	34.49	0.00	34.49			
012426	GALLS	010638775	16.16	0.00	16.16	16.16	01*217439	09/14/18
		TOTAL	16.16	0.00	16.16			
012426	GALLS	010638803	17.02	0.00	17.02	17.02	01*217440	09/14/18
		TOTAL	17.02	0.00	17.02			
012426	GALLS	010638809	99.98	0.00	99.98	99.98	01*217441	09/14/18
		TOTAL	99.98	0.00	99.98			
006706	GARRON CARTER	9142018	125.00	0.00	125.00	125.00	01*217442	09/14/18
		TOTAL	125.00	0.00	125.00			
006706	GARRON CARTER	9718	125.00	0.00	125.00	125.00	01*217443	09/14/18
		TOTAL	125.00	0.00	125.00			
000213	GENERAL PARTS, LLC	1685332	62.89	0.00	62.89	62.89	01*217444	09/14/18
		TOTAL	62.89	0.00	62.89			
008947	GORDON HERNDON	09142018	125.00	0.00	125.00	125.00	01*217445	09/14/18
		TOTAL	125.00	0.00	125.00			
000249	GRAINGER	9883787625	418.68	0.00	418.68	660.08	01*217446	09/14/18
		9891514375	212.16	0.00	212.16			
		9892143968	29.24	0.00	29.24			
		TOTAL	660.08	0.00	660.08			
012496	HAL LEONARD LLC	35399329	195.00	0.00	195.00	195.00	01*217447	09/14/18
		TOTAL	195.00	0.00	195.00			
005557	HILLYARD INC	603123576	324.25	0.00	324.25	324.25	01*217448	09/14/18
		TOTAL	324.25	0.00	324.25			
012714	HOMETOWN LAWN LLC	121324	2,950.00	0.00	2,950.00	2,950.00	01*217449	09/14/18
		TOTAL	2,950.00	0.00	2,950.00			
008052	J.P. COOKE COMPANY	523862	26.20	0.00	26.20	26.20	01*217450	09/14/18
		TOTAL	26.20	0.00	26.20			
001800	JOHNNY ON THE SPOT	0041348-4857	138.90	0.00	138.90	138.90	01*217451	09/14/18
		TOTAL	138.90	0.00	138.90			
001537	KANSAS CITY AUDIO VISUAL/KCAV	0016946	2,014.00	0.00	2,014.00	2,014.00	01*217452	09/14/18

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		TOTAL	2,014.00	0.00	2,014.00			
007167	KANSAS CITY TRANSPORTATION	GR298762	1,577.27	0.00	1,577.27	1,577.27	01*217453	09/14/18
		TOTAL	1,577.27	0.00	1,577.27			
000107	KC WATER SERVICES	09-04-18	344.02	0.00	344.02	344.02	01*217454	09/14/18
		TOTAL	344.02	0.00	344.02			
012142	KCBHH,LLC	4038	36,365.60	0.00	36,365.60	81,424.45	01*217455	09/14/18
		4194	45,058.85	0.00	45,058.85			
		TOTAL	81,424.45	0.00	81,424.45			
000104	KCPL-KANSAS CITY POWER & LIGH	09-04-18	73,165.76	0.00	73,165.76	73,165.76	01*217456	09/14/18
		TOTAL	73,165.76	0.00	73,165.76			
003282	KENNYCO INDUSTRIES, INC.	52023	160.00	0.00	160.00	160.00	01*217457	09/14/18
		TOTAL	160.00	0.00	160.00			
010761	LEILA LAWSON	09142018	125.00	0.00	125.00	125.00	01*217458	09/14/18
		TOTAL	125.00	0.00	125.00			
010761	LEILA LAWSON	9718	125.00	0.00	125.00	125.00	01*217459	09/14/18
		TOTAL	125.00	0.00	125.00			
008036	LINCOLN COUNTY MEDICINE	593	800.00	0.00	800.00	800.00	01*217460	09/14/18
		TOTAL	800.00	0.00	800.00			
010760	MAURICE OATIS	9718	125.00	0.00	125.00	125.00	01*217461	09/14/18
		TOTAL	125.00	0.00	125.00			
012692	MID-CONTINENT MICROGRAPHICS	I18-727	199.50	0.00	199.50	199.50	01*217462	09/14/18
		TOTAL	199.50	0.00	199.50			
012632	MIDWEST SUBURBAN SUPERINTENDE	E1-2019	1,740.00	0.00	1,740.00	1,740.00	01*217463	09/14/18
		TOTAL	1,740.00	0.00	1,740.00			
001436	MIDWEST SUPPLY INC	1123183	678.89	0.00	678.89	678.89	01*217464	09/14/18
		TOTAL	678.89	0.00	678.89			
000034	MINUTEMAN PRESS	78042	622.91	0.00	622.91	622.91	01*217465	09/14/18
		TOTAL	622.91	0.00	622.91			
002703	MOBILE MINI, INC	9004865056	132.79	0.00	132.79	132.79	01*217466	09/14/18
		TOTAL	132.79	0.00	132.79			
005916	MORRIS LEE	092018	195.00	0.00	195.00	195.00	01*217467	09/14/18
		TOTAL	195.00	0.00	195.00			
000151	MR TIRES	IN00221651	100.00	0.00	100.00	100.00	01*217468	09/14/18
		TOTAL	100.00	0.00	100.00			
012220	NAVIANCE, INC.	INV00094608	1,125.00	0.00	1,125.00	1,125.00	01*217469	09/14/18
		TOTAL	1,125.00	0.00	1,125.00			
010012	NECCO COFFEE	73629	51.60	0.00	51.60	51.60	01*217470	09/14/18
		TOTAL	51.60	0.00	51.60			
009184	NGLIC	09/13/18	171.65	0.00	171.65	171.65	01*217471	09/14/18
		TOTAL	171.65	0.00	171.65			
009184	NGLIC	091318	167.13	0.00	167.13	167.13	01*217472	09/14/18
		TOTAL	167.13	0.00	167.13			
006994	O.J. DUPREE COMPANY LLC	15092	289.00	0.00	289.00	289.00	01*217473	09/14/18
		TOTAL	289.00	0.00	289.00			
010419	ODESSA HIGH SCHOOL	09222018	130.00	0.00	130.00	130.00	01*217474	09/14/18
		TOTAL	130.00	0.00	130.00			
006040	PHILLIP JAMERSON	092018	195.00	0.00	195.00	195.00	01*217475	09/14/18
		TOTAL	195.00	0.00	195.00			
008744	PLATTE COUNTY RIII	092018	35.00	0.00	35.00	35.00	01*217476	09/14/18
		TOTAL	35.00	0.00	35.00			
008744	PLATTE COUNTY RIII	92018	150.00	0.00	150.00	150.00	01*217477	09/14/18
		TOTAL	150.00	0.00	150.00			
005014	PRICE CHOPPER/COSENTINO	103RD390120	1,090.00	0.00	1,090.00	1,190.20	01*217478	09/14/18
		390365	49.38	0.00	49.38			
		390395	50.82	0.00	50.82			
		TOTAL	1,190.20	0.00	1,190.20			
005014	PRICE CHOPPER/COSENTINO	103RD355272	370.00	0.00	370.00	370.00	01*217479	09/14/18
		TOTAL	370.00	0.00	370.00			
005014	PRICE CHOPPER/COSENTINO	103RD389326	58.05	0.00	58.05	58.05	01*217480	09/14/18
		TOTAL	58.05	0.00	58.05			
005014	PRICE CHOPPER/COSENTINO	103RD389578	416.15	0.00	416.15	416.15	01*217481	09/14/18
		TOTAL	416.15	0.00	416.15			

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005014	PRICE CHOPPER/COSENTINO	103RD390366	48.99	0.00	48.99	48.99	01*217482	09/14/18
		TOTAL	48.99	0.00	48.99			
005014	PRICE CHOPPER/COSENTINO'S	390137	18.85	0.00	18.85	18.85	01*217483	09/14/18
		TOTAL	18.85	0.00	18.85			
011599	PROFESSIONAL TRAINING SOLUTIONS	1010918-CENTE	150.00	0.00	150.00	150.00	01*217484	09/14/18
		TOTAL	150.00	0.00	150.00			
001533	PROGRESSIVE ELECTRONICS	0135345-IN	84.00	0.00	84.00	84.00	01*217485	09/14/18
		TOTAL	84.00	0.00	84.00			
002251	RENAISSANCE LEARNING, INC.	355802	635.00	0.00	635.00	635.00	01*217486	09/14/18
		TOTAL	635.00	0.00	635.00			
007431	RORY CUCCHIARA	392	144.00	0.00	144.00	144.00	01*217487	09/14/18
		TOTAL	144.00	0.00	144.00			
007431	RORY CUCCHIARA	393	74.00	0.00	74.00	74.00	01*217488	09/14/18
		TOTAL	74.00	0.00	74.00			
007431	RORY CUCCHIARA	394	98.00	0.00	98.00	98.00	01*217489	09/14/18
		TOTAL	98.00	0.00	98.00			
007431	RORY CUCCHIARA	395	36.00	0.00	36.00	36.00	01*217490	09/14/18
		TOTAL	36.00	0.00	36.00			
007431	RORY CUCCHIARA	396	382.00	0.00	382.00	382.00	01*217491	09/14/18
		TOTAL	382.00	0.00	382.00			
010837	SCHENDEL PEST SERVICES	13262996	130.00	0.00	130.00	1,300.00	01*217492	09/14/18
		13262997	110.00	0.00	110.00			
		13262999	110.00	0.00	110.00			
		13263469	300.00	0.00	300.00			
		13263470	250.00	0.00	250.00			
		13263471	200.00	0.00	200.00			
		13263473	200.00	0.00	200.00			
		TOTAL	1,300.00	0.00	1,300.00			
005199	SCHOOL MATE	IN0000490982	595.00	0.00	595.00	595.00	01*217493	09/14/18
		TOTAL	595.00	0.00	595.00			
005199	SCHOOL MATE	IN0000491021	367.00	0.00	367.00	367.00	01*217494	09/14/18
		TOTAL	367.00	0.00	367.00			
000083	SECURITAS SECURITY SERVICES	UW6171504	2,138.07	0.00	2,138.07	2,138.07	01*217495	09/14/18
		TOTAL	2,138.07	0.00	2,138.07			
012371	SUMMERONE INC	1806499	1,936.00	0.00	1,936.00	4,340.86	01*217496	09/14/18
		1845837	2,081.86	0.00	2,081.86			
		1862204	162.00	0.00	162.00			
		1888352	80.00	0.00	80.00			
		1894687	81.00	0.00	81.00			
		TOTAL	4,340.86	0.00	4,340.86			
011397	SUMMIT BEHAVIORAL SERVICES, L	103328	8,786.00	0.00	8,786.00	11,156.00	01*217497	09/14/18
		103334	2,370.00	0.00	2,370.00			
		TOTAL	11,156.00	0.00	11,156.00			
009352	SYNETIC TECHNOLOGIES	28453	375.00	0.00	375.00	375.00	01*217498	09/14/18
		TOTAL	375.00	0.00	375.00			
005447	THE LIBRARY STORE, INC.	349528	28.36	0.00	28.36	28.36	01*217499	09/14/18
		TOTAL	28.36	0.00	28.36			
009810	THE PLAZA ACADEMY	5289	850.00	0.00	850.00	2,280.00	01*217500	09/14/18
		5290	825.00	0.00	825.00			
		5291	605.00	0.00	605.00			
		TOTAL	2,280.00	0.00	2,280.00			
000023	TIERNEY STATIONERY	19908	551.75	0.00	551.75	592.22	01*217501	09/14/18
		19939	32.28	0.00	32.28			
		20139	8.19	0.00	8.19			
		TOTAL	592.22	0.00	592.22			
000023	TIERNEY STATIONERY	19645	1,543.82	0.00	1,543.82	1,543.82	01*217502	09/14/18
		TOTAL	1,543.82	0.00	1,543.82			
000023	TIERNEY STATIONERY	19669	260.42	0.00	260.42	260.42	01*217503	09/14/18
		TOTAL	260.42	0.00	260.42			
000023	TIERNEY STATIONERY	19843	539.41	0.00	539.41	539.41	01*217504	09/14/18
		TOTAL	539.41	0.00	539.41			
003645	TKE - THYSSENKRUPP ELEVATOR	3004105483	966.84	0.00	966.84	966.84	01*217505	09/14/18
		TOTAL	966.84	0.00	966.84			
001851	U.S. ENGINEERING CO	131725	1,907.50	0.00	1,907.50	1,907.50	01*217506	09/14/18
		TOTAL	1,907.50	0.00	1,907.50			
010660	UNITE PRIVATE NETWORKS LLC	SI-18-007123	10,174.90	0.00	10,174.90	10,174.90	01*217507	09/14/18
		TOTAL	10,174.90	0.00	10,174.90			

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012715	UNITED HEATING AND COOLING	IN531590	7,522.00	0.00	7,522.00	9,033.51	01*217508	09/14/18
		533650	1,511.51	0.00	1,511.51			
		TOTAL	9,033.51	0.00	9,033.51			
005956	UNIVERSITY OF MISSOURI-KANSAS	0359585	30.00	0.00	30.00	30.00	01*217509	09/14/18
		TOTAL	30.00	0.00	30.00			
000265	US TOY CO	X01125520001	44.03	0.00	44.03	219.48	01*217510	09/14/18
		X01125634801	15.95	0.00	15.95			
		X01125717801	15.17	0.00	15.17			
		X01125729501	64.15	0.00	64.15			
		X01125759301	61.91	0.00	61.91			
		X01125768701	18.27	0.00	18.27			
		TOTAL	219.48	0.00	219.48			
000265	US TOY CO	X01124979501	21.12	0.00	21.12	21.12	01*217511	09/14/18
		TOTAL	21.12	0.00	21.12			
000265	US TOY CO	X01126081601	99.33	0.00	99.33	99.33	01*217512	09/14/18
		TOTAL	99.33	0.00	99.33			
000265	US TOY CO	X01126098201	16.86	0.00	16.86	16.86	01*217513	09/14/18
		TOTAL	16.86	0.00	16.86			
000265	US TOY CO	X01126100601	24.31	0.00	24.31	24.31	01*217514	09/14/18
		TOTAL	24.31	0.00	24.31			
000265	US TOY CO	X01126296601	11.45	0.00	11.45	11.45	01*217515	09/14/18
		TOTAL	11.45	0.00	11.45			
011056	VAN HORN HIGH SCHOOL	982018	100.00	0.00	100.00	100.00	01*217516	09/14/18
		TOTAL	100.00	0.00	100.00			
000373	VERIZON WIRELESS	9812683050	3,267.51	0.00	3,267.51	3,267.51	01*217517	09/14/18
		TOTAL	3,267.51	0.00	3,267.51			
005969	WISE SECURITY & EXECUTIVE SEC	WISE122017	375.00	0.00	375.00	375.00	01*217518	09/14/18
		TOTAL	375.00	0.00	375.00			
012371	SUMMERONE INC	1888260	20.00	0.00	20.00	20.00	01*217519	09/14/18
		TOTAL	20.00	0.00	20.00			
008661	TASHA WOODS	09142018	125.00	0.00	125.00	125.00	01*217520	09/14/18
		TOTAL	125.00	0.00	125.00			
011088	ANSON BAKER	08232018	311.95	0.00	311.95	311.95	02*4272	08/24/18
		TOTAL	311.95	0.00	311.95			
000228	ANTHONY HALL	REIMBURSE	6.98	0.00	6.98	6.98	02*4273	08/24/18
		TOTAL	6.98	0.00	6.98			
010544	ASHLEY M SMITH	08242018	40.50	0.00	40.50	40.50	02*4274	08/24/18
		TOTAL	40.50	0.00	40.50			
000125	BRAD E SWEETEN	73118	8.37	0.00	8.37	8.37	02*4275	08/24/18
		TOTAL	8.37	0.00	8.37			
006705	CHERYL J WARREN	08142018	34.79	0.00	34.79	34.79	02*4276	08/24/18
		TOTAL	34.79	0.00	34.79			
012603	CHRISTINA MEDINA POLLARD	072718MEDINA	39.00	0.00	39.00	39.00	02*4277	08/24/18
		TOTAL	39.00	0.00	39.00			
012674	CRISTINA MUNOZ JIMENEZ	08082018	40.30	0.00	40.30	40.30	02*4278	08/24/18
		TOTAL	40.30	0.00	40.30			
012530	Dr. ELIZABETH L WILKERSON-ARBARBISI-CONFE		129.60	0.00	129.60	129.60	02*4279	08/24/18
		TOTAL	129.60	0.00	129.60			
012246	FROST CONSULTING, LLC	116	3,485.50	0.00	3,485.50	3,485.50	02*4280	08/24/18
		TOTAL	3,485.50	0.00	3,485.50			
012001	INGER MARGRETHE LILLIS	08222018	39.96	0.00	39.96	39.96	02*4281	08/24/18
		TOTAL	39.96	0.00	39.96			
012695	JAMES HELTON	08162018	40.50	0.00	40.50	40.50	02*4282	08/24/18
		TOTAL	40.50	0.00	40.50			
011959	JARUSHA LEIGH GERINGER	08/236/18	375.30	0.00	375.30	375.30	02*4283	08/24/18
		TOTAL	375.30	0.00	375.30			
006520	JENNIFER BECK	10090	113.32	0.00	113.32	113.32	02*4284	08/24/18
		TOTAL	113.32	0.00	113.32			
010585	JENNIFER DIANE WELDER	08182018	163.47	0.00	163.47	188.12	02*4285	08/24/18
		08222018	24.65	0.00	24.65			
		TOTAL	188.12	0.00	188.12			
012675	KALYSSA RENEE BROCKMAN	08082018	40.30	0.00	40.30	40.30	02*4286	08/24/18
		TOTAL	40.30	0.00	40.30			

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009989	KARAH L CHAPMAN	082018	18.99	0.00	18.99	62.30	02*4287	08/24/18
		8/22/18	43.31	0.00	43.31			
		TOTAL	62.30	0.00	62.30			
008112	LINDA MORRIS	07302018	279.60	0.00	279.60	889.23	02*4288	08/24/18
		08142018	578.63	0.00	578.63			
		08222018	31.00	0.00	31.00			
		TOTAL	889.23	0.00	889.23			
002989	LINDA WILLIAMS	08012018	77.53	0.00	77.53	77.53	02*4289	08/24/18
		TOTAL	77.53	0.00	77.53			
005922	MARY J COLEMAN	08182018	17.00	0.00	17.00	17.00	02*4290	08/24/18
		TOTAL	17.00	0.00	17.00			
002812	NIKITA JACKSON	08112018	59.18	0.00	59.18	104.89	02*4291	08/24/18
		08222018	45.71	0.00	45.71			
		TOTAL	104.89	0.00	104.89			
011969	RACHELLE LYNN HAMRICK	A54528	108.46	0.00	108.46	108.46	02*4292	08/24/18
		TOTAL	108.46	0.00	108.46			
008073	RDC SOLUTIONS	516	2,275.00	0.00	2,275.00	3,941.68	02*4293	08/24/18
		523	833.34	0.00	833.34			
		524	833.34	0.00	833.34			
		TOTAL	3,941.68	0.00	3,941.68			
008073	RDC SOLUTIONS	521	2,050.00	0.00	2,050.00	2,050.00	02*4294	08/24/18
		TOTAL	2,050.00	0.00	2,050.00			
012696	REBEKAH R MARTIN	08162018	40.50	0.00	40.50	40.50	02*4295	08/24/18
		TOTAL	40.50	0.00	40.50			
007779	SHARON A AHUNA	18003027	70.00	0.00	70.00	70.00	02*4296	08/24/18
		TOTAL	70.00	0.00	70.00			
008830	SHELLY A BUTCHER	08182018	112.21	0.00	112.21	112.21	02*4297	08/24/18
		TOTAL	112.21	0.00	112.21			
010538	STEPHANIE GUADALUPE GONZALEZ	082218	18.72	0.00	18.72	18.72	02*4298	08/24/18
		TOTAL	18.72	0.00	18.72			
001480	DR. ANGELA PRICE	07252018	141.79	0.00	141.79	141.79	02*4299	08/30/18
		TOTAL	141.79	0.00	141.79			
011507	LAURA LOUISE EAGLE	182208	62.69	0.00	62.69	62.69	02*4300	08/30/18
		TOTAL	62.69	0.00	62.69			
008073	RDC SOLUTIONS	525	833.34	0.00	833.34	833.34	02*4301	08/30/18
		TOTAL	833.34	0.00	833.34			
002368	AETNA INC	AETNA-EMP-1-	9,164.62	0.00	9,164.62	13,755.46	PR*216919	08/23/18
		AETNA-FAM-1-	4,526.95	0.00	4,526.95			
		AETNAFAM2-1-	83.38	0.00	83.38			
		BDDENTAL-1-S	-19.49	0.00	-19.49			
		TOTAL	13,755.46	0.00	13,755.46			
010975	BLUE CROSS BLUE SHIELD OF KAN	BC-BD-M-QHDH	8,159.10	0.00	8,159.10	167,529.36	PR*216922	08/23/18
		BC-BD-M-QHDH	45,147.02	0.00	45,147.02			
		BC-BD-M1-1-2	19,103.76	0.00	19,103.76			
		BC-BD-MO-HD1	1,061.32	0.00	1,061.32			
		BC-M-HD-ESP-	1,034.76	0.00	1,034.76			
		BC-M-HD1--1-	4,908.70	0.00	4,908.70			
		BC-M-HD1-1-2	1,034.76	0.00	1,034.76			
		BC-M-HD1-ECH	981.74	0.00	981.74			
		BC-M-HD1F-1-	1,751.14	0.00	1,751.14			
		BC-M-PP01(E)	750.18	0.00	750.18			
		BC-M-PP01(E)	7,501.80	0.00	7,501.80			
		BC-M-PP01(E+)	2,925.56	0.00	2,925.56			
		BC-M-PP011(E)	1,540.04	0.00	1,540.04			
		BC-M-PP011(E)	10,780.28	0.00	10,780.28			
		BC-M-PP011(E)	2,848.96	0.00	2,848.96			
		BC-M-PP011(E)	1,501.44	0.00	1,501.44			
		BC-M-PP011(F)	2,540.98	0.00	2,540.98			
		BC-M-QHDHP(E)	2,012.56	0.00	2,012.56			
		BC-M-QHDHP(E)	7,043.96	0.00	7,043.96			
		BC-M-QHDHP(F)	1,794.92	0.00	1,794.92			
		SELECT PLUS	2,744.16	0.00	2,744.16			
		SELECT PLUS	2,538.42	0.00	2,538.42			
		SELECT PLUS	-228.68	0.00	-228.68			
		SELECT PLUS-	891.86	0.00	891.86			
		SELECT PLUS-	31,100.48	0.00	31,100.48			
		SELECT PLUS-	3,384.56	0.00	3,384.56			
		SELECT PLUS-	2,675.58	0.00	2,675.58			
		TOTAL	167,529.36	0.00	167,529.36			
004234	CIRCUIT COURT OF JACKSON COUNJ	KCC-1-208-2	394.22	0.00	394.22	394.22	PR*216923	08/23/18
		TOTAL	394.22	0.00	394.22			
012366	FLEX MADE EASY	BENDIR-FEE-1	52.50	0.00	52.50	52.50	PR*216924	08/23/18
		TOTAL	52.50	0.00	52.50			



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007620	FOUNDATION FOR CENTER EDUCATI	FOUNDATION-1	375.62	0.00	375.62	375.62	PR*216925	08/23/18
		TOTAL	375.62	0.00	375.62			
000145	HEART OF AMERICA UNITED WAY	UNWAY-1-208-	162.91	0.00	162.91	162.91	PR*216926	08/23/18
		TOTAL	162.91	0.00	162.91			
000119	HEARTLAND COMM CREDIT UNION	CRUNION-1-20	6,436.00	0.00	6,436.00	6,436.00	PR*216927	08/23/18
		TOTAL	6,436.00	0.00	6,436.00			
003847	KANSAS PAYMENT CENTER	GARNLP-1-208	967.00	0.00	967.00	967.00	PR*216928	08/23/18
		TOTAL	967.00	0.00	967.00			
012251	NATIONAL INSURANCE MARKETING	MACC-BD-1-20	1,575.17	0.00	1,575.17	6,472.55	PR*216929	08/23/18
		MCAN-BD-1-20	1,340.34	0.00	1,340.34			
		MLIFETRM-BD-	1,428.35	0.00	1,428.35			
		MPRAR-BD-1-2	268.50	0.00	268.50			
		MSTRDIS-BD-1	1,866.20	0.00	1,866.20			
		SMACC-BD-1-S	-6.01	0.00	-6.01			
		TOTAL	6,472.55	0.00	6,472.55			
009184	NGLIC	VSN-FULL-CHI	158.13	0.00	158.13	1,460.05	PR*216930	08/23/18
		VSN-FULL-EMP	904.00	0.00	904.00			
		VSN-FULL-FAM	160.32	0.00	160.32			
		VSN-FULL-SP-	143.44	0.00	143.44			
		VSN-MAT-EMP-	63.10	0.00	63.10			
		VSN-MAT-FAMI	18.58	0.00	18.58			
		VSN-MAT-SP-1	12.48	0.00	12.48			
		TOTAL	1,460.05	0.00	1,460.05			
000261	PUBLIC EDUCATION	RETNC-1-208-	13,158.12	0.00	13,158.12	13,158.12	PR*216931	08/23/18
		TOTAL	13,158.12	0.00	13,158.12			
000262	PUBLIC SCHOOL RETIRE SYSTEM	RETP(F)-1-20	1,370.88	0.00	1,370.88	424,514.06	PR*216932	08/23/18
		RETP-1-208-2	422,042.18	0.00	422,042.18			
		RETPT-1-208-	1,101.00	0.00	1,101.00			
		TOTAL	424,514.06	0.00	424,514.06			
009157	STANDARD INSURANCE COMPANY	BDLIFE-EEREI	2.13	0.00	2.13	3,585.93	PR*216933	08/23/18
		LIFE-M-1-208	2,003.67	0.00	2,003.67			
		LIFE-S-1-S11	-1.75	0.00	-1.75			
		VOL-LIFE-CHI	15.60	0.00	15.60			
		VOL-LIFE-EMP	1,183.60	0.00	1,183.60			
		VOL-LIFE-SPO	375.15	0.00	375.15			
		VOL.LIFE-CHI	-0.33	0.00	-0.33			
		VOL.LIFE-EMP	-3.25	0.00	-3.25			
		VOL.LIFE-SPO	14.36	0.00	14.36			
		VOL.LIFE-SPO	-3.25	0.00	-3.25			
		TOTAL	3,585.93	0.00	3,585.93			
012214	SUN LIFE FINANCIAL	BDLTD-1-208-	1,332.07	0.00	1,332.07	1,332.07	PR*216934	08/23/18
		TOTAL	1,332.07	0.00	1,332.07			
012374	TEXAS GUARANTEED STUDENT LOAN	GARN-1-208-2	538.41	0.00	538.41	538.41	PR*216935	08/23/18
		TOTAL	538.41	0.00	538.41			
011269	W.H. GRIFFIN, TRUSTEE	CHPT 13-TRUS	2,000.00	0.00	2,000.00	2,000.00	PR*216936	08/23/18
		TOTAL	2,000.00	0.00	2,000.00			
012141	WINDHAM PROFESSIONALS, INC.	WIND. PROF-1	461.86	0.00	461.86	461.86	PR*216937	08/23/18
		TOTAL	461.86	0.00	461.86			
002368	AETNA INC	BDDENTAL-1-3	2,415.53	0.00	2,415.53	3,536.07	PR*217311	08/29/18
		DENTALFAM-1-	1,101.06	0.00	1,101.06			
		EMPDENTAL-1-	19.48	0.00	19.48			
		TOTAL	3,536.07	0.00	3,536.07			
010975	BLUE CROSS BLUE SHIELD OF KAN	BC-BD-HD-SM1	2,918.63	0.00	2,918.63	39,487.30	PR*217313	08/29/18
		BC-BD-SM-QHD	4,079.55	0.00	4,079.55			
		BC-BD-SM-QHD	11,150.77	0.00	11,150.77			
		BC-SM-BD-HD1	2,122.64	0.00	2,122.64			
		BC-SM-PP01(E	750.18	0.00	750.18			
		BC-SM-PP01(E	1,500.36	0.00	1,500.36			
		BC-SM-PP011(	1,155.03	0.00	1,155.03			
		BC-SM-PP011(	2,695.07	0.00	2,695.07			
		BC-SM-QHDHP(	1,509.42	0.00	1,509.42			
		BC-SM-QHDHP(	1,060.64	0.00	1,060.64			
		BCSMHD1ESP-1	517.38	0.00	517.38			
		SELECT PLUS	7,089.08	0.00	7,089.08			
		SELECT PLUS	423.07	0.00	423.07			
		SELECT PLUS	2,515.48	0.00	2,515.48			
		TOTAL	39,487.30	0.00	39,487.30			
011657	CLEARINGHOUSE, ATLAS	MCACS-1-308-	69.01	0.00	69.01	69.01	PR*217314	08/29/18
		TOTAL	69.01	0.00	69.01			
003704	FAMILY SUPPORT PAYMENT CENTER	FAMSUP-1-308	2,749.79	0.00	2,749.79	2,749.79	PR*217315	08/29/18
		TOTAL	2,749.79	0.00	2,749.79			
012366	FLEX MADE EASY	BENDIR-FEE-1	7.00	0.00	7.00	7.00	PR*217316	08/29/18
		TOTAL	7.00	0.00	7.00			
007620	FOUNDATION FOR CENTER EDUCATI	FOUNDATION-1	34.66	0.00	34.66	34.66	PR*217317	08/29/18

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VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	DATE
		TOTAL	34.66	0.00	34.66			
000145	HEART OF AMERICA UNITED WAY	UNWAY-1-308-	11.00	0.00	11.00	11.00	PR*217318	08/29/18
		TOTAL	11.00	0.00	11.00			
000119	HEARTLAND COMM CREDIT UNION	CRUNION-1-30	955.00	0.00	955.00	955.00	PR*217319	08/29/18
		TOTAL	955.00	0.00	955.00			
010531	MDHE COLLECTIONS CUSTODIAL	ACSTDNTLOAN-1-	199.57	0.00	199.57	199.57	PR*217320	08/29/18
		TOTAL	199.57	0.00	199.57			
006684	MOST	MOST-1-308-2	70.00	0.00	70.00	70.00	PR*217321	08/29/18
		TOTAL	70.00	0.00	70.00			
012251	NATIONAL INSURANCE MARKETING	SMACC-BD-1-3	532.43	0.00	532.43	1,757.49	PR*217322	08/29/18
		SMCAN-BD-1-3	399.89	0.00	399.89			
		SMLIFETRM-BD	350.22	0.00	350.22			
		SMPRAR-BD-1-	91.45	0.00	91.45			
		SMSTRDIS-BD-	383.50	0.00	383.50			
		TOTAL	1,757.49	0.00	1,757.49			
009184	NGLIC	VSN-FULLB-CH	87.80	0.00	87.80	459.46	PR*217323	08/29/18
		VSN-FULLB-EM	198.88	0.00	198.88			
		VSN-FULLB-FA	66.80	0.00	66.80			
		VSN-FULLB-SP	71.68	0.00	71.68			
		VSN-MATS-CHI	6.11	0.00	6.11			
		VSN-MATS-EMP	18.90	0.00	18.90			
		VSN-MATS-FAM	9.29	0.00	9.29			
		TOTAL	459.46	0.00	459.46			
012657	PITTENGER LAW GROUP LLC	GARJACKPITT-	230.57	0.00	230.57	230.57	PR*217324	08/29/18
		TOTAL	230.57	0.00	230.57			
000261	PUBLIC EDUCATION	RETNC-1-308-	33,936.34	0.00	33,936.34	33,908.66	PR*217325	08/29/18
		RETNC-1-S11-	-27.68	0.00	-27.68			
		TOTAL	33,908.66	0.00	33,908.66			
000262	PUBLIC SCHOOL RETIRE SYSTEM	RETP(F)-1-30	1,024.98	0.00	1,024.98	2,236.72	PR*217326	08/29/18
		RETP-1-308-2	1,211.74	0.00	1,211.74			
		TOTAL	2,236.72	0.00	2,236.72			
002880	RICHARD V FINK	BC FINK-1-30	200.00	0.00	200.00	200.00	PR*217327	08/29/18
		TOTAL	200.00	0.00	200.00			
009157	STANDARD INSURANCE COMPANY	LIFE-S-1-308	282.22	0.00	282.22	997.61	PR*217328	08/29/18
		VOL.LIFE-CHI	11.83	0.00	11.83			
		VOL.LIFE-EMP	578.48	0.00	578.48			
		VOL.LIFE-SPO	125.08	0.00	125.08			
		TOTAL	997.61	0.00	997.61			
003145	STATE DISBURSEMENT UNIT	TKELLYCS-1-3	231.40	0.00	231.40	231.40	PR*217329	08/29/18
		TOTAL	231.40	0.00	231.40			
008521	U.S. DEPARTMENT OF EDUCATION	USDEPEDU-1-3	180.11	0.00	180.11	180.11	PR*217330	08/29/18
		TOTAL	180.11	0.00	180.11			
011269	W.H. GRIFFIN, TRUSTEE	CHPT 13-TRUS	50.00	0.00	50.00	50.00	PR*217331	08/29/18
		TOTAL	50.00	0.00	50.00			
002368	AETNA INC	BDDENTAL-1-1	2,338.80	0.00	2,338.80	3,520.71	PR*217379	09/13/18
		DENTALFAM-1-	1,162.42	0.00	1,162.42			
		EMPDENTAL-1-	19.49	0.00	19.49			
		TOTAL	3,520.71	0.00	3,520.71			
010975	BLUE CROSS BLUE SHIELD OF KAN	BC-BD-HD-SM1	4,245.28	0.00	4,245.28	39,028.70	PR*217381	09/13/18
		BC-BD-SM-QHD	4,351.52	0.00	4,351.52			
		BC-BD-SM-QHD	9,518.95	0.00	9,518.95			
		BC-SM-BD-HD1	1,857.31	0.00	1,857.31			
		BC-SM-PP01(E	750.18	0.00	750.18			
		BC-SM-PP01(E	1,500.36	0.00	1,500.36			
		BC-SM-PP011(	1,155.03	0.00	1,155.03			
		BC-SM-PP011(	2,695.07	0.00	2,695.07			
		BC-SM-QHDHP(	1,509.42	0.00	1,509.42			
		BC-SM-QHDHP(	1,060.64	0.00	1,060.64			
		BCSMHD1ESP-1	517.38	0.00	517.38			
		SELECT PLUS	6,174.36	0.00	6,174.36			
		SELECT PLUS	423.07	0.00	423.07			
		SELECT PLUS	754.65	0.00	754.65			
		SELECT PLUS	2,515.48	0.00	2,515.48			
		TOTAL	39,028.70	0.00	39,028.70			
011657	CLEARINGHOUSE, ATLAS	MCACS-1-109-	69.01	0.00	69.01	69.01	PR*217382	09/13/18
		TOTAL	69.01	0.00	69.01			
003704	FAMILY SUPPORT PAYMENT CENTER	FAMFAMSUP-1-109	2,688.59	0.00	2,688.59	2,688.59	PR*217383	09/13/18
		TOTAL	2,688.59	0.00	2,688.59			
012366	FLEX MADE EASY	BENDIR-FEE-1	7.00	0.00	7.00	7.00	PR*217384	09/13/18
		TOTAL	7.00	0.00	7.00			
007620	FOUNDATION FOR CENTER EDUCATI	FOUNDATION-1	34.66	0.00	34.66	34.66	PR*217385	09/13/18
		TOTAL	34.66	0.00	34.66			

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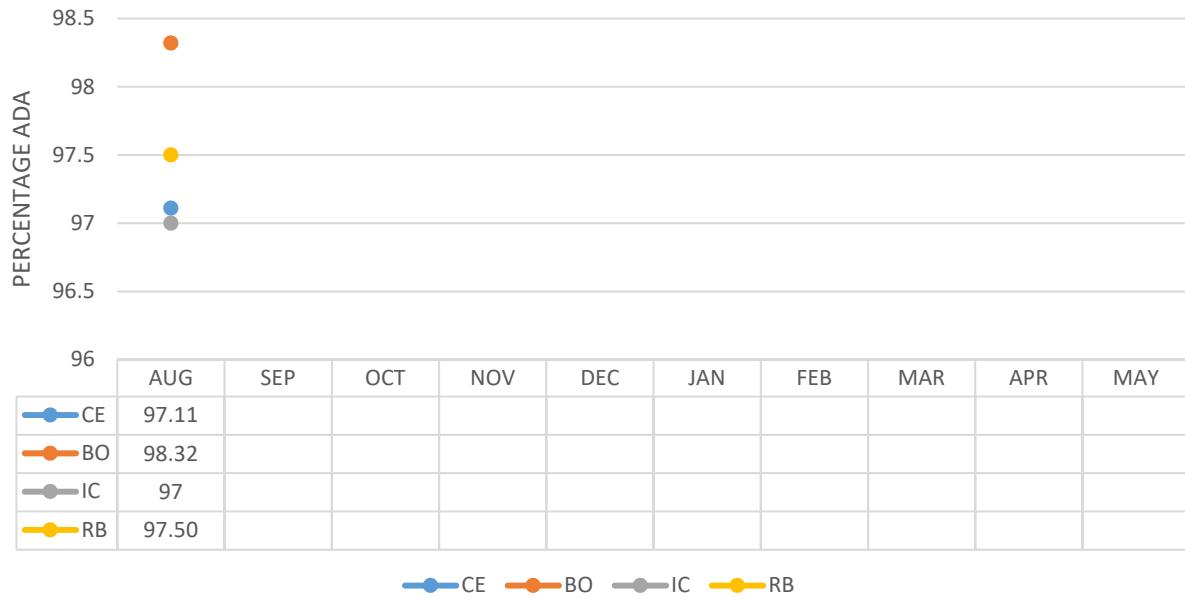
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VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	DATE
000145	HEART OF AMERICA UNITED WAY	UNWAY-1-109-TOTAL	11.00 11.00	0.00 0.00	11.00 11.00	11.00	PR*217386	09/13/18
000119	HEARTLAND COMM CREDIT UNION	CRUNION-1-10-TOTAL	955.00 955.00	0.00 0.00	955.00 955.00	955.00	PR*217387	09/13/18
010531	MDHE COLLECTIONS CUSTODIAL	ACSTDNTLOAN-1-TOTAL	206.42 206.42	0.00 0.00	206.42 206.42	206.42	PR*217388	09/13/18
006684	MOST	MOST-1-109-2-TOTAL	70.00 70.00	0.00 0.00	70.00 70.00	70.00	PR*217389	09/13/18
000561	MSTA	MSTAMEM-1-10-TOTAL	20.20 20.20	0.00 0.00	20.20 20.20	20.20	PR*217390	09/13/18
012251	NATIONAL INSURANCE MARKETING	SMACC-BD-1-1 SMCAN-BD-1-1 SMLIFETRM-BD SMPRAR-BD-1- SMSTRDIS-BD- TOTAL	527.96 399.97 337.99 91.60 371.70 1,729.22	0.00 0.00 0.00 0.00 0.00 0.00	527.96 399.97 337.99 91.60 371.70 1,729.22	1,729.22	PR*217391	09/13/18
009184	NGLIC	VSN-FULLB-CH VSN-FULLB-EM VSN-FULLB-FA VSN-FULLB-SP VSN-MATS-CHI VSN-MATS-EMP VSN-MATS-FAM TOTAL	87.90 189.84 66.80 71.76 6.11 18.96 9.29 450.66	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	87.90 189.84 66.80 71.76 6.11 18.96 9.29 450.66	450.66	PR*217392	09/13/18
012657	PITTENGER LAW GROUP LLC	GARJACKPITT-TOTAL	230.20 230.20	0.00 0.00	230.20 230.20	230.20	PR*217393	09/13/18
000261	PUBLIC EDUCATION	RETNC-1-109-TOTAL	34,871.48 34,871.48	0.00 0.00	34,871.48 34,871.48	34,871.48	PR*217394	09/13/18
000262	PUBLIC SCHOOL RETIRE SYSTEM	RETP(F)-1-10-TOTAL	1,129.32 1,129.32	0.00 0.00	1,129.32 1,129.32	1,129.32	PR*217395	09/13/18
002880	RICHARD V FINK	BC FINK-1-10-TOTAL	200.00 200.00	0.00 0.00	200.00 200.00	200.00	PR*217396	09/13/18
009157	STANDARD INSURANCE COMPANY	LIFE-S-1-109 VOL.LIFE-CHI VOL.LIFE-EMP VOL.LIFE-SPO TOTAL	278.45 12.87 588.61 128.92 1,008.85	0.00 0.00 0.00 0.00 0.00	278.45 12.87 588.61 128.92 1,008.85	1,008.85	PR*217397	09/13/18
003145	STATE DISBURSEMENT UNIT	TKELLYCS-1-1-TOTAL	231.40 231.40	0.00 0.00	231.40 231.40	231.40	PR*217398	09/13/18
008521	U.S. DEPARTMENT OF EDUCATION	USDEPEDU-1-1-TOTAL	177.79 177.79	0.00 0.00	177.79 177.79	177.79	PR*217399	09/13/18
011269	W.H. GRIFFIN, TRUSTEE	CHPT 13-TRUS-TOTAL	50.00 50.00	0.00 0.00	50.00 50.00	50.00	PR*217400	09/13/18

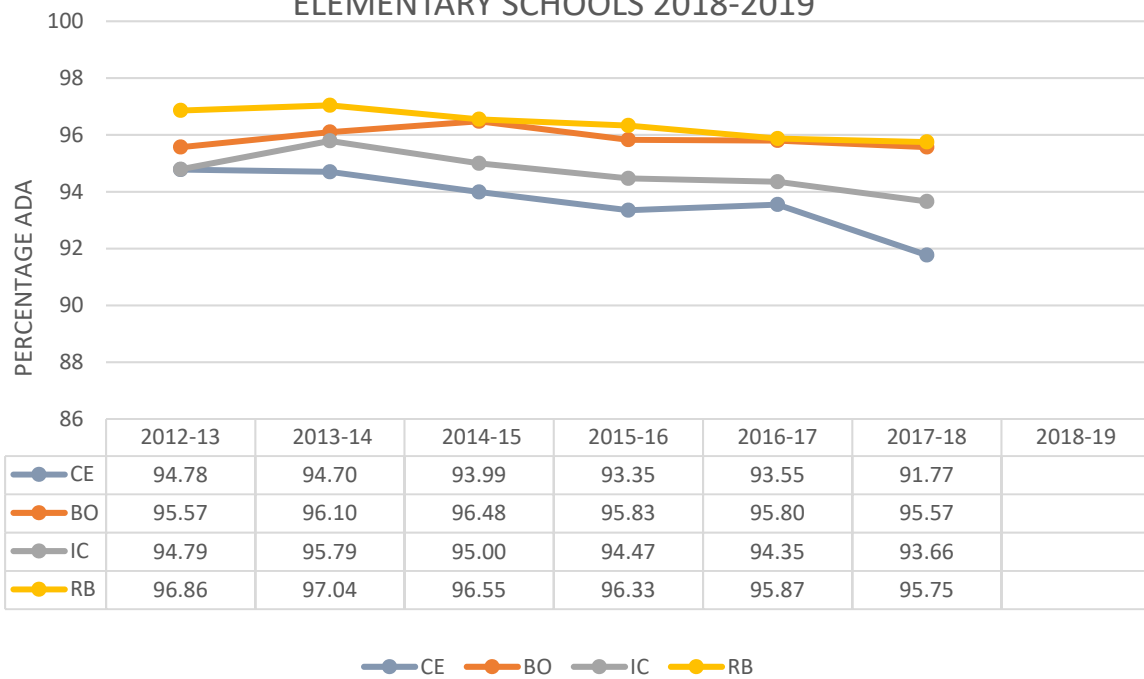
TOTALS

1,607,460.56

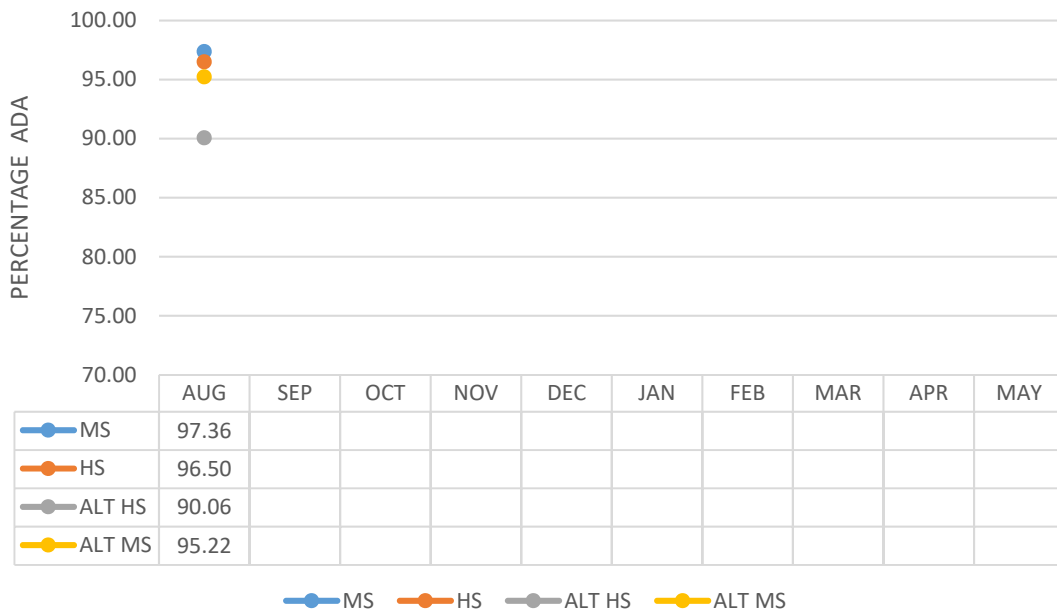
### % AVERAGE DAILY ATTENDANCE ELEMENTARY SCHOOLS 2018-2019



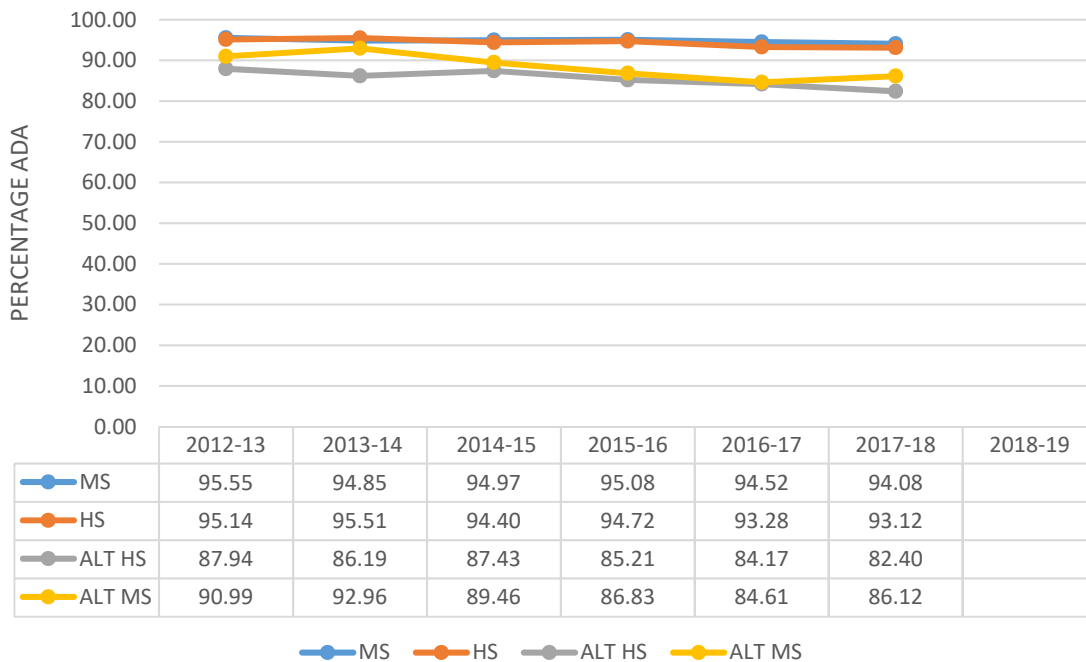
### % AVERAGE DAILY ATTENDANCE ELEMENTARY SCHOOLS 2018-2019



### % AVERAGE DAILY ATTENDANCE SECONDARY SCHOOLS 2018-2019



### % AVERAGE DAILY ATTENDANCE SECONDARY SCHOOLS 2018-2019



# Center School District #58

## Report of Personnel Changes

### Board of Education Meeting on September 24, 2018

#### Transitions & Corrections

Name	Previous Position	Location	New Position
Rodick, David	Advisory Leadership	CHS	Declined position

#### Extra Duty

Name	Position	Location	Replacing	Effective Date
Chambers, Alec	PDC Member	CHS	Jason Steliga	8/8/2018
Jackson, Andrew	Advisory Leadership	CHS	David Rodick	8/8/2018

#### Additional

Name	Position	Location	Reason	Effective Date
Phillips, Brian	Additional hours	CHS	Teaching an additional course	9/17/2018

#### Retirement, Resignation, Termination

Name	Position	Location	Reason	Effective Date
Bivens, Camiece	Assistant Volleyball Coach - CHS	CHS	Resignation	8/31/2018
Kramschuster, Julie	Math and Science Teacher	CHS	Resignation	end of SY 2019

#### Classified Personnel

#### Appointments

Name	Position	Location	Replacing	Effective Date
Bell Jr., Michael	Custodian	CMS	Jennifer McMullen	9/17/2018
Carpenter, Eric	Custodian	CHS	Michael Piggie	9/4/2018
Farmer, Benjamin*	Maintenance	Ware	David Singleton	TBD
Graham, Charla	Office Aide	CE	James Helton	8/30/2018
Johnson, Cassandra	Custodian	CMS	Terina Alcorn	9/18/2018
Jones, Jordan*	Custodian	Ware	Demetrius Nealy	TBD
Mason, Allen*	Maintenance	Ware	Frank Bingham	TBD
Richmond, Campbell*	Level II Paraprofessional	ICE	Kenisha Ezeb	10/8/2018
Stewart, Victoria	Attendance Secretary	CMS	Ja'Von Spiller	9/7/2018

Center School District #58  
 Report of Personnel Changes  
 Board of Education Meeting on September 24, 2018

Stoneking, Virginia*	Level II Paraprofessional	BO	Cristina Munoz Jimenez	TBD
Taylor, India	Custodian	ECH	Denise Perkins	9/17/2018
Wilkerson, Karen	Custodian	Ware	Alex McMullen	9/19/2018

**Retirement, Resignation, Termination**

Name	Position	Location	Reason	Effective Date
Bingham, Frank	Painter	Ware	Resignation	9/5/2018
Ezeb, Kenisha	Level II Paraprofessional	ICE	Resignation	10/10/2018
Helton, James	Office Aide	CE	Resignation	8/21/2018
Marchbanks, Bertkinzey	Custodian	Ware	Resignation	9/18/2018
Munoz Jimenez, Cristina	Level II Paraprofessional	BO	Resignation	9/7/2018
Osby, Ebony	Level II Paraprofessional	CHS	Resignation	9/21/2018
Williamson, Albert	Level II Paraprofessional	CE	Resignation	9/14/2018

\* Pending Background Check

Center School District #58  
 Report of Personnel Changes  
 Board of Education Meeting on September 25, 2017

**Instructional Personnel - Salary Movement based on coursework**

Name	Building	Current Column	Current Step	New Column	New Step
Ball, Alison	Center Elementary	BS	5	BS+20	7
Beck, Jennie	Red Bridge Elementary	MS+20	13	MS+38	17
Boxley, Laura	Boone Elementary	BS	5	BS+10	6
Burton, Maggie	Red Bridge Elementary	BS+10	7	MS	9
Chambers, Alec	Center High School	MS	9	MS+20	9
Clemen, Rochelle	Center Elementary	MS+10	12	MS+20	13
Couch, Megan	Center Middle School	BS	5	BS+10	7
Ellis, Benjamin	Center Middle School	MS	11	MS+10	11
Eye, Lauren	Indian Creek Elementary	MS+20	11	MS+38	11
Follis, Shannon	Boone Elementary	MS	11	MS+20	12
Gonzalez, Stephanie	Center Elementary	BS	5	BS+10	7
Haile, Jennifer	Boone Elementary	MS+20	13	MS+38	17
Hamilton, Michele	Center Alternative School	MS	11	MS+10	12
Hodges, Jessica	Center High School	MS+10	8	MS+20	8
Hunerdosse, Megan	Center Elementary	MS+10	12	MS+20	12
Jackson, Andrew	Center High School	MS	11	MS+10	12
Jones, Shanitra	Center Alternative School	MS+38	14	MS+60	14
Kessinger, Ellie	Boone Elementary	BS+20	7	MS	7
Kohm, Christopher	Center Middle School	BS+10	7	MS	9
Nevels, Lenecia	Center Alternative School	MS	11	MS+10	11
Richardson, Cathleen	Early Child Hood Center	BS+20	8	MS	11
Shannon, Jill	Center High School	MS	7	MS+10	7
Sharp, Erin	Central Office	MS+20	13	MS+38	20
Thomas, Nicole	Red Bridge Elementary	MS+10	10	MS+20	10



CENTER SCHOOL DISTRICT #58  
BOARD OF EDUCATION  
WORK SESSION MEETING  
8701 Holmes Road  
Kansas City, MO 64131

Boone Elementary School

Monday, August 27, 2018

6:00pm

**BOARD MEMBERS PRESENT**

Beverly Cunningham, President  
Joe Nastasi, Vice President  
Cecelia Ball  
Marcie Calvin  
Rebecca Lahann  
Paul Kramschuster  
Steve Stricklin

**ADMINISTRATION PRESENT**

Dr. Sharon Nibbelink, Superintendent  
Dr. Michael Weishaar, Asst. Superintendent  
Dr. Kyle Palmer, Executive Director, HR  
Christina Medina, Director, PR

Guest: Jay Harris, Executive Director, Platte City School Dist.

Stephanie Archie, Secretary

**CALL TO ORDER AND ROLL CALL**

President Cunningham called the Center School District#58 School Board meeting to order at 6:10pm, noting all members present.

**MOTION TO APPROVE AGENDA**

Motion made by Nastasi second by Stricklin to approve the Agenda. By a show of hands, Motion carried unanimously.

**RFQ – Performance Contracting**

President Cunningham turned the meeting over to Dr. Nibbelink who gave a brief overview of Performance Contracting and the benefit to the District. She explained having Performance Contracting would allow the District to fix and update some of our structures without a tax increase. Dr. Nibbelink further explained, as an example, with the money saved through Performance Contracting, the District would be able to pay for updated lighting.

Dr. Nibbelink called Rick Carpenter to introduce guest speaker Jay Harris.

**Jay Harris, Executive Director of Operations, Platte County School District**

Mr. Harris shared his experience overseeing Performance Contracting projects over \$5.4M. Mr. Harris explained there are 2 different options the Board can take Design, Bid, Build or Design Build.

Mr. Harris explained Design, Bid, Build is a method in which the owner signs separate contracts with the architect and the general contractor. Design Build involves one contract with the owner and General Contractor who then manages all aspects of the construction phase.

Mr. Harris gave examples of how cost savings as well as cost avoidance. He answered questions from the Board and stressed the importance of humidity management and indoor air quality.

Board members asked about the Consent item approval of the Esco (Energy Service Company) vendor chosen from the candidates of the RFQ and would there be any expenses paid for their initial work. Mr. Carpenter, Dr. Weishaar and Dr. Nibbelink made it clear there would be no cost for the company to complete their energy audit.

The Board thanked Mr. Harris for his presentation and time.

**MOTION TO ADJOURN WORK SESSION**

**Motion by Stricklin second by Lahann to adjourn the Work Session. By show of hands, Motion carried unanimously.**

**ADJOURNMENT**

Work Session adjourned at 7:00pm.

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Stephanie Archie, Secretary  
BOARD OF EDUCATION

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Beverly Cunningham, President  
BOARD OF EDUCATION

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DATE

**CENTER SCHOOL DISTRICT #58  
BOARD OF EDUCATION  
REGULAR SESSION MEETING  
8701 Holmes Road  
Kansas City, MO 64131**

Boone Elementary School

Monday, August 27, 2018

7:00pm

Board Members Present

Beverly Cunningham, President

Joe Nastasi, Vice President

Cecelia Ball

Marcie Calvin

Rebecca Lahann

Paul Kramschuster

Steve Stricklin

Stephanie Archie, Secretary

Administration Present

Dr. Sharon Nibbelink, Superintendent

Dr. Michael Weishaar, Asst. Superintendent

Dr. Kyle Palmer, Executive Director, HR

Dr. Elizabeth Arbisi, Exec Director, Academic Svcs

Christina Medina, Director, PR

**CALL TO ORDER AND ROLL CALL**

President Cunningham called the Center School District#58 School Board meeting to order at 7:12 pm noting all members present, followed by the Pledge of Allegiance.

**ANNOUNCEMENTS** – President Cunningham read the announcements as printed on the Agenda with one addition; Red Bridge Parent information night, August 30, 2018

- A. Fall Sports! Tennis, Volleyball, Soccer, Cross Country and Football
- B. 8/30 – CMS Back to School Night 6:00-7:30pm
- C. 9/3 – LABOR DAY - District Closed
- D. 9/7 – Yellowjackets Football 1<sup>st</sup> Home Game, District Night
- E. 9/8 – ACT Testing @ CHS
- F. 9/8 – All District Skate Party, 4:00-6:00pm (Skate City Overland Park, KS)
- G. 9/10 - Board Work Session, 7:00pm
- H. 9/20 – CHS 1<sup>st</sup> Quarter Parent/Teacher Conferences 4:00-7:00pm
- I. 9/20 – Red Bridge Parent/Teacher Conferences 4:00-7:45pm
- J. 9/24 - Regular Board Meeting, after Special Tax Rate Meeting, 7:00pm

***For additional announcements, please check your student's school website and the Center School District calendar under the Parent Tab.***

**MOTION TO APPROVE THE AGENDA**

**MOTION TO APPROVE THE AGENDA MADE BY NASTASI SECOND BY BALL. BY SHOW OF HANDS, MOTION CARRIED UNANIMOUSLY.**

RECOGNITIONS

- A. CMS Girl's Cheer Squad
- B. Christian Nord, ICE – Kansas City District Elementary Physical Ed Teacher of the Year, 2018

CONSENT ITEMS

The following items were pulled for discussion or for separate vote; Extra Duty Report, Contracts: STA Maintenance, TV Eyes and District Credit Card List

**MOTION TO APPROVE CONSENT ITEMS EXCLUDING Extra Duty Report, Credit Card List, STA Maintenance and TVEYES**

**MOTION MADE BY NASTASI SECOND BY LAHANN TO APPROVE CONSENT ITEMS EXCLUDING Extra Duty Report, Credit Card List, STA Maintenance and TVEYES. BY SHOW OF HANDS, MOTION CARRIED UNANIMOUSLY.**

**MOTION TO APPROVE THE EXTRA DUTY LIST**

**MOTION MADE BY NASTASI SECOND BY STRICKLIN TO APPROVE THE EXTRA DUTY LIST. BY SHOW OF HANDS, 6 approved, Mr. Paul Kramschuster abstained from voting, Motion carries.**

**Credit Card Approval List**

The Board questioned why STA-T. Ott and Michelle Kruse had a District Credit Card as non-Center employees.

Dr. Weishaar stated STA is able to receive a discount on gas provided to school Districts.

He also stated that Michelle Kruse has always had one to purchase supplies and materials relevant to the Wellness program.

Dr. Nibbelink asked Dr. Weishaar to provide additional information to the Board regarding STA and Michelle Kruse having district Credit Cards and report to the Board any additional information.

**Contracts**

**STA Maintenance**

The Board questioned paying hourly rates to STA for vehicle maintenance. Dr. Weishaar explained the District was able to negotiate a cheaper price (flat rate of \$35 per hour) with STA to maintain District vehicles. The contract does not include repairs to the buses

**TVEYES**

The Board questioned the need for TVEYES services.

Christina Medina explained the purpose of the services provided by TVEYES would allow her to catalog news stories and provide historical content. She further explained having this service would allow the District to discover stories, giving the District an opportunity to provide a quick response when/if needed, especially if inaccurate information has been communicated. TVEYES monitors all stories in the media about Center and sends the District clips and links. At present, the District is not able to obtain this information without a major expense.

**MOTION TO ACCEPT THE DISTRICT CREDIT CARD LIST, STA MAINTENANCE CONTRACT AND TVEYES CONTRACT**

**MOTION TO ACCEPT THE DISTRICT CREDIT CARD LIST, STA MAINTENANCE CONTRACT AND TVEYES CONTRACT MADE BY NASTASI SECOND BY BALL. BY SHOW OF HANDS, MOTION CARRIED UNANIMOUSLY.**

- A. Approval of Bills
- B. Attendance Report
- C. Permission to Bid - None
- D. Approval of Bids - None
- E. Personnel
  - 1. Certified
  - 2. Service
  - 3. Extra Duty
- H. Approval of Minutes
  - 1. 7/23/18 – Regular Board Meeting
- I. Performance Contract RFQ - Navitas
- J. Summer School Report
- K. Credit Card Approval List 2018-2019
- L. CONTRACTS
  - 1. 21<sup>ST</sup> Century Therapy - Renewal
  - 2. Cornerstones of Care - Renewal
  - 3. MDD/HHP through Blue Springs SD - Renewal
  - 4. The Plaza Academy - Renewal
  - 5. Summit Achievement Center - Renewal
  - 6. Summit Behavioral Services - Renewal
  - 7. Control Service Company - Renewal
  - 8. STA Maintenance – New
  - 9. Phoenix Home Care and Hospice – Renewal
  - 10. TVEYES – New

**REPORT FROM SUPERINTENDENT**

**Back to School/Residency Report Update** – Mrs. Christina Medina, Mrs. Stacy King  
Mrs. Medina reported to the Board about the Back to School Bash. Mrs. Medina shared a video clip.  
Mrs. King updated the Board on enrollment.  
The Board asked questions about Bus route schedules and communication with transportation.

**Review of Tax Rate** – Dr. Michael Weishaar

Dr. Weishaar informed the Board that the Tax Rate has to be set by Monday, October 1, 2018. He shared a PowerPoint providing historical data from 2016 to present of Assessed Valuation.

The District's recommendation is to set the Tax Rate at .90. Dr. Weishaar explained the Board could choose .86 or .93. Most Board members were satisfied with .90

Facilities Team Update – Mr. John Brown, Hollis & Miller

Mr. Brown shared a PowerPoint to the Board of the various Options for the updates and possible changes to District buildings.

Dr. Nibbelink informed the Board that the next step is to draft a survey for community input. There was much discussion and many questions from the Board regarding the presentation and next steps.

Mr. Nastasi shared historical information about the previous Bond and Levy elections of the Center School District.

The Board asked that this discussion to be part of the Board Work Session for September 10.

Staff Retention and Certification - Dr. Kyle Palmer

Dr. Palmer shared by PowerPoint the District's strategies for retaining high quality staff and ensuring certification of certified staff.

The Board expressed concerns that the use of PLC's, APR and teacher morale. Dr. Nibbelink assured the Board that the District is focused on student learning.

BOARD OF EDUCATION

MSBA Conference September 27-30- Tan-Tar-A

POLICIES/REGULATIONS/ADMINISTRATIVE PROCEDURES

MOTION TO GO INTO CLOSED SESSION

Motion to go into Closed Session per Revised Statutes of Missouri Section 610.021 (1) Legal, (3) Personnel, (9) Negotiations and (13) individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

MOTION TO GO INTO OPEN SESSION

A. If a Closed Session is held, following the Closed Session there must be a motion for the Board to go back into Open Session.

MOTION TO ADJOURN

**MOTION TO ADJOURN THE MEETING MADE BY BALL SECOND BY LAHANN. BY SHOW OF HANDS, MOTION CARRIED UNANIMOUSLY.**

**MEETING ADJOURNED 9:34pm.**

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Stephanie Archie, Secretary  
BOARD OF EDUCATION

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Beverly Cunningham, President  
BOARD OF EDUCATION

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Date

BOARD OF EDUCATION  
WORK SESSION  
CENTER SCHOOL DISTRICT #58  
8701 Holmes Road  
Kansas City, Missouri 64131

Boone Elementary

Monday, September 10, 2018

7:00pm

Board Members Present

Beverly Cunningham, President  
Joe Nastasi, Vice President  
Cecelia Ball  
Marcie Calvin  
Rebecca Lahann  
Paul Kramschuster  
Steve Stricklin – Absent

Administration Present

Dr. Sharon Nibbelink, Superintendent  
Dr. Michael Weishaar, Asst. Superintendent  
Dr. Kyle Palmer, Executive Director, HR  
Dr. Elizabeth Arbisi, Executive Director, Academic Svcs  
Christina Medina, Director, PR

Central Office Cabinet Members Present

Sally Newell  
Meagan Patterson  
Stacy King  
Joyce Suedmeyer  
Rick Carpenter

Stephanie Archie, Secretary

**CALL TO ORDER AND ROLL CALL**

President Cunningham called the Work Session of the Center School District #58 Board of Education to order at 7:13pm, noting all members present except Steve Stricklin.

**MOTION TO APPROVE AGENDA**

Motion by Nastasi second by Ball to approve the Agenda. By show of hands, Motion carried unanimously.

**WORK SESSION TOPICS**

Christina Medina, Center's PR Director introduced Mr. Ken DeSieghardt with Patron Insight in place of Mr. Rick Nobles who was unable to attend. Mrs. Medina explained the survey will be an opportunity to determine if the community is interested in a Bond.

Mr. DeSieghardt explained the survey process also mentioning that Market Research Associates helped put the survey together.

Mr. DeSieghardt led the Board and Administration in reviewing the survey questions. There was much discussion and many questions for clarification. It was agreed that questions 23, 24 and 33 would be revised.

The Board asked whether now is a good time for a Bond. Dr. Nibbelink explained if a Bond is not passed the repairs to the roofs and other major repairs will have to be paid out of the District's Operational budget.

The Board agreed to determine if they would approve the survey. Mr. DeSieghardt stated if the Board approved the Patron Insight contract, they would have results from the survey by early November, 2018.

Mr. DeSieghardt exited the meeting at 8:49pm.



Work Session  
Monday, September 10, 2018  
Page 2

Culture/Climate Survey – Dr. Sharon Nibbelink, Superintendent  
Dr. Nibbelink shared culture/climate survey options.

After much discussion, the consensus of the Board is there is no climate survey needed. The current 5Essential's survey has good data to review.

**MOTION TO GO INTO CLOSED SESSION**

*Motion to go into Closed Session per Revised Statutes of Missouri Section 610.021  
(1) Legal, (3) Personnel, hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded, (9) Negotiations and (13) individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.*

**MOTION TO GO INTO OPEN SESSION**

**MOTION TO ADJOURN**

**MOTION TO ADJOURN MADE BY Nastasi second by Lahann. By show of hands, Motion carried unanimously.**

**ADJOURNMENT**

Work Session adjourned at 9:32pm

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Stephanie Archie, Secretary  
BOARD OF EDUCATION

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Beverly Cunningham, President  
BOARD OF EDUCATION

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DATE

Date: September 18, 2018  
To: Dr. Sharon Nibbelink  
Board of Education  
From: Dr. Michael Weishaar  
Subject: Proposed Tuition Rate for 2018-2019 School Year

Below you will find the calculation of the proposed annual and daily tuition rates for the 2018-2019 school year. The rates are to be considered by the Board of Education and a resolution passed to establish the rates for the current school year.

	<b>2017-2018</b>		<b>2018-2019</b>	
	<b><u>Annual</u></b>	<b><u>Daily</u></b>	<b><u>Annual</u></b>	<b><u>Daily</u></b>
<b>Elementary</b>	\$ 13,107.78	\$ 74.90	\$14,199.37	\$81.14
<b>Middle School</b>	\$ 13,309.00	\$ 76.05	\$14,596.94	\$83.41
<b>High School</b>	\$ 15,678.93	\$ 89.59	\$17,130.84	\$97.89

**Proposed Annual Tuition rate for 2018-2019**

- Elementary ..... \$14,199.37
- Middle School ..... \$14,596.94
- High School ..... \$17,130.84

**Proposed Daily Tuition Rate for 2018-2019**

- Elementary ..... \$81.14
- Middle School ..... \$83.41
- High School ..... \$97.89

Consent Item for Monday, September 24, 2018 Board Meeting

Colleen McLain, EdS  
Director of Technology  
Center School District  
(816) 349-3357 - desk  
(816) 918-3229 - cell  
[cmclain@center.k12.mo.us](mailto:cmclain@center.k12.mo.us)

The Technology Department compiles enough old and unusable equipment over the course of the year that we partner with Synetic Technologies to dispose of our old and outdated equipment. They take everything and dispose of them in a secure and environmentally friendly way.

What follows is a list of what we need to dispose of this year. Everything on this list is no longer usable or too old to work reliably. We do keep enough supplies to strip for parts, to use with other devices, or reuse/recycle in other locations. *Colleen McLain*

- 53 monitors
- 2 SMART response kits
- 14 block TV monitors
- 7 projector
- Numerous mice, keyboard, wireless keyboards, cat 5 cables, VGA cables, Power cables, video cards, student laptop batteries, laptop parts, chargers
- 6 printers
- 210 computers
- 5 Projector mounts
- 5 laptops too old to work on the network
- 135 Chromebooks
- 30 laptop bags
- 12 boxes of Venier equipment – probes, etc
- 300 approximately – old student laptops, batteries, chargers
- 6 SMART Boards
- 2 UPS battery backups
- 2 VCRs

## Contract(s)

<b>New/Renewal</b>	<b>Vendor</b>	<b>Description</b>	<b>Budgeted</b>	<b>Cost</b>
Renewal	Mid-America Regional Council	This Purchase of Head Start Services Agreement will continue our partnership with MARC. It is dated August 1, 2018 to October 31, 2019. The Head Start fiscal year is November 1 to October 31 each year. Because of a new Head Start framework out of MARC, this contract is starting August 1 <sup>st</sup> of this year. It is broken down from August 1, 2018-October 31, 2018 and then November 1, 2018 to October 31, 2019	Yes	\$622,500.00
New	Pearson/Aims Web Plus	Provide district leadership and building Aimsweb Plus managers, Reading Teachers, TLC'S training on the progress monitoring/reporting processed for MTSS /Dyslexia Screening/building data team, POLC purposes. (Full day training)	Yes	\$3, 500
Renewal	Cornerstones of Care	Cornerstones of Care (Ozanam School and Gillis School) provides specialized educational, behavioral, therapeutic, and related services.  2 students attending Gillis Campus for 2018-19; daily tuition varies- one contract at \$132.00 per day and one contract at \$160.00 per day (based on needs of student).	Yes	Ozanam-\$132 per day per student  Gillis-Tuition varies (see description)
Renewal	KCBHH,LLC	KCBHH, LLC, provides specialized educational, behavioral, ABA, and related services. A new student to the district requires this educational setting. Monthly tuition is \$6,400.  KCBHH, LLC, provides specialized transportation services for students attending Cornerstones of Care (Ozanam Campus) and Sherwood Center. Contracts for the Ozanam route updated to transport 3 students (from 2 students) at monthly rate \$5,828.00 and then updated to 4 students (from 3 students) at monthly rate of \$6,580.00. Contract for Sherwood route reduced from 2 students to 1 student with reduced monthly cost of \$3,580.00.	Yes	\$6,400 tuition  Transportation Services-See description for details
New	School Dude	Event Scheduling software - SchoolDude by Dude Solutions gives you the power to <b>schedule, track and benefit from community use of your school facilities</b> . Everything you need to manage facility use requests is in one place (and online or on your mobile device). This facility scheduling tool is designed to meet the unique needs of educational institutions, helping automate the entire event scheduling process. Not only will you eliminate scheduling conflicts and double booking, but you'll be able to see everything that is going on at your facility and plan for the unique needs of each event.	Yes	\$3,473.58

Renewal	Verizon	Allow for additional cell phone numbers on our plan	Yes	\$3,000 month
Renewal	CBIZ	This is a mandatory audit per Head Start guidelines every 2 years. The analysis will be used by management of the District to assist with capital asset reporting need as they relate to financial reporting and property insurance reporting.	Yes	\$13, 300
New	Patron Insight	Patron Insight is a research based survey company that works with school districts to gauge community support for possible Bond proposals. The survey details help inform the board and leadership which bond proposals could pass a vote and which issues may not pass a vote.	No	\$14,900
New for 2018	Consentino Grocery Grab Agreement	An agreement with Consentinis to donate prizes in conjunction with the grocery grab contest. In the past, this fundraiser has helped pay for activities related to the marching band. Last year the marching band raised \$4000 which funded their buses on their Chicago trip.	Yes	0

**Center School District  
Purchase of Head Start Services Agreement  
August 1, 2018 – October 31, 2019 (90 Slots HS)**

This Agreement for the Purchase of Head Start Services for Children (the "Agreement") is made and entered into as of August 1<sup>st</sup>, 2018 by Center School District and between Mid America Regional Council 600 Broadway, Suite 200 Kansas City Missouri (hereinafter referred to as "MARC") and Center School District (hereinafter referred to as "DISTRICT").

**Whereas**, MARC has received a Federal Head Start / Early Head Start Grant Award for the purpose of providing Head Start / Early Head Start services for children and families in Jackson, Clay and Platte Counties in Missouri; and

**Whereas**, the DISTRICT seeks to assist MARC in providing services to and for qualified children and families; and

**Whereas**, MARC and the DISTRICT have considered the goals and objectives of the Head Start and Early Head Start grant and how those goals and objectives may be achieved if MARC and the DISTRICT work together; and

**Whereas**, MARC and the DISTRICT have discussed the purposes of this Agreement, the conditions precedent to this Agreement, the Agreement documents, their respective roles, and the terms and conditions for this Agreement, and have reached understandings on each of these subjects; and

**Whereas**, MARC and the DISTRICT enter into this Agreement to set out their understandings and agreements,

**Now, Therefore**, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, MARC and the DISTRICT agree as follows:

1. **Scope of Services.** The DISTRICT shall perform and accomplish in a manner satisfactory to MARC those tasks described in Exhibit A (the "Scope of Services"), which are incorporated herein by reference. The DISTRICT shall exercise the same degree of care, skill and diligence in the performance of the services as is ordinarily possessed and exercised by a similar Head Start provider.
2. **Role of MARC.** MARC as the Grantee of the Federal Head Start / Early Head Start Award is the purchaser of Head Start / Early Head Start services from the DISTRICT, a not for profit agency or public-school district, DISTRICT and an independent contractor. As such, MARC provides reimbursement for certain DISTRICT-provided services for children and families served by the DISTRICT. MARC will monitor the performance of the DISTRICT in providing Head Start services for children and families. MARC will not undertake to operate the DISTRICT's early childhood and family services but will provide staff support as outlined in the Scope of Services Exhibit A, monitor and assist with training to promote DISTRICT's compliance with Head Start standards. MARC will conduct periodic reviews of program performance, which include, but are not limited to, the following:

- a. Environmental health and safety requirements
  - b. Curriculum implementation and child assessments
  - c. Enrollment and family assessments and support services and referrals.
3. **Role of the DISTRICT.** The DISTRICT is an independent contractor. The DISTRICT shall provide high quality early childhood and family services, as outlined in the scope of services included in this contract, for Ninety (90) Head Start children and their families, through its DISTRICT /Early Childhood Center program. These services will be aligned with MARC's policies and procedures, as referenced in Exhibit A, to support MARC's compliance with Head Start performance standards for early childhood and family services. The failure of the DISTRICT to implement the early childhood and family services as outlined in the Scope of Services Exhibit A shall be grounds for termination of this Agreement pursuant to the following procedures.

MARC will implement regular reviews and tests for compliance to determine that the Agreement is being followed as intended and will inform the DISTRICT of any irregularities or deficiencies identified in these reviews and inform the DISTRICT that it must correct any such deficiencies using one of the following processes selected by MARC:

- a. Correct the deficiency immediately if MARC finds that the deficiency threatens the health or safety of staff or program participants or poses a threat to integrity of Federal funds;
- b. Correct the deficiency not later than 90 days after the identification of the deficiency if MARC finds, in the discretion of MARC, that such a 90-day period is reasonable, in light of the nature and magnitude of the deficiency; or,
- c. Correct the deficiency pursuant to a quality improvement plan submitted to MARC by the DISTRICT and approved by MARC. Any such plan shall be fully implemented, and the deficiencies shall be fully corrected within six (6) months of identification unless MARC, in its sole discretion, determines additional time is necessary to correct the deficiency. In no case shall a deficiency be allowed to exist for longer than one year from the date of its identification.

MARC shall conduct monthly monitoring reviews to the DISTRICT when it is in the process of correcting a deficiency until all deficiencies are corrected or until MARC proceeds to terminate or deny refunding to the DISTRICT. The DISTRICT agrees to participate in an annual review of its early childhood and family services and other additional reviews as MARC or the federal Office of Head Start may determine to be necessary. The DISTRICT agrees to track the costs expended on Head Start services and permit MARC to monitor its operations and inspect and examine its records and accounts as they relate to Head Start services outlined in the Scope of Services.

The DISTRICT is an independent contractor in the performance of the Services under this Agreement. Accordingly, the DISTRICT shall be responsible for the payment, as applicable, of all required business license fees, and all taxes including Federal, State and local taxes arising from the DISTRICT's activities under the terms of this Agreement and no withholdings of any taxes shall be made by MARC in connection with the payments provided for in this Agreement.

4. **Purchase of Services.** MARC shall reimburse the DISTRICT in the following manner:

Comprehensive early childhood and education services (see scope of work Exhibit A for detailed services) for Head Start from August 1<sup>st</sup>, 2018 to October 31<sup>st</sup>, 2019 for ninety (90) 3-5-year-old preschool children for which the DISTRICT will be paid an amount not to exceed \$622,500.00 which is based upon monthly and yearly per child rates of:

Program Options	Annual Per child rate	August – October 2018	Annual Contract Amount November 1, 2018 – October 31, 2019
Head Start Center Based	\$5,500.00	\$123,750.00	\$495,000.00
Head Start Professional Development Funds		\$750.00	\$3,000.00
Total contract per budget period		\$124,500.00	\$498,000.00

Professional Development costs will be reimbursed based on actual expenses as they occur, and documentation should be included with the appropriate month's invoice.

Per Child Reimbursement- The sum of \$41,250.00 will be paid monthly for services beginning August 1<sup>st</sup>, 2018 by MARC to DISTRICT, providing that full enrollment, defined as having no contracted slots that are vacant longer than 30 days, is attained by September 29<sup>th</sup>, 2018, and that any slot that becomes vacant after September 29<sup>th</sup>, 2018 is filled with a child from the waiting list within 30 calendar days including weekends and holidays.

Proper documentation must be received no later than the 15<sup>th</sup> of the following month before MARC will remit payment including:

- ChildPlus Report 2001 that identifies actual enrollment
- ChildPlus Report 2210 that identifies slots vacant longer than 30 days
- USDA Report for food services

MARC shall make payment to DISTRICT by check within thirty (30) days of receipt of a properly completed and documented Request for Payment.

In the event that funded enrollment is not reached for three consecutive months, a quality improvement plan will be submitted to MARC by the DISTRICT and approved by MARC. Any such plan shall be fully implemented, and under-enrollment shall be fully corrected within six (6) months unless MARC, in its sole discretion, determines additional time is necessary to correct the deficiency. In no case shall under-enrollment be allowed to



continue for longer than one year from the date of its identification without a reduction in the contracted number of funded enrollment slots based on further analysis of community need.

During the quality improvement plan period, the obligation of MARC to pay the DISTRICT may be reduced to a prorated payment equal to the percentage of enrollment reported for that month.

The DISTRICT will be responsible for the recruitment, selection, enrollment, and attendance of children in accordance with MARC policies and procedures as described in Exhibit A. Selection of children will be made by offering any available slot to the child with the highest eligibility points that were determined by MARC staff at the time of application, so long as that child is within the age range needed to maintain appropriate classroom ratios for the vacant slot. Attendance will be tracked and entered into ChildPlus daily in accordance with MARC policies and procedures.

This Agreement is subject to the availability of federal grant funds to MARC. MARC shall promptly notify DISTRICT, in writing, of any modification, payments, delays, or cancellations of said DHHS grant. The Federal Share may be reduced if DHHS reduces MARC's federal grant for any reason; provided that, if the reduction of grant funds does not result in complete unavailability of such funds, the Parties will use best efforts to amend this Agreement accordingly.

5. **Term of Agreement.** This Agreement shall become effective for services to be provided by the DISTRICT beginning August 1<sup>st</sup>, 2018 and shall continue in force through October 31<sup>st</sup>, 2019 unless altered by mutually accepted written amendment, or unless terminated as is provided by the terms and conditions of this Agreement.
6. **Programmatic Changes.** The DISTRICT agrees to notify MARC in writing at least thirty (30) days in advance of any changes in the program that will affect the quality, extent, timeliness or frequency of services delivered under the terms of this Agreement, and the DISTRICT further agrees that no such changes shall be implemented without prior written consent of MARC. MARC is not required to make payment for services rendered according to such changes unless the DISTRICT has obtained the prior written consent of MARC to the changes.
7. **Recordkeeping and Retention.** The DISTRICT agrees to keep and maintain, according to MARC's record retention policy, adequate, legible, genuine, current, and complete records of services rendered to children and families under the terms of this Agreement and included in the Scope of Services, to make available all such records to MARC or its designated representatives, except to the extent that the disclosure of personally identifiable records is prohibited by law.
8. **Confidentiality of Personally Identifiable Information and Protected Personally Identifiable Information.** DISTRICT will establish procedures to protect the confidentiality of any personally identifiable information (PII) and protected personally identifiable information (PPII) in child and employee records.

- a. If a program is an educational agency or institution that receives funds under a program administered by the Department of Education and therefore is subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA), then it must comply with those confidentiality provisions of FERPA instead of the provisions in this subpart.
- b. If a program serves a child who is referred to, or found eligible for services under, IDEA, then a program must comply with the applicable confidentiality provisions in Part B or Part C of IDEA to protect the PII in records of those children, and, therefore, the provisions in this subpart do not apply to those children.
- c. Established procedures will comply with Head Start Performance Standard Requirements 1303.22 for disclosure of such PII and PPII with, and without, parental consent and 1303.23 for parental rights to inspect, request amendments, or receive a copy of child records.
- d. Procedures for maintaining child records will be established in accordance with requirements of Head Start Performance Standard Requirements 1303.24 (a) – (c) and 2 CFR 200.79 and 2 CFR 200.82

9. **Insurance.**

- a. The DISTRICT shall maintain commercial general liability, automobile liability, worker's compensation and employer's liability insurance in full force and effect to protect the DISTRICT from claims under Worker's Compensation Acts, claims for damages for personal injury or death, and for damages to property arising from the negligent acts, errors, or omissions of the DISTRICT and its employees, agents, and subcontractors in the performance of the Services covered by this Agreement, including, without limitation, risks insured against in commercial general liability policies.
- b. The DISTRICT's insurance coverage shall be for not less than the following limits of liability:
  - i. Commercial General Liability: \$500,000.00 per claim up to \$2,000,000.00 per occurrence.
  - ii. Automobile Liability: \$100,000.00 per claim up to \$2,000,000.00 per occurrence.
  - iii. Worker's Compensation in accordance with the statutory limits; and Employer's Liability: \$1,000,000.00.
- c. The DISTRICT shall provide MARC with a certificate of insurance evidencing such policies and confirming that they are all in full force and effect as required by this Agreement. All such policies shall name MARC as an additional insured.
- d. Any insurance policy required hereunder shall be written by a company which is incorporated in the United States of America or is based in the United States of America. Each insurance policy must be issued by a company authorized to issue such insurance in the State of Kansas or Missouri, depending upon the location of the DISTRICT's operation.

- e. As between DISTRICT and MARC, the parties waive any and all rights against each other, including their rights of subrogation, for damages covered by property insurance during and after the completion of Services under this Agreement.
  - f. The DISTRICT will provide evidence of adequate student liability insurance with such limits in force as are acceptable to MARC.
10. **Termination.** This Agreement will terminate upon the happening of any of the following events:
- a. Immediately upon MARC's determination that the DISTRICT cannot or will not comply with the services outlined in the Scope of Services Exhibit A;
  - b. Immediately upon the determination that funds are no longer available for the continuation of this Agreement;
  - c. Immediately upon the DISTRICT's refusal to permit MARC to inspect and examine records and reports related to the Scope of Services Exhibit A;
  - d. Ten (10) days delivery of either party's written notice of the breach of any term or condition of this Agreement;
  - e. Without cause, after thirty (30) days prior written notice issued by either party that this Agreement will be terminated; or
  - f. At any other time upon the mutual agreement of MARC and the DISTRICT.
11. **Compensation after Termination.** In the event that this Agreement is terminated as provided above, the DISTRICT shall be compensated the full obligations under this Agreement prior to the date of receipt of the termination notice or other termination date specified in such notice. The DISTRICT agrees to accept this amount of compensation in full satisfaction of all claims for compensation under this agreement.
12. **Commitment for Renewal.** This an annual contract that is part of a five-year federal grant commitment and shall be eligible for annual renewal for up to four terms based on the DISTRICT's previous performance.
13. **Compliance with other Applicable Law.**

In connection with the provision of services pursuant to this Agreement, Direct Service Provider agrees:

- a. To comply with the Civil Rights Act of 1964 and all other federal, state, or local laws, rules, and orders prohibiting discrimination. Consistent with the foregoing, Direct Service Provider agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations (42 C.F.R. Part 60).
- b. To comply with applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. §7401 *et seq.*) and the Federal Water Pollution Control Act (33 U.S.C. §1251 *et seq.*), as amended.

- c. To make positive efforts to utilize small businesses, minority-owned firms and women's business enterprises in connection with the work performed hereunder, whenever possible.
  - d. To provide for the rights of the Federal Government in any invention resulting from the work performed hereunder, in accordance with 37 C.F.R. Part 401 and any applicable implementing regulations.
  - e. To include a provision requiring compliance with the Davis-Bacon Act (40 U.S.C. §276a to a-7) and implementing regulations in any construction contracts of more than \$2000.
  - f. To comply with the certification and disclosure requirements of the Byrd Anti-Lobbying Amendment (31 U.S.C. §1352), and any applicable implementing regulations, as may be applicable.
  - g. To comply with the applicable standards under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a (2)), and any applicable implementing regulations, as may be applicable.
  - h. To comply with the applicable standards under the Americans with Disabilities Act of 1991, as amended, and any applicable implementing regulations, as may be applicable.
  - i. Good Standing under Federal Programs/Contracts. Direct Service Provider hereby certifies that it has not been debarred or suspended from participation in any federal grant programs or any federally-funded contracts.
  - j. Compliance with State and Local Laws. Direct Service Provider shall comply with all applicable laws, ordinances, and codes of the State of Missouri and local governments in the performance of the Agreement, including all licensing standards and all applicable accreditation standards.
14. **Notices.** Any action by MARC under this Agreement may be taken by David A. Warm, Executive Director, or such other person as David A. Warm or MARC may designate for such purpose by written notice to the DISTRICT. All compensation and written notices to the DISTRICT shall be considered to be properly given if mailed, delivered in person, or transmitted by electronic mail or similar method to:

NAME	Dr. Sharon Nibbelink
Title	Superintendent of Schools
Address	8701 Holmes Road
City State Zip	Kansas City Missouri 64131
Email	snibbelink@center.k12.mo.us

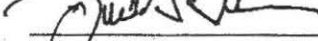
All invoices, written reports and written notices given to MARC shall be considered to be sufficiently given if mailed, delivered in person, or transmitted by electronic mail or similar method to:

Lupe Valdovino  
Mid-America Head Start Fiscal Coordinator  
600 Broadway, Suite 200  
Kansas City, Missouri 64105-1554  
[gvaldovino@marc.org](mailto:gvaldovino@marc.org)

15. **Entire Agreement.** This Agreement and its Agreement documents set out the entire Agreement between MARC and the DISTRICT.
16. **Agreement Amendments.** No amendments to this Agreement shall be effective unless and until it is reduced to writing and executed by MARC and the DISTRICT.
17. **Governing law.** This Agreement shall be constructed and enforced in accordance with the laws of the State of Missouri.

IN WITNESS WHEREOF the parties hereto have signed this Agreement on the dates set forth below.

**Mid America Regional Council**

By:   
NAME: David A. Warm  
Title: Executive Director  
Date: 9/6/18

**Center School District**

By: \_\_\_\_\_  
NAME: Dr. Sharon Nibbelink  
Title: Superintendent of Schools  
Date: \_\_\_\_\_

**EXHIBIT A**  
**CENTER EARLY CHILDHOOD**  
**Contracted Head Start Tier 2 Direct Service Provider**  
**Scope of Services**

**To support the CENTER in its implementation of Head Start Services, Mid-America Head Start will provide:**

1. **Health Coordinator-** provide on-site support for health services, working closely with family service staff to ensure resources for families are in place including on-site services, and follow up with families to ensure necessary requirements and follow up treatment is completed. MARC will be responsible for ensuring health requirements are met. Family Service Staff and Center early childhood Directors will be included in planning for any necessary support to ensure clear communication with families.
2. **Data Entry-** complete data entry for child health requirements and staff requirements for employment and training. Specific written procedures for transmission of data will be provided along with training to ensure clear communication.
3. **Family Engagement and Program Governance-** provide group and individual training and technical assistance for family service staff.

**Contractor Services**

1. **Intake system:** MAHS will contract with an outside agency to manage one central system of initial intake. The design of this system will also include plans for specific metro wide recruitment initiatives that will support community awareness of the program and build relationships with community partners serving similar populations. Intake Specialists will implement a consistent method of eligibility determination and maintain a centralized waitlist that will allow families access to available openings at multiple locations. Intake Specialists will work in the field, meeting families where it is most convenient including at the early childhood center or at other locations in the community. Intake Specialists will work closely with early childhood direct service providers as well as individuals from other community agencies such as the Department of Social Services to help children and families make connections with the most appropriate services. Based on program size and need, Intake Specialists will develop individualized schedules for on-site appointments e.g. daily or weekly appointments.
2. **Mental Health Services:** Classroom observations, consultation, classroom strategies and interventions, training and support for staff and families, individual mental health / therapeutic services for children based on referral.
3. **Disability Services:** Referrals for services from the Local Education Agency or Early Intervention Agency for children with developmental concerns.
4. **Family Engagement:** Professional development, coaching and training for family advocates.
5. **Nutrition Services:** Menu review and nutrition consultation from a registered dietitian.



6. **Professional Development/Training:** On-going/annual training/HS orientation/New hire training, ongoing support for teacher qualifications including guidance for CDA process. (Programs will be responsible for providing their new employees with an orientation that is specific to the policies and procedures of their particular organization.)
7. **Environmental Health and Safety:** Health and Safety observations, technical assistance and training.
8. **Translation and Interpretation Services:** Translation of documents for parent communication and interpretation services to support the full participation of non-English speaking families.

**CENTER EARLY CHILDHOOD will implement Head Start services as follows:**

## **SECTION A. PROGRAM DESIGN AND MANAGEMENT**

### **1. Geographic Area served**

- The specific geographic areas for recruitment of children and families to participate in the program include families residing within the Center School District boundaries.
- CENTER EARLY CHILDHOOD will maintain collaborations or agreements with community agencies to support the needs of children and families. Currently have an agreement with Parents as Teachers.

### **2. Parents will be included in decision-making. Activities and services will meet the needs of children and families.**

- The initial Parent Committee(s) meeting will be scheduled as early as possible in the program year. This committee will be comprised exclusively of parents of currently enrolled children.
- At the initial Parent Committee meeting two members of the Parent Committee will be elected to serve on the MARC Head Start Policy Council. One will serve as a Representative and one will serve as an Alternate.
- Parent Committee meetings will be held quarterly, September through May. During meetings, parents will have the opportunity to advise staff in developing and implementing policies, activities and services to ensure they meet the needs of children and families.



## HOURS OF SERVICE AND NUMBER OF CHILDREN ENROLLED

<b>MAXIMUM GROUP SIZES:</b> Majority 3 year olds- 15 Majority 4 year olds- 20 Part Day majority 4 year olds- 17 Early HS 0-3 max group size- 8  Location CENTER and address # of Classrooms	HS Slots	Non- HS Slots	HS Hours Per-day	HS Days Per-week	Wrap around services	Total HS Annual Hours
88817 Wornall Road Kansas City MO 64114	90	60	3.5	4		473
In the fall of 2021, Head Start enrollment will be reduced to 66 slots in order to meet the duration requirement of 1,020 hours per year.	66		7	4 (145 days total)		1,020

- Plans to meet requirement for duration of services:  
Enrollment for the 2021-2022 school year will be decreased by 24 slots. Reduced enrollment will be established through attrition as children transition out of the program into kindergarten. Beginning in the fall of 2021, funded enrollment of 66 slots will be provided in four or more full day classrooms operating seven or more hours per day, four days per week.
- 3. **CENTER EARLY CHILDHOOD will maintain its funded enrollment levels and fill any vacancy as soon as possible within 30 days. Will implement a system of recruitment to inform families with eligible children, within the geographic area identified, of the availability of program services.**
- 4. **In collaboration with the MARC contracted Intake Provider, will encourage and assist families in applying for admission.**
  - Family Advocates (staff title) will complete the Head Start "Orientation" with all eligible, families following MARC Policies and Procedures for this process.
  - Family Advocates (staff title) will follow MARC Policies and Procedures for selection and placement of eligible children.
- 5. **Will promote and track daily attendance for each child following MARC Policies and Procedures.**
  - Early Childhood staff will implement a process of follow up with parents for unexplained absence, in accordance with **MARC Policies and Procedures**.
  - Family Advocates will review and regularly analyze all attendance data and develop strategies to improve individual attendance for identified children as needed per **MARC Policy and Procedures**.

**6. CENTER EARLY CHILDHOOD will implement the MARC system for data collection, tracking and reporting and communication as follows, and in accordance with MARC Policies and Procedures:**

- Will use ChildPlus® to track and report all data related to family assessment, child attendance and enrollment information, following **MARC Policies and Procedures**.
- Will use the Learning Genie Software® to track and report child assessment / DRDP data.
- New staff will participate in training provided by MARC and program staff in the use of ChildPlus® and Learning Genie® as needed.
- Enrollment and attendance data will tracked per **MARC Policies and Procedures**. Data will be reviewed weekly Center Early Childhood staff. This information will be used to ensure children attend regularly and full enrollment is maintained.
- Family assessment and support services will be documented by Family Advocates (staff title) in ChildPlus®.
- Family Assessment data will be used to plan parent activities and develop community resources that support parents' specific interests and needs.
- DRDP data will be used by teachers to inform curriculum development and individual goals for children.
- DRDP data will also be used to determine domains where teachers may need additional support and to plan for professional development.
- Staff training will be tracked in the Missouri Open Initiative or in ChildPlus® by building secretary.
- In collaboration with MARC, staff will develop program specific procedures, including roles and responsibilities for data collection and communication related to child health and nutrition, mental health and disabilities, education, family services, and personnel.

**SECTION B. STAFFING AND PROFESSIONAL DEVELOPMENT**

**1. CENTER EARLY CHILDHOOD will provide regular and ongoing staff supervision of teaching staff and family service staff, and a system of individualized and ongoing professional development.**

- For teaching staff
  - Walk through observations and document review will be completed at a minimum of two times per year by the Building Principal and will follow the Center School district policies and procedures for staff evaluation. Observations will include environments, daily routines, transitions, positive guidance, and teacher engagement with children, safe supervision practices, and health and nutrition practices, along with other program specific requirements. Walkthrough observations will be followed by a reflective conference with the observer.

- Reflective discussion and feedback will take place with teacher a minimum of two times per year.
- Individual professional development planning will be done in collaboration with supervisor and Education Coordinator/Coach during the first two months of school (timeframe), and plans will be revisited during the last two months of school (timeframe).
- Formal, written performance-based evaluations will be completed based on the Center School District performance based teacher evaluation process and procedures.
- For family service staff
  - Observations will be completed by Building Principal (supervisor title) two times per year. Observations will include review of the family assessment and goal setting process, parent meetings, sharing community resources and informal interactions such as greeting families and children.
  - The Building Principal (supervisor title) will use the MARC Practice Profile as a basis for reflective supervision, to identify areas of strength and areas for growth and analyze progress. This will occur a minimum of two times per year.
  - Individual professional development planning will be done in collaboration with Building Principal (supervisor title) during the first two months of the school year (timeframe), and plans will be revisited the last two months of the school year times per year.
  - Formal, written performance-based evaluations will be completed a minimum of one time per year based on the Center School District classified staff evaluation process and procedures.

## **2. Training Plan Development**

- Education staff- Plans will be developed for training based on assessment of the education staff's strengths and areas for growth. Trends will be identified from observations, document reviews, and reflective supervision and in collaboration with Building Principal and the Education Coordinator/Coach. Training plan will also incorporate the Center School District strategic plan and professional development guidelines.
- Family service staff- Plans will be developed for training in coordination with the Building Principal(supervisor title) and the MARC Family Engagement Coordinator, and based on assessment of strengths and areas for growth identified during observation and reflective supervision along with topics unique to the kinds of issues presented by families enrolled in the program. Training plan will also incorporate the Center School District strategic plan and professional development guidelines.
- District organized professional development programs will be offered to staff as applicable.

3. **CENTER EARLY CHILDHOOD will ensure all staff receive 15 clock hours of professional development per year to increase the knowledge and skills within the scope of their job responsibilities, and any additional training required by the Missouri childcare licensing regulations under the Department of Health and Senior Services (DHSS).**
  - The district includes in its calendar, 30 hours of annual professional development for all staff. Center early childhood ECE will participate in planned training as appropriate. Other hours will be used for customized training on specific topics relevant to early childhood and necessary to meet the requirements of state licensing and MARC.
  - All staff, including family service staff, will be required to participate in professional development in order to meet the requirements outlined in Missouri childcare licensing regulations.
4. **Child Development and Family Services staff will receive training on best practices**
  - Education staff- professional development will include training in the identified curriculum, domains of the Head Start Early Learning Outcomes Framework, the Desired Results Developmental Profile early childhood assessment system, behavior guidance, and elements of the Classroom Assessment Scoring System along with integration of the project approach. Training will be provided through individual and group coaching as well as in seminars provided through MARC or other outside facilitators. Staff may also have the opportunity to attend local or national conferences.
  - Family service staff -professional development will include training designed to improve their skills related to the Practice Profile domains. When appropriate, family service staff will follow the plan that is designed and required for completion of the Family Development Credential. Training will be provided through MARC or other outside facilitators. Staff may also have the opportunity to attend local or national conferences.
5. **CENTER EARLY CHILDHOOD will ensure substitutes or other arrangements are made to allow teaching staff and family service staff are able to attend training.**
  - Education staff- substitute teachers (or other arrangements) will be available for planned training that occurs during the classroom hours.
  - Family Service staff- will be given flexibility to attend planned training that occurs during the workday.
  - Staff will be compensated if planned training occurs outside of their normal workday.
6. **CENTER EARLY CHILDHOOD will implement hiring practices in accordance with childcare safety guidelines and MARC specified staff qualification requirements. CENTER EARLY CHILDHOOD will retain sufficient qualified staff inside and outside the classroom. CENTER EARLY CHILDHOOD will endeavor to hire staff who are culturally representative of the community served whenever possible.**
  - Hiring policies and procedures will follow childcare safety guidelines and MARC Policies and Procedures for specified qualification requirements. These procedures must be completed before official employment begins.

- Criminal background screenings will include state child abuse and neglect, sex offender, and fingerprinting from both state and FBI databases.
  - **CENTER EARLY CHILDHOOD** will use Gemalto Cogent (list the vendors/agencies) to provide the required background screening results for State and FBI fingerprints, sex offender registry, and child abuse and neglect.
  - Will implement an internal system of communication, to include written affirmation that all requirements are met, with clearance dates for each screening, in order to ensure no staff begins employment prior to their completion.
  - Every five years, all employees will undergo follow-up background checks.
7. **All staff will have an initial health examination and initial TB test or screening, with periodic re-examination or screening as recommended by their health care provider.**
- Within 30 days of hire, all staff will be required to provide **CENTER EARLY CHILDHOOD** with a recent (previous 12 months) health examination and TB screening, signed by their physician. This information will be maintained in each staff members' Human Resource file.
8. **CENTER EARLY CHILDHOOD will provide new staff orientation as follows:**
- All staff will receive orientation within the first week of hire that includes at a minimum, an introduction to the **CENTER EARLY CHILDHOOD** Mission and Vision, Employee Handbook, Code of Conduct, and program policies and procedures, **(including applicable MARC Policies and Procedures)**, with a specific focus on: child abuse and neglect, child guidance, child supervision and safety/emergency policies and procedures.
  - Staff will sign off to indicate this information has been provided to them, signed documents will be retained in staff files.
  - During the first 90 days of employment, in depth training will include the code of conduct, , child abuse and neglect, child guidance, child supervision (C.A.S.E) and safety/emergency policies and procedures.
  - Education staff will receive job specific orientation through the District Human Resources and Building Principal in collaboration with the Education Coordinator/Coach.
  - Family service staff will receive job specific orientation through the District Human Resources and Building Principal in collaboration with MARC Family Engagement and ERSEA Coordinators.

**9. CENTER EARLY CHILDHOOD will implement a specific policy for standards of conduct in alignment with MARC Policies that ensures all staff, consultants, contractors and volunteers implement positive strategies to support children's well-being and address challenging behavior and do not maltreat or endanger the health or safety of children.**

- All staff, consultants and regular volunteers will be required to sign an annual statement of commitment to adhere to the **CENTER EARLY CHILDHOOD** board policies on code of conduct to be retained at the Center Early Childhood.
- The Center School District board policies pertaining to staff, contractors, consultants and volunteers works in conjunction with **MARC Policies** to support the implementation of positive strategies that do not include maltreatment or endanger health or safety of children.
- Penalties for staff, consultants and volunteers who violate the Center School District board policy on standards of conduct will include several steps of disciplinary action up to termination of employment and will be based on policies and procedures of the Center School District.

**10. Staff will be familiar with the ethnic backgrounds and heritage of families and the program will be responsive to their particular needs.**

- Prior to enrollment, family service staff will share information regarding the ethnic background and heritage of each family and communicate any particular needs or important information to other staff; requesting assistance or accessing resources as appropriate in order to ensure the program is prepared to meet the needs of the child and the family.
- Home visits will also be used to build relationships with families and learn more about their individual home and family culture.
- **CENTER EARLY CHILDHOOD** will follow **MARC Procedures** for requesting translation or interpretive services for families whose first language is not English.
- Home visits/teacher conferences will be conducted in the family's home language to the extent possible.
- Information and communications from school to home will be provided in the family's home language to the extent possible.

**CENTER EARLY CHILDHOOD Staff qualifications-** based on MARC requirements  
(see *MARC Policies 8400 and 8700*)

Positions	Number of qualified staff	Number of unqualified staff	Number of vacant positions
Head Start Teachers	7		
Head Start Teacher Assistants	8		
Family Service Workers	2		



**11. CENTER EARLY CHILDHOOD will be responsible for recruiting, hiring and retaining qualified teaching and family service staff. Former parents will be considered or recruited as staff when appropriate.**

- Strategies to be implemented for staff recruitment include job postings on district web site, along with applicable public job websites. Copies of postings will be made available to parents and family members of program participants.
- Benefits for employees include health insurance, paid time off and retirement accounts.
- Salary schedules for all positions will include steps that allow for increase in pay.
- Former parents will be encouraged to apply for positions as appropriate for their qualifications and interests.
- When a teaching staff position becomes vacant, **CENTER EARLY CHILDHOOD** will employ substitutes or other personnel as established by the human resources department (list other strategies) to ensure adequate teacher-child ratios are in place until the position is filled.
- When a family service staff position becomes vacant, the responsibilities for this role will be completed by a replacement, identified by the building principal, who meets the MARC standards for family service staff until the position is filled.

**12. CENTER EARLY CHILDHOOD will support teaching staff and family service workers who have qualifications below the minimum requirements.**

- Staff who do not meet the minimum requirements for their position will have an individualized plan, with a timeline for completion of requirements based on their specific circumstances.
- Individual plans will include financial resources as needed. MARC training funds will be used for this purpose.
- Individual progress will be reviewed by (supervisor title) quarterly to ensure progress is made and staff are successful in meeting requirements and timelines.

**Key CENTER EARLY CHILDHOOD leadership staff and their qualifications.**

<b>Position</b>	<b>Brief biography, qualifications, degrees and certifications</b>
Center early childhood Director	Bachelor's in Elementary Education, Masters in Reading Education, Ed. Specialist in School Administration, MO Educator Certification in elementary, reading, school administration and ECE.
Education Coordinator/Coach	Bachelor's in Early Childhood and Elementary Education, Master's in Early Childhood Education
Family Service Worker (s)	1- Bachelor's in Social Work 2- Bachelor's and Master's degree in Social Work

**13. CENTER EARLY CHILDHOOD will implement a research based, coordinated coaching strategy for education staff that aligns with MARC Policy 4030.**

- Education staff will be provided both intensive and group coaching by the Education Coordinator/Coach as described in **MARC Policy 4030**.
- Group coaching will occur on the student non-attendance day at Center Early Childhood.
- Each new staff person will be coached individually for a minimum of six weeks.
- The Education Coordinator/Coach and Program Director will meet monthly to determine which staff persons could benefit most from individual coaching sessions.
- **CENTER EARLY CHILDHOOD** will provide substitute-teaching staff and/or additional full-time relief staff to ensure education staff are able to participate in coaching.
- Building Principal (Supervisor Title) will ensure a system for ongoing communication is established with the Education Coordinator/Coach, MARC Education Manager, and other relevant staff. A regular date and time will be allotted to discuss goals, education classroom activities, and assessment.

**SECTION C. CHILD HEALTH AND DEVELOPMENT**

- 1. CENTER EARLY CHILDHOOD will provide high quality early education and child development services including services for children with disabilities that promote children's cognitive, social, physical and emotional growth for later success in school using the following practices.**
  - **CENTER EARLY CHILDHOOD** will ensure responsive and effective teacher-child interactions following the guidance from Project Construct.
  - In preschool classrooms, the types of teacher-child interactions described in Classroom Assessment Scoring System will occur.
  - IEP or IFSP goals will be included in individualized planning for curriculum.
- 2. CENTER EARLY CHILDHOOD will support dual language learners using the English with Home Language Support language model from the Planned Language Approach in alignment with recommendations from the Project Construct curriculum.**
  - Will be supported by the District English Language Learners program when these strategies are appropriate and in alignment with Planned Language Approach and Project Construct.



3. **Teachers will implement well-organized indoor and outdoor learning environments with developmentally appropriate schedules that provide adequate opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory and motor experiences.**
  - Will follow the recommendations from Project Construct curriculum to ensure that materials and indoor and outdoor spaces for learning support implementation of the curriculum.
4. **For preschoolers, teacher-directed and child-initiated activities, active and quiet learning activities, and opportunities for individual, small group and large group learning activities will occur.**
  - Will follow the recommendations from Project Construct curriculum for providing various learning activities during the daily routines in preschool classroom.
5. **CENTER EARLY CHILDHOOD will ensure materials and space for learning support implementation of the curriculum with adequate space, age appropriate materials and equipment, both indoor and outdoor environments and that the space is accessible to children with disabilities. The program will ensure materials are changed or enhanced to support children's changing interests, development and learning.**
  - Will ensure that materials and space for learning support the implementation of the curriculum by following the recommendations from Project Construct curriculum.
  - Environments and facilities will be accessible to all children and adults and meet ADA requirements.
6. **CENTER EARLY CHILDHOOD will promote learning and development through age-appropriate approaches to rest, meals, routines and physical activity.**
  - The recommendations of Project Construct curriculum to will be used to create daily schedules that include opportunities for rest, meals and snacks, caregiving routines, and physical activity.
  - During program hours, will provide family style meals for preschool children and snacks as described in **MARC Policy 4050**.
  - During program hours, will provide diapers, wipes, and other hygiene products as necessary for daily caregiving routines.
7. **CENTER EARLY CHILDHOOD will implement research based curriculum, screening, and assessment procedures that align with MARC's policies and procedures and supports individualization and growth in the areas of development described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and support family engagement in children's learning and development.**
  - As described in **MARC Policy 4000**, Project Construct curriculum will be implemented with fidelity in Head Start.
  - Education staff will be trained and coached on Project Construct curriculum.

- The Education Coordinator/Coach will review lesson plans and complete classroom observations and curriculum fidelity checks to inform teacher training and coaching.
- 8. CENTER EARLY CHILDHOOD will incorporate the Classroom Assessment Scoring System (CLASS) as part of continuous program improvement; and this process will be connected to the system for training and professional development.**
- The types of teacher-child interactions described in CLASS will occur in preschool classrooms.
  - Education staff will be trained and coached on CLASS.
  - The Education Coordinator/Coach will complete CLASS observations to inform teacher training and coaching.
- 9. CENTER EARLY CHILDHOOD will engage parents in their child's education and development including holding parent conferences and making home visits.**
- Teaching teams will provide two parent conferences and two home visits with families during the program year.
  - Will invite parents for events and activities both in the evening and during the school day. Events may include, but not be limited to: Bring Your special friend to school, Game Night, Grandparents Day, all school picnic, parent meet and greet.
- 10. All newly enrolled children will receive developmental and social-emotional screenings within 45 calendar days of the child's first day of attendance or first home visit. Will obtain written consent from parents prior to completing these screenings and will have a written procedure for sharing screening results.**
- Developmental screening will be completed by Parents as Teachers staff
  - Social emotional screening will be completed through parent report, as part of the collaborative PAT/ECV screening process.

These screening instruments will be used:

- Head Start Developmental: Developmental Indicators for Assessment of Learning (DIAL-4)
  - Head Start Social emotional: DIAL-4
- 11. The program will address any developmental or behavioral concerns identified through screening or ongoing assessment and will include parents in this process. Policies will be in alignment with MARC Policy and Procedure 2000 on Responding to Chronically Aggressive Behaviors.**
- Center Early Childhood will follow the district SST and special education procedures manuals to address developmental or behavioral concerns identified through screening, ongoing assessment or observations from staff or parents. SST and early childhood special education procedures include appropriate staff based on student need which may include, but not be limited to: social worker, family advocate, administrator, teacher,

para, district school psychologist, special education coordinator, education coordinator, and therapists.

- Will have a written procedure for addressing developmental or behavioral concerns identified through screening, ongoing assessment, or observations from staff or parents. This procedure will include steps for education coordinator and/or mental health consultant observations, consultations, and communication with parents.
- Support and services for children with chronically aggressive behaviors will be provided in alignment with the requirements of **MARC Policy 2000**.
- Will provide relevant information from screening, assessment, and observations for children being referred to the local education agency or early intervention agency.
- Will provide training and ongoing support for staff on positive behavior guidance.

**12. Oral health hygiene practices will be promoted as part of the center's and family's daily routine.**

- All children with teeth will be assisted by staff or trained volunteer, in brushing their teeth with toothpaste containing fluoride once daily, and staff will promote the use of these practices at home.
- All children with teeth will be provided a toothbrush for use while at the center.
- Toothbrushes will be replaced every three months.
- Staff will participate in training from MARC Health Coordinator on procedures for assisting with oral health hygiene and proper cleaning and storage of toothbrushes.

**13. Nutrition practices will be culturally and developmentally appropriate and designed to accommodate the feeding requirements of each child including those with special dietary needs and children with disabilities in accordance with MARC Policy 4050.**

- Will offer family style meals and snacks following the guidelines in **MARC Policy 4050**
- All food will be provided by the program through the use of USDA or CACFP funds. Head Start funds will be used only for allowable costs not covered by USDA /CACFP.
- Make safe drinking water available during the program day.
- Will implement a written procedure to ensure all staff are aware of children within the program that have a food allergy or dietary restriction.
- Will implement a written procedure for the use of Individualized Health Care Plans (IHCP) when needed. These will be followed when planning meals and snacks for children with food restrictions due to medical / dietary needs and/or religious preferences. This procedure will include steps to obtain parental consent to provide interventions, should medication (i.e., EPIPEN, cream) be required.

- Staff will be provided training by the MARC Health Coordinator when needed to support any interventions or special accommodations necessary to implement the IHCP.
- 14. The program will implement the Desired Results Developmental Profile (DRDP) to conduct ongoing assessment as described in MARC Policy 4010.**
- Will implement the Desired Results Developmental Profile (DRDP) early childhood assessment system following the guidelines in **MARC Policy 4010**.
  - Data will be used to guide instruction and support for student needs and child development.
  - Education staff will be trained and coached on DRDP.
  - The Education Coordinator/Coach will review portfolios and child outcomes reports to inform teacher training and coaching.
- 15. CENTER EARLY CHILDHOOD will implement systems to promote continuity of care for individual and groups of children to minimize teacher changes throughout a child's enrollment and in alignment with MARC Policy 4040.**
- Head Start children will be served in multi-age, 3- to 5-year-old preschool classrooms following the guidelines in **MARC Policy 4040**.
  - Students will remain with the same teaching team unless there are circumstances (e.g., special education needs or parent requests) in which a change is needed.
- 16. CENTER EARLY CHILDHOOD will implement a system that supports the inclusion of children eligible for services under IDEA allowing these children to receive appropriate education and services in the least restrictive environment.**
- **CENTER EARLY CHILDHOOD** will work in collaboration with MARC to recruit and enroll children eligible for services under IDEA. The program's goal for enrollment of children eligible for services under IDEA is 10 percent of the total funded enrollment.
  - **CENTER EARLY CHILDHOOD** will work in collaboration with the state early intervention agency and local education agencies to ensure that the individualized needs of children with disabilities are met to the maximum extent possible.
  - To the greatest extent possible **CENTER EARLY CHILDHOOD** will collaborate with these agencies to support provision of these services in the child's regular Head Start classroom.
- 17. Transition planning for children with an IFSP who are transitioning into Head Start and for children with an IEP transitioning out of Head Start into Kindergarten or to a different school district early childhood program, will be implemented as follows:**
- **CENTER EARLY CHILDHOOD** will work in collaboration with the district's special education department and/or the state early intervention provider to support transition planning and services. This includes attending transition-planning meetings with parents and service providers and providing support and resources as needed.

**18. Parents of children eligible for services under IDEA will be supported and included in the program.**

- Staff will support parents in advocating for services that meet their children's needs and by providing information and skills to help parents understand how to best support their child's development.
- Will assist parents in accessing services and resources for their family and child as needed and practicable.

**19. CENTER EARLY CHILDHOOD will implement a system of health and safety practices that ensures children are kept safe at all times, meets Missouri Department of Health and Senior Services licensing regulations, meets MARC Policies and Procedures and is aligned with best practices as defined in the Caring for our Children Basics published by the federal department of Health and Human Services.**

[https://www.acf.hhs.gov/sites/default/files/ecl/caring\\_for\\_our\\_children\\_basics.pdf](https://www.acf.hhs.gov/sites/default/files/ecl/caring_for_our_children_basics.pdf)

- This system will include ongoing training, oversight, correction and continuous improvement that includes policies, and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety.
- **CENTER EARLY CHILDHOOD** will have a written system for monitoring the implementation of these practices, with steps for reporting and tracking concerns and correction needed until completed. This system will include the specific activities, staff responsible and schedule for observation or review of documentation for:
  - Indoor and outdoor facilities, equipment, materials, and all spaces occupied by children at any time, including those in which home-visiting program socializations occur.
  - Implementation of safety and hygiene practices.
  - Completion of background checks and safety training.
- The Director will be responsible for ensuring that all program policies, procedures and practices are in alignment with **MARC Policies and Procedures**, and with *Caring for our Children Basics*.

**20. CENTER EARLY CHILDHOOD will ensure that no child will be left alone or unsupervised while under the care of the program by using the following strategies:**

- **CENTER EARLY CHILDHOOD** will implement **MARC Procedure 9000** regarding appropriate supervision, and meet requirements of C.A.S.E.
- Staff-child ratios and supervision by sight and sound will be maintained per *Caring for Our Children Basics* Standard 2.2.0.1
- Director will observe and provide feedback to staff to communicate the importance of appropriate supervision.



- 21. CENTER EARLY CHILDHOOD will ensure that all indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in care of enrolled children, and as applicable, other equipment and materials, meets standards set by the Consumer Product Safety Commission (CPSD) or the American Society for testing and Materials**
- All new equipment purchased will be required to meet all safety standards.
  - Cribs, cots, feeding chairs, strollers and other equipment will be phased out and replaced as they age.
  - Staff will keep abreast of any safety recalls.
  - Equipment will be monitored for wear and tear following the written system for monitoring.
- 22. CENTER EARLY CHILDHOOD will follow MARC Transportation Policy 9510 and all related MARC Procedures**

## **SECTION D. WORKING WITH FAMILIES**

- 1. CENTER EARLY CHILDHOOD will implement strategies to engage parents in their children's learning and development, support parent-child relationships and specific strategies for father engagement.**
- The Parents as Teachers parent curriculum and Trauma Smart/Smart Connections parenting education will be offered to support parent's understanding of their children's development and to support parent child relationships.
  - Group parent activities, events and experiences will be planned with input from parents, based on their interests and needs, and will occur monthly and at other times during the program year.
  - Specific activities will be planned to engage fathers. These will be developed with input from fathers and based on their interests and needs.
  - Teachers will conduct two parent-teacher conferences and two home visits during the year in which they will discuss child progress, elicit parent input and develop strategies for parent-child experiences at home to support continued progress.
- 2. CENTER EARLY CHILDHOOD will support trust and respectful two-way communication between staff and parents to create welcoming programs and environments that incorporate unique cultural, ethnic, and linguistic backgrounds of families and the community.**
- Prior to the first day of enrollment, family service staff will gather information about the unique cultures and ethnic and linguistic backgrounds of families and identify any specific needs. This information will be shared as appropriate with teachers and other staff to ensure the program is prepared to meet the family's needs upon enrollment.

- At Center Early Childhood, parents will be encouraged to visit and spend time in their child's classroom, but must follow Center School District board policy and procedures and the family handbook expectations.
  - Family and community information will be readily available to parents.
  - Space will be made available to meet with parents privately.
  - Communication will be made in parents' home language, to the extent possible, through the use of translation and interpretive service (provided by MARC).
3. **Teaching and family support staff will share information with each other as appropriate to ensure coordinated services and strategies between classroom and home.**
    - Teaching and family support staff will meet a minimum of one time per month to share information and discuss strategies for coordinated services between classroom and home.
  4. **CENTER EARLY CHILDHOOD will implement a research-based parenting curriculum that builds on parent's knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development.**
    - Will provide parenting curriculum following the guidelines of MARC Policy 7050.
    - Parents will be included in the selection of a research based parenting curriculum. For the 2018-2019 school year we will be using Parents as Teachers and Trauma Smart/Smart Connections Curriculum.
  5. **In addition to parenting curricula offered, CENTER EARLY CHILDHOOD will provide ongoing educational opportunities for parents/ families as follows:**
    - In collaboration with parents will plan educational opportunities for parents based on their interests and needs. A range of educational topics related to family health, safety, nutrition, mental health, financial well-being, and employment will be made available.
    - Parents will be provided information on the importance and value of regular and on time attendance.
  6. **CENTER EARLY CHILDHOOD will implement the MARC family partnership process as outlined in the MARC policies and procedures for family engagement, which includes completion of individualized family partnership services for families of enrolled children.**
    - Family service staff will have caseloads of no more than 45 families.
    - Within 90 days of enrollment will provide each family an opportunity to engage in the family partnership process.
    - This process will follow the guidelines of the MARC Policy 7000 including use of the required forms and will refer to clarifications for guidance.
    - Family service staff will spend no less than 75% of their time (30 hours per week) in activities directly related to working with, or in support of families.

**7. CENTER EARLY CHILDHOOD will have systems for coordinating practices that support successful transitions for children and families transitioning out of Early Head Start, into Head Start and out of Head Start to Kindergarten.**

- Will provide individualized transition plans for children following the guidelines of MARC Policy 7040.
- Center Early Childhood will follow the established transition plan for children going from Center Early Childhood to elementary school setting.
- The Early Childhood and primary grades are integrated which allows student and family information to transfer between programs automatically.



**aimsweb TRAINING SERVICES AGREEMENT**

This Training Services Agreement ("Agreement") is entered into as of **Sept. 7<sup>th</sup>, 2018** between **NCS Pearson, Inc.**, a Minnesota corporation, with its corporate headquarters and Minnesota Clinical Assessment group offices located at 5601 Green Valley Drive, Bloomington, MN 55437 and its Texas Clinical Assessment group offices located at 19500 Bulverde Road, San Antonio, TX 78259 ("Pearson"), **Center School District 58** ("Customer") of **Kansas City, MO** with respect to training services to be provided by Pearson to Customer.

Pearson and Customer agree as follows:

1. The term of this Agreement begins on the date first written above and shall expire one year past the scheduled date of training below, or unless terminated prior to that date in accordance with the terms of this Agreement.
2. **It is the Customer's responsibility to return the Agreement, fully executed, within 3 business days of receipt. Failure to comply will result in Customer's forfeit of their preferred training date.**
3. The responsibilities of Pearson under this Agreement shall be to provide Customer with a private onsite training workshop of **one (1) day in duration on Oct. 9<sup>th</sup>, 2018.**
4. (a) Customer will maintain, at all times, the confidentiality of all information received in connection with the services performed hereunder regarding the business and activities of Pearson and its affiliated companies.  
  
(b) Customer acknowledges that it will receive copyright protected materials and information as part of Pearson's performance of this Agreement. These training materials are intended for Customer's use during the training session(s) and for Customer's reference thereafter. Notwithstanding the foregoing, Customer acknowledges that it cannot use the materials outside of Customer's immediate organization and the materials cannot be posted or reproduced at any web or Internet/Intranet site that extends beyond Customer's organization.  
  
(c) Customer acknowledges that the training provided by Pearson under this Agreement does not authorize or certify the trainees to use the training or materials in any commercial endeavor.
5. (a) In full consideration hereof and for satisfactory performance of all training services to be rendered hereunder by Pearson, Customer will pay Pearson a fee equal to the following: **three thousand five hundred dollars (\$3500).** The above fee does include travel expenses. All fees will be invoiced to the Customer by Pearson. Customer will pay any invoices within thirty (30) days of receipt to the address indicated on the invoices.  
  
(b) As used in this Agreement, a full day shall be defined as anything over three and a half (3.5) hours and up to eight (8) hours (including a one-hour lunch break and two fifteen-minute breaks); and a half day shall be defined as up to three and a half (3.5) hours (including one fifteen-minute break). Additional hours beyond eight (8) hours in a single day may be purchased at Pearson's current hourly rate, depending on trainer availability, and must be arranged in advance by written amendment to this Agreement, and signed by both parties.  
  
(c) Onsite training workshops are to be limited to thirty (30) participants, unless otherwise agreed to in writing at least thirty (30) days prior to the in-service.
6. All copyrightable material prepared by Pearson pursuant to this Agreement will remain the property of Pearson.
7. Customer acknowledges and agrees that it will review the required Technology Checklist ([System Requirements](#)) provided by Pearson in advance of the training and that Customer's equipment will meet any technology requirements by the training date. Failure to comply with Pearson's technology requirements will result in cancellation of the training workshop, and Customer will be invoiced for the minimum fee stated in Paragraph 8 below along with any non-refundable travel expenses incurred by Pearson.

8. Neither party will be liable to the other for failure to complete the services contemplated hereunder due to force majeure, including but not limited to strikes, accidents, acts of God, acts of terrorism, inclement weather or other delays beyond the control of such party.

9. (a) Customer will have the right to terminate this Agreement by written notice; provided that such notice is given at least fifteen (15) days prior to any workshop. In the event of cancellation, Pearson will be entitled to (i) retain all sums previously paid, (ii) payment of a minimum fee of half of the contracted amount, and (iii) reimbursement of any non-refundable travel expenses. **Should Customer wish to make changes to the training schedule, such requests must be made a minimum of thirty (30) days in advance to avoid a fee of one-quarter of the contracted amount. Any changes to the training date or schedule requested by Customer less than forty-five (45) days in advance of the scheduled date are also subject to a fee equal to any non-refundable travel expenditures that are incurred as a result of the change.**

(b) Customer will be in contact with the Certified aimsweb Trainer at least a week prior to the designated training date and will communicate any lack of communication with aimsweb if such contact is not made.

(c) Training dates will not be guaranteed by Pearson until this Agreement is signed and returned to: **Regina N. Johnson, Product Training Coordinator at Regina.Johnson@pearson.com (preferred) or faxed to 866-313-6197.**

10. Pearson warrants and represents that Pearson has the full right, power and authority to enter into this Agreement and to perform its terms and that any material prepared by Pearson will be original and will not violate any copyright or personal or proprietary right of any person or entity.

11. This Agreement will be deemed made in the State of Minnesota and shall be subject to and construed in accordance with the laws of the State of Minnesota applicable to agreements to be performed wholly therein; merges all prior representations and understandings; and constitutes the entire understanding between the parties concerning the subject matter hereof. No modification of this Agreement shall be effective unless in writing and signed by both parties.

12. This Agreement contains the entire understanding and agreement between the parties related to its subject matter. This Agreement supersedes any and all other agreements and understandings, whether oral or written, related to its subject matter, and may only be amended by a written document signed by both Customer and Pearson. This Agreement will be binding upon the parties and their respective successors and assigns.

EXECUTED as of the date first set forth above.

**NCS Pearson, Inc.**

\_\_\_\_\_  
Authorized Signature

Pam Bartlett

Name (printed)

Director, Professional Development & Implementation

Title

September 7, 2018

Date

**Center School District 58**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# CORNERSTONES OF CARE

## AGREEMENT FOR SPECIAL EDUCATIONAL SERVICES

This agreement is entered into on **August 27, 2018**, by and between **Center School District** herein referred to as "Contracting School", and Cornerstones of Care located at 300 E. 36<sup>th</sup> Street, Kansas City, MO 64111 for the child listed below

Child's Name	Child's Date of Birth	Date Services Begin	Daily Rate Per 1 <sup>st</sup> and 2 <sup>nd</sup> Semester Enrollment	Daily Rate Per Summer Session Enrollment	Rate for Speech Therapy	Rate for OT Ther.
		8/27/2018	\$132.00	\$132.00	\$1.30/minute	\$1.30/mi

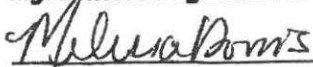
The Child will attend the following Cornerstones of Care School:

Cornerstones of Care – Ozanam School  
421 E. 137<sup>th</sup> Street  
Kansas City, MO 64145

Both the Contracting School and the Service Provider agree to the following terms.

- Services** - The Cornerstones of Care will provide special educational services to the child listed above based on his/her Individualized Education Plan (IEP). Special Education Services include classroom instruction, psychiatric consultation, therapeutic counseling, art therapy and recreational therapy. If a child's IEP includes speech and/or occupational therapy, the Contracting School will be billed separately for those services (to include individual/group therapy, evaluations and associated interpretations, consultations, and related meetings/staffings). Furthermore, if the child's IEP includes summer session, he/she will be enrolled for that session at the rate listed above. Children placed in Residential at Cornerstones of Care will only receive classroom instruction during the school day and will have access to the other services such as therapeutic counseling and art therapy after school. The Cornerstones of Care shall not be responsible for providing any transportation services to any child listed above, even if such services are included as "related service" on such child's IEP. The Contracting School shall be solely responsible for providing and coordinating the transportation of any such child to and from the Cornerstones of Care, including, but not limited to, the loading, unloading and other special accommodations (such as the provision of an aide for the safety of such child or others) associated with transporting any such child to and from the Cornerstones of Care.
- Compensation** – The Contracting School will pay Cornerstones of Care according to the following rate structure:  
The Contracting School will pay Cornerstones of Care \$132.00 per contracted child listed above per day of enrollment. If the child's IEP includes speech and/or occupational therapy, the Contracted School will pay Cornerstones of Care \$1.30 per minute. If the child's IEP includes summer session, the Contracted School will pay Cornerstones of Care \$132.00 per day of enrollment during the summer.
- Payment** – The Contracting School shall pay Cornerstones of Care upon receipt of invoice.
- Default** – Upon default of any payment under this Agreement the Contracting School shall be held in breach of this agreement. Cornerstones of Care reserves the right to discontinue service at any time, with notice, until payment shall be received under this agreement as agreed, or the breach otherwise cured.
- Access to Records** – Cornerstones of Care will provide access to all pertinent records on the children listed above to the Contracting School. The Agreement will be governed by applicable Federal and State law with regard to care, supervision and inspection of all records pertaining to the provision of services under this contract.
- Student Information** – Cornerstones of Care shall not disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the Contracting School in writing, any patient or medical record information regarding students. Furthermore, Cornerstones of Care shall comply with all federal and state laws and regulations, and all rules, regulations, and policies of Cornerstones of Care School, regarding the confidentiality of such information.
- Duration** – this Agreement shall be in force per the date listed in the chart above and shall continue through July 31<sup>st</sup>, 2019. The agreement may be terminated at any time by either Cornerstones of Care or the Contracting School with 30 days written notice.

**Agreement Signatures:**

  
\_\_\_\_\_  
Cornerstones of Care

8-29-18  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracted School

\_\_\_\_\_  
Date

# CORNERSTONES OF CARE

## AGREEMENT FOR SPECIAL EDUCATIONAL SERVICES

This agreement is entered into on **August 27, 2018**, by and between **Center School District** herein referred to as "Contracting School", and Cornerstones of Care located at 300 E. 36<sup>th</sup> Street, Kansas City, MO 64111 for the child listed below.

Child's Name	Child's Date of Birth	Date Services Begin	Daily Rate Per 1 <sup>st</sup> and 2 <sup>nd</sup> Semester Enrollment	Daily Rate Per Summer Session Enrollment	Rate for Speech Therapy	Rate for OT Therapy
		8/27/2018	\$132.00	\$132.00	\$1.30/minute	\$1.30/minute

The Child will attend the following Cornerstones of Care School:

Cornerstones of Care - Gillis School  
8150 Wornall Road  
Kansas City, Missouri 64114

Both the Contracting School and the Service Provider agree to the following terms.

- Services** - The Cornerstones of Care will provide special educational services to the child listed above based on his/her Individualized Education Plan (IEP). Special Education Services include classroom instruction, psychiatric consultation, therapeutic counseling, art therapy and recreational therapy. If a child's IEP includes speech and/or occupational therapy, the Contracting School will be billed separately for those services (to include individual/group therapy, evaluations and associated interpretations, consultations, and related meetings/staffings). Furthermore, if the child's IEP includes summer session, he/she will be enrolled for that session at the rate listed above. Children placed in Residential at Cornerstones of Care will only receive classroom instruction during the school day and will have access to the other services such as therapeutic counseling and art therapy after school. The Cornerstones of Care shall not be responsible for providing any transportation services to any child listed above, even if such services are included as "related services" on such child's IEP. The Contracting School shall be solely responsible for providing and coordinating the transportation of any such child to and from the Cornerstones of Care, including, but not limited to, the loading, unloading and other special accommodations (such as the provision of an aide for the safety of such child or others) associated with transporting any such child to and from the Cornerstones of Care.
- Compensation** - The Contracting School will pay Cornerstones of Care according to the following rate structure:  
The Contracting School will pay Cornerstones of Care \$132.00 per contracted child listed above per day of enrollment. If the child's IEP includes speech and/or occupational therapy, the Contracted School will pay Cornerstones of Care \$1.30 per minute. If the child's IEP includes summer session, the Contracted School will pay Cornerstones of Care \$132.00 per day of enrollment during the summer.
- Payment** - The Contracting School shall pay Cornerstones of Care upon receipt of invoice.
- Default** - Upon default of any payment under this Agreement the Contracting School shall be held in breach of this agreement. Cornerstones of Care reserves the right to discontinue service at any time, with notice, until payment shall be received under this agreement as agreed, or the breach otherwise cured.
- Access to Records** - Cornerstones of Care will provide access to all pertinent records on the children listed above to the Contracting School. The Agreement will be governed by applicable Federal and State law with regard to care, supervision and inspection of all records pertaining to the provision of services under this contract.
- Student Information** - Cornerstones of Care shall not disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the Contracting School in writing, any patient or medical record information regarding students. Furthermore, Cornerstones of Care shall comply with all federal and state laws and regulations, and all rules, regulations, and policies of Cornerstones of Care School, regarding the confidentiality of such information.
- Duration** - this Agreement shall be in force per the date listed in the chart above and shall continue through July 31<sup>st</sup>, 2019. The agreement may be terminated at any time by either Cornerstones of Care or the Contracting School with 30 days written notice.

Agreement Signatures:

*Melissa Davis*  
\_\_\_\_\_  
Cornerstones of Care

*8/29/18*  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracted School

\_\_\_\_\_  
Date



# CORNERSTONES OF CARE

## AGREEMENT FOR SPECIAL EDUCATIONAL SERVICES

This agreement is entered into on **August 20, 2018**, by and between **Center School District**, herein referred to as "Contracting School", and Cornerstones of Care located at 300 E. 36<sup>th</sup> Street, Kansas City, MO 64111 for the child listed below.

Child's Name	Child's Date of Birth	Date Services Begin	Daily Rate Per 1 <sup>st</sup> and 2 <sup>nd</sup> Semester Enrollment	Daily Rate Per Summer Session Enrollment	Rate for Speech Therapy	Rate for OT Therapy
		8/20/2018	\$160.00	\$160.00	\$1.30/minute	\$1.30/minute

The Child will attend the following Cornerstones of Care School:

Cornerstones of Care - Gillis School  
8150 Wornall Road  
Kansas City, Missouri 64114

Both the Contracting School and the Service Provider agree to the following terms.

- Services** - The Cornerstones of Care will provide special educational services to the child listed above based on his/her Individualized Education Plan (IEP). Special Education Services include classroom instruction, psychiatric consultation, therapeutic counseling, art therapy and recreational therapy. If a child's IEP includes speech and/or occupational therapy, the Contracting School will be billed separately for those services (to include individual/group therapy, evaluations and associated interpretations, consultations, and related meetings/staffings). Furthermore, if the child's IEP includes summer session, he/she will be enrolled for that session at the rate listed above. Children placed in Residential at Cornerstones of Care will only receive classroom instruction during the school day and will have access to the other services such as therapeutic counseling and art therapy after school. The Cornerstones of Care shall not be responsible for providing any transportation services to any child listed above, even if such services are included as "related services" on such child's IEP. The Contracting School shall be solely responsible for providing and coordinating the transportation of any such child to and from the Cornerstones of Care, including, but not limited to, the loading, unloading and other special accommodations (such as the provision of an aide for the safety of such child or others) associated with transporting any such child to and from the Cornerstones of Care.
- Compensation** - The Contracting School will pay Cornerstones of Care according to the following rate structure:  
The Contracting School will pay Cornerstones of Care \$160.00 per contracted child listed above per day of enrollment. If the child's IEP includes speech and/or occupational therapy, the Contracted School will pay Cornerstones of Care \$1.30 per minute. If the child's IEP includes summer session, the Contracted School will pay Cornerstones of Care \$160.00 per day of enrollment during the summer.
- Payment** - The Contracting School shall pay Cornerstones of Care upon receipt of invoice.
- Default** - Upon default of any payment under this Agreement the Contracting School shall be held in breach of this agreement. Cornerstones of Care reserves the right to discontinue service at any time, with notice, until payment shall be received under this agreement as agreed, or the breach otherwise cured.
- Access to Records** - Cornerstones of Care will provide access to all pertinent records on the children listed above to the Contracting School. The Agreement will be governed by applicable Federal and State law with regard to care, supervision and inspection of all records pertaining to the provision of services under this contract.
- Student Information** - Cornerstones of Care shall not disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the Contracting School in writing, any patient or medical record information regarding students. Furthermore, Cornerstones of Care shall comply with all federal and state laws and regulations, and all rules, regulations, and policies of Cornerstones of Care School, regarding the confidentiality of such information.
- Duration** - this Agreement shall be in force per the date listed in the chart above and shall continue through July 31<sup>st</sup>, 2019. The agreement may be terminated at any time by either Cornerstones of Care or the Contracting School with 30 days written notice.

Agreement Signatures:

*Melissa Davis*

Cornerstones of Care

*8/29/18*  
Date

Contracted School

Date

## SCHEDULE OF SERVICES FOR MILESTONES ACADEMY

**Student Name:**

**Student Date of Birth:**

Tuition programs for behavioral and teaching services, related consulting services, including program development, data collection and analysis, and development of teaching and training principles of Applied Behavior Analysis through support and guidance to be provided by Milestones Academy, a division of Service Provider ("Milestones Academy").

Full-time Schedule of Services: Five days per week; 8:55 am to 3:20 p.m.

<i>Full-time Milestones Academy</i>	
<b>Service</b>	<b>Rate</b>
Monthly Base School Rate	\$6,400 per month
Additional Services: Intensive Behavioral & Safety Needs	\$50 per hour
Overtime hours (4:00 p.m. - 9:00 p.m.)	\$100 per hour
Overnight fee (after 9:00 p.m. until morning)	\$800 per night
Occupational, Speech and/or Physical Therapy services	\$72 per hour

Integration & Reintegration, and ongoing consulting services are available and will be provided for Individuals transitioning back into the school district or transitioning into Milestones Academy. There is a two hour minimum for services provided by professional staff and drive time rate is 60% of the professional staff rate per hour.

<i>Integration &amp; Reintegration/Ongoing Consulting Services</i>	
<b>Service</b>	<b>Rate</b>
Behavior Therapy by BCBA	\$95 per hour
Behavior Therapy by BCaBA	\$80 per hour
Special Education Teacher	\$75 per hour
Program Supervisor (meetings/observations/consultations at any location other than Milestones Academy)	\$49 per hour
Para Educator	\$39 per hour
Drive Time	60% of professional staff hourly rate
Mileage	\$0.535 cents per mile

SCHEDULE OF SERVICES FOR MILESTONES ACADEMY

**Student Name:**

**Student Date of Birth:**

CENTER SCHOOL DISTRICT

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

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

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

KANSAS CITY BEHAVIORAL HEALTH HOLDCO, LLC

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

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

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

## SCHEDULE OF SERVICES FOR PARTNERS IN TRANSIT

Curb-to-curb transportation services will be provided by Partners in Transit, a division of Services Provider ("Partners in Transit"), for the contract described below as mutually agreed upon by the Parties (the "Partners in Transit Services").

**Individual Name:** .  
**Individual Address:** .  
**Destination Address:** Ozanam, 421 E 137th St. Kansas City, Mo 64145

**Individual Name:**  
**Individual Address:** .  
**Destination Address:** Ozanam, 421 E 137th St. Kansas City, Mo 64145

**Individual Name:**  
**Individual Address:** .  
**Destination Address:** Ozanam, 421 E 137th St. Kansas City, Mo 64145

**Individual Name:**  
**Individual Address:**  
**Destination Address:** Ozanam, 421 E 137th St. Kansas City, Mo 64145

Special Accommodations: [●] (i.e. harness requirement, door to door services as specified in IEP)

<i>Partners in Transit Services</i>	
<b>Service</b>	<b>Rate</b>
Full-time transportation (including one driver and one aide)	\$6,580.00 per month
Part-time transportation (including one driver and one aide per vehicle used for such services)	\$[●] per month
Wait-Outs (no cost for first 5 minutes)	\$1 per minute
Additional Services – Intensive Behavioral or Safety Needs	\$50 per day

The rates set forth above are subject to change in the event of a change in Individual Address or Destination Address during the Term of the Agreement. If there is a change in the number of students served within the district, the rates set forth are subject to change.

Service Provider will, at all times while Partners in Transit Services are being performed for Client, provide and maintain Combined Single Limit insurance coverage on each vehicle in an amount not less than



\$1,000,000 for bodily injury per occurrence and, upon request, provide Client a current certificate evidencing such coverage.

SCHEDULE OF SERVICES FOR PARTNERS IN TRANSIT

CENTER SCHOOL DISTRICT

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

KANSAS CITY BEHAVIORAL HEALTH HOLDCO, LLC

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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**Destination Address: Ozanam, 421 E 137th St. Kansas City, Mo 64145**

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**Destination Address: Ozanam, 421 E 137th St. Kansas City, Mo 64145**

**Individual Name:**

**Individual Address:**

**Destination Address: Ozanam, 421 E 137th St. Kansas City, Mo 64145**

Special Accommodations: [●] (i.e. harness requirement, door to door services as specified in IEP)

<i>Partners in Transit Services</i>	
<b>Service</b>	<b>Rate</b>
Full-time transportation (including one driver and one aide)	\$5,828.00 per month
Part-time transportation (including one driver and one aide per vehicle used for such services)	\$[●] per month
Wait-Outs (no cost for first 5 minutes)	\$1 per minute
Additional Services – Intensive Behavioral or Safety Needs	\$50 per day

The rates set forth above are subject to change in the event of a change in Individual Address or Destination Address during the Term of the Agreement. If there is a change in the number of students served within the district, the rates set forth are subject to change.

Service Provider will, at all times while Partners in Transit Services are being performed for Client, provide and maintain Combined Single Limit insurance coverage on each vehicle in an amount not less than \$1,000,000 for bodily injury per occurrence and, upon request, provide Client a current certificate evidencing such coverage.

SCHEDULE OF SERVICES FOR PARTNERS IN TRANSIT

CENTER SCHOOL DISTRICT

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

KANSAS CITY BEHAVIORAL HEALTH HOLDCO, LLC

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## SCHEDULE OF SERVICES FOR PARTNERS IN TRANSIT

Curb-to-curb transportation services will be provided by Partners in Transit, a division of Services Provider ("Partners in Transit"), for the contract described below as mutually agreed upon by the Parties (the "Partners in Transit Services").

**Individual Name:**

**Individual Address:**

**Destination Address:** Sherwood, 8030 Ward Parkway Plz Kansas City, Mo 64114

Special Accommodations: [●] (i.e. harness requirement, door to door services as specified in IEP)

<i>Partners in Transit Services</i>	
<b>Service</b>	<b>Rate</b>
Full-time transportation (including one driver and one aide)	\$3,580.00 per month
Part-time transportation (including one driver and one aide per vehicle used for such services)	\$[●] per month
Wait-Outs (no cost for first 5 minutes)	\$1 per minute
Additional Services – Intensive Behavioral or Safety Needs	\$50 per day

The rates set forth above are subject to change in the event of a change in Individual Address or Destination Address during the Term of the Agreement. If there is a change in the number of students served within the district, the rates set forth are subject to change.

Service Provider will, at all times while Partners in Transit Services are being performed for Client, provide and maintain Combined Single Limit insurance coverage on each vehicle in an amount not less than \$1,000,000 for bodily injury per occurrence and, upon request, provide Client a current certificate evidencing such coverage.

SCHEDULE OF SERVICES FOR PARTNERS IN TRANSIT

CENTER SCHOOL DISTRICT

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

KANSAS CITY BEHAVIORAL HEALTH HOLDCO, LLC

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



Software for Smarter Operations

**PREPARED FOR**

Center School District #58

**PREPARED BY**

Dude Solutions, Inc.

**PUBLISHED ON**

August 27, 2018





Software for Smarter Operations

August 27, 2018

Colleen McLain  
Director of Information & Technology Services  
Center School District #58  
8701 Holmes Rd  
Kansas City, MO  
64131-2899

Dear Colleen,

Thank you for your interest in our market leading solutions for improving educational operations. We at Dude Solutions are excited about providing you with online tools that will help you save money, increase efficiency and improve services. Dude Solutions is dedicated to providing best in class solutions that are built exclusively for the unique needs of educational institutions, including the following for Center School District #58:

Item	Term	Investment
EventEssentials Pro	7 months	\$1,282.08
EventEssentials Pro QuickStart	One-Time	\$2,191.50
Dude Intelligence	7 months	\$0.00
ConnectSchedules	7 months	\$0.00
<b>Investment:</b>		<b>\$3,473.58 USD</b>

\*3 months included at no additional cost

\*Dude Learn Lite is included in this proposal at no additional cost and does not automatically renew with other solutions.

**Special Terms for Event Publisher:**

Event Publisher includes 10 calendars. Additional calendars can be purchased individually or in packages of 10.





## Terms of Service:

- Proposal has been prepared for Center School District #58
- Proposal is valid for 60 days
- Initial Term: 7 months
- Payment: Terms are net 30 days
- Billing frequency other than annual is subject to additional processing fees
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
- Applicable sales taxes are in addition to the quoted price. If your organization is tax exempt, please email a copy of your Tax Exemption Certificate to [accountsreceivable@dudesolutions.com](mailto:accountsreceivable@dudesolutions.com) (<mailto:accountsreceivable@dudesolutions.com>)
- Please address purchase order to: Dude Solutions, 11000 Regency Parkway, Suite 110, Cary, NC 27518
- Dude Solutions, Inc. maintains the necessary liability coverage for their products and services. Proof of insurance can be provided upon request.
- The terms and conditions ("Terms") of this offer are based upon Dude Solutions, Inc.'s [Online Subscription Agreement \(http://dudesolutions.com/terms\)](http://dudesolutions.com/terms).
- Acceptance is expressly limited to these Terms. Any additional or different terms proposed by you (including, without limitation, any terms contained in any document incorporated by reference into the Purchase Order) are objected to and rejected and will be deemed a material alteration hereof, unless expressly assented to in writing by DSI.

## Support

### (included with your subscription)

- Technical support is available from 8:00 AM to 6:00 PM EST, Monday through Friday, excluding holidays. Please call 1-877-868-3833 or email [support@schooldude.com](mailto:support@schooldude.com) (<mailto:support@schooldude.com>) for technical support. After hours inquiries will be responded to the next business day.
- Send us an email – we respond to 99% of our support emails within 1 hour.
- Reach us instantly through our software with live chat!
- Find best practice blogs, webinars, discussions, help documentation, and connect with your peers on the online Community.

## QuickStart

### (included on this proposal)

**Online support and training is standard with each subscription and includes:**

QuickStart is our product implementation service to accelerate time to value. A Dude Client Advisor provides the guidance you need to ensure a smooth transition and boost user adoption. This service includes goal setting, timeline planning, and online training sessions.







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## DudeLearn

**(included on this proposal)**

To learn more contact your account representative, Vivian Karimakwenda.

**Dude Learn is a 24/7 on-demand online series of courses full of the top tips & tricks relevant to Dude Solutions software and the departments our solutions serve. Techniques we use to train and certify our own staff are now yours.**

Our goal is to provide the most in-depth, up-to-date learning experience for you. You'll gain access to exclusive learning tracks that will challenge your most veteran employees and your new hires alike. We've worked hard to provide you with a wide variety of scenarios and software simulations that will challenge how you think about our Solutions.

We've created learning tracks around the following topics:

- Solution Onboarding
- Excel Best Practices
- Technician Training
- Progress Reports
- Scenario Based Learning
- Troubleshooting
- Virtual Simulations
- Reporting
- Virtual Certification Guides
- Certification Path
- Account Setup
- User Management





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At Dude Solutions, we understand the yearly budgeting cycle of educational institutions. If you need us to pro-rate the annual fee based on your budget cycle, please let me know. I will provide you with the pro-rated cost based on the number of months remaining in your fiscal year.

Thanks again for your interest in utilizing our web-native solutions to integrate and more efficiently manage your operations. Please feel free to contact me with any questions at (919) 459-3344 or by email at [vivian@schooldude.com](mailto:vivian@schooldude.com).

Sincerely,  
Vivian Karimakwenda  
Senior Account Representative  
Dude Solutions  
11000 Regency Parkway, Suite 200  
Cary, NC 27518  
Telephone: (919) 459-3344  
Fax Number: (800) 216-3063  
Email: [vivian@schooldude.com](mailto:vivian@schooldude.com)

**Please address the purchase order to:**

Dude Solutions  
11000 Regency Parkway, Suite 110  
Cary, NC 27518

**\*\*\* Please mail, fax, or email the purchase order to 866-299-7821 or [sales@schooldude.com](mailto:sales@schooldude.com) (<mailto:sales@schooldude.com>).**





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We are committed to helping you build your knowledge, network and skills – and [University 2019](http://www.university2019.com/) (<http://www.university2019.com/>) is the best training and professional development for operations management professionals. Join us for four days of intensive training where you can:

- Build a strategic vision for your department and ensure goals align with the mission and vision of your organization.
- Save your organization time and money by investing in the training you need to keep your operations excellent and highly efficient.
- Learn how your peers are successfully overcoming similar challenges so you can be a leader of positive change.
- Receive hands on training and 1on1 guidance from our Client Success experts.

To help make this a no-hassle experience, we have created the Dude Deal, which includes conference registration fees, **4 night's hotel accommodation guaranteed in one of the conference hotels (check-in Saturday, May 4, 2019 and check-out Wednesday, May 8, 2019)**. Your registration also includes:

- Industry specific professional development and leadership workshops
- Beginner and advanced solution training classes
- Peer-led best practices roundtables and panel discussions
- Hands-on solution training
- Sunday Opening General Session & Motivational Keynote Speaker
- Registered conference attendees also receive the following meals included:
  - **Sunday Welcome Reception & Dinner**
  - **Hot breakfast Monday, Tuesday and Wednesday**
  - **Networking lunch on Monday & Tuesday**
  - **Tuesday Client Appreciation Dinner**

**The All-Inclusive rate for 4 nights of hotel accommodations and conference registration fee is \$1,695. This rate is available on a first come, first serve basis until we sell out or until December 31, 2018, whichever occurs first.**

#### **Dude University Policies**

##### *Payment, Cancellations & Substitutions*

- Dude Deal Registrations must be paid in full at the time of booking with a credit card, to secure your hotel room.
- Dude Deal prices are for single occupancy rooms. Each additional occupant is \$20, per night, per person.
- Written cancellations received by [university@dudesolutions.com](mailto:university@dudesolutions.com) (<mailto:university@dudesolutions.com>) before March 31, 2019 receive a full refund. No refunds are issued after this date.





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- Conference attendee substitutions will be accepted through April 12, 2019.

*Spouse/Guests*

- The \$100 spouse/guest fee is valid for only the Sunday evening dinner.
- The fee does not entitle the spouse to attend the full conference, meals or other events outside of Sunday evening event mentioned above.
- If you have multiple employees of an organization, they must register for the full conference fee to attend the sessions, the learning lab and all networking events.
- Only 1 guest/spouse per person is permitted.
- Minors under the age of 21 are not permitted to attend Sunday night for liability reasons.





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## Signature

Presented to:

Q-107679

August 27, 2018, 7:57:26 PM

Accepted by:

---

**Printed Name**

---

**Signed Name**

---

**Title**

---

**Date**







## CENTER SCHOOL DISTRICT #58

**GSA-Federal Supply Schedule Purchase Order**

Date:	September 18, 2018
Vendor:	Verizon Wireless
Vendor Address:	7600 Montpelier Road Laurel, MD 20723
Vendor Email:	<a href="mailto:VZWFederal.Implementations@VerizonWireless.com">VZWFederal.Implementations@VerizonWireless.com</a>
Phone:	1.800.561.6227
FAX:	Fax Number 913-906-3310 Victoria Autry/ Darryn
Authorized By:	By signing below, I certify that I am have legal authority to bind the listed government agency , that my agency is authorized to purchase under the GSA Federal Supply Schedule and that the use of all products/services purchased is for authorized government use.  Agency Name: _____ Signature of Authorized Official: _____ Printed or typed name: Colleen McInain _____ Printed or typed title: _____
Contact Information:	Email address: CMCLAIN@CENTER.K12.MO.US  Phone number: 816) 349-3357 FAX number: _____
Billing Information:	CENTER SCHOOL DISTRICT #58 8701 HOLMES RD KANSAS CITY MO 64131 _____ _____
Payment Terms:	Net 30
Description of Goods/Services; Pricing:	Cellular service on the accounts listed below (or attached) totaling 90 units in accordance with the rate plans and terms and conditions now or in the future applicable to each of such lines pursuant to GSA Federal Supply Schedule Number GS-35F-0119P, Rate Plan(s): Various Equipment: Various
Term:	August 28, 2018for 12 months through 2019 (month) (day) (#) (year)
Funds Authorized:	Monthly Access Fees for service on 90 Lines (Estimated) \$3,500.00 Equipment charge(s) on 90 Lines (Estimates) \$2,000.00 Total Access and Equipment Fees on 90 lines (Estimate) \$44,000.00 Plus applicable fees, taxes and charges
Contract #:	GSA Federal Supply Schedule Contract Number GS-35F-0119P, all terms and conditions are incorporated by reference
Equipment (Open Market):	None of the equipment listed are products listed on GSA Federal Supply Schedule Contract No. GS-35F-0119P. All devices and/or accessories are "Open Market" items. Open Market
Miscellaneous:	Specify Phones, Delivery, Etc.: Account 486377628 Profile 2391064
Customer Acceptance:	Signature: _____ Date: _____

For Verizon Wireless internal use only: Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Proposal for Property Appraisal Service  
for Capital Asset Re-inventory and Valuation Services to:**

## **Center School District #58**

September 12, 2018



practical solutions for  
your peace of mind

**CBIZ**

CBIZ Valuation Group

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September 12, 2018

Dr. Michael Weishaar, CFO  
Center School District #58  
8701 Holmes Road  
Kansas City, MO 64131-2802

**Re: Capital Asset Inventory and Valuation Services**

Dear Dr. Weishaar:

We are pleased to submit our proposal to provide professional capital asset inventory, data collection and valuation services to Center School District #58 ("District"). Our proposal has been prepared based on our understanding of your needs and our experience in assisting similar entities for similar purposes.

## **Purpose of Engagement**

It is our understanding that our analysis will be used by management of the District to assist with capital asset reporting needs as they relate to financial reporting and property insurance reporting. The effective date of the valuation will be June 30, 2018 for financial reporting and the last day of site of site inspection for insurance purposes. We are not being engaged to make specific purchase or sale recommendations. The purpose of the proposed engagement is to provide professional valuation consulting services to address:

- **Capital Asset Reporting:** Prepare reports that can be utilized by the District in its effort to meet its financial reporting requirements as they relate to capital asset reporting. We encourage the District to share this proposal with its independent auditor to ensure the proposed scope and methodology will be consistent with its capital asset accounting policies.
- **Property Insurance Reporting:** Prepare reports to be utilized by the District in its effort to meet its insurable value reporting requirements.

## **Scope & Methodology**

The scope of the proposed consulting services is limited to the following tangible assets and is subject to the Terms and Conditions outlined in this proposal.

- **Machinery & Equipment – Capital Assets:** Assets with an estimated unit acquisition cost greater than \$1,000 plus all computers, printers, and LCD Projectors regardless of cost will be inventoried and valued individually. As available, we will capture the following information for these assets: location, department, description, manufacturer, model, serial number, acquisition date (estimated or actual), asset/tag number and replacement cost. Barcode tags will be uniformly applied to non-tagged assets, as applicable. Only assets meeting the District's capitalization policy of \$25,000 will be reported in the insurance reports.

- **Buildings, Land, Land Improvements & Capital Projects (for financial reporting):** Acquisition costs and dates for buildings, land parcels, land improvements and capital projects will be incorporated in our analysis based on information provided by the District .
- **Client-Supplied Information** (for accounting purposes only): Certain information will be included in our report based upon information provided by the District. We will provide a preformatted Excel spreadsheet that must be utilized by the District to report these assets. For inclusion in our reports, client-supplied information including original costs, acquisition dates, useful lives and replacement costs are required in CVG's pre-formatted Excel file within two weeks of the completion of the field study. If valuation or data entry services are required our standard hourly fees will apply. Any changes to reports involving client-supplied data after issuance will be subject to an additional processing charge.
- **Electronic Reconciliation:** CVG will attempt to do a limited reconciliation of our findings to the District's existing fixed asset register by performing an electronic tag and serial number match. In order to complete the match process, the District will be required to provide its current fixed asset register with a cost balance that matches their last fixed reporting period in an Excel format. The data should include the tag or barcode number, asset description, manufacturer, model, serial number, acquisition date, acquisition cost, and useful life for each asset. If the District cannot provide this documentation and requires CVG to recreate it, additional fees will apply.

## Engagement Exclusions

The scope of this engagement excludes the following items:

- |                                     |   |
|-------------------------------------|---|
| • Uniforms                          | • Stores                                |
| • Portable communications equipment | • Spare parts                           |
| • Intangible assets                 | • Fine arts                             |
| • Software                          | • Third party property                  |
| • Records                           | • Property not accessible or not        |
| • Drawings                          | located in client facilities during the |
| • Consumables                       | fieldwork portion of the engagement.    |
| • Supplies                          |   |

## Client Participation

CVG will provide the District with an engagement management plan outlining their required participation to ensure the success of this engagement. In order to deliver our work product in a timely manner, we request that the following be provided by the District prior to starting the fieldwork portion of the engagement:

- A primary contact for this engagement;
- A primary contact that can provide unrestricted access to each building;
- Copies of the most recent valuation report, CAFR and capital project schedule; and
- Applicable security access badges and/or documents needed to access facilities.



## Schedule

Upon receipt of signed authorization, we will work with the District to determine a mutually agreed-upon start date for commencement of the fieldwork portion of this engagement. This engagement will require cooperation, continued access, and timely receipt of requested information from the District. Our reports will be available approximately 45-60 days from the completion of the fieldwork.

## Standards of Value

The standards of value applicable to this engagement will include:

- **Original/Acquisition Cost:** The amount of money originally paid to acquire an asset. It generally includes costs such as transportation, set-up charges, taxes, engineering and architectural fees.
- **Replacement Cost New (RCN):** The cost required to produce a property of like kind and materials at one time in accordance with current market prices for materials, labor and manufactured equipment, contractors' overhead, profit and fees, but without provisions for overtime or bonuses for labor and premiums for materials. Our conclusions of value will include deductions for standard insurance exclusions (i.e. underground piping, foundations, footings, excavation, grading, etc.).

## Costing Methodology

Our valuation will utilize various techniques to develop cost conclusions. The sources may include the use of proprietary and third-party software, proprietary databases, technical pricing subscriptions, various publications and client-supplied information (purchase orders, capital project costs, financial statements, etc.). We will determine acquisition cost utilizing the following costing methods:

- **Direct Costing:** Where practical, we will match asset costs based on recorded information provided by the District.
- **Standard Costing:** Costs not readily determined through the use of client-supplied information will receive an estimated cost based on a "standard cost" (a known average installed cost for a like unit, estimating acquisition date).
- **Normal Costing:** Where neither direct nor standard costing can be utilized to determine acquisition cost, it will be estimated based on current cost of reproduction new, indexed by a reciprocal factor of the price increase from the estimated date of acquisition to the date of valuation.

## Depreciation Methodology

The depreciation methodology utilized is as follows:

- **Straight-Line Method:** The method of calculating depreciation by dividing the cost, less salvage, by the number of fiscal periods of useful life.

- **First-of-the-Month (Full Month) Convention:** Assets are treated as being placed into service on the first day of the month they are acquired, even if they were actually purchased after the first of the month. For additions, depreciation is calculated for a full month in the month the asset was acquired.

For disposals, no depreciation is calculated in the month of disposition; rather it is calculated through the last day of the month prior to disposal. Different depreciation methods or conventions are subject to an additional charge.

## Deliverables

Our work product will consist of our standard reports and will be provided in an Adobe Acrobat format. Final reports will include the following and will be expressly subject to the Terms and Conditions found within this proposal:

- Transmittal Letter reviewing the scope, methodology and valuation conclusions
- Accounting Summary Reports
- Accounting Detail Reports
- Depreciation Reports
- Insurance Summary Reports
- Insurance Detail Reports
- Standard Master Data File (Excel format) containing the information collected

Should the District wish to include its insurance consultant or auditor on the distribution of these reports, CVG will provide a PDF copy of this report to the firm and person designated by the District on the engagement authorization page.

## Optional Services

CVG offers a variety of optional services that are designed to enhance and assist in maintaining our proposed service offering. Optional services available include:

### Barcode Tags

CVG can provide barcode tags that can be used during the initial inventory and tagging engagement and can be used by the District for tagging any additions that might be acquired in the future. CVG's tags are durable coated polyester in Code 39 format. Tags are available in rolls of 1,000.



## ENGAGEMENT FEES & CLIENT ACCEPTANCE

Our estimated fees, including expenses to provide professional data collection and valuation services are listed below. Our fee estimates are based on the property schedule and square footage found in Appendix B, as reported by the District.

### Services

*Please initial the services to be included in the contract.*

Fees for Individual Services	Fee	Initials
2018 Re-inventory and Valuation of locations listed on the attached property addendum	\$13,300*	

*\*Our fees are predicated on inventorying approximately 657,255 square feet of building area, as listed on the attached Property Addendum. If additional square footage is encountered, fees are subject to change based on the additional work effort required to complete the engagement.*

Optional Services	Fee	Initials
Barcode Tags (Quantity of tags desired: _____)	\$250 per 1,000	

The fees for the professional services outlined within this agreement shall remain in effect for a period not greater than 90 days from the date of this proposal. As a publicly traded company, CVG retains client records and work files for a period of seven (7) years.

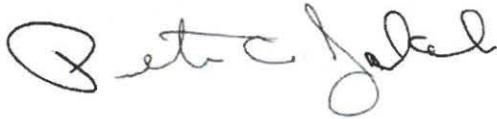
If conditions beyond our control are encountered, or if the scope of the engagement is expanded beyond its original requirements such that we will require additional time and fees not presently estimated in our work plan, we will notify you before proceeding to arrange a mutually-acceptable revision in our fees. CVG reserves the right to increase fees annually 3% to 5% per year to offset increases in wages, travel and other project related costs. If a decision is made by you to discontinue work on an engagement, our fees will be based upon the actual professional hours and expenses incurred as of that date. Our fees include a standard allotment of 120 minutes of phone support for District. Any subsequent meetings/conversations or other service requests, including activities and expenses outside the scope of our technical proposal, will be billed separately at our standard hourly rates and in accordance with CVG's standard expense practices. Services requested after the issuance of our reports, such as meetings, planning, testimony and other services will be billed separately at our normal hourly rates and in accordance with our normal expense practices. Fees for valuation report updates will be based upon our standard hourly rates plus expenses incurred.

We will progress bill up to 80% as work is completed. 20% will be withheld until final reports are delivered. Our invoices are payable within 30 days of presentation. Invoices not paid within 45 days shall be considered delinquent. Delinquent invoices shall be subject to a late charge equal to the lesser of one and one half percent (1.5%) per month, or the maximum amount allowed by state law. Disputes pertaining to billing matters must be put in writing within 20 days upon the receipt of the invoice. CBIZ Valuation Group, LLC reserves the right to suspend or terminate this engagement for the District's failure to make timely payment. Should any invoice remain unpaid beyond 60 days, professional activity will cease until payment is received.

We appreciate the opportunity to submit our proposal and look forward to working with you on this important engagement.

Respectfully submitted,

**CBIZ VALUATION GROUP, LLC**



Peter Jakab  
Business Development Manager  
Phone: 312.602.6676  
Email: pjakab@cbiz.com

**Client Acceptance**

**I have read the terms of this agreement and hereby authorize this assignment**

ACCEPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Client: Center School District #58

By: \_\_\_\_\_  
Written Name Printed Name

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

The fees for the professional services outlined within this agreement shall remain in effect for a period not greater than 90 days from the date of this proposal.

**Client Authorization**

We authorize CBIZ to distribute electronic copies of the valuation report to our insurance provider: \_\_\_\_\_  
(please initial)

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

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

E-mail Address: \_\_\_\_\_

**Please return signed engagement to:**

CBIZ Valuation Group, LLC  
Kathy Jaeger  
W227 N16867 Tillie Lake Court, Suite 201  
Jackson, WI 53037  
Email: kjaeger@cbiz.com or Fax: 262-677-2130

## CBIZ VALUATION GROUP TEAM

Our Firm's ability to provide quality, efficient and timely service is largely dependent upon the skills and experience of our people. Our team has a proven record of bringing the necessary blend of technical competence, industry experience, innovative ideas and value-added services to our clients. Our philosophy of utilizing highly experienced personnel allows us to perform efficiently and enables us to provide unmatched quality.

The team below will be responsible for the services provided to the District. They will be assisted by other qualified consulting professionals, as necessary.



**Peter A. Jakab**  
Business Development Manager

225 West Wacker Drive, Suite 2000  
Chicago, IL 60606  
Phone: 312.602.6676  
pjakab@cbiz.com

Mr. Jakab is a seasoned business development professional. He is responsible for establishing and maintaining relationships with prospects and clients as well as ensuring successful project implementation from beginning to final delivery.

Mr. Jakab comes to CBIZ Valuation Group from PartsTown where he was a Business Development Specialist focusing on the education industry. He has over 20 years of experience in valuation services and capital asset management. He has served many roles in the valuation industry ranging from an appraiser working on school, municipal and special projects for buildings, machinery and equipment appraisals, served as Director of Educational Services for Industrial Appraisal, Regional Manager for VRM Maximus and Production Manager and Business Development for Asset Control Solutions.

Outside of CBIZ, he also serves as an elected City Councilman. He holds a Bachelor of Science degree in Finance from DePaul University.





**Brian Johnston**

Senior Manager

1009 Lenox Drive, Suite 105  
Lawrenceville, NJ 08648  
Phone: 845.987.6288  
Mobile: 914.584.0359  
bjohnston@cbiz.com

Mr. Johnston is a Senior Manager in CBIZ Valuation Group's Tangible Asset Practice and has over 14 years of valuation experience. His responsibilities include project management, field data collection, data processing, asset valuation, data review, quality control and report compilation. He has valuation experience in a variety of industries having served municipal, county, school district, utility, risk pool and private sector clients.

Prior to joining CBIZ Valuation Group, Mr. Johnston was a fixed asset appraiser with MAXIMUS. As a fixed asset appraiser, he was responsible for the valuation of buildings, machinery and equipment for municipalities and school districts throughout the country.

Mr. Johnston earned a Bachelor of Arts degree with concentrations in management and microeconomics from Oswego State University in Oswego, New York.





**Patrick Keim**  
Senior Consultant

1125 Wisconsin Avenue  
Pittsburgh, PA 15216  
Phone: 845.987.6288  
pkeim@cbiz.com

Mr. Keim has over 12 years of experience in the valuation industry and is fully versed in the valuation of machinery and equipment, buildings and land improvements. He has managed and contributed on numerous valuation engagements including Unique and Historical Architecture, Churches (of all Denominations), Religious Temples and Synagogues, Country Clubs, Libraries, Condominiums, Hotels; Religious Equipment and Appointments, including Stained Glass, Communion-ware, Icons, Sanctuary Furnishings, Fine Arts, Antiques and Silverware.

Prior to joining CBIZ Valuation Group, Mr. Keim was a Senior Inventory Specialist for Asset Control Solutions where he performed valuations and reviews, and was a Senior Appraiser for Industrial Appraisal Company where he was responsible for managing and conducting valuation engagements, specializing in high-end & unique property.

Mr. Keim earned a Bachelor of Fine Arts from Carnegie Mellon University and is currently pursuing a Master's Degree with a concentration in Modern Art from the University of Pittsburgh. He also studied for 1 year at Kuvataideakatemia in Helsinki, Finland.

## APPENDIX A: TERMS & CONDITIONS

The terms and conditions of this engagement with CBIZ Valuation Group, LLC ("CBIZ") are subject to and governed by the following Terms and Conditions and other terms, assumptions and conditions contained in the engagement letter.

### General

This Agreement forms the entire agreement between the parties relating to the services, and replaces and supersedes any previous engagement letters, proposals, correspondence, understandings or other communications whether written or oral. This agreement shall be binding on all transferees, successors and assigns of both CBIZ and you. Neither party shall be liable to the other for any delay or failure to perform any of the services nor obligations set forth in this Agreement due to causes beyond its reasonable control. Each party acknowledges that this was a negotiated contract, and as a result, no part of this contract shall be construed against either party based on drafting of the contract. If any provision of this Agreement is determined to be invalid under any applicable statute or rule of law, it is to that extent to be deemed omitted, and the balance of the Agreement shall remain enforceable.

No delay or omission by either party in exercising any right or power shall impair such right or power or be construed to be a waiver. A waiver by either party of any of the covenants to be performed by the other or any breach thereof shall not be construed to be a waiver of any succeeding breach or of any other covenant. No waiver or discharge shall be valid unless in writing and signed by an authorized representative of the party against whom such waiver or discharge is sought to be enforced.

You acknowledge and agree that you will be solely responsible for any and all applicable sales tax due in connection with the services provided under this Agreement.

It is common practice for professional service firms such as ours, in discussions with prospective clients, to make reference to prior work, and we would like to have the opportunity to do so with respect to this assignment. Unless Client informs CBIZ to the contrary, upon completion of this assignment we understand that we will be entitled to make reference to having undertaken it, including a brief description of its objectives, in CBIZ newsletters and publications and discussions with third parties regarding work opportunities.

### Indemnification

Except to the extent judicially determined to have resulted from the bad faith, gross negligence, or willful or intentional misconduct of CBIZ's personnel and unless otherwise prohibited by law or applicable professional standard, you shall indemnify and hold harmless CBIZ and its personnel from and against any causes of action, damages (whether compensatory, consequential, special, indirect, incidental, punitive, exemplary, or of any other type or nature), costs and expenses (including, without limitation, reasonable attorneys' fees and the reasonable time and expenses of CBIZ's personnel involved) brought against or involving CBIZ at any time and in any way arising out of or relating to CBIZ's services under this engagement. This provision shall survive the termination of this agreement for any reason, and shall apply to the fullest extent of the law, whether in contract, tort, or otherwise.

If any action or proceeding (any of the foregoing being a Claim) is threatened or commenced by any third party against CBIZ that you are obligated to defend or indemnify under this Agreement, then written notice thereof



shall be given to you as promptly as practicable. After such notice and only so long as CBIZ's and your interests with respect to the claim remain consistent, no conflict exists, and, by your control of the defense, CBIZ's insurance is not voided or otherwise compromised in any way, you shall be entitled, if you so elect in writing within ten days after receipt of such notice, to take control of the defense and investigation of such Claim and to employ and engage attorneys to handle and defend the same, at your sole cost and expense, with the approval of CBIZ, which approval shall not be unreasonably withheld. CBIZ shall cooperate in all reasonable respects with you and your attorneys in the investigation, trial and defense of such Claim and any appeal arising therefrom; provided, however, that CBIZ may, at its own cost and expense, participate, through its attorneys or otherwise, in such investigation, trial and defense of such Claim and any appeal arising therefrom. You shall enter into no settlement of a Claim that involves a remedy other than the payment of money by you without the prior consent of CBIZ.

After notice by you to CBIZ of your election to assume full control of the defense of any such Claim, and CBIZ's approval of selected counsel, you shall not be liable to CBIZ for any legal expenses incurred thereafter by CBIZ in connection with the defense of that Claim. If you do not assume full control over the defense of a Claim, then you may participate in such defense, at your sole cost and expense, and CBIZ shall have the right to defend you in such manner as it may deem appropriate, at your cost and expense.

### **Limitation on Damages**

You agree that CBIZ, any entity related to it and their respective personnel, current or former, shall not be liable to you for any claims, liabilities, or expenses relating to this engagement for an aggregate amount in excess of the fees paid by you to CBIZ pursuant to this engagement, except to the extent finally judicially determined to have resulted from the bad faith or intentional misconduct of CBIZ. Unless otherwise prohibited by law, in no event shall CBIZ, any entity related to it or their respective personnel, current or former, be liable for consequential, special, indirect, incidental, punitive, or exemplary losses or damages relating to this engagement. This limitation on liability provision shall apply to the fullest extent of the law, whether in contract, statute, tort (such as negligence), or otherwise.

### **Limitation on Distribution and Use**

The report, the final estimate of value, and the prospective financial analyses (collectively, as used in this paragraph, the CBIZ Work Product) included therein are intended solely for the information of the person or persons to whom they are addressed and solely for the purposes stated; they should not be relied upon for any other purpose, and no party other than the Company may rely on them for any purpose whatsoever. Neither the valuation report, its contents nor any reference to the appraiser or CBIZ may be referred to or quoted in any registration statement, prospectus, offering memorandum, sales brochure, other appraisal, loan or other agreement or document given to third parties. In addition, except as set forth in the report, our analysis and report are not intended for general circulation or publication, nor are they to be reproduced or distributed to third parties.

Notwithstanding the foregoing, if the Company desires to distribute or use the CBIZ Work Product in any way not expressly contemplated by these Terms and Conditions or the Agreement, including, without limitation and by way of example, reference to CBIZ by name or inclusion of any portion of the CBIZ Work Product in any regulatory filing, CBIZ, at our sole discretion, may permit Company to do so for a fee commensurate to the additional risk associated with such distribution or use.

### **Confidentiality**

With respect to information supplied in connection with this engagement letter and designated by the disclosing party as confidential, CBIZ agrees to: (i) protect the confidential information in a reasonable and appropriate manner or in accordance with applicable professional standards; (ii) use confidential information only to perform its obligations under this engagement letter; (iii) reproduce confidential information only as required to perform its obligations under this engagement letter; and (iv) return or destroy all information provided to CBIZ upon the Company's written request, except that CBIZ may keep copies of any records required to be maintained under its professional standards and retention policy. This section shall not apply to information that is: (i) publicly known; (ii) already known by CBIZ or (iii) disclosed pursuant to legal requirement or order.

### **Not A Fairness Opinion**

Neither our opinion nor our report are to be construed as an opinion of the fairness of an actual or proposed transaction, a solvency opinion, or an investment recommendation, but, instead, are the expression of our determination of the fair value between a hypothetical willing buyer and a hypothetical willing seller in an assumed transaction on an assumed valuation date where both the buyer and the seller have reasonable knowledge of the relevant facts.

### **Operational Assumptions**

Unless stated otherwise, our analysis: (i) assumes that, as of the valuation date, the Company and its assets will continue to operate as configured as a going concern, (ii) is based on the past, present and future projected financial condition of the Company and its assets as of the valuation date and (iii) assumes that the Company has no undisclosed real or contingent assets or liabilities, other than in the ordinary course of business, that would have a material effect on our analysis.

### **Competent Management Assumed**

It should be specifically noted that the valuation assumes the property will be competently managed and maintained over the expected period of ownership. This appraisal engagement does not entail an evaluation of management's effectiveness, nor are we responsible for future marketing efforts and other management or ownership actions upon which actual results will depend.

### **No Obligation to Provide Services After Completion**

Valuation assignments are accepted with the understanding that there is no obligation to furnish services after completion of the original assignment. If the need for subsequent services related to a valuation assignment occurs, including updates, conferences, testimony, preparation for testimony, document production, interrogatory response preparation, or reprint and copy services whether by request of the Company or by subpoena or other legal process initiated by a party other than the Company, Company agrees to compensate CBIZ for its time at its standard hourly rates then in effect, plus all expenses incurred in the performance of said services. CBIZ reserves the right to make adjustments to the analysis, opinion and conclusion set forth in the report as we deem necessary by consideration of additional or more reliable data that may become available.

### **No Opinion is Rendered as to Legal Fee or Property Title**

No opinion is rendered as to legal fee or property title. No opinion is intended in matters that require legal, engineering or other professional advice that has been or will be obtained from professional sources.



### **Liens and Encumbrances**

We will give no consideration to liens or encumbrances except as specifically stated. We will assume that all required licenses and permits are in full force and effect, and we make no independent on-site tests to identify the presence of any potential environmental risks. We assume no responsibility for the acceptability of the valuation approaches used in our report as legal evidence in any particular court or jurisdiction.

### **Information Provided by Others**

Information furnished by others is presumed to be reliable; no responsibility, whether legal or otherwise, is assumed for its accuracy and cannot be guaranteed as being certain. All financial data, operating histories and other data relating to income and expenses attributed to the business have been provided by management or its representatives and have been accepted without further verification except as specifically stated in the report.

### **Prospective Financial Information**

Our report may contain prospective financial information, estimates or opinions that represent reasonable expectations at a particular point in time, but such information, estimates or opinions are not offered as forecasts, prospective financial statements or opinions, predictions or as assurances that a particular level of income or profit will be achieved, that events will occur or that a particular price will be offered or accepted. Actual results achieved during the period covered by our prospective financial analysis will vary from those described in our report, and the variations may be material.

Any use of management's projections or forecasts in our analysis will not constitute an examination, review or compilation of prospective financial statements in accordance with standards established by the American Institute of Certified Public Accountants (AICPA). We will not express an opinion or any other form of assurance on the reasonableness of the underlying assumptions or whether any of the prospective financial statements, if used, are presented in conformity with AICPA presentation guidelines.

### **Dispute Resolution and Jury Trial Waiver**

Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, you agree that, notwithstanding any applicable statute of limitations, any claim based on this engagement must be filed within twenty-four (24) months after performance of our service.

Unless otherwise prohibited by law or applicable professional standard, each of the parties irrevocably, voluntarily and knowingly waives its right to a jury trial of any claim or cause of action based upon or arising out of this agreement or any dealings between the parties hereto relating to the subject matter hereof. The scope of this waiver is intended to be all-encompassing. It includes any and all disputes that may be filed in any court and that relate to the subject matter of this agreement, including, but not limited to, contract claims, tort claims, breach of duty claims and all other common law and statutory claims. It also includes any and all such claims that may be brought against CBIZ or any of its subsidiaries and any of their respective personnel, current or former.

### **Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to conflicts of law principles. The parties hereby irrevocably submit to the jurisdiction of the federal or state courts in the State of Ohio, specifically and exclusively in the Cuyahoga County Court of Common Pleas or the Federal District Court for the Northern District of Ohio, over any dispute or proceeding arising out of this Agreement and agree that all claims in respect of such dispute or proceeding shall be heard and determined in such court. The parties to this Agreement hereby irrevocably waive, to the fullest extent permitted by applicable

law, any objection that they may have to the venue of any such dispute brought in such court or any defense of inconvenient forum for the maintenance of such dispute.

### **Independent Contractor**

It is understood and agreed that each of the parties hereto is an independent contractor and that neither party is, nor shall be considered to be, an agent, partner, joint venturer, or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

*T&CRev6.22.18.*

## APPENDIX B: PROPERTY SCHEDULE

Center School District #58		
Facility Name	Address	Sq. Ft.
Senior High School	8725 Holmes Road, Kansas City, MO, 64114	237,155
Track Storage	8725 Holmes Road, Kansas City, MO, 64114	300
Pole Vault	8725 Holmes Road, Kansas City, MO, 64114	240
District Stadium	8725 Holmes Road, Kansas City, MO, 64114	3,990
Greenhouse	8725 Holmes Road, Kansas City, MO, 64114	960
Red Bridge Elementary	10781 Oak, Kansas City, MO, 64114	49,986
Storage Container 1	10781 Oak, Kansas City, MO, 64114	128
Middle School	326 E. 103rd, Kansas City, MO, 64114	116,991
Storage	326 E. 103rd, Kansas City, MO, 64114	160
Indian Creek Elementary	9801 Grand, Kansas City, MO, 64114	33,820
Boone Elementary School	8817 Wornall, Kansas City, MO, 64114	87,530
Alternative School	8434 Paseo, Kansas City, MO, 64114	40,259
Center Elementary	8401 Euclid, Kansas City, MO, 64114	71,422
Administration Building	8817 Wornall, Kansas City, MO, 64114	6,514
Maintenance Barn	8817 Wornall, Kansas City, MO, 64114	4,800
Maintenance Workshop	8817 Wornall, Kansas City, MO, 64114	3,000
<b>Total Square Footage</b>		<b>657,255</b>





**Center School District**  
2018 Community Telephone Survey and (optional) companion online surveys

Includes:

- Conducting an on-site planning meeting
- Preparing a draft survey and a detailed explanation document
- Completing as many additional survey drafts as necessary to secure approval
- Conducting 400 telephone interviews with randomly selected, registered voter heads of household, divided geographically to match the general population pattern; landlines and cell phone numbers are to be used
- Supervising all data collection
- Preparing and forwarding a topline report of the findings
- Conducting a comprehensive analysis of findings, including cross-tabulations, and preparing a detailed final report
- Presentation of that final report on-site to the Board of Education, and delivery of 15 printed and bound copies (and one electronic copy) of the final report
- Preparation and administration of online versions of the phone survey for parents, staff and the community at large reporting the results of these surveys (if desired and approved)
- Conducting e-mail exchanges and telephone conferences during the project, where needed

Total Budget:  
\$14,900 for telephone survey  
\$1,000 each for each online survey, please circle the ones desired  
Parent online      Staff online      Community online

- ◆ All work is billed in two segments – 50% is billed when the first draft of the telephone survey instrument has been submitted to the client for review; the remaining fees upon delivery of the final report on both surveys.
- ◆ Change of project scope may alter this budget estimate.

Accepted:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title



# **School Information**

**Key Facts**

**&**

**Legal Agreement**



# **Cosentino's Annual**

## **Grocery Grab 2018 Key Facts**

- Sponsorship Agreement signed by School/District Representative or Organization and Cosentino's Sponsor Store Director.
- Raffle Ticket books distributed on or around Sept. 14th (100 books of 50 Raffle Tickets per store to start, more printed as needed & requested by School Organization)
- Raffle Ticket price \$5 each (with coupon for \$5 off \$50 or more grocery purchase)
  - Schools/Districts keep all monies raised from Raffle Ticket sales
  - Stores do not sell tickets, all tickets sold are through the school(s)
  - All proceeds donated to Schools/Districts
- If schools have any additional Raffle Ticket selling events, we encourage communication to the Store Director so we can refer our customers where they can purchase a ticket. (i.e. Sporting Events, Car Washes, etc.)
  - May hang flyers in store for these events with Store Director approval.
- In Store recorded announcements
- Communication between Schools or Districts and Store Management to update on amounts raised (for Graph or Chart in the sponsor store)
- November 30 – Turn in Raffle Tickets to sponsor store (ticket sales end)
- December 1 – Semifinalist Drawing Event in stores at 10am
  - Five Semifinalists drawn
- December 8 – Finalist Drawing (7:30am) and Grocery Grab (8am)
  - Four - \$100 Cosentino's Gift Cards given to 4 Semifinalists
  - Grocery Grab Grand Prize Winner Announced
  - Total of funds raised by Raffle Ticket Sales announced by School District or School Representative
  - Possibility of News Media presence on site for announcements and Grocery Grab Giveaway
- All tickets will be shredded after drawings, to ensure no personal information is compromised



## COSENTINO "GROCERY GRAB" Agreement

This Cosentino "Grocery Grab" Agreement (this "Agreement") is dated as of \_\_\_\_\_, 2018, and is by and between [CENTER SCHOOL DIST] (the "Charitable Organizer") and [COSENTINO GROUP, MID-AM FOODS] ("Cosentino's").

### Recitals:

A. Cosentino's is sponsoring charitable events at select locations within its family of grocery stores, herein referred to as "Grocery Grabs".

B. The rules and program guidelines identified in this Agreement will govern the responsibilities and obligations between the Charitable Organizer that is the beneficiary of the Grocery Grabs event.

In consideration of the premises, the Parties agree as follows:

### Terms and Conditions:

1. Charitable Organizer is responsible for all aspects of coordinating the Grocery Grab event (unless noted otherwise), including the following:
  - a. Distribution / sale of Raffle Tickets:
    - i. Cosentino's will coordinate printing off raffle tickets;
    - ii. Cosentino's will not sell raffle tickets through participating stores' point-of-sale systems, and will not accept cash offered by Cosentino's customers at checkout that may be interested in making donations to the event;
    - iii. Cosentino's will permit Charitable Organizer to setup and sell event tickets at Cosentino's participating store locations. However, Charitable Organizer is solely responsible for collection and management of any funds derived from such "in-store" activity.
  - b. Charitable Organizer is solely responsible for distribution of marketing materials to promote the Grocery Grab event, including raffle tickets, flyers, brochures, posters, etc.
2. Cosentino's obligations in conjunction with the Grocery Grab event shall consist of the following:
  - a. Store availability the day and time of the Grocery Grab event.
  - b. Store personnel on the day of the Grocery Grab event shall coordinate and participate with the Charitable Organizer for compliance with Rules and Regulations of the Grocery Grab (as specified in accompanying event flyer).
3. Charitable Organizer shall be represented in all materials as the responsible party for handling of all claims, disputes, disagreements, or inquiries whatsoever regarding the Grocery Grab event. Cosentino's disclaims any and all knowledge and responsibility for the Charitable Organizer's use of funds derived from the event.
4. EXCEPT IN THE CASE OF WILLFUL MISCONDUCT BY COSENTINO'S, IN NO EVENT SHALL COSENTINO'S OR ANY OF ITS REPRESENTATIVES BE LIABLE FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE OR ENHANCED DAMAGES, LOST PROFITS OR REVENUES OR DIMINUTION IN VALUE, ARISING OUT OF OR RELATING TO ANY BREACH OF THIS AGREEMENT OR IN CONNECTION WITH THE GROCERY GRAB EVENT, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE.



5. Charitable Organization shall indemnify, defend and hold harmless Cosentino's and each of its directors, officers, shareholders, employees, agents and consultants (each, an "Indemnified Party"), from and against all claims, actions, liabilities, losses, expenses, damages and costs (including reasonable attorneys' fees), that may at any time be incurred by an Indemnified Party arising out of or relating to any: (i) breach of this Agreement, (ii) the Grocery Grab event, or (iii) negligence or willful misconduct of a party, its agents, employees or representatives.
6. Charitable Organizer and Cosentino's will make all attempts necessary to resolve disputes and disagreements between themselves, and to avoid divulging details of any disputes or disagreements to the media or general public. If Charitable Organizer and Cosentino's fail to reach a mutual resolution on a dispute under this Agreement, then any and all claims, disputes or other matters in question between the parties arising out of or relating to this Agreement, or the breach thereof, shall be decided by arbitration in accordance with the rules of the American Arbitration Association in effect on the date hereof before three (3) arbitrators; one designated by each party and the third in accordance with the Rules of the American Arbitration Association. Any such arbitration shall be conducted in Overland Park, Kansas, unless the parties mutually agree to another location. The arbitrators shall be qualified by education, training or experience as may be appropriate according to the nature of the claim, dispute or other matter in question. The foregoing agreement to arbitrate and any other agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. To the extent permitted by law, by agreeing to engage in the arbitration provided for in this Section, the parties waive their right to appeal any decision made by the arbitrators. The demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen; and in no event shall it be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. All costs and expenses (including reasonable attorneys' fees and costs) in connection with any such arbitration shall be borne in the manner which the arbitrators making the determination shall direct. Notwithstanding the provisions of this Section, either party may seek appropriate injunctive relief for any threatened breach.
7. Charitable Organizer will treat as confidential all trade secrets and other information regarding Cosentino's, its products or business provided or made accessible by Cosentino's under this Agreement or any disputes between the parties under this Agreement ("Confidential Information"). Charitable Organizer will not disclose Confidential Information to any third party, nor use that information, directly or indirectly, other than as contemplated by this Agreement, without the express written consent of Cosentino's. Notwithstanding the foregoing, Charitable Organizer is not prohibited from disclosing Confidential Information (i) that was previously known to Charitable Organizer before the disclosure thereof by Cosentino's hereunder or under previous agreement, (ii) that is now or becomes in the future public knowledge other than by breach of this Agreement by Charitable Organizer, (iii) that is lawfully obtained by Charitable Organizer from a source which is independent of Cosentino's and is not obligated to keep the information confidential, or (iv) that is required to be disclosed by judicial or administrative process, provided Charitable Organizer must promptly notify Cosentino's and allow Cosentino's a reasonable time to oppose that process, if appropriate, in the sole discretion of Cosentino's.
8. This Agreement will be governed by and will be construed, interpreted, and enforced in accordance with the laws of the State of Kansas, without reference to principles of conflicts of law.
9. The terms and provisions of this Agreement are intended solely for the benefit of each party and their respective successors, assigns, heirs and personal representatives and it is not the intention of the parties to confer third-party beneficiary rights upon any other individual or entity.
10. This Agreement, including the exhibits and other attachments hereto referenced herein, if any, contains the entire agreement among the parties with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written. The express terms hereof control and supersede any course of performance or usage of the trade inconsistent with any of the terms hereof.





11. No failure or delay by any party in exercising any right, power, or privilege hereunder will operate as a waiver of any right, power, or privilege hereunder. No waiver of any default on any one occasion will constitute a waiver of any subsequent or other default. No single or partial exercise of any right, power, or privilege will preclude the further or full exercise thereof.
12. The provisions of this Agreement will be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof will not affect the validity and enforceability of the other provisions hereof.
13. This Agreement may be executed in any number of counterparts, each of which will be deemed an original but all of which will constitute one and the same instrument.
14. Except as otherwise provided herein, this Agreement may not be modified or amended other than by an agreement in writing signed by duly authorized representatives of each of the parties.
15. All the terms and provisions of this Agreement will be binding upon and will inure to the benefit of the parties and their respective successors, assigns, heirs and personal representatives. Charitable Organization may not assign, delegate or transfer to third parties its rights or obligations hereunder, or subcontract its performance hereunder, without the prior written consent of Cosentino's.



IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the date written above.

THIS AGREEMENT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES

CENTER SCHOOL DIST.  
[INSERT NAME OF CHARITY]

COSENTINO GROUP, MIDAM. FOODS INC.  
[Cosentino Enterprises, Inc. or Cosentino Group, Inc.]

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

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

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

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



## ENERGY SAVINGS PERFORMANCE CONTRACT

This Energy Savings Performance Contract (the "Contract") is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2018, in the County of JACKSON, State of Missouri, by and between NAVITAS, LLC ("ESCO"), having its principal offices at 25501 WEST VALLEY PARKWAY, SUITE 200, OLATHE, KS 66061, and the CENTER SCHOOL DISTRICT ("Customer") having principal offices at 8701 HOLMES ROAD KANSAS CITY, MO 64131, for the purpose of installing certain energy and water cost saving equipment, described in **Schedule J (Scope of Work)**, and providing other services designed to save energy for the Customer's property and buildings in **Schedule I (Description of Premises)** (the "Premises").

### RECITALS

WHEREAS, Customer owns and operates the Premises, and is in need of energy and water cost saving equipment and services designed to save energy and associated energy costs at said Project Sites; and

WHEREAS, Customer has funds available or been authorized to enter into a third party financing agreement for all professional services, equipment and construction for the purchase and installation of energy and water cost savings measures, collectively referred to as the "Work" (as herein after defined); and

WHEREAS, ESCO has developed or become knowledgeable about certain procedures for controlling energy and water consumption through services provided and equipment installed and maintained at project sites similar in scope and scale of Customer; and

WHEREAS, ESCO was selected after a determination that its proposal was the most advantageous to Customer pursuant to a Request for Proposal; and

WHEREAS, ESCO has made an assessment of the utility consumption characteristics of the Premises and existing Equipment described in **Schedule I (Description of Premises)**

WHEREAS, ESCO, is asked to complete and deliver to Customer an Investment Grade Audit which will produce a proposal for a second phase Energy Savings Performance Contract; and

WHEREAS, Customer desires to retain ESCO to purchase, install and service certain energy and water cost savings equipment and to provide other services and strategies described in the attached Schedules, for the purpose of achieving energy and water cost reductions within Premises, as more fully described herein; and

WHEREAS, Customer is authorized under the laws of the State of Missouri to enter into this Contract for the purposes set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and intending to be legally bound hereby, Customer and ESCO hereto covenant and agree that the following Schedules, Exhibits and Appendices are attached hereto (or will be, as provided in this Contract) and are made a part of this Contract by reference.

### ARTICLE 1. DEFINITIONS, SCHEDULES, EXHIBITS AND APPENDICES

#### Section 1.1. Definitions.

**Certificate of Acceptance:** The certificate substantially in the forms provided in **Exhibits III - V**.

**Contract:** This Energy Savings Performance Contract and all Schedules and Exhibits attached hereto.

**Contract Sum:** The sum of all materials, labor, auditing, design, engineering, project construction management fees, overhead, profit, contingency, subcontracted services related to the project.

**Energy and Water Cost Savings:** The savings as provided in **Schedule A (Energy Savings Guarantee)**.

**Energy and Cost Savings Guarantee:** The guarantee that is achieved as a result of the installation and operation of the Equipment and provision of services provided for in this Contract as specified in **Schedule G (Compensation to ESCO for Annual Service)** and in accordance with the Savings Calculation Formula as set forth in **Schedule C (Savings Measurement and Verification Plan)**.

**Equipment:** The goods enumerated on **Schedule J (Scope of Work)** that is now or hereafter from time to time become attached hereto and incorporated herein by reference, together and with any and all additions, modifications, attachments, replacements and parts thereof.

**Event of Default:** Those events described in **Section 20 (Events of Default)** hereof.

**Interim Period:** The period from contract execution until the Commencement Date.

**Commencement Date:** The date described in **Section 2.2 (Commencement Date)**.

**Premises:** The facilities of the Customer in need of energy and water saving equipment and services designed to reduce consumption and associated costs at said Premises.

**Work:** Collectively, the Equipment, professional services, and project construction related to the project.

## **Section 1.2. Design Drawings and Project Development.**

ESCO has completed design and energy analysis for the scope of work to be installed, as set forth in **Schedule J (Scope of Work)**.

## **Section 1.3. Schedules, Exhibits and Appendices.**

ESCO has prepared and Customer has approved and accepted the following Schedules, copies of which are attached hereto (or will be as provided for in the Contract), set forth in their entirety and made a part of this Contract by reference.

### **Schedules**

#### **Savings Guarantee**

Schedule A	Energy Savings Guarantee
Schedule B	Baseline Energy Consumption
Schedule C	Savings Measurement and Verification Plan
Schedule D	Utility Monitoring and Energy Management Agreement

#### **Payments and Schedule**

Schedule E	Final Project Cost & Project Cash Flow Analysis
Schedule F	Financing Agreement and Payment Schedule
Schedule G	Compensation to ESCO for Annual Services
Schedule H	Rebates, Incentives, and Grants

#### **Design and Construction Phase**

Schedule I	Description of Premises
Schedule J	Scope of Work
Schedule K	Construction and Installation Schedule
Schedule L	Systems Start-Up and Commissioning

Schedule M	Detailed Savings Calculations
Schedule N	Standards of Comfort
Schedule O	ESCO's Training Responsibilities

#### **Post-Construction**

Schedule P	ESCO's Maintenance Responsibilities
Schedule Q	Customer's Maintenance Responsibilities
Schedule R	Facility Maintenance Checklist

#### **Administration**

Schedule S	Assumptions
Schedule T	Detailed Pollution Credit Calculations
Schedule U	Dispute Resolution

#### **Exhibits**

Exhibit I	Performance Bond
Exhibit II	Labor and Material Payment Bond
Exhibit III	Certificate of Acceptance – Investment Grade Audit & Engineering Design
Exhibit IV	Certificate of Acceptance – Installed Equipment
Exhibit V	Certificate of Project Completion
Exhibit VI	Equipment Warranties

## **ARTICLE 2. PURCHASE AND SALE; COMMENCEMENT DATE AND TERMS; INTERIM PERIOD**

### **Section 2.1. Purchase and Sale.**

Customer agrees to fund or finance Equipment through a third party financier, as provided for in a separate financing document, **Schedule F (Financing Agreement and Payment Schedule)**. ESCO agrees to provide the Equipment, together with installation, maintenance and other services as provided herein, as in **Schedule J, (Scope of Work)** based upon the terms and conditions set forth in **Schedule I (Financing Agreement and Payment Schedule)**.

The agreed to Contract Sum for the Work is a Guaranteed Maximum Price of \$946,836 as set forth in **Schedule E (Final Project Cost & Project Cash Flow Analysis)**. Payment terms are described in **Schedule F (Financing Agreement and Payment Schedule)**.

ESCO will provide the Work and all related services identified in **Schedule J (Scope of Work)** and the services detailed in **Schedule P (ESCO's Maintenance Responsibilities)** and **Schedule G (Compensation to ESCO for Annual Services)**. ESCO shall supervise and direct the Work and shall be responsible for all construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the Work under this Contract. ESCO shall be responsible to pay for all labor, materials, equipment, tools, construction equipment and machinery, transportation and other facilities and services necessary for the proper execution and completion of the Work.

Customer shall pay ESCO the Contract Sum in accordance with **Schedule F (Financing Agreement and Payment Schedule)**. Payments will be made on a progress basis in accordance with **Schedule F (Financing Agreement and Payment Schedule)**, for Work completed and authorized by Customer during the Interim Period. Retainage of 5% will be withheld from each payment until the construction installation is completed as set forth in **Section 2.2 (Commencement Date)**.

### **Section 2.2. Commencement Date.**

The Commencement Date shall be the first day of the month after the month in which all schedules are in final form and accepted by Customer and ESCO shall have delivered a Notice to Customer that it has installed and

commenced operating all of the Equipment specified in **Schedule J (Scope of Work)** and in accordance with the provisions of **ARTICLE 8 (Construction Schedule and Equipment Installation; Approval)**, **Schedule K (Construction and Installation Schedule)** and **Schedule L (Systems Start-Up and Commissioning)**; and Customer has inspected and accepted said installation and operation as evidenced by the Certificate of Project Completion as set forth in **Exhibit V (Certificate of Project Completion)**.

Notwithstanding anything to the contrary in this Article **2 (Purchase and Sale; Commencement Date and Terms; Interim Period)** and **Article 3 (Savings Guarantee; Annual Reconciliation; Payments to ESCO)**, the Commencement Date shall not occur and the Customer shall not be required to accept the work under this Contract unless and until all Equipment installation for the Premises is completed by ESCO in accordance with the terms and conditions of this Contract. Customer shall have thirty (30) days after notification by the ESCO to inspect and accept the Equipment. Customer reserves the right to reject the Equipment if installation fails to meet reasonable standards of workmanship, does not comply with applicable building codes, or is otherwise not in compliance with this Contract. ESCO shall not be paid in full, including retainage, until after the punch list is completed and ESCO has satisfied any and all claims for labor and materials and the Certificate of Acceptance has been signed. The Certificate of Acceptance will not be unreasonably withheld by the Customer.

Compensation payments due to ESCO for on-going services and maintenance under this Contract as set forth in **Schedule G (Compensation to ESCO for Annual Services)** shall begin no earlier than thirty (30) days from the Commencement Date as defined herein.

### **Section 2.3. Term of Contract; Interim Period.**

Subject to the following sentence, the term of this Contract shall be fifteen (15) years beginning with the Commencement Date. Nonetheless, the Contract shall be effective and binding upon the parties immediately upon its execution, and the period from contract execution until the Commencement Date shall be known as the "Interim Period." All energy savings achieved during the interim period will be fully credited to Customer.

## **ARTICLE 3. SAVINGS GUARANTEE; ANNUAL RECONCILIATION; PAYMENTS TO ESCO**

### **Section 3.1. Energy and Cost Savings Guarantee.**

ESCO has formulated and, subject to the adjustments provided for in **ARTICLE 15 (Material Changes)**, has guaranteed the annual level of energy and water cost savings to be achieved as a result of the installation and operation of the Equipment and provision of services provided for in this Contract in accordance with the methods of savings measurement and verification as set forth in **Schedule C (Savings Measurement and Verification Plan)**. Customer accepts the estimate and corresponding guarantee of savings calculated by the ESCO. The Energy and Cost Savings Guarantee is set forth in annual increments for the term of the Contract as specified in **Schedule A (Energy Savings Guarantee)** and has been structured by the ESCO to be sufficient to cover any and all annual payments required to be made by the Customer as set forth in **Schedule G (Compensation to ESCO for Annual Services)** and **Schedule F (Financing Agreement and Payment Schedule)**.

### **Section 3.2. Annual Review and Reimbursement/Reconciliation.**

Energy-related cost savings shall be measured and/or calculated as specified in **Schedule C (Savings Measurement and Verification Plan)** and **Schedule B (Baseline Energy Consumption)** and a report provided within ninety (90) days of the end of the year for the previous year for each anniversary of the Commencement Date for the duration of the period set forth by the Contract.

In the event the Energy and Cost Savings achieved during such guarantee year are less than the Guaranteed Energy and Cost Savings as defined in **Schedule A (Energy Savings Guarantee)**, ESCO shall pay the Customer an amount equal to the deficiency.



The ESCO shall remit such payments to the Customer within ninety (90) days of written notice by the Customer of such monies due.

### **Section 3.3. ESCO Compensation and Fees.**

ESCO has structured the Energy and Cost Savings Guarantee referred to in **Section 3.1 (Energy and Cost Savings Guarantee)** above, to be sufficient to include any and all annual payments required to be made by the Customer in connection with financing/purchasing the Equipment to be installed by ESCO under this Contract as set forth in **Schedule F (Financing Agreement and Payment Schedule)**. Actual energy and operations savings achieved by ESCO through the operation of Equipment and performance of services by ESCO shall be sufficient to cover any and all annual fees to be paid by Customer to ESCO for the provision of services as set forth and in accordance with the provisions of **Schedules E (Compensation to ESCO)** and **Schedule P (ESCO's Maintenance Responsibilities)**.

### **Section 3.4. Interim Period Progress Payments.**

During the period beginning the date of execution of this Agreement and continuing through the date of **Exhibit V (Certificate of Project Completion)**, Customer or third party financier will make monthly progress payments to ESCO based on the percentage of the scope of work completed at the end of each month. ESCO will provide Customer with an itemized Application for Payment for the preceding calendar month. Customer will pay ESCO the amount of the Application for Payment, less retainage, within thirty 30 days of the date from which ESCO provides such Application for Payment to Customer. Customer will not unreasonably withhold any such payment. If Customer disputes any portion of the payment, Customer will remit the undisputed portion on schedule.

### **Section 3.5. Late Payments.**

Amounts not in dispute and not paid to ESCO when due will accrue interest at nine percent (9%) per annum, following the due date until such time as the amount due has been paid in full.

### **Section 3.6. Lien Waivers.**

Upon receipt of each progress payment from Customer, ESCO will furnish partial lien waivers, for the amount of payment received, certifying that ESCO has paid its subcontractors and vendors through the period of the progress payment.

## **ARTICLE 4. FISCAL FUNDING**

### **Section 4.1. Non-appropriation of Funds.**

In the event no Customer or other funds or insufficient Customer or other funds are appropriated and budgeted, and funds are otherwise unavailable by any means whatsoever in any fiscal period for which payments are due ESCO under this Contract, then the Customer will, not less than sixty (60) days prior to end to such applicable fiscal period, in writing, notify the ESCO of such occurrence and this Contract shall terminate on the last day of the fiscal period for which appropriations were made without penalty or expense to the Customer of any kind whatsoever, except as to the portions of payments herein agreed upon for which Customer and/or other funds shall have been appropriated and budgeted or are otherwise available.

## **ARTICLE 5. ENERGY USAGE RECORDS AND DATA**

Customer has furnished and shall continue to furnish (or authorize its energy suppliers to furnish) during the Term of this Contract to ESCO or its designee, upon its request, all of its records and complete data concerning energy and water usage and related maintenance for the Premises.

## **ARTICLE 6. LOCATION AND ACCESS**

ESCO acknowledges that there exists sufficient space on the Premises for the installation and operation of the Equipment. Customer shall take reasonable steps to protect such Equipment from harm, theft, and misuse during the term of this Contract. Customer shall provide access to the Premises for ESCO to perform any function related to this Contract during regular business hours, or such other reasonable hours as may be requested by ESCO and acceptable to the Customer. ESCO shall be granted immediate access to make emergency repairs or corrections as it may, in its discretion, determine are needed. The ESCO's access to Premises to make emergency repairs or corrections as it may determine are needed shall not be unreasonably restricted by the Customer. ESCO shall immediately notify the Customer when emergency action is taken and follow up with written notice with three (3) business days specifying the action taken, the reasons therefore, and the impact upon the Premises, if any.

## **ARTICLE 7. PERMITS, APPROVALS AND STATUTORY PROVISIONS**

### **Section 7.1. Permits and Approvals.**

It is ESCO's responsibility to obtain all necessary permits and approvals for installation of the Equipment. Customer shall use its best efforts to assist ESCO in obtaining said permits and approvals. In no event shall Customer, however, be responsible for payment of any permit fees. The Equipment and the operation of the Equipment by ESCO shall at all times conform to all federal, state, and local code requirements. ESCO shall furnish copies of each permit or license, which is required to perform the work to the Customer before the ESCO commences the portion of the work requiring such permit or license.

### **Section 7.2. Coordination During Installation.**

The Customer and ESCO shall coordinate the activities of ESCO's equipment installers with those of the Customer, its employees, and agents. ESCO shall not commit or permit any act, which will interfere with the performance of business activities conducted by the Customer or its employees without prior written approval of the Customer.

### **Section 7.3. Bonding.**

ESCO will provide a Performance Bond and Payment Bond in the form of AIA Document A312, each in the sum of 100% of the Contract Sum. The Performance Bond shall strictly apply to the construction and performance of the Work. The Payment Bond shall strictly apply to those providing labor, materials, equipment, supplies and services in connection with the performance of the Work. The surety's liability under the Performance Bond and Payment Bond shall be fully exonerated as of the final completion date of the Work.

The guarantees extended pursuant to these bonds are limited to the construction obligations only, and for the first year of warranty against defective materials and workmanship. These bonds specifically exclude any guarantee of the performance or payment obligations of those sections of the contract related to extended maintenance services, annual reviews and/or guaranteed energy savings.

#### **Section 7.4. Prevailing Wage.**

ESCO agrees to obtain and maintain all documentation necessary to demonstrate compliance by the Customer with all prevailing wage statutes applicable to the Customer. ESCO agrees to indemnify and hold harmless the Customer for any failure to comply with the prevailing wage statutes for work performed on this project.

#### **Section 7.5. Construction Safety Training Act.**

The ESCO and all subcontractors to the ESCO must require all on-site employees to complete the “OSHA 10 Training” construction safety training program required under **Missouri Revised Statute §292.675** if they have not previously completed the program and have documentation of having done so. ESCO will forfeit a penalty to the contracting public body of \$2,500 plus an additional \$100 for each employee employed by the ESCO or its subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training.

#### **Section 7.6. Employment Eligibility.**

Pursuant to **Missouri Revised Statute §285.530** as a condition of the award of any public works contract in excess of five thousand dollars (\$5,000.00), ESCO’s subcontractors shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program (E-Verify) with respect to the employees working in connection to the contracted services. Subcontractors shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

#### **Section 7.7. Background Checks.**

ESCO, and any subcontractors, suppliers, or lower level trades performing work for the ESCO at the Project site, shall perform background checks on all employees, and provide the Customer with an affidavit verifying and proving that all of its employees working on the Project have passed all applicable criminal background checks required by the Customer before entering the Premises. Forms and affidavits located in **Schedule S (Assumptions)**, must be completed and returned to Customer.

#### **Section 7.8 Compliance with Laws.**

Throughout the term of this Agreement, ESCO shall fully comply with all applicable laws and ordinances and the applicable orders, rules, regulations and requirements of all federal, state and municipal governments and appropriate administrative officers and agencies having jurisdiction, including but not limited to, Executive Order 11246, the Vocational Rehabilitation Act of 1973 (§503), the Americans with Disabilities Act, the Equal Employment Opportunities Act (42 U.S.C. § 2000e, et seq.) and the Vietnam Era Veterans Readjustment Assistance Act of 1974 (38 U.S.C. § 4212 [formerly 2012]).

#### **Section 7.9 ESCO Representations.**

ESCO represents and warrants that (i) the Work constitutes the acquisition or installation of “energy cost savings measures” as defined in Sections 8.231 et seq. of the Revised Statutes of Missouri, as amended (collectively herein the “Act”), (ii) this Energy Contract is a “guaranteed energy cost savings contract” as defined in the Act, (iii) the Work constitutes an “energy conservation measure” as referenced in Section 165.011.4 of the Revised Statutes of Missouri, and (iv) ESCO is a “qualified provider” of energy cost savings measures, as defined by the Act.

#### **Section 7.10 Subcontracts.**

At its exclusive option, ESCO may subcontract some or all of the Work. While ESCO retains the sole discretion to determine whether it will subcontract some or all of the Work, Customer shall retain final authority to accept

or reject a particular subcontractor within reason. Further, Customer shall retain the right to review all bids submitted to ESCO by potential subcontractors. ESCO will notify Customer of its solicitation for bids with a description of the Work that will be subcontracted. ESCO has taken steps and involved Customer to ensure that local contractors were given the opportunity to bid on subcontracts where there are qualified local providers. ESCO will forward submitted bids to Customer upon receipt.

## **ARTICLE 8. CONSTRUCTION SCHEDULE AND EQUIPMENT INSTALLATION; APPROVAL**

### **Section 8.1. Construction Schedule; Equipment Installation.**

Construction and equipment installation shall proceed in accordance with the construction schedule approved by Customer and attached as **Schedule K (Construction and Equipment Installation Schedule)**.

### **Section 8.2. Systems Startup and Equipment Commissioning.**

The ESCO shall conduct a thorough and systematic performance test of each element and total system of the installed Equipment in accordance with the procedures specified in **Schedule L (Systems Start-Up and Commissioning)** and prior to acceptance of the project by the Customer as specified in **Exhibit IV (Certificate of Acceptance – Installed Equipment)**. Testing shall be designed to determine if the Equipment is functioning in accordance with both its published specifications and the Schedules to this Contract, and to determine if modified building systems, subsystems or components are functioning properly within the new integrated environment. The ESCO shall provide notice to the Customer of the scheduled test(s) and the Customer and/or its designees shall have the right to be present at any or all such tests conducted by ESCO and/or manufacturers of the Equipment. The ESCO shall be responsible for correcting and/or adjusting all deficiencies in systems and Equipment operations that may be observed during system commissioning procedures as specified in **Schedule L (Systems Start-Up and Commissioning)**. The ESCO shall be responsible for correcting and/or adjusting all deficiencies in Equipment operation that may be observed during system testing procedures. Prior to Customer acceptance ESCO shall also provide Customer with reasonably satisfactory documentary evidence that the Equipment installed is the Equipment specified in **Schedule J (Scope of Work)**.

## **ARTICLE 9. EQUIPMENT WARRANTIES**

ESCO warrants that all equipment sold and installed as part of this Contract is new, will be materially free from defects in materials or workmanship, will be installed properly in a good and workmanlike manner, and will function properly for a period of one (1) year from the date of the Substantial Completion for the particular energy conservation measure if operated and maintained in accordance with the procedures established per building. Substantial Completion shall be defined as the stage in the progress of the Work where the Work is sufficiently complete in accordance with the Contract Documents so that the Customer can utilize and take beneficial use of the Work for its intended use or purpose. Substantial Completion does not occur until the Equipment or system has been commissioned, accepted, and the **Exhibit IV (Certificate of Acceptance - Installed Equipment)** form is fully executed.

After the warranty period, ESCO shall have no responsibility for performing maintenance, repairs, or making manufacturer warranty claims relating to the Equipment, except as provided in **Schedule P (ESCO's Maintenance Responsibilities)**.

ESCO further agrees to assign to Customer all available manufacturer's warranties relating to the Equipment and to deliver such written warranties and which shall be attached and set forth as **Exhibit VI (Equipment Warranties)**; pursue rights and remedies against the manufacturers under the warranties in the event of Equipment malfunction or improper or defective function, and defects in parts, workmanship and performance. ESCO shall, during the warranty period, notify the Customer whenever defects in Equipment parts or performance occur which give rise to such rights and remedies and those rights and remedies are exercised by ESCO. During this period, the cost of any risk of damage or damage to the Equipment and its performance,

including damage to property and equipment of the Customer or the Premises, due to ESCO's failure to exercise its warranty rights shall be borne solely by ESCO.

All warranties, to the extent transferable, shall be transferable and extend to the Customer. The warranties shall specify that only new, not reconditioned, parts may be used and installed when repair is necessitated by malfunction. All extended warranties shall be addressed as the property of the owner and appropriately documented and titled.

Notwithstanding the above, nothing in this Section shall be construed to alleviate/relieve the ESCO from complying with its obligations to perform under all terms and conditions of this Contract and as set forth in all attached Schedules.

## **ARTICLE 10. STANDARDS OF COMFORT**

ESCO will maintain and operate the Equipment in a manner that will provide the standards of heating, cooling, ventilation, hot water supply, and lighting quality and levels as described in **Schedule N (Standards of Comfort)**. During the term of this Contract, ESCO and Customer will maintain, according to **Schedule P (ESCO's Maintenance Responsibilities)** and **Schedule Q (Customer's Maintenance Responsibilities)**, and operate the Equipment in a manner that will provide the standards of comfort and levels of operation as described in **Schedule N (Standards of Comfort)**.

## **ARTICLE 11: ENVIRONMENTAL REQUIREMENTS**

### **Section 11.1. Excluded Material and Activities.**

Customer recognizes that in connection with the installation and/or service or maintenance of Equipment at Customer's Premises, ESCO may encounter, but is not responsible for, any work relating to (i) asbestos, materials containing asbestos, or the existence, use, detection, removal, containment or treatment thereof, (ii) fungus (any type of form of fungi, including mold or mildew, and myotoxins, spores, scents or by-products produced or released by fungi), (iii) polychlorinated biphenyl (PCB) ballasts and mercury lamps, (iv) incomplete or damaged work or systems or code violations that may be discovered during or prior to the work of this agreement, or (v) pollutants, hazardous wastes, hazardous materials, contaminants other than those described in this Section below (collectively "Hazardous Materials"), or the storage, handling, use, transportation, treatment, or the disposal, discharge, leakage, detection, removal, or containment thereof. The materials and activities listed in the foregoing sentence are referred to as "Excluded Materials and Activities." Customer agrees that if performance of work involves any Excluded Materials and Activities, Customer will perform or arrange for the performance of such work and shall bear the sole risk and responsibility therefor. In the event ESCO discovers Hazardous or Excluded Materials, ESCO shall immediately cease work, remove all ESCO personnel or subcontractors from the site, and notify the Customer. The Customer shall be responsible to handle such Materials at its expense. ESCO shall undertake no further work on the Premises except as authorized by the Customer in writing. Notwithstanding anything in this Contract to the contrary, any such event of discovery or remediation by the Customer shall not constitute a default by the Customer. In the event of such stoppage of work by ESCO, the Time for Completion of Work will be automatically extended by the amount of time of the work stoppage and the ESCO and Customer will discuss and determine any additional reasonable costs incurred by ESCO as a result and upon said determination and authorization by Customer, the parties will agree to and execute a written Change Order.

## **ARTICLE 12. TRAINING BY ESCO**

The ESCO shall conduct the training program described in **Schedule O (ESCO's Training Responsibilities)** hereto. The training specified in **Schedule O (ESCO's Training Responsibilities)** must be completed prior to the signature of **Exhibit V (Certificate of Project Completion)**. The ESCO shall provide ongoing training whenever needed with respect to updated or altered Equipment, including upgraded software. Costs of any additional training will be negotiated at the time of the training request.

## ARTICLE 13. EQUIPMENT SERVICE

### Section 13.1. Actions by ESCO.

ESCO shall provide all service, repairs, and adjustments to the Equipment installed under terms of this Contract pursuant to **Schedule P (ESCO's Maintenance Responsibilities)**. Customer shall incur no cost for Equipment service, repairs, and adjustments, except as set forth in **Schedule G (Compensation to ESCO for Annual Services)**, provided, however, that when the need for maintenance or repairs principally arises due to the negligence or willful misconduct of the Customer or any employee or other agent of Customer, and ESCO can so demonstrate such causal connection, ESCO may charge Customer for the actual cost of the maintenance or repair insofar as such cost is not covered by any warranty or insurance proceeds.

### Section 13.2. Malfunctions and Emergencies.

Customer shall use its best efforts to notify the ESCO or its designated subcontractors within twenty-four (24) hours after the Customer's actual knowledge and occurrence of: (i) any malfunction in the operation of the Equipment or any preexisting energy related equipment that might materially impact upon the guaranteed energy savings, (ii) any interruption or alteration to the energy supply to the Premises, or (iii) any alteration or modification in any energy-related equipment or its operation.

Where Customer exercises due diligence in attempting to assess the existence of a malfunction, interruption, or alteration it shall be deemed not at fault in failing to correctly identify such conditions as having a material impact upon the guaranteed energy savings. Customer shall notify ESCO within twenty-four (24) hours upon its having actual knowledge of any emergency condition affecting the Equipment. ESCO shall respond or cause its designee(s) to respond within forty-eight (48) hours and shall promptly proceed with corrective measures. Any telephonic notice of such conditions by Customer shall be followed within three business days by written notice to ESCO from Customer. If Customer unreasonably delays in so notifying ESCO of a malfunction or emergency, and the malfunction or emergency is not otherwise corrected or remedied, such conditions will be treated as a Material Change, and the applicable provisions of **Section 16 (Material Changes)** shall be applied.

### Section 13.3. Actions by Customer.

Customer shall not move, remove, modify, alter, or change in any way the Equipment or any part thereof without the prior written approval of ESCO except as set forth in **Schedule Q (Customer's Maintenance Responsibilities)**. Notwithstanding the foregoing, Customer may take reasonable steps to protect the Equipment if, due to an emergency, it is not possible or reasonable to notify ESCO before taking any such actions. In the event of such an emergency, Customer shall take reasonable steps to protect the Equipment from damage or injury and shall follow instructions for emergency action provided in advance by ESCO. Customer agrees to maintain the Premises in good repair and to protect and preserve all portions thereof, which may in any way affect the operation or maintenance of the Equipment.

## ARTICLE 14. MODIFICATION, UPGRADE OR ALTERATION OF THE EQUIPMENT

### Section 14.1. Modification of Equipment.

During the Term of this Contract, Customer will not, without the prior written consent of ESCO, affix or install any accessory Equipment or device on any of the Equipment if such addition will change or impair the originally intended functions, value, or use of the Equipment without ESCO's prior written approval, which shall not be unreasonably withheld.

#### **Section 14.2. Upgrade or Alteration of Equipment.**

ESCO shall at all times have the right, subject to Customer's prior written approval, which approval shall not be unreasonably withheld, to change the Equipment, revise any procedures for the operation of the Equipment or implement other energy saving actions in the Premises, provided that:

- (i) the ESCO complies with the standards of comfort and services set forth in **Schedule N (Standards of Comfort)** herein;
- (ii) such modifications or additions to, or replacement of the Equipment, and any operational changes, or new procedures are necessary to enable the ESCO to achieve the guaranteed energy and cost savings at the Premises and;
- (iii) any cost incurred relative to such modifications, additions or replacement of the Equipment, or operational changes or new procedures shall be the responsibility of the ESCO.

All modifications, additions or replacements of the Equipment or revisions to operating or other procedures shall be described in a supplemental Schedule(s) to be provided to the Customer for approval, which shall not be unreasonably withheld, provided that any replacement of the Equipment shall, unless otherwise agreed, be new and have equal or better potential to reduce energy consumption at the Premises than the Equipment being replaced. The ESCO shall have the right to update any and all software to be used in connection with the Equipment in accordance with the provisions of **Section 17.1 (Ownership of Certain Proprietary Rights)** and **Schedule P (ESCO's Maintenance Responsibilities)**. All replacements of and alterations or additions to the Equipment shall become part the Equipment described in **Schedule J (Scope of Work)** and shall be covered by the provisions and terms of **Article 8 (Construction Schedule and Equipment Installation; Approval)**.

### **ARTICLE 15. MATERIAL CHANGES**

#### **Section 15.1. Material Change Defined.**

A Material Change shall include any change in or to the Premises, whether structural, operational or otherwise in nature which reasonably could be expected, in the judgment of the Customer, to increase or decrease annual energy consumption in accordance with the provisions and procedures set forth in **Schedule B (Baseline Energy Consumption)** and **Schedule C (Savings Measurement and Verification Plan)** by at least 1% after adjustments for climatic variations. Actions by the Customer that may result in a Material Change include but are not limited to the following:

- (i) manner of use of the Premises by the Customer; or
- (ii) hours of operation for the Premises or for any equipment or energy using systems operating at the Premises; or
- (iii) Permanent changes in the comfort and service parameters set forth in **Schedule N (Standards of Comfort)**; or
- (iv) occupancy of the Premises; or
- (v) structure of the Premises; or
- (vi) types and quantities of equipment used at the Premises or
- (vii) modification, renovation or construction at the Premises; or



- (viii) the Customer's failure to provide maintenance of and repairs to the Equipment in accordance with **Schedule Q (Customer's Maintenance Responsibilities)**; or
- (ix) any other conditions other than climate affecting energy use at the Premises including but not limited to the replacement, addition or removal of energy and water consuming devices whether plug in or fixed assets,
- (x) casualty or condemnation of the Premises or Equipment, or
- (xi) changes in utility provider or utility rate classification, or
- (xii) any other conditions other than climate affecting energy or water use at the Premises.
- (xiii) Modifications, alterations or overrides of the energy management system schedules or hours of operation, set back/start up or holiday schedules.

## **Section 15.2. Reported Material Changes; Notice by Customer.**

The Customer shall use its best efforts to deliver to the ESCO a written notice describing all actual or proposed Material Changes in the Premises or in the operations of the Premises at least thirty (30) days before any actual or proposed Material Change is implemented or as soon as is practicable after an emergency or other unplanned event. Notice to the ESCO of Material Changes that result because of a bona fide emergency or other situation that precludes advance notification shall be deemed sufficient if given by the Customer within forty-eight (48) hours after having actual knowledge that the event constituting the Material Change occurred or was discovered by the Customer to have occurred.

## **Section 15.3. Other Adjustments.**

As agreed in **Section 15.1 (Material Change Defined)** Customer will alert ESCO of materials changes as known. Both parties have a vested interest in meeting the guaranteed savings of the Contract. As such, the ESCO will work with Customer to investigate, identify, and correct any changes that prevent the guaranteed savings from being realized. As a result of such investigation, ESCO and Customer shall determine what, if any, adjustments to the baseline will be made in accordance with the provisions set forth in **Schedule C (Savings Measurement and Verification Plan)** and **Schedule B (Baseline Energy Consumption)**. Any disputes between the Customer and the ESCO concerning any such adjustment shall be resolved in accordance with the provisions of **Schedule U (Dispute Resolution)** hereto.

## **ARTICLE 16. PERFORMANCE BY ESCO**

### **Section 16.1. Corrective Action; Accuracy of the Services.**

ESCO shall perform all tasks/phases under the Contract, including construction, and install the Equipment in such a manner so as not to harm the structural integrity of the buildings or their operating systems and so as to conform to the standards set forth in **Schedule N (Standards of Comfort)** and the construction schedule specified in **Schedule K (Construction and Installation Schedule)**. ESCO shall repair and restore to its original condition any area of damage caused by ESCO's performance under this Contract. The Customer reserves the right to review the work performed by ESCO and to direct ESCO to take certain corrective action if, in the opinion of the Customer, the structural integrity of the Premises or its operating system is or will be harmed. All costs associated with such corrective action to damage caused by ESCO's performance of the work shall be borne by ESCO.

## **ARTICLE 17. OWNERSHIP OF CERTAIN PROPRIETARY RIGHTS; EXISTING EQUIPMENT**

### **Section 17.1. Ownership of Certain Proprietary Property Rights.**

Customer shall not, by virtue of this Contract, acquire any interest in any formulas, patterns, devices, secret inventions or processes, copyrights, patents, other intellectual or proprietary rights, or similar items of property which are or may be used in connection with the Equipment. The ESCO shall grant to the Customer a perpetual, irrevocable royalty-free license for any and all software or other intellectual property rights necessary for the Customer to continue to operate, maintain, and repair the Equipment in a manner that will yield guaranteed utility consumption reductions for the specified contract term. ESCO shall not be liable for providing new versions of software or other enhancements.

### **Section 17.2. Ownership of Existing Equipment.**

Ownership of the equipment and materials presently existing at the Premises at the time of execution of this Contract shall remain the property of the Customer even if it is replaced or its operation made unnecessary by work performed by ESCO pursuant to this Contract. If applicable, ESCO shall advise the Customer in writing of all equipment and materials to be replaced at the Premises and the Customer shall within thirty (30) days designate in writing to the ESCO which equipment and materials that should not be disposed of off-site by the ESCO. It is understood and agreed to by both Parties that the Customer shall be responsible for and designate the location and storage for any equipment and materials that should not be disposed of off-site. The ESCO shall be responsible for the disposal of all equipment and materials designated by the Customer as disposable off-site in accordance with all applicable laws and regulations regarding such disposal.

## **ARTICLE 18. PROPERTY/CASUALTY/INSURANCE; INDEMNIFICATION**

### **Section 18.1. Insurances.**

- (i) ESCO shall purchase and maintain such levels of insurance, acceptable to Customer, at all times as will protect it from claims that may arise out of or result from ESCO's operations under this Agreement, including but not limited to Professional Liability Errors and Omissions Insurance, Workers Compensation Insurance, Comprehensive Automobile Insurance, Automobile Liability Insurance, and Commercial General Liability Insurance. ESCO shall provide Customer with evidence of said insurance prior to commencing the Work, and shall not cancel or otherwise terminate coverage for the duration of this Agreement. ESCO shall cause all of its subcontractors to purchase and maintain like insurance acceptable to Customer. Customer shall be named as an additional insured on all such insurance policies.
- (ii) The Commercial General Liability Insurance shall include premises-operations (including explosion, collapse and underground coverage), elevators, independent contractors, completed operations, and blanket contractual liability on all written contracts, all including broad form property damage coverage.
- (iii) ESCO's Commercial General and Automobile Liability Insurance, as required by Subparagraphs 18.1.(i) and 18.1.(ii), shall be written for not less than limits of liability as follows:
  - (a) Commercial General Liability  
Combined Single Limit  
\$1,000,000 Each Occurrence  
  
\$2,000,000 Product & Completed Operations  
Aggregate

- \$2,000,000 General Aggregate  
Other Than Products & Completed Operations
- (b) Commercial Automobile Liability Combined Single Limit  
\$1,000,000 Each Occurrence

- (iv) ESCO shall maintain at all times during the performance of the Work and Services hereunder, Workman's Compensation Insurance in accordance with the laws of the State in which the Work is performed.

#### **Section 18.2. Damages to Equipment or Property.**

ESCO shall be responsible for (i) any damage to the Equipment or other property on the Premises and (ii) any personal injury where such damage or injury occurs as a result of ESCO's performance under this Contract.

#### **Section 18.3. Indemnification.**

ESCO shall save and hold harmless, indemnify, and defend Customer and its officers, agents and employees or any of them from any and all claims, demands, actions, or liability of any nature based upon or arising out of any services performed by ESCO, its agents or employees under this Contract.

#### **Section 18.4. Liabilities.**

Neither party shall be liable for any special, incidental, indirect, punitive, or consequential damages, arising out of or in connection with this Contract. Further, the liability of either party under this Contract shall not exceed the Contract Sum in the aggregate.

### **ARTICLE 19. CONDITIONS BEYOND CONTROL OF THE PARTIES**

If a party ("performing party") shall be unable to reasonably perform any of its obligations under this Contract due to acts of Nature other than variations in the natural climate, insurrections or riots, or similar events, this Contract shall at the other party's option (i) remain in effect but said performing party's obligations shall be suspended until the said events shall have ended; or, (ii) be terminated upon ten (10) days notice to the performing party, in which event neither party shall have any further liability to the other.

### **ARTICLE 20. EVENTS OF DEFAULT**

#### **Section 20.1. Events of Default by Customer.**

Each of the following events or conditions shall constitute an "Event of Default" by Customer:

- (i) any failure by Customer to pay ESCO any earned and undisputed sum due for a service and maintenance period of more than thirty (30) days after written notification by ESCO that Customer is delinquent in making payment and provided that ESCO is not in default in its performance under the terms of this Contract; or
- (ii) any other material failure by Customer to perform or comply with the terms and conditions of this Contract, including breach of any covenant contained herein, provided that such failure continues for thirty (30) days after notice to Customer demanding that such failures to perform be cured or if such cure cannot be effected in thirty (30) days, Customer shall be deemed to have cured default upon the commencement of a cure within thirty (30) days and diligent subsequent completion thereof;
- (iii) any representation or warranty furnished by Customer in this Contract that was false or misleading in any material respect when made.

## **Section 20.2. Events of Default by ESCO.**

Each of the following events or conditions shall constitute an “Event of Default” by ESCO:

- (i) the standards of comfort and service set forth in **Schedule N (Standards of Comfort)** are not provided due to failure of ESCO to properly design, install, maintain, repair or adjust the Equipment except that such failure, if corrected or cured within thirty (30) days after written notice by Customer to ESCO demanding that such failure be cured, shall be deemed cured for purposes of this Contract.
- (ii) any representation or warranty furnished by ESCO in this Contract is false or misleading in any material respect when made;
- (iii) failure to furnish and install the Equipment and make it ready for use within the time specified by this Contract as set forth in **Schedule J (Scope of Work)**
- (iv) any failure by ESCO to perform or comply with the terms and conditions of this Contract, including breach of any covenant contained herein except that such failure, if corrected or cured within thirty (30) days after written notice by the Customer to ESCO demanding that such failure to perform be cured, shall be deemed cured for purposes of this Contract;
- (v) any lien or encumbrance upon the Equipment by any subcontractor, laborer or materialman of ESCO;
- (vi) the filing of a bankruptcy petition whether by ESCO or its creditors against ESCO which proceeding shall not have been dismissed within thirty (30) days of its filing, or an involuntary assignment for the benefit of all creditors or the liquidation of ESCO.
- (vii) failure by the ESCO to pay any amount due the Customer or perform any obligation under the terms of this Contract or the Energy and Cost Savings Guarantee as set forth in **Schedule A (Energy Savings Guarantee)**.

## **ARTICLE 21. REMEDIES UPON DEFAULT**

### **Section 21.1. Remedies Upon Default.**

In the Event of Default, parties shall have the following remedies in law or equity: exercise and any all remedies at law or equity, to the extent allowed by law, or institute other proceedings, including, without limitation, bringing an action or actions from time to time for specific performance, and/or for the recovery of amounts due and unpaid and/or for damages, which shall include all costs and expenses reasonably incurred, including attorney’s fees. Refer to **Schedule U (Dispute Resolution)**.

## **ARTICLE 22. ASSIGNMENT**

The ESCO acknowledges that the Customer is induced to enter into this Contract by, among other things, the professional qualifications of the ESCO. The ESCO agrees that neither this Contract nor any right or obligations hereunder may be assigned in whole or in part to another firm, without the prior written approval of the Customer, not to be unreasonably withheld, except to a successor through merger, acquisition, or corporate reorganization.

### **Section 22.1. Assignment by ESCO.**

The ESCO may, with prior written notice and written approval of the Customer, which consent shall not be unreasonably withheld, delegate its duties and performance under this Contract, and/or utilize ESCOs, provided that any assignee(s), delegee(s), or ESCO(s) shall fully comply with the terms of this Contract. The Customer will have the right to issue an addendum or require the execution of a new contract with said assignee(s) or

delegee(s). Notwithstanding the provisions of this paragraph, the ESCO shall remain jointly and severally liable with its assignees(s), or transferee(s) to the Customer for all of its obligations under this Contract.

**Section 22.2. Assignment by Customer.**

Customer may transfer or assign this Contract and its rights and obligations herein to a successor or purchaser of the Buildings or an interest therein. The Customer shall remain jointly and severally liable with its assignees or transferees to the ESCO for all of its obligations under this Contract.

**ARTICLE 23. REPRESENTATIONS AND WARRANTIES**

Each party warrants and represents to the other that:

- (i) it has all requisite power, authority, licenses, permits, and franchises, corporate or otherwise, to execute and deliver this Contract and perform its obligations hereunder;
- (ii) its execution, delivery, and performance of this Contract have been duly authorized by, or are in accordance with, its organic instruments, and this Contract has been duly executed and delivered for it by the signatories so authorized, and it constitutes its legal, valid, and binding obligation;
- (iii) its execution, delivery, and performance of this Contract will not breach or violate, or constitute a default under any Contract, lease or instrument to which it is a party or by which it or its properties may be bound or affected; or
- (iv) it has not received any notice, nor to the best of its knowledge is there pending or threatened any notice, of any violation of any applicable laws, ordinances, regulations, rules, decrees, awards, permits or orders which would materially and adversely affect its ability to perform hereunder.

**ARTICLE 24. ADDITIONAL REPRESENTATIONS OF THE PARTIES**

Customer hereby warrants, represents, and promises that:

- (i) it has provided or shall provide timely to ESCO, all records relating to energy usage and energy-related maintenance of Premises requested by ESCO and the information set forth therein is, and all information in other records to be subsequently provided pursuant to this Contract will be true and accurate in all material respects; and

ESCO hereby warrants, represents, and promises that:

- (i) before commencing performance of this Contract:
  - a. it shall have become licensed or otherwise permitted to do business in the State and local jurisdictions as required.
  - b. it shall have provided proof and documentation of required insurance and bonds pursuant to this Contract;
- (ii) it shall make available, upon reasonable request, all documents relating to its performance under this Contract, including all contracts and subcontracts entered into;
- (iii) it shall use qualified subcontractors who are qualified, licensed and bonded in this state to perform the work so subcontracted pursuant to the terms hereof;

## **ARTICLE 25. MISCELLANEOUS DOCUMENTATION PROVISIONS**

### **Section 25.1. Waiver of Liens, Construction Performance and Payment Bonds, Labor and Material Payment Bonds.**

Such executed bonds are incorporated herein by reference as **Exhibit I (Performance Bond)** and **Exhibit II (Labor and Material Payment Bond)** (if applicable).

### **Section 25.2. Further Documents.**

The parties shall execute and deliver all documents and perform all further acts that may be reasonably necessary to effectuate the provisions of this Contract.

### **Section 25.3 Customer's Responsibilities.**

The parties acknowledge and agree that said Energy and Cost Savings would not likely be obtained unless certain procedures and methods of operation designed for energy and water conservation shall be implemented, and followed by Customer on a regular and continuous basis.

Customer agrees that it shall adhere to, follow and implement the energy conservation procedures and methods of operation to be set forth on **Schedule Q (Customer's Maintenance Responsibilities)**, to be attached hereto and made a part hereof after Customer's approval, such approval not to be unreasonably withheld, conditioned or delayed.

Customer agrees that ESCO shall, to the best of its abilities, have the right once a month, with prior notice, to inspect Premises to determine if Customer is complying, and shall have complied with its obligations as set forth in this section. For the purpose of determining Customer's said compliance, the checklist to be set forth at **Schedule R (Facility Maintenance Checklist)** as completed and recorded by ESCO during its monthly inspections, shall be used to measure and record Customer's said compliance. Customer shall make the Premises available to ESCO for and during each monthly inspection, and shall have the right to witness each inspection and ESCO's recordation on the checklist. Customer may complete its own checklist at the same time. ESCO agrees to not interfere with the Customer operations during any monthly inspection.

### **Section 25.4. Waiver of Liens.**

ESCO will obtain and furnish to Customer a Waiver of Liens and Claims from each vendor, material manufacturer and laborer in the supply, installation and servicing of each piece of Equipment.

## **ARTICLE 26: CONFLICTS OF INTEREST**

### **Section 26.1 Conflicts of Interest.**

Conflicts of interest relating to this Contract are strictly prohibited. Except as otherwise expressly provided herein, neither party hereto nor any director, employee or agent of any party hereto shall give to or receive from any director, employee or agent of any other party hereto any gift, entertainment or other favor of significant value, or any commission, fee or rebate in connection with this Contract. Likewise, neither party hereto nor any director, employee or agent of either party hereto, shall without prior notification thereof to the other party enter into any business relationship with any director, employee or agent of the other party or of any affiliate of the other party, unless such person is acting for and on behalf of the other party or any such affiliate. A party shall promptly notify the other party of any violation of this section and any consideration received as a result of such violation shall be paid over or credited to the party against whom it was charged. Any representative of any party, authorized by that party, may audit the records of the other party related to this Contract, upon reasonable notice and during regular business hours including the expense records of the party's employees involved in this

Contract, upon reasonable notice and during regular business hours, for the sole purpose of determining whether there has been compliance with this section.

#### **ARTICLE 27. COMPLETE CONTRACT**

This Contract, when executed, together with all Schedules attached hereto or to be attached hereto, as provided for by this Contract shall constitute the entire Contract between both parties and this Contract may not be amended, modified, or terminated except by a written Contract signed by the parties.

#### **ARTICLE 28. APPLICABLE LAW, JURISDICTION, AND VENUE**

This Contract and the construction and enforceability thereof shall be interpreted under the laws of the State of Missouri.

Customer and ESCO agree that any and all disputes, including any and all disputes arising from, out of, or related to this agreement or the services set forth therein, shall be resolved in the Circuit Court of Jackson County, Missouri, and each party consents to the exclusive in personam jurisdiction and exclusive venue of that Court.

#### **ARTICLE 29. INTERPRETATION OF CONTRACT**

The Customer shall have the authority to determine questions of fact that arise in relation to the interpretation of this Contract and the ESCO'S performance hereunder. However, such determinations are subject to the Alternative Dispute Resolution procedures as described in **Schedule U (Dispute Resolution)**. Unless the Parties agree otherwise, or the Work cannot be continued without a resolution of the question of fact, such determinations and Alternative Dispute Resolution procedures shall not be cause for delay of the Work. The ESCO shall proceed diligently with the performance of this Contract and in accordance with the Customer's decision whether or not the ESCO or anyone else has an active claim pending. Continuation of the Work shall not be construed as a waiver of any rights accruing to the ESCO.

#### **ARTICLE 30. NOTICE**

Any notice required or permitted hereunder shall be deemed sufficient if given in writing and delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, or delivered to a nationally recognized express mail service, charges prepaid, receipt obtained, to the address shown below or to such other persons or addresses as are specified by similar notice.

TO ESCO: Navitas, LLC  
Attention: Tim Bensman, Director of Engineering and Construction  
25501 West Valley Parkway, Suite 200  
Olathe, KS 66061  
Phone: 913-344-0073  
E-mail: [tbensman@navitas.us.com](mailto:tbensman@navitas.us.com)

TO CUSTOMER: Center School District  
Attention: Rick Carpenter  
8700 Troost  
Kansas City, MO 64131  
Phone: 515-979-6871  
E-mail: [rcarpenter@center.k12.mo.us](mailto:rcarpenter@center.k12.mo.us)



IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto subscribe their names to this Contract by their duly authorized representatives on the date first above written.

**NAVITAS, LLC**  
(ESCO)

_____	_____	_____
Name	Title	Date

**CENTER SCHOOL DISTRICT**  
(Customer)

_____	_____	_____
Name	Title	Date

## SCHEDULE A ENERGY SAVINGS GUARANTEE

### A. ENERGY SAVINGS GUARANTEE

All energy conservation measures savings will be shown through calculation and/or direct measurement as defined by the IPMVP/FEMP method. IPMVP is the International Performance Measurement and Verification Protocol developed by the United States Department of Energy, and is widely used in the verification of federal government projects through the Federal Energy Management Program (FEMP). While IPMVP does not give specific methods for all savings methodologies and baselines, it does give a basic overview and framework to work within.

ESCO and Customer have reviewed the calculations, assumptions and information upon which financial justification was determined to be correct and fully accepted by execution of this Contract. The term of the energy guarantee is a 15-year term, as shown in the pro forma cash flow given in **Schedule E (Final Project Cost & Project Cash Flow Analysis)** of this Contract.

### B. ENERGY CONSERVATION MEASURE TABLE AND GUARANTEES

The rates used in this Contract are shown in **Schedule B (Baseline Energy Consumption)** of this Contract. The energy conservation measures and guaranteed savings are shown in Table A.1. The measurement and verification methodology for each energy conservation measure are detailed in **Schedule C (Savings Measurement and Verification Plan)** of this Contract.

ESCO has translated the guaranteed savings into a dollar value for the purposes of this Contract.

*Table A.1 Energy Conservation and Facility Conservation Measures Annual Energy Savings*

ECM #	ECM Description	Natural Gas Therm
1	CHS-Roof Replacement - Academic Wing (Areas #5 - #8)	5,531
2	CHS-Roof Replacement - Auxiliary Gym (Area #19)	778
6	CMS-Roof Replacement - Media Center Area (Areas #6-#8)	813
<b>Totals (Energy Units):</b>		<b>7,122</b>

### C. ESCO AND CUSTOMER ENERGY SAVINGS EVALUATION

After review of the measurement and verification protocol options, Customer and ESCO have agreed that measurements noted in **Schedule C (Savings Measurement and Verification Plan)** of this Contract meet Customer's needs and ESCO has priced the project accordingly. If, in the future, other measurement and verification activity is desired by Customer, the fee will be negotiated as an additional service.

### D. MEASUREMENT AND VERIFICATION REPORTING OF ENERGY SAVINGS INTO DOLLARS

To calculate dollars, ESCO will utilize the energy savings measures as described in **Schedule C (Savings Measurement and Verification Plan)** and assumptions in **Schedule M (Detailed Savings Calculations)** to determine energy unit savings. The energy unit savings is multiplied by the appropriate rates from **Schedule B (Baseline Energy Consumption)** to compute an annual dollar savings amount.

## E. SAVINGS RECONCILIATION

A measurement and verification report shall be prepared and provided to Customer as shown in Table A.2.

*Table A.2 Measurement & Verification Reporting Schedule*

	Measurements Taken	Report Delivered	Savings Represented
Report 1	Prior to completing construction	60 days following construction final completion	Year 1 savings

In the event that measurements taken for any portion of an energy conservation measure are at a lower performance than the goal, ESCO will use the measurements and apply the appropriate rates from **Schedule B (Baseline Energy Consumption)** to compute an annual dollar savings amount. This will determine if the guaranteed energy savings have been met for that overall energy conservation measure. If the measurement based calculation indicates the guaranteed energy savings have been met for that measure, then no further computations are necessary and ESCO will forward the measurements and calculation results to Customer for their records. In the event that the measurement based calculation is less than the guaranteed savings for that measure, then ESCO will calculate an aggregate savings of all energy conservation measures using the calculations in **Schedule M (Detailed Savings Calculations)** and the collected measured data. If the measurement-based calculated aggregate savings meets or exceeds the guaranteed savings, then ESCO will forward all measurements and calculation results to Customer for their records. In the event the measurement-based calculated aggregate savings is a savings shortfall, then ESCO will provide services and/or funds, at the choice and election of the Customer, in the amount of the savings shortfall on an annual basis on the anniversary of the guarantee start date, as long as the shortfall continues. Payment or services will be provided within sixty (60) days of the anniversary of the guarantee start date. If the shortage is anticipated for all future years of the guarantee period, ESCO and Customer, after reaching a mutual agreement, may allow for the ESCO to present the value of the short fall at a 10% discount rate, make one payment, and finalize all contract obligations or re-measure each year until the savings are achieved.

## SCHEDULE B BASELINE ENERGY CONSUMPTION

Utility billings and district financials were evaluated to determine baseline energy consumption and energy rates. Utility rates and baselines are established from this historical information. Tables B.2–B.3 summarize the baseline energy and cost consumption for the sites.

### A. UTILITY RATES

Actual utility costs per unit of energy are determined by reviewing current energy rates. The baseline energy costs for electricity and natural gas are calculated as the average amount paid per unit of energy over the baseline period. Historically utility costs have increased an average of six percent (6%) per year for the Customer. The ESCO may escalate rates at an average of four percent (4%) annually or use the actual rates, whichever is greater. The rates used for this Contract are detailed in Table B.1 below.

*Table B.1 Average Utility Rate by Building*

Facility	Electric (kWh)	Electric (kW)	Gas (Therms)
Center High School	\$0.0645	\$8.991	\$0.65
Center Middle School			

### B. BASELINE ENERGY AND COST CONSUMPTION

Tables B. 2 and B.3 on the following pages summarize the baseline energy and cost consumption for the sites.

*Table B.2 Annual Utility Usage Summary – Center High School*

CENTER HIGH SCHOOL					
BASELINE - AVERAGE OF TWO YEARS (APR 2016 - MAR 2018)					
MONTH	ELECTRICITY		NATURAL GAS	WATER	SEWER
	kW	kWH	Therms	kgals	kgals
JAN	456	199,325	14,124	237	237
FEB	353	141,529	9,281	227	227
MAR	536	170,009	7,285	304	304
APR	567	174,619	3,302	216	216
MAY	631	184,864	2,088	379	379
JUN	743	225,176	846	225	225
JUL	707	214,867	161	495	495
AUG	744	251,523	472	289	289
SEP	739	229,668	790	322	322
OCT	547	174,293	2,821	252	252
NOV	586	170,289	5,773	238	238
DEC	374	153,483	13,216	223	223
<b>TOTAL</b>	<b>6,983</b>	<b>2,289,647</b>	<b>60,158</b>	<b>3,406</b>	<b>3,406</b>

Table B.3 Annual Utility Usage Summary – Center Middle School

CENTER MIDDLE SCHOOL					
BASELINE - AVERAGE OF TWO YEARS (APR 2016 - MAR 2018)					
MONTH	ELECTRICITY		NATURAL GAS	WATER	SEWER
	kW	kWH	Therms	kgals	kgals
JAN	160	56,607	4,250	90	90
FEB	310	81,240	3,415	77	77
MAR	289	63,547	2,375	91	91
APR	328	78,531	580	98	98
MAY	306	67,303	345	75	75
JUN	412	98,191	140	52	52
JUL	393	101,741	240	40	40
AUG	399	102,377	485	73	73
SEP	449	120,010	770	103	103
OCT	456	86,951	1,825	116	116
NOV	272	69,283	4,380	96	96
DEC	208	59,314	7,175	93	93
TOTAL	3,983	985,094	25,980	1,004	1,004

## SCHEDULE C SAVINGS MEASUREMENT & VERIFICATION PLAN

The ESCO will guarantee the parameters set forth in this plan. The actual operation of the facility is the responsibility of the Customer. This includes properly maintaining the equipment, the future hours of operation based on a change in mission, or capacity and variations in weather or unit energy costs.

### A. UTILITY RATES

The utility rates used in the energy savings calculations can be found in **Schedule B (Baseline Energy Consumption)** of this Contract. Application of these rates are further defined in **Schedule A (Energy Savings Guarantee)**. These rates with defined escalation will be used in all future energy savings calculations.

### B. ENERGY SAVINGS

The projected annual energy unit savings, as well as the conversion to a dollar amount, are shown in **Schedule A (Energy Savings Guarantee)** of this Contract. A measurement and verification report shall be prepared and provided to the Customer as outlined in **Schedule A (Energy Savings Guarantee)** of this Contract.

### C. METHODOLOGIES FOR ENERGY CONSERVATION MEASURES

#### 1. Methodology

An overview of the energy conservation measures and the appropriate measurement and verification methodology are shown in Table C.1. “Calculation” means the savings have been calculated in the audit and agreed to by the Customer and the ESCO. “Measurement” requires measurements to determine the actual retrofit performance. In the “Measurement” cases, the measured parameters, time of measurement and quantity of equipment to be measured are identified.

One-time measurements will be taken at the end of construction. Additional monitoring of the guaranteed savings beyond the scope described herein can be provided for an additional fee.

*Table C.1 Measurement and Verification Methodology for Energy Conservation Measures*

ECM Description	Verification Methodology	Measured Parameter	Measurement Interval
Roofing Replacements	Calculation	N/A	N/A

#### 2. Calculation Formulae

##### a. Measured Savings ECMs

Savings for energy conservation measures listed as “Measurement” will be determined after testing and evaluation of the equipment. Utility bill consumption shall not be used to verify guaranteed savings achievement. Refer to **Schedule M (Detailed Savings Calculations)** for detailed savings calculations.

b. Calculated Savings ECMs

- i. For all ECMs with calculated savings, no measurements shall be taken. The savings for the ECM have been reviewed and are accepted as calculated.
- ii. This calculation approach applies to the following ECMs:
  - 1) Roof replacement

D. MEASUREMENT TEMPLATES

Due to the Roof Replacement ECM being a calculated measure, forms are not applicable for the measurement and verification.

**SCHEDULE D**  
**UTILITY MONITORING AND ENERGY MANAGEMENT**

This schedule is not applicable to this phase of the project.



## SCHEDULE E

### FINAL PROJECT COST & PROJECT CASH FLOW ANALYSIS

#### A. ESCO IMPLEMENTATION COSTS

Table E.1 identifies each energy conservation measure included; total costs include the full development and implementation including the design, construction, project management, and other related energy services in completing this scope of work. All related pricing that has been received for this project is valid until October 15<sup>th</sup>, 2018. If this Contract is not approved in this timeframe, new pricing may be required and adjustments will be made.

**Contract Sum for the Work is Nine Hundred Forty-Six Thousand, Eight Hundred and Thirty-Six Dollars (\$946,836.00)**

#### B. CUSTOMER ANNUAL CASH-FLOW ANALYSIS

The projected cash flow analysis for the costs and savings associated with implementing the measures identified in Table E.1 is shown in Table E.2.

*Table E.1 Energy Conservation Measure Summary Table*

ECM Summary Table		Savings Overview				Cost Overview	
ECM #	ECM Description	Projected Energy Savings	Operation & Maintenance Savings	Total Projected Savings	Capital Cost Avoidance	ECM/FIM Cost	Payback with CCA (Years)
1	CHS-Roof Replacement - Academic Wing (Areas #5 - #8)	\$3,595	\$4,800	\$8,395	\$584,748	\$584,748	0.00
2	CHS-Roof Replacement - Auxiliary Gym (Area #19)	\$506	\$2,600	\$3,106	\$138,159	\$138,159	0.00
6	CMS-Roof Replacement - Media Center Area (Areas #6-#8)	\$528	\$3,900	\$4,428	\$199,052	\$199,052	0.00
	Totals	\$4,629	\$11,300	\$15,929	\$921,959	\$921,959	0.00

Total Cost for Selected ECMs and FIMs  
Investment Grade Audit  
**TOTAL**

**\$921,959**  
**\$24,877**  
**\$946,836**

Table E.2 Project Cash Flow Analysis

Program Data	
Program Cost	\$921,959
Comprehensive Energy Audit Fee	\$24,877
Total Program Cost	\$946,836
Less Up Front Cash Buydown	\$0
Net Financed Costs	\$946,836
Rebates/Incentives Contribution	\$0
Loan Data	
Lease Amount	\$946,835.88
Interest Rate (Estimated)	3.50%
Term (years)	15
Calculated Finance Payment	\$82,209
Finance Payments Total	\$1,233,136
Additional Annual Payments	\$0
All Payments Total	\$1,233,136

Facility Operational Data		\$/Sqft
Total Square Feet	358,146	
Total Annual Utilities	\$595,476	\$1.66
Annual Electric	\$444,091	\$1.24
Annual Gas	\$57,596	\$0.16
Annual Water	\$93,789	\$0.26
Operational Costs	\$2,100,000	\$5.86
Utility Escalation Rate	4.00%	
O&M Escalation Rate	4.00%	

Projected Savings Data		% Savings
Total Utility Savings	\$4,629	0.78%
Electric Savings	\$0	0.00%
Gas Savings	\$4,629	8.04%
Water Savings	\$0	0.00%
Operational Savings	\$11,300	0.54%
Capital Cost Avoidance Savings	\$921,959	
Additional Annual Funding	\$0	

Program Year	Savings & New Revenue						Payments		Resulting Cashflow		Excludes Capital Cost Avoidance	Yearly Cash Flow (Without CCA)	Cumulative Cash Flow (Without CCA)
	Projected Utility Cost Savings	Operational & Maintenance Cost Savings	Capital Cost Avoidance Savings	Grants & Rebates	Additional Funding	Total Funds Available	Debt Service Payment	Additional Annual Payment	Yearly Cash Flow	Cumulative Cash Flow			
Construction	\$1,157	\$0	\$921,959	\$0	\$0	\$923,116	\$0	\$0	\$923,116	\$923,116		\$1,157	\$1,157
1	\$4,814	\$11,752			\$0	\$16,566	\$82,209	\$0	-\$65,643	\$857,473		-\$65,643	-\$64,486
2	\$5,007	\$12,222			\$0	\$17,229	\$82,209	\$0	-\$64,980	\$792,493		-\$64,980	-\$129,466
3	\$5,207	\$12,711			\$0	\$17,918	\$82,209	\$0	-\$64,291	\$728,202		-\$64,291	-\$193,757
4	\$5,415	\$13,219			\$0	\$18,634	\$82,209	\$0	-\$63,575	\$664,627		-\$63,575	-\$257,332
5	\$5,632	\$13,748			\$0	\$19,380	\$82,209	\$0	-\$62,829	\$601,798		-\$62,829	-\$320,161
6	\$5,857	\$14,298			\$0	\$20,155	\$82,209	\$0	-\$62,054	\$539,744		-\$62,054	-\$382,215
7	\$6,091	\$14,870			\$0	\$20,961	\$82,209	\$0	-\$61,248	\$478,496		-\$61,248	-\$443,463
8	\$6,335	\$15,465			\$0	\$21,800	\$82,209	\$0	-\$60,409	\$418,087		-\$60,409	-\$503,872
9	\$6,588	\$16,084			\$0	\$22,672	\$82,209	\$0	-\$59,537	\$358,549		-\$59,537	-\$563,410
10	\$6,852	\$16,727			\$0	\$23,579	\$82,209	\$0	-\$58,630	\$299,919		-\$58,630	-\$622,040
11	\$7,126	\$17,396			\$0	\$24,522	\$82,209	\$0	-\$57,687	\$242,232		-\$57,687	-\$679,727
12	\$7,411	\$18,092			\$0	\$25,503	\$82,209	\$0	-\$56,706	\$185,526		-\$56,706	-\$736,433
13	\$7,707	\$18,816			\$0	\$26,523	\$82,209	\$0	-\$55,686	\$129,840		-\$55,686	-\$792,119
14	\$8,015	\$19,569			\$0	\$27,584	\$82,209	\$0	-\$54,625	\$75,215		-\$54,625	-\$846,744
15	\$8,336	\$20,352			\$0	\$28,688	\$82,209	\$0	-\$53,521	\$21,694		-\$53,521	-\$900,265
TOTALS	\$97,550	\$235,321	\$921,959	\$0	\$0	\$1,254,830	\$1,233,136	\$0	\$21,694			-\$900,265	

**SCHEDULE F**  
**FINANCING AGREEMENT AND PAYMENT SCHEDULE**

**A. COMPENSATION**

Subject to adjustments in accordance with the provisions of this Contract, Customer agrees to pay compensation to ESCO as provided in the amount set forth in **Schedule E (Final Project Cost & Project Cash Flow Analysis)** for the work identified in **Schedule J (Scope of Work)** of this Contract.

**B. FINANCE AGREEMENT**

The Customer has investigated financing sources through Stifel and plans to utilize a financing agreement, which will be executed by the Customer prior to commencing construction, to pay ESCO progress payments during the construction period.

**C. CONSTRUCTION PERIOD PROGRESS PAYMENTS**

During the period beginning the date of execution of this Contract and continuing through the date shown in **Exhibit V (Certificate of Project Completion)**, Customer or third party financier will make monthly progress payments to ESCO, less 5% retainage, based on the percentage of the scope of work completed at the end of each month. ESCO will provide Customer with an itemized application for payment for the preceding month's construction period. Customer will pay ESCO the earned amount of the application for payment of earned amounts within thirty (30) days of the date from which ESCO provides such application for payment to Customer, less retainage. Customer will not unreasonably withhold any such payment of amounts earned by ESCO.

**SCHEDULE G**  
**COMPENSATION TO ESCO FOR ANNUAL SERVICES**

There are no annual service fees paid to the ESCO.

**SCHEDULE H**  
**REBATES, INCENTIVES, AND GRANTS**

This schedule is not applicable to this phase of the project.

**SCHEDULE I**  
**DESCRIPTION OF PREMISES**

**A. DESCRIPTION OF PREMISES**

Facilities included in this Contract are located at:

Center High School  
8715 Holmes Road  
Kansas City, MO 64131

Center Middle School  
326 E 103rd Street  
Kansas City, MO 64114

## SCHEDULE J SCOPE OF WORK

The following is the scope of work associated with each energy conservation measure (ECM) and indicates the work to be performed and associated equipment to be installed by ESCO.

1. ESCO agrees that it, and its subcontractors, will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements under law that apply to the project scope of work, including all reporting and registration requirements.
2. The city of Kansas City, Missouri is the authority having jurisdiction (AHJ), in accordance with the premises locations specified in **Schedule I (Description of Premises)**, and ESCO agrees that it, and its subcontractors shall comply with all applicable codes.
3. All items of materials and equipment will be new unless otherwise specified herein, free from defects and of the best quality normally used for the purpose in good commercial practice.
4. Product data will be collected into a single submittal for each element of construction or system. Product data includes printed information such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing in diagrams and templates, standard wiring diagrams and performance curves. Where product data must be specially prepared because standard printed data is not suitable for use, it will be submitted as "shop drawings." Shop drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates and similar drawings. Shop drawings submittals will include the following information: dimensions, identification of products and materials included, compliance with specified standards, notation of coordination requirements, and notation of dimensions established by field measurement.
5. ESCO will prepare and furnish Customer with an electronic copy (link to download or USB drive) of installation, operation, & maintenance manuals for all equipment provided. Upon Customer request, ESCO will provide up to (2) paper copies of these documents.
6. ESCO will provide a one-year parts and labor warranty for all equipment provided by ESCO unless superseded by the equipment manufacturer's warranty for a longer duration. All warranties issued by equipment manufacturers shall be filled out in Customer's name and given to the owner prior to final acceptance of work performed.

### A. ROOFING REPLACEMENT [ECMs #1, #2, #6]

ECM #	DESCRIPTION
1	Central High School – BASE BID #01 – Academic wing – areas #5, #6, #7, #8
2	Central High School – BASE BID #02 – Auxiliary gymnasium – area #19
6	Central Middle School – BASE BID #06 – Media center – areas #6, #7, #8

1. ESCO will replace roofing as defined in the project drawings and specifications located under the "**DRAWINGS**" tab at the end of this **Schedule J** enumerated as follows:
  - G000: Cover Sheet
  - A001: General Architectural Information
  - A141: Center High School Roof Plan (Rev. 9/13/2018)
  - A142: Center High School Roof Images
  - A143: Center Middle School Roof Plan (Rev. 9/13/2018)

2. Roofing Replacement design specifications are listed below. These specifications have been included under the “SPECIFICATIONS” tab at the end of this **Schedule J**.

- Specification Section 061000: Rough Carpentry
- Specification Section 070150: Preparation for Re-roofing
- Specification Section 075213: Modified Bituminous Roofing
- Specification Section 076200: Sheet Metal Flashings and Trim
- Specification Section 079200: Joint Sealants

3. Roofing Work sequence

- **Center High School** – the academic wing roof will be demolished and replaced in four different sections as identified #5, #6, #7, and #8 on the drawings during normal working hours. Client will vacate the areas beneath the section being replaced while work is occurring. Fire egress paths within the building will be maintained at all times during roofing work.
- **Center Middle School** – the media center roof will be demolished and replaced in three different sections as identified as #6, #7, and #8 on the drawings during normal working hours. Client will vacate the areas beneath the section being replaced while work is occurring.

B. INVESTMENT GRADE AUDIT (IGA)

A preliminary assessment of needs and opportunities in the buildings listed in Table J.1, below, followed by further detailed analysis and development of a second phase proposal for a guaranteed energy savings performance contract.

*Table J.1 Investment Grade Audit Facility List*

CENTER SCHOOL DISTRICT #58		
Facility Name	Sq. Ft.	Address
Center High School	241,155	8715 Holmes Rd., KCMO 64131
Center Middle School	116,991	326 E 103rd St., KCMO 64131
Boone Elementary	67,000	8817 Wornall Rd., KCMO 64131
Center Elementary	70,891	8401 Euclid, KCMO 64131
Indian Creek Elementary	33,882	9801 Grand, KCMO 64131
Red Bridge Elementary	38,147	10781 Oak, KCMO 64131
Center Alternative School	39,383	8434 Paseo, KCMO 64131
Administrative Office	6,684	8701 Holmes, KCMO 64131
Building and Grounds	7,000	8700 Troost, KCMO 64131

1. Data and Background Information Collection

- Obtain energy and water use information from Owner or Owner’s suppliers that includes at least the most recent 24 months of historical cost and use information for electricity, natural gas, water and other energy fuels consumed at Owner’s Facilities.
- Owner will provide ESCO with information concerning facility operation and energy use including, but not limited to the following:
  - Construction date of building and major additions
  - Occupancy and scheduled usage information



- iii. Description of future plans regarding building modifications or planned equipment modifications or replacements
  - iv. Access to building drawings, as available, that may include mechanical, plumbing, electrical, temperature controls, structural, architectural, modifications, and remodels
  - v. Existing heating, ventilating, and air conditioning (HVAC) equipment data such as OEM submittals, nameplate, model information or other factory data or specifications
  - vi. Records of maintenance expenditures on energy consuming equipment, systems or building envelope including any service contracts in effect
  - vii. Description of energy management procedures utilized and methods used for scheduling Facilities
- c. Owner agrees to furnish ESCO accurate and complete data and information it has available. Where information is not available from Owner, ESCO will make a diligent effort to collect such information through facility inspections and staff interviews. ESCO agrees to work diligently to assess validity of information provided by Owner to confirm or correct as needed.

## 2. Facilities Survey to Identify Potential Measures

- a. ESCO will interview facility management and maintenance staff, or others as the Parties agree upon, regarding facility operation including:
- i. energy management procedures
  - ii. equipment maintenance problems
  - iii. comfort problems and standard requirements
  - iv. equipment reliability
  - v. occupancy and use schedules
  - vi. past and planned facility alterations
- b. ESCO will inspect and prepare documents quantifying major energy consuming equipment or systems, including:
- i. Lighting (indoor and outdoor)
  - ii. Heating, ventilating, and cooling systems and related distribution and equipment
  - iii. Temperature control systems and equipment
  - iv. Domestic hot water systems
  - v. Special systems such as kitchen, swimming pools, laundry, etc.
  - vi. Building envelope such as roofs, doors, windows, and insulation
  - vii. Water consuming systems including restroom fixtures, irrigation systems, etc.
  - viii. Other energy consuming systems
- c. ESCO may install data-logging equipment, as ESCO determines appropriate, for the purpose of determining operating conditions such as lighting “on-off” patterns, space temperatures, equipment run-hours, etc. In addition, ESCO will interview staff and review equipment operating logs kept by Owner to determine past operating and scheduling practices. Owner will allow ESCO reasonable access to Facilities during both occupied and unoccupied hours.
- d. ESCO will develop a preliminary list of potential energy and water savings measures or other facility improvements based on consideration of comfort and maintenance problems, energy use and efficiency, hours of operation, remaining useful life, adequacy of purpose given current or future needs, and feasibility of system replacement. ESCO will identify measures which appear likely to be

cost effective and thereby warrant detailed analysis. For each measure, ESCO will prepare estimates of energy, water, and maintenance cost savings including a description of savings analysis methodology and assumptions used to estimate savings. Future capital cost avoidance may also be considered. ESCO will review this preliminary list with Owner at a workshop to determine priority for detailed analysis.

3. Establish Base Year Consumption

- a. ESCO will enter energy use information in its proprietary energy analysis software tool for the purposes of creating individual use reports, graphs and charts for each facility, comparing year-over-year analysis reports, benchmarking of comparable use facilities, and an overall summary of historical energy and water use on a monthly basis. ESCO will establish a base year energy consumption and cost. ESCO will reconcile end-use estimated consumption with the annual base year consumption to establish reasonable limits on potential savings.

4. Energy Conservation Measure Analysis

- a. ESCO will identify Energy Conservation Measures (“ECM”) and for each ECM will develop cost estimates for installation including all design fees, permits, bonding, commissioning, equipment, and labor costs for turn-key construction of a fully functional system.
- b. ESCO will utilize ASHRAE, IES, DOE, or other recognized authority standards to develop savings methodology and engineering principles identified in the ECM description and calculations.
- c. ESCO will develop a preliminary measurement and verification plan for each ECM.
- d. As it deems necessary, ESCO will prepare conceptual sketches or drawings to depict complete system replacements.

C. PHASE TWO PROJECT PROPOSAL

1. In anticipation of ESCO and Owner entering into a Guaranteed Energy Savings Performance Contract to design, install and monitor the energy and water savings measures recommended, ESCO will prepare a Project Proposal of terms to be incorporated in an energy performance contract to include ECM savings analysis, turnkey implementation cost, measurement and verification of savings method and plan, implementation schedule, and impact to Owner’s future maintenance and operation.
2. Coincident with the completion of the IGA work and Owner’s notification that it has accepted all, or some portions, of ESCO’s Project Proposal, ESCO will prepare and submit to Owner a Guaranteed Energy Savings Performance Contract detailing the terms and conditions related to implementation of the Project Proposal.
3. ECMs or facility improvement measures recommended and included in the Project Proposal will meet all current codes and any other applicable requirements of federal, state, and local government. ESCO will not be expected to resolve any existing code violations but shall report to Owner if any such violations are found.

Category	Frequency
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
9	1
10	1
11	1
12	1
13	1
14	1
15	1
16	1
17	1

**CENTER SCHOOL DISTRICT**  
**8701 Holmes Road, Kansas City, MO 64131**

**CONSTRUCTION DOCUMENTS**

# CONSTRUCTION DOCUMENTS

L	INDEX OF DRAWINGS		STATEMENT OF RESPONSIBILITY		DESIGN TEAM	
K	ARCHITECTURE A001 GENERAL ARCHITECTURAL INFORMATION A141 CENTER HIGH SCHOOL ROOF PLAN A142 CENTER HIGH SCHOOL ROOF IMAGES A143 CENTER MIDDLE SCHOOL ROOF PLAN				ARCHITECTURAL DESIGN: Hollis + Miller Architects 1828 Walnut Street Ste 922 Kansas City, MO 64108 CONTACT: Justin Durham AIA, NCARB PHONE: (816) 442-7700 FAX: (816) 399-2545	
J					PERFORMANCE CONTRACTOR: Navitas 25501 West Valley Parkway ,Suite 200 Olathe, KS 66061 CONTACT: Tim Bensman, LEED AP PHONE: (913) 344-0049 FAX: (913) 345-0617	
H			I HEREBY STATE THAT THE DRAWINGS INTENDED TO BE AUTHENTICATED BY MY SEAL ARE LIMITED TO THE FOLLOWING DRAWING SHEETS:  G000, A001, A141, A142  I HEREBY DISCLAIM ANY RESPONSIBILITY FOR ALL OTHER DRAWINGS, ESTIMATES, REPORTS AND OTHER DOCUMENTS OR INSTRUMENTS RELATING TO OR INTENDED TO BE USED FOR ANY PART OR PARTS OF THE ARCHITECTURAL OR ENGINEERING PROJECT OR SURVEY.  _____ ARCHITECT  _____ DATE			
G			IMPROVEMENT LOCATIONS			
F			CENTER HIGH SCHOOL 3715 Holmes Road, Kansas City, MO 64131  CENTER MIDDLE SCHOOL 326 E 103rd St, Kansas City, MO 64114			
E						
D						
C						
B						
A						

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**CENTER HIGH SCHOOL ROOF IMPROVEMENTS**  
CENTER SCHOOL DISTRICT

**90% CONSTRUCTION DOCUMENTS**

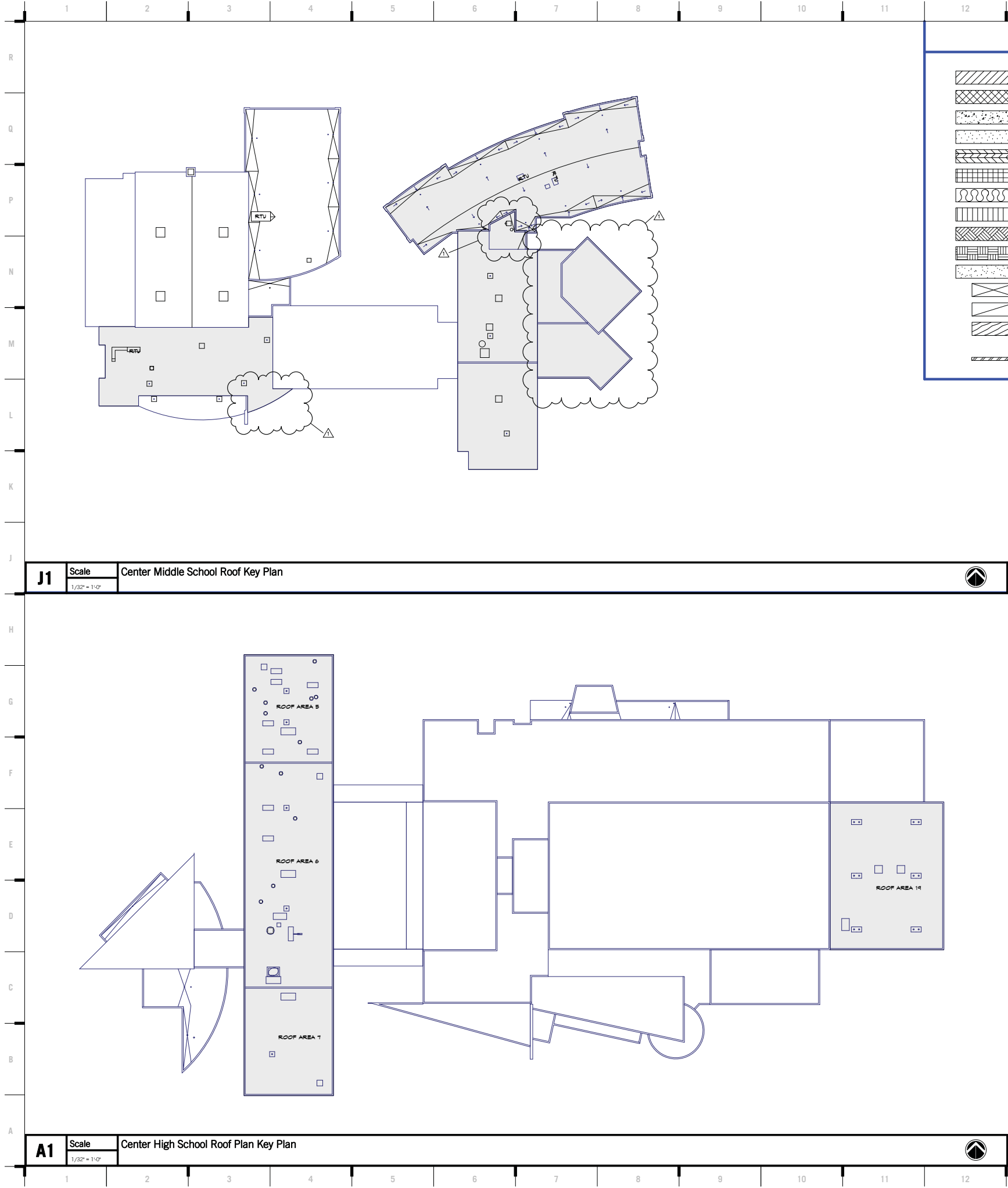
REVISIONS:		
#	Description	Date

JOB NO: 18077.00  
DRAWN BY: Author  
CHECKED BY: Checker  
DATE: 9.6.2018

**GOOO**

SMSD PROJECT # 18-001

COVER SHEET



## SYMBOL LEGEND

	BRICK	<b>CLASSROOM</b>	<b>RM NAME</b>
	CONCRETE MASONRY UNIT (CMU)	<b>A101</b>	<b>RM NUMBER</b>
	CONCRETE		DOOR NUMBER
	GYP BD		WALL TYPE
	FLYWOOD		WINDOW TYPE
	RIGID INSUL		GLASS TYPE
	BATT INSUL		SECTION CUT LINE
	ACOUSTICAL TILE		ELEVATION SYMBOL
	UNDISTURBED SOIL		ELEV NUMBER
	COMPACTED SOIL		SHEET NUMBER
	SAND		ENLARGED DETAIL
	CONT LUMBER		JOIST BEARING
	NON-CONT LUMBER (BHM)		DAT 100'-0"
	FINISH LUMBER		DIRECTION OF EXIT
	STEEL OR METAL		CAPACITY
			ACTUAL # OF OCCUPANTS
			EXIT WIDTH REQUIRED
			EXIT WIDTH PROVIDED

## GENERAL NOTES

DO NOT SCALE THESE DRAWINGS. FIELD VERIFY ALL CONDITIONS, DIMENSIONS AND QUANTITIES. DIMENSIONS INDICATED ON THE PLANS ARE FOR REFERENCE ONLY AND SHOULD BE CONSIDERED APPROXIMATE.

THE CONTRACTOR SHALL VISIT THE ROOF AREA(S) PRIOR TO BID DATE AND FIELD VERIFY ALL CRITERIA.

ALL DRAINAGE FROM THESE ROOFS UTILIZE EXISTING GUTTER, DOWNSPOUT, PIPING ETC AND SHALL BE REMOVED AND REPLACED UNLESS NOTED OTHERWISE.

CONTRACTOR ACCESS TO THE ROOF AREA(S) SHALL BE COORDINATED WITH SCHOOL DISTRICT OFFICIALS.

ALL ADJACENT BUILDING / ROOF AREAS SHALL BE PROTECTED FROM CONSTRUCTION TRAFFIC AND DAMAGE DURING CONSTRUCTION.

ALL WORK SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.

CONTRACTOR IS RESPONSIBLE FOR VERIFICATION OF EXISTING ROOF CONSTRUCTION AT ALL AREAS TO FOR OVERLAY, OR TO BE REMOVED AND REPLACED.

STAGING AREA SHALL BE COORDINATED WITH SCHOOL DISTRICT PERSONNEL. TO STAGE ALL CONSTRUCTION VEHICLES, MATERIALS, DUMPSTERS, CRANES ETC. RESURFACE AND RESEED ALL DAMAGED GRASS AREAS AND CARE SHALL BE TAKEN TO NOT DAMAGE EXISTING ASPHALT PARKING LOTS, DRIVES OR EXISTING CONCRETE. CONTRACTOR WILL BE RESPONSIBLE FOR ALL DAMAGES TO EXISTING SITE.

PROVIDE CRICKETS AT ALL REQUIRED LOCATIONS TO PROVIDE POSITIVE DRAINAGE TO NEAREST DRAIN.

ALL FLASHING / SHEET METAL DETAILS SHALL CONFORM TO THE RECOMMENDED PROCEDURES AS OUTLINED BY THE SMACNA MANUAL, LATEST EDITION.

## GENERAL DEMOLITION NOTES - ALL LOCATIONS

AT ALL AREAS SCHEDULED FOR NEW ROOFING SYSTEM, REMOVE EXISTING ROOFING SYSTEM, REMOVE AND REPLACE ALL MET INSULATION, COVERBOARD AND PATCH MEMBRANE. PREPARE ROOF FOR OVERLAY PER MANUFACTURER'S WRITTEN RECOMMENDATIONS.

REMOVAL OF EXISTING ROOFING SYSTEMS SHALL INCLUDE MATERIALS AT VERTICAL WALL SURFACES AND PENETRATIONS. REMOVAL TO BE DOWN TO SUBSTRATE MATERIALS.

AT REMOVAL OF EXISTING ROOFING MATERIALS, REMOVE AND REPLACE ALL EXISTING FLASHING, WOOD BLOCKING ETC. NOT SPECIFICALLY CALLED TO BE PROTECTED, REUSED OR MAINTAINED ON THIS SHEET.

DEMOLITION PLANS ARE INTENDED TO DEPICT A SCOPE AND SCHEMATIC LOCATION OF DEMOLITION WORK. ACTUAL DEMOLITION SHALL BE ACCOMPLISHED IN COORDINATION WITH NEW CONSTRUCTION WORK.

THE CONTRACTOR SHALL LOCATE AND IDENTIFY ALL ELECTRICAL, MECHANICAL, PLUMBING AND UTILITY LINES WITHIN ROOF AREAS AND PROTECT THE SAME AS REQUIRED TO MAINTAIN IN GOOD OPERATING CONDITION.

UNLESS NOTED OTHERWISE, ALL ITEMS NOTED TO BE REMOVED SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND BE REMOVED FROM THE PROJECT SITE.

WHERE ITEMS ARE SHOWN TO BE REMOVED, CARE SHALL BE TAKEN TO PROTECT ADJACENT ITEMS SCHEDULED TO REMAIN.

## ROOF HATCH LEGEND

AREA OR NEW WORK. REFER TO SCOPES OF WORK AT EACH SCHOOL.

## ABBREVIATIONS

<b>A</b>	AB anchor bolt	<b>L</b>	LAM laminate
ACOVET	acoustical	LAV	lavatory
ADJ	area drain	LDTH	length
ADH	adhesive	LOCK	locker
APP	above finish floor	LT	light
ALUM	aluminum		
ALT	alternate	<b>M</b>	
APPROX	approximate(y)	MAB	masonry
APPD	approved	MAB BLK	masonry block
ATTEN	attention	MATL	material
		MAX	maximum
<b>B</b>		MB	manicureboard
BEY	beyond	MBH	mop & broom holder
BD	board	MC	mechanical
BLOS	building	MECH	mechanical
BLK	block	MEP	mechanical/electrical/plumbing
BLKS	blocking	MFR	manufacturer
BH	bench mark	MH	manhole
BO	by others	MI	mirror
BOT	bottom (of)	MIN	minimum
BS	bearing	MBC	miscellaneous
BRKT	bracket	MO	masonry opening
BSD	bar soap dish	MTD	mounted
BSMT	basement	MTS	mounting height
BTM	between	MTL	metal
BUR	built-up-roof	MULL	mullion
		<b>N</b>	
<b>C</b>		N	north
CABT	cabinet	N/C	not in contract
CB	chalkboard	NO (or #)	number
CC	center to center	NOM	nominal
CEM	cement(tious)	NTS	not to scale
CFM	cubic feet per minute		
CH	coat hook	<b>O</b>	
CI	cast iron	OA	overall
CJ	control joint	OC	on center
CLS	ceiling	OD	outside diameter
CLR	clear	OFF	office
CMP	corrugate metal pipe	OTS	open to structure
CMU	concrete masonry unit	OPNS	opening
CO	cleanout	OPP	opposite
COL	column		
COMB	combination	<b>P</b>	
CONC	concrete	PA	page
CONN	connect(on)	PAR	parallel
CONTR	construction	PARTN	partition
CORR	corridor	PCF	portland cement plaster
CLM	classroom	PERP	perpendicular
CSK	countersunk	PLAM	plastic laminate
CTG	ceramic tile	PL	property line
CTR	center	PLAS	plaster
CY	cubic yard(s)	PLBS	plumbing
		PLYND	plywood
<b>D</b>		PNL	panel
D	drinking fountain	PNLG	penning
DIA	diameter	PR	pair
DIAG	diagonal	PRD GYP	poured gypsum
DN	dimension(s)	PREFAB	prefabricated
DN	down	PS	purse shelf
DS	downspout	PT	paint
DWG	drawing	PTD	printed
		PTD/R	paper towel disp/recp
<b>E</b>		<b>R</b>	
E	east	R	radius (or riser)
EA	each	RA	return air
EDF	electric drinking fountain	RCP	reinforced concrete pipe
EF	each face	RD	roof drain (or road)
EFJ	expansion joint	RECP	receptacle
EHD	electric hand dryer	REF	refrigerator
ELEV	elevation (view or datum)	REIN	reinforcing (or reinforced)
ELV	electrical	REV	reversed
EQUIP	equipment	REQD	required
ETR	existing to remain	RFS	roofing
EX	each way	RM	room
ENG	electric water cooler		
ENH	exhaust	<b>S</b>	
ENST	existing	S	south
EXP	expansion	SC	shower curtain
EXT	exterior	SCHED	schedule
		SCR	shower curtain track
<b>F</b>		SD	scoop dispenser
FA	fire alarm	SECT	section
FD	floor drain	SH	shower head
FND	Foundation	SH	sheet
FE	fire extinguisher	SHWR	shower
FEC	fire extinguisher cabinet	SHLS	seamless
FF	fire hose	SND	sanitary napkin dispenser
FIN	Finish	SNS	sanitary napkin receptor
FIN	fixture	SP CTG	special coating
FLR	Floor	SPFC	specification
FLASH	Flashing	SPKCR	sprayer
FLX	Flexible	SQ	square
FHL	full height mirror	SS	stainless steel
FOH	face of masonry	STD	standard
FOF	face of precast	STL	steel
FOE	face of stud	STRUC	structure (s)
FT (or)	foot	SUP	suspended
FTG	footing	SY	square yard
		SYM	symmetrical
<b>G</b>		<b>T</b>	
GA	gauge	T	tread
GB	grab bar	T&B	top & bottom
GALV	galvanized	T&G	tongue & groove
GC	general contractor	TS	taskboard
GEN	general	TEL	telephone
GPRG	glass fiber reinforced concrete	TERM	terminate
GL	glass	TERR	terrazzo (or terrace)
GLT TILE	glazed tile	TH	towel hook
GPM	gallons per minute	TOC	top of curb
GR	grate	TOM	top of masonry
GYP	gypsum	TOU	top of wall
GYP BD	gypsum board	TP	towel pin
		TPD	towel paper dispenser
<b>H</b>		TRANS	transformer
HB	hose bibb	TS	tube steel (or towel strip)
HG	handicap(ped)	TYF	typical
HED	handicap electric drinking fountain		
HEHD	handicap electric hand dryer	<b>U</b>	
HFD	headboard	U	urinal
HDF	handicap drinking fountain	UNO	unless noted otherwise
HDR	handcuff	US	utility shelf
HDR	handcuff		
HDR	handcuff electric water cooler	<b>V</b>	
HHD	handicap hair dryer	VENT	ventilate/ventilation
HM	hollow metal	VERT	vertical
HMI	handicap mirror	VTR	vent thru roof
HSD	handicap soap dispenser	VCT	vinyl composition tile
HSH	handicap shower head		
HSM	handicap wall mtd wall closet	<b>W</b>	
HORIZ	horizontal	W	west
HRS	folding shower seat	WC	water closet
HR	hour	WD	wood
HT	height	WDO	window
HTG	heating	WF	wall flange
HTR	heater	WH	wall hydrant
HU	handicap urinal	WT	structural T section
HYD	hydrant	WW	welded wire fabric
		W	with
<b>I</b>		W/O	without
IC	intercom	<b>X</b>	
ID	inside diameter	X	by (as 8"x8")
IN (or)	inch(es)	<b>Y</b>	
INDV	individual	YD	yard
INSUL	insulation		
INT	interior	<b>SYMBOLS</b>	
INV	invert	/	per (or by)
		1	and
		2	at
		3	channel
		4	centerline
		5	diameter/round
		6	plus/minus

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1828 Walnut Street Suite 922  
Kansas City, MO 64108  
1.816.442.7700  
333 Perry Street Suite 285  
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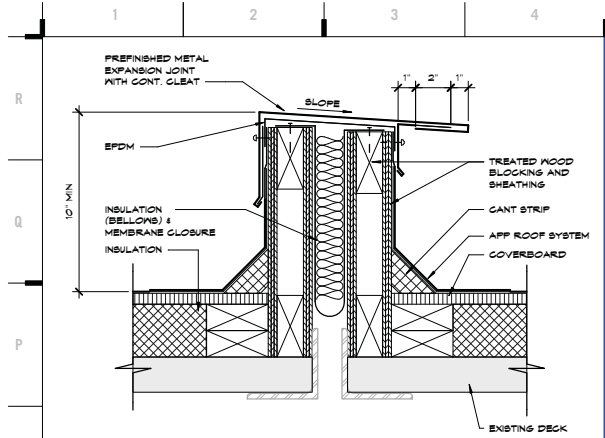
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#	Description	Date
1	ADDENDUM #1	4.19.2019

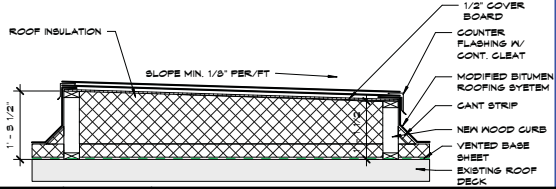
JOB NO: 18077.00  
DRAWN BY: JD  
CHECKED BY: JD  
DATE: 8.6.2018

A001

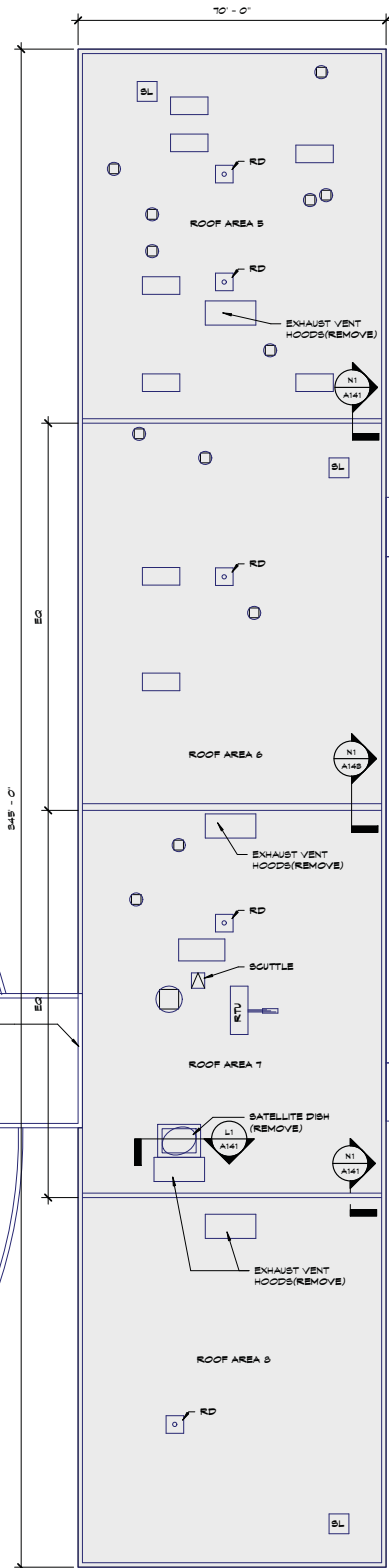
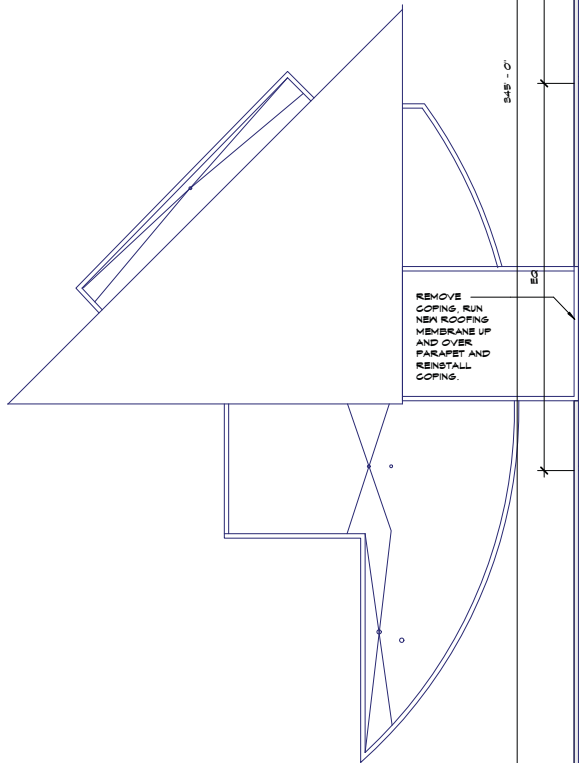
9/13/2018 10:47:18 AM



**N1** Scale 3" = 1'-0" Expansion Joint Detail @ Mod Bit Roof



**L1** Scale 3/4" = 1'-0" CENTER HIGH - SATELLITE DISH INFILL



**SHEET KEYNOTE LEGEND**

**CENTER HIGH SCHOOL  
GENERAL PROJECT SCOPE**

**EXISTING ROOF SYSTEMS:**

**ROOF AREA 5, 6, 7 AND 8:**  
APPROXIMATELY 24,200 SF  
POURED GYPSUM DECK OVER GALVANIZED METAL DECKING  
VAPOR BARRIER  
2" POLYISOCYANURATE INSULATION  
2" HIGH WOOD FIBER COVER BOARD  
4 PLY BUILT-UP ROOFING SYSTEM

**ROOF AREA 14:**  
APPROXIMATELY 10,800 SF  
TECTUM STRUCTURALLY SLOPED  
2" POLYISOCYANURATE INSULATION  
2 FLY MODIFIED BITUMEN SYSTEM (MOPPED) WITH COATING SYSTEM. TO REMAIN PREPARE FOR OVERLAY

**ROOF AREA 5, 6, 7 AND 8:**  
REMOVE EXISTING ROOF SYSTEM TO POURED GYPSUM DECKING. REPORT CONDITION OF DECK TO OWNER / ARCHITECT  
MECHANICALLY ATTACHED ONE PLY OF VENTED BASE SHEET  
LOW RISE FOAM STARTER LAYER OF 1 1/2" POLYISOCYANURATE INSULATION \*\* RE: ALTERNATE 1  
LOW RISE FOAM SECOND LAYER OF 1 1/2" POLYISOCYANURATE INSULATION, STAGGER JOINTS \*\* RE: ALTERNATE 1  
LOW RISE FOAM 1 LAYER OF 1/2" FIBERGLASS FACED GYPSUM COVERBOARD  
INSTALL A DEREIGN DDL MEMBRANE ROOF SYSTEM  
INSTALL NEW 24 GA. STANDARD COLOR SHOP FABRICATED SHEET METAL FLASHINGS AND TRIM  
REPLACE EXISTING SKYLIGHT DOWNS ONLY  
REMOVE OBSOLETE EXHAUST VENT HOODS AND INFILL WITH NEW DECKING, AND ROOF SYSTEM TO MATCH ADJACENT ROOF. SEE PLAN FOR LOCATIONS  
REMOVE SATELLITE DISH AS NOTED ON PLAN

**ROOF AREA 15:**  
SCAN EXISTING ROOF  
REPLACE NEW INSULATION AT UNIT PRICE  
PREPARE AND FINISH EXISTING ROOF SURFACE PER MANUFACTURER'S WRITTEN RECOMMENDATIONS  
INSTALL 2 FLY MODIFIED BITUMEN OVERLAY ROOF SYSTEM PER SPECIFICATIONS  
INSTALL NEW 24 GA. STANDARD COLOR SHOP FABRICATED ROOF RELATED FLASHING AND TRIM  
INSTALL NEW TREATED WOOD BLOCKING

INSTALL NEW 24GA PRE-FINISHED EDGE FLASHING, FASCIA, SCUPPERS, DOWNSPOUTS AND GLEAT WITH WEATHERTIGHT FASTENERS. PROFILE AND COLOR TO MATCH EXISTING  
INSTALL NEW GRAVEL STOP PERIMETER FLASHING AND CONT. GLEAT. COLOR TO MATCH EXISTING

REMOVE AND REPLACE ALL PITCH PANS WITH DEREFLASH TWO PART RESIN / FLEECE BEAMLESS, MONOLITHIC WATERPROOF MEMBRANE. SHALL CARRY 20 YEAR WARRANTY TO MATCH ROOFING SYSTEM

INSTALL NEW LEAD FLASHINGS AT THE VENTS THRU THE ROOF. EXTEND AS REQUIRED - 6" MINIMUM HEIGHT ABOVE FINISHED ROOF.

INSTALL NEW 24 GA PRE-FINISHED COUNTERFLASHING AND SEALANT AT EXISTING FACEBRICK / WALLS. COLOR TO MATCH EXISTING.

THE ROOF SYSTEMS WILL CARRY THE MANUFACTURER'S 20 YEAR WARRANTY.

ALL NEW PREFINISHED METAL TO MATCH EXISTING.

INSTALL NEW 4'-0" X 4'-0" LEAD BUMP AT ALL ROOF DRAIN LOCATIONS

REMOVE ALL WOOD SUPPORT BLOCKS AT GAS / ELECTRICAL LINES AND PROVIDE NEW SUPPORT BLOCKS BY ROOF TOP BLOC OR APPROVED EQUAL

AT EXISTING SURFACE MOUNT MECHANICAL UNITS - MORE WOOD BLOCKS AND PROVIDE NEW MRO INDUSTRIES MECHANICAL UNIT SUPPORT OR EQUAL

**ALTERNATE #1:**  
ROOF AREA 5, 6, 7 AND 8:  
LOW RISE FOAM STARTER LAYER OF 1 1/2" POLYISOCYANURATE INSULATION (NO CHANGE FROM BASE BID)  
LOW RISE FOAM SECOND LAYER OF 5" POLYISOCYANURATE INSULATION, STAGGER JOINTS  
RAISE ALL CURBS AND PERIMETER BLOCKING AS REQUIRED TO ACCOMMODATE FOR ADDITION ROOF SYSTEM DEPTH.

**ALTERNATE #2:**  
ROOF AREA 5, 6, 7 AND 8:  
REMOVE AND REPLACE ALL EXISTING ROOF DRAINS WITH NEW ZURN MODEL 112S OR EQUAL. FIELD VERIFY OUTLET SIZE AND CONNECTION. PROVIDE ALL BUMP RECEIVERS, CLAMPING RINGS, DOWNS ETC. FOR COMPLETE REPLACEMENT.

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1.816.442.7700  
333 Perry Street Suite 205  
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**CENTER HIGH SCHOOL ROOF IMPROVEMENTS**

CENTER SCHOOL DISTRICT  
8715 Holmes Rd, Kansas City, MO 64131

100% CONSTRUCTION  
DOCUMENTS

REVISIONS:		
#	Description	Date
1	RESPONSE #1	9.13.2018

JOB NO: 18077.00  
DRAWN BY: JD  
CHECKED BY: JD  
DATE: 9.6.2018

**A141**

CENTER HIGH SCHOOL ROOF PLAN

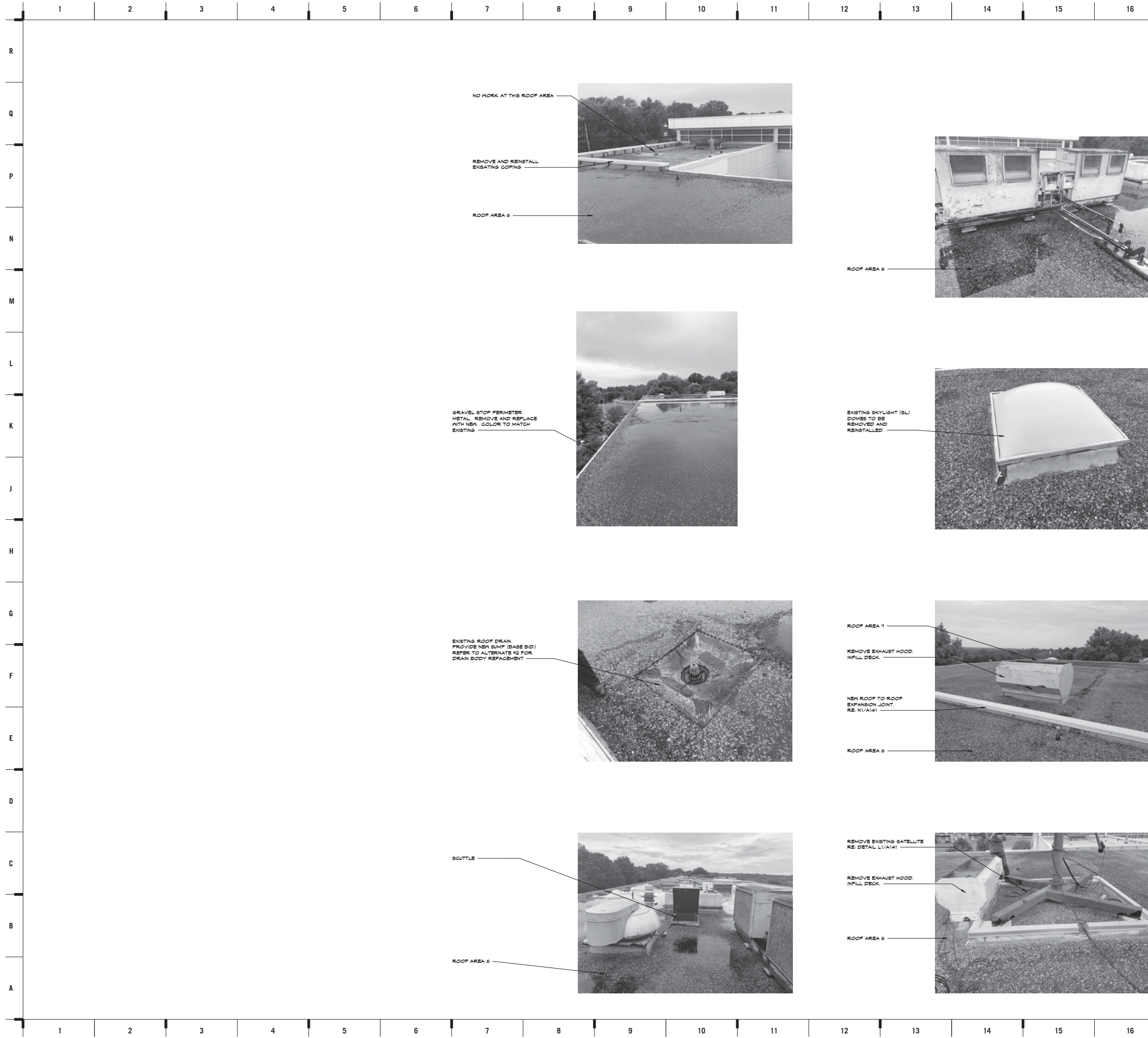
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Architectural drawing showing a roof plan with various areas and components labeled. The drawing includes a grid system (A through R) and a scale bar (0 to 16 feet).

Labels and Callouts:

- NO WORK AT THIS ROOF AREA
- REMOVE AND REINSTALL EXISTING COPING
- ROOF AREA 6
- GRAVEL STOP PERIMETER METAL. REMOVE AND REPLACE WITH NEW. COLOR TO MATCH EXISTING
- EXISTING SKYLIGHT (SL) DOMES TO BE REMOVED AND REINSTALLED.
- EXISTING ROOF DRAIN. PROVIDE NEW SUMP (BASE BID) REFER TO ALTERNATE #2 FOR DRAIN BODY REPLACEMENT
- ROOF AREA 7
- REMOVE EXHAUST HOOD. INFILL DECK.
- NEW ROOF TO ROOF EXPANSION JOINT. RE: N1/A141
- ROOF AREA 6
- SCUTTLE
- ROOF AREA 6
- REMOVE EXISTING SATELLITE RE: DETAIL L1/A141
- REMOVE EXHAUST HOOD. INFILL DECK.
- ROOF AREA 6



The drawing is a detailed roof plan for a building, oriented with North at the top. It features a grid system with letters A through R along the left edge and numbers 1 through 16 along the top and bottom edges. The plan shows various roof features including skylights, drains, and expansion joints. Callouts with leader lines point to specific areas and components, providing instructions for removal and replacement. The drawing is a black and white line drawing with some shading to indicate different materials or areas.

## SHEET KEYNOTE LEGEND

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1828 Walnut Street Suite 922  
Kansas City, MO 64108  
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333 Perry Street Suite 285  
Castle Rock, CO 80104  
t 719.313.9729

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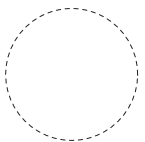
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Structure # 2006031333

## CENTER HIGH SCHOOL ROOF IMPROVEMENTS

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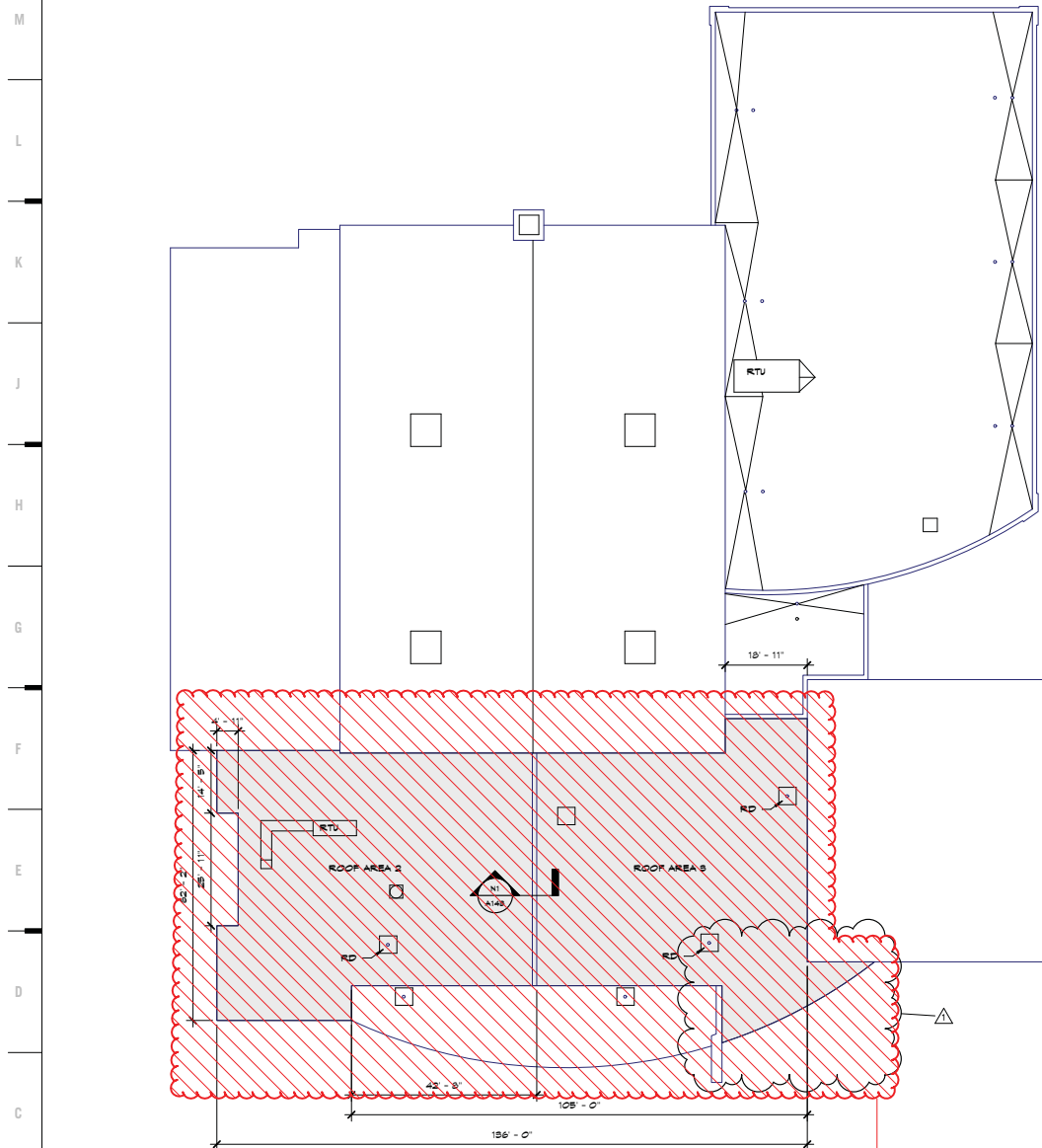
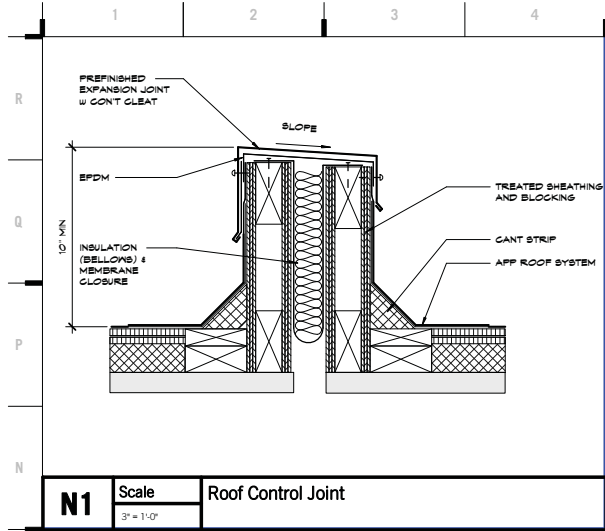
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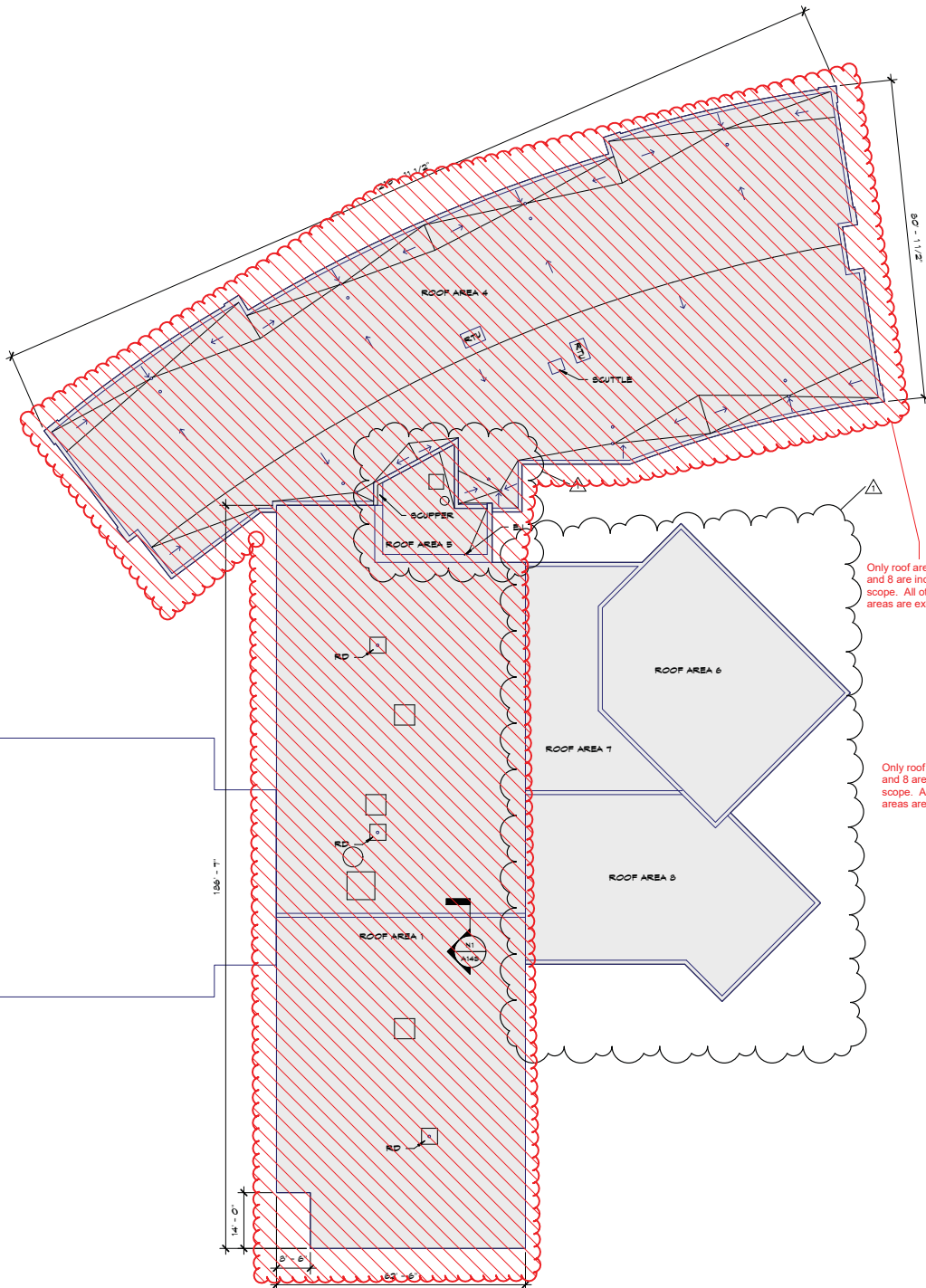
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DRAWN BY: JD  
CHECKED BY: JD  
DATE: 9.6.2018

## A142

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Only roof areas 6, 7 and 8 are included in scope. All other roof areas are excluded.



Only roof areas 6, 7 and 8 are included in scope. All other roof areas are excluded.

Only roof areas 6, 7 and 8 are included in scope. All other roof areas are excluded.

Only roof areas 6, 7 and 8 are included in scope. All other roof areas are excluded.

**SHEET KEYNOTE LEGEND**

**CENTER MIDDLE SCHOOL GENERAL PROJECT SCOPE**

ROOF AREA 1: APPROXIMATELY 11,000 SF. FIELD VERIFY.  
ROOF AREAS 2 AND 3: APPROXIMATELY 1,800 SF. FIELD VERIFY.  
ROOF AREA 4: APPROXIMATELY 19,300 SF. FIELD VERIFY.  
ROOF AREA 5: APPROXIMATELY 475 SF. FIELD VERIFY.  
ROOF AREAS 6, 7, AND 8: APPROXIMATELY 5,175 SF. FIELD VERIFY.

EXISTING ROOF SYSTEMS:  
ROOF AREA 1, 2, 3, 5, 6, 7, AND 8:  
TPO - ASSUME 2 LAYERS OF ROOFING - WOODFIBER COVER BOARD, COAL TAR PITCH ROOFING SYSTEM.

ROOF AREA 1, 2, 3, 5, 6, 7, AND 8:  
REMOVE EXISTING ROOF TO DECK.  
MECHANICALLY FASTEN FIRST LAYER OF 1 1/2" FLAT STOCK POLYISOCYANURATE INSULATION. LOW RISE FOAM ADHESIVE SECOND LAYER OF 1 1/2" FLAT STOCK POLYISOCYANURATE INSULATION (STAGGER JOINTS).  
LOW RISE FOAM ADHESIVE NEW 1/2" FIBERGLASS FACED COVERBOARD.  
INSTALL NEW DOL MODIFIED BITUMEN ROOF SYSTEM PER SPECIFICATIONS. APP. COLOR AUTUMN TAN.  
INSTALL NEW 24 GA. STANDARD COLOR SHOP FABRICATED ROOF RELATED FLASHING AND TRIM.

EXISTING ROOF SYSTEMS:  
ROOF AREA 4:  
TPO - ASSUME 1 LAYER OF ROOFING - WOODFIBER COVER BOARD, COAL TAR PITCH ROOFING SYSTEM.

ROOF AREA 4:  
REMOVE EXISTING ROOF TO DECK.  
MECHANICALLY FASTEN FIRST LAYER OF 1 1/2" POLYISOCYANURATE INSULATION. LOW RISE FOAM ADHESIVE SECOND LAYER OF TAPERED POLYISOCYANURATE INSULATION (STAGGER JOINTS).  
INSTALL CARBONETS AS SHOWN.  
LOW RISE FOAM ADHESIVE NEW 1/2" FIBERGLASS FACED COVERBOARD.  
INSTALL NEW DOL MODIFIED BITUMEN ROOF SYSTEM PER SPECIFICATIONS. APP. COLOR AUTUMN TAN.  
INSTALL NEW 24 GA. STANDARD COLOR SHOP FABRICATED ROOF RELATED FLASHING AND TRIM.

INSTALL NEW 24 GA. STANDARD COLOR SHOP FABRICATED ROOF RELATED FLASHING AND TRIM.

INSTALL NEW TREATED WOOD BLOCKING.

INSTALL NEW 24 GA. PRE-FINISHED EDGE FLASHING, FASCIA, SCUPPERS, DOWNSPOUTS AND GLEAT WITH WEATHERTIGHT FASTENERS. PROFILE AND COLOR TO MATCH EXISTING.

INSTALL NEW BRASS/STOP PERIMETER FLASHING AND CONT. GLEAT. COLOR TO MATCH EXISTING.

REMOVE AND REPLACE ALL PITCH PANS WITH DERE FLASH. TWO PART RESIN, FIBERGLASS SEAMLESS, VOCOUTING WATERPROOF MEMBRANE. SHALL CARRY 20 YEAR WARRANTY TO MATCH ROOFING SYSTEM.

INSTALL NEW LEAD FLASHINGS AT THE VENTS THRU THE ROOF. EXTEND AS REQUIRED - 3" MINIMUM HEIGHT ABOVE FINISHED ROOF.

INSTALL NEW 24 GA. PRE-FINISHED COUNTERFLASHING AND BEZEL AT EXISTING FACEBRICK / MALL. COLOR TO MATCH EXISTING.

THE ROOF SYSTEMS WILL CARRY THE MANUFACTURER'S 20 YEAR WARRANTY.

ALL NEW PRE-FINISHED METAL TO MATCH EXISTING.

INSTALL NEW 4'-0" X 4'-0" LEAD SUMP AT ALL ROOF DRAIN LOCATIONS.

REMOVE ALL WOOD SUPPORT BLOCKS AT GAS / ELECTRICAL LINES AND PROVIDE NEW SUPPORT BLOCKS BY ROOF TOP FLASH OR APPROVED EQUAL.

AT EXISTING SURFACE MOUNT MECHANICAL UNITS, MOVE WOOD BLOCKING AND PROVIDE NEW WOOD INDUSTRIES MECHANICAL UNIT SUPPORT OR EQUAL.

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1823 Walnut Street Suite 922  
Kansas City, MO 64108  
TEL: 442.7700  
333 Perry Street Suite 205  
Cape Canaveral, FL 32913  
HOLLISANDMILLER.COM

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CENTER HIGH SCHOOL ROOF IMPROVEMENTS  
CENTER SCHOOL DISTRICT

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100% CONSTRUCTION DOCUMENTS

Revisions	Description	Date
1	REVISION #1	8.9.2018

JOB NO: 18077.00  
DRAWN BY: JD  
CHECKED BY: JD  
DATE: 8.6.2018

**A143**

CENTER MIDDLE SCHOOL ROOF PLAN

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## SECTION 061000 - ROUGH CARPENTRY

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Framing with dimension lumber.
  - 2. Wood blocking, cants, and nailers.

#### 1.2 DEFINITIONS

- A. Dimension Lumber: Lumber of 2 inches nominal or greater but less than 5 inches nominal in least dimension.
- B. Lumber grading agencies, and the abbreviations used to reference them, include the following:
  - 1. NLGA: National Lumber Grades Authority.
  - 2. SPIB: The Southern Pine Inspection Bureau.
  - 3. WCLIB: West Coast Lumber Inspection Bureau.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of process and factory-fabricated product. Indicate component materials and dimensions and include construction and application details.
  - 1. Include data for wood-preservative treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Indicate type of preservative used and net amount of preservative retained.
  - 2. Include copies of warranties from chemical treatment manufacturers for each type of treatment.
- B. Fastener Patterns: Full-size templates for fasteners in exposed framing.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Evaluation Reports: For the following, from ICC-ES:
  - 1. Wood-preservative-treated wood.

#### 1.5 DELIVERY, STORAGE, AND HANDLING

- A. Stack lumber flat with spacers beneath and between each bundle to provide air circulation. Protect lumber from weather by covering with waterproof sheeting, securely anchored. Provide for air circulation around stacks and under coverings.

### PART 2 - PRODUCTS

#### 2.1 WOOD PRODUCTS, GENERAL

- A. Lumber: DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, provide lumber that complies with the applicable rules of any rules-writing agency certified by the ALSC Board of Review. Provide lumber graded by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.
  - 1. Factory mark each piece of lumber with grade stamp of grading agency.
  - 2. Provide dressed lumber, S4S, unless otherwise indicated.

#### 2.2 WOOD-PRESERVATIVE-TREATED LUMBER

- A. Preservative Treatment by Pressure Process: AWP A U1; Use Category UC2 for interior construction not in contact with the ground, Use Category UC3b for exterior construction not in contact with the ground, and Use Category UC4a for items in contact with the ground.
  - 1. Preservative Chemicals: Acceptable to authorities having jurisdiction and containing no arsenic or chromium. Do not use inorganic boron (SBX) for sill plates.



- B. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent. Do not use material that is warped or that does not comply with requirements for untreated material.
- C. Application: Treat all rough carpentry unless otherwise indicated.
  - 1. Wood cants, nailers, curbs, equipment support bases, blocking, stripping, and similar members in connection with roofing, flashing.
  - 2. Wood sills, sleepers, blocking, furring, stripping and similar concealed members in contact with masonry or concrete.
  - 3. Miscellaneous Wood Framing.

### 2.3 FIRE-RETARDANT-TREATED MATERIALS

- A. General: Where fire-retardant-treated materials are indicated, materials shall comply with requirements in this article, that are acceptable to authorities having jurisdiction, and with fire-test-response characteristics specified as determined by testing identical products per test method indicated by a qualified testing agency.
- B. Fire-Retardant-Treated Lumber and Plywood by Pressure Process: Products with a flame-spread index of 25 or less when tested according to ASTM E 84, and with no evidence of significant progressive combustion when the test is extended an additional 20 minutes, and with the flame front not extending more than 10.5 feet beyond the centerline of the burners at any time during the test.
  - 1. Treatment shall not promote corrosion of metal fasteners.
  - 2. Exterior Type: Treated materials shall comply with requirements specified above for fire-retardant-treated lumber and plywood by pressure process after being subjected to accelerated weathering according to ASTM D 2898. Use for exterior locations and where indicated.
- C. Kiln-dry lumber after treatment to maximum moisture content of 19 percent.
- D. Identify fire-retardant-treated wood with appropriate classification marking of qualified testing agency.
  - 1. For exposed lumber indicated to receive a stained or natural finish, mark end or back of each piece or omit marking and provide certificates of treatment compliance issued by testing agency.
- E. For exposed items indicated to receive a stained or natural finish, chemical formulations shall not bleed through, contain colorants, or otherwise adversely affect finishes.
- F. Application: Treat all rough carpentry unless otherwise indicated.
  - 1. Concealed blocking and furring.
  - 2. Framing for non-load-bearing exterior walls.
  - 3. Roof construction.
  - 4. Plywood backing panels.

### 2.4 MISCELLANEOUS LUMBER

- A. General: Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:
  - 1. Fire-retardant treated wood blocking and nailers (061000.A16).
  - 2. Fire-retardant treated wood curbs and cants (061000.A17).
  - 3. Fire-retardant treated wood furring: (061000.A18).
- B. For items of dimension lumber size, provide Construction or No. 2 grade lumber and any of the following species:
  - 1. Mixed southern pine; SPIB.
  - 2. Spruce-pine-fir; NLGA.
- A. For concealed boards, provide lumber with 19 percent maximum moisture content and any of the following species and grades:
  - 1. Mixed southern pine; No. 2 grade; SPIB.
  - 2. Hem-fir or hem-fir (north); Construction or No. 2 Common grade; NLGA, WCLIB, or WWPA.
  - 3. Western woods; Construction or No. 2 Common grade; WCLIB or WWPA.

## 2.5 FASTENERS

- A. General: Provide hot-dip galvanized fasteners of size and type indicated that comply with requirements specified in this article for material and manufacture.
  - 1. Where rough carpentry is exposed to weather, in ground contact, pressure-preservative treated, or in area of high relative humidity, provide fasteners with hot-dip zinc coating complying with ASTM A 153/A 153M.
- B. Nails, Brads, and Staples: ASTM F 1667.
- C. Power-Driven Fasteners: NES NER-272.
- D. Wood Screws: ASME B18.6.1.

## 2.6 MISCELLANEOUS MATERIALS

- A. Flexible Flashing: Composite, self-adhesive, flashing product consisting of a pliable, rubberized-asphalt compound, bonded to a high-density polyethylene film, aluminum foil, or spun-bonded polyolefin to produce an overall thickness of not less than 0.025 inch.
- B. Water-Repellent Preservative: NWWDA-tested and -accepted formulation containing 3-iodo-2-propynyl butyl carbamate, combined with an insecticide containing chlorpyrifos as its active ingredient.

## PART 3 - EXECUTION

### 3.1 INSTALLATION, GENERAL

- A. Set rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry to other construction; scribe and cope as needed for accurate fit. Locate nailers, blocking, grounds, and similar supports to comply with requirements for attaching other construction.
- B. Provide blocking and framing as indicated and as required to support facing materials, fixtures, specialty items, and trim.
- C. Sort and select lumber so that natural characteristics will not interfere with installation or with fastening other materials to lumber. Do not use materials with defects that interfere with function of member or pieces that are too small to use with minimum number of joints or optimum joint arrangement.
- D. Comply with AWP A M4 for applying field treatment to cut surfaces of preservative-treated lumber.
  - 1. Use inorganic boron for items that are continuously protected from liquid water.
- E. Securely attach rough carpentry work to substrate by anchoring and fastening as indicated, complying with the following:
  - 1. NES NER-272 for power-driven fasteners.
  - 2. Table 2304.9.1, "Fastening Schedule," in ICC's International Building Code.
- F. Use galvanized steel common nails unless otherwise indicated. Select fasteners of size that will not fully penetrate members where opposite side will be exposed to view or will receive finish materials. Make tight connections between members. Install fasteners without splitting wood. Drive nails snug but do not countersink nail heads unless otherwise indicated.

### 3.2 WOOD GROUND, BLOCKING, AND NAILER INSTALLATION

- A. Install where indicated and where required for attaching other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.
- B. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces unless otherwise indicated.
- C. Where wood-preservative-treated lumber is installed adjacent to metal decking, install continuous flexible flashing separator between wood and metal decking.

- D. Provide permanent grounds of dressed, pressure-preservative-treated, key-beveled lumber not less than 1-1/2 inches wide and of thickness required to bring face of ground to exact thickness of finish material. Remove temporary grounds when no longer required.

### 3.3 PROTECTION

- A. Protect wood that has been treated with inorganic boron (SBX) from weather. If, despite protection, inorganic boron-treated wood becomes wet, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label.
- B. Protect rough carpentry from weather. If, despite protection, rough carpentry becomes wet, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label.

**END OF SECTION 061000**

## SECTION 070150 - PREPARATION FOR REROOFING

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Full tear-off of roof areas indicated.
  - 2. Partial tear-off of roof areas indicated to be repaired.
- B. Related Requirements:
  - 1. Section 011000 "Summary" for use of the premises and phasing requirements.
  - 2. Section 015000 "Temporary Facilities" for temporary construction and environmental-protection measures for reroofing preparation.

#### 1.2 UNIT PRICES

- A. Work of this Section is affected by removal of existing roofing system to expose metal deck below. Architect will examine and delineate extent of existing metal deck to be repaired. Deck repair will be in accordance with Section 012200 "Unit Prices"

#### 1.3 DEFINITIONS

- A. Roofing Terminology: Definitions in ASTM D 1079 and glossary of NRCA's "The NRCA Roofing and Waterproofing Manual" apply to work of this Section.
- B. Full Roof Tear-Off: Removal of existing roofing system from deck.
- C. Partial Roof Tear-Off: Removal of selected components and accessories from existing roofing system. Where indicated by repairs required, or where required by unit price when selected by Architect and Owner.
  - 1. Remove loose aggregate and re-seal/repair all loose felts, cracks and blisters prior to repairs as noted on drawings.

#### 1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: Include plans, sections, and details.
- C. Temporary Roofing Submittal: Product data and description of temporary roofing system. If temporary roof remains in place, include surface preparation requirements needed to receive permanent roof, and submit a letter from roofing manufacturer, stating acceptance of the temporary roof and that its inclusion does not adversely affect the roofing system's resistance to fire and wind.

#### 1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer making roof repairs.
  - 1. Include certificate that Installer is approved by warrantor of existing roofing system.
- B. Photographs or Videotape: Show existing conditions of adjoining construction and site improvements, including exterior and interior finish surfaces, which might be misconstrued as having been damaged by reroofing operations. Submit before Work begins.

#### 1.6 QUALITY ASSURANCE

- A. Installer Qualifications: Approved by warrantor of existing roofing system to work on existing roofing.
- B. Regulatory Requirements: Comply with governing EPA notification regulations before beginning roofing removal. Comply with hauling and disposal regulations of authorities having jurisdiction.

- C. Reroofing Conference: Conduct conference at Project site, Refer to Section 07 53 23.
  - 1. Meet with Owner; Architect; Owner's insurer if applicable; testing and inspecting agency representative; roofing system manufacturer's representative; roofing Installer, including project manager, superintendent, and foreman; and installers whose work interfaces with or affects reroofing, including installers of roof deck, roof accessories, and roof-mounted equipment.
  - 2. Review methods and procedures related to roofing system tear-off and replacement, including, but not limited to, the following:
    - a. Reroofing preparation, including roofing system manufacturer's written instructions.
    - b. Temporary protection requirements for existing roofing system components that are to remain.
    - c. Existing roof drains and roof drainage during each stage of reroofing, and roof-drain plugging and plug removal.
    - d. Construction schedule and availability of materials, Installer's personnel, equipment, and facilities needed to avoid delays.
    - e. Existing roof deck conditions requiring notification of Architect.
    - f. Existing roof deck repair procedures and Owner notifications.
    - g. Condition and acceptance of existing roof deck and base flashing substrate for reuse.
    - h. Structural loading limitations of roof deck during reroofing.
    - i. Base flashings, special roofing details, drainage, penetrations, equipment curbs, and condition of other construction that affect reroofing.
    - j. HVAC shutdown and sealing of air intakes.
    - k. Shutdown of fire-suppression, -protection, and -alarm and -detection systems.
    - l. Governing regulations and requirements for insurance and certificates if applicable.
    - m. Existing conditions that may require notification of Architect before proceeding.

## 1.7 FIELD CONDITIONS

- A. Existing Roofing System:
  - 1. As indicated in project-specific general notes on drawings.
- B. Owner will occupy portions of building immediately below reroofing area. Conduct reroofing so Owner's operations are not disrupted. Provide Owner with not less than 72 hours' notice of activities that may affect Owner's operations.
  - 1. Coordinate work activities daily with Owner so Owner can place protective dust and water-leakage covers over sensitive equipment and furnishings, shut down HVAC and fire-alarm or -detection equipment if needed, and evacuate occupants from below work area.
  - 2. Before working over structurally impaired areas of deck, notify Owner to evacuate occupants from below affected area. Verify that occupants below work area have been evacuated before proceeding with work over impaired deck area.
- C. Protect building to be reroofed, adjacent buildings, walkways, site improvements, exterior plantings, and landscaping from damage or soiling from reroofing operations.
- D. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.
- E. Conditions existing at time of inspection for bidding are maintained by Owner as far as practical.
  - 1. A roof moisture survey of existing roofing system is available for Contractor's reference.
  - 2. Contractor is responsible for investigating all existing roofing system conditions prior to reroofing.
- F. Weather Limitations: Proceed with reroofing preparation only when existing and forecasted weather conditions permit Work to proceed without water entering existing roofing system or building.
  - 1. Remove only as much roofing in one day as can be made watertight in the same day.
- G. Hazardous Materials: Coal Tar pitch roofing is present on existing roof areas and should be removed and disposed of by the Contractor in a manner consistent with all local, state, and federal work safety regulations.

## 1.8 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during reroofing, by methods and with materials so as not to void existing roofing system warranty. Notify warrantor before proceeding.
  - 1. Notify warrantor of existing roofing system on completion of reroofing, and obtain documentation verifying that existing roofing system has been inspected and warranty remains in effect. Submit documentation at Project closeout.

## PART 2 - PRODUCTS

### 2.1 TEMPORARY PROTECTION MATERIALS

- A. Expanded Polystyrene (EPS) Insulation: ASTM C 578, 1 inch thick.
- B. Plywood: DOC PS1, Grade CD Exposure 1, 15/32 inch thick.

### 2.2 INFILL AND REPLACEMENT MATERIALS

- A. Use infill materials matching existing roofing system materials unless otherwise indicated.
  - 1. Infill materials are specified in the following sections as indicated
    - a. Section 075213 "Modified Bituminous Membrane Roofing".
- B. Steel deck is specified in Section 053100 "Steel Decking."
- C. Wood blocking, curbs, and nailers are specified in Section 061000 "Rough Carpentry."
- D. Plywood Parapet Sheathing: Pressure-preservative-treated plywood wall sheathing, 19/32 inch thick, complying with Section 061600 "Sheathing."

### 2.3 AUXILIARY REROOFING MATERIALS

- A. General: Use auxiliary reroofing preparation materials recommended by roofing system manufacturer for intended use and compatible with components of existing and new roofing system.

## PART 3 - EXECUTION

### 3.1 PREPARATION

- A. Shut off rooftop utilities and service piping before beginning the Work.
- B. Test existing roof drains to verify that they are not blocked or restricted. Immediately notify Architect of any blockages or restrictions.
- C. Protect existing roofing system that is not to be reroofed.
  - 1. Loosely lay 1-inch- minimum thick, expanded polystyrene (EPS) insulation over existing roofing in areas where roof will be accessed, at roof top material storage and drop areas, and along traffic paths over existing roofing to remain. Loosely lay 15/32-inch plywood panels over EPS. Extend EPS past edges of plywood panels a minimum of 1 inch.
  - 2. Limit traffic and material storage to areas of existing roofing that have been protected.
  - 3. Maintain temporary protection and leave in place until replacement roofing has been completed. Remove temporary protection on completion of reroofing.
- D. Coordinate with Owner to shut down air-intake equipment in the vicinity of the Work. Cover air-intake louvers before proceeding with reroofing work that could affect indoor air quality or activate smoke detectors in the ductwork.
- E. During removal operations, have sufficient and suitable materials on-site to facilitate rapid installation of temporary protection in the event of unexpected rain.
- F. Maintain roof drains in functioning condition to ensure roof drainage at end of each workday. Prevent debris from entering or blocking roof drains and conductors. Use roof-drain plugs specifically designed for this purpose. Remove roof-drain plugs at end of each workday, when no work is taking place, or when rain is forecast.
  - 1. If roof drains are temporarily blocked or unserviceable due to roofing system removal or partial installation of new roofing system, provide alternative drainage method to remove water and eliminate ponding. Do not permit water to enter into or under existing roofing system components that are to remain.

### 3.2 ROOF TEAR-OFF

- A. General: Notify Owner each day of extent of roof tear-off proposed for that day and obtain instructions to proceed.
- B. Full Roof Tear-Off: Where indicated, remove existing roofing and other roofing system components down to the deck.
  - 1. Remove roof insulation and cover board.
  - 2. Remove wood blocking, curbs, and nailers.
  - 3. Remove existing roofing membrane and associated perimeter metal edging.
  - 4. Remove fasteners from deck.
- C. Partial Roof Tear-Off: Where indicated, remove existing roofing and immediately check for presence of moisture by visually observing substrate that is to remain.
  - 1. Coordinate with Owner's inspector to schedule times for tests and inspections immediately after removal.
  - 2. With an electrical capacitance moisture-detection meter, spot check substrate that is to remain.
  - 3. Remove wet or damp materials below existing roofing and above deck as directed by Architect and Owner.
  - 4. Inspect wood blocking, curbs, and nailers for deterioration and damage. If wood blocking, curbs, or nailers have deteriorated, immediately notify Architect.
  - 5. Bitumen and felts that are firmly bonded to concrete decks are permitted to remain if felts are dry. Remove unadhered bitumen, unadhered felts, and wet felts.
  - 6. Remove excess asphalt from steel deck that is exposed by removal of wet or damp materials. A maximum of 15 lb/100 sq. ft. of asphalt is permitted to remain on steel decks.
  - 7. Remove fasteners from deck.

### 3.3 DECK PREPARATION

- A. Inspect deck after tear-off of roofing system.
- B. If broken or loose fasteners that secure deck panels to one another or to structure are observed, or if deck appears or feels inadequately attached, immediately notify Architect. Do not proceed with installation until directed by Architect.
- C. If deck surface is unsuitable for receiving new roofing or if structural integrity of deck is suspect, immediately notify Architect. Do not proceed with installation until deck areas requiring remediation have been quantified by Architect and Architect authorizes direction to proceed in writing.
- D. Provide additional deck securement as indicated on Drawings.
- E. Perform repairs on steel deck as directed by Architect and as set forth in Section 053100. Deck replacement will be paid for by adjusting the Contract Sum according to unit prices included in the Contract Documents.

### 3.4 INFILL MATERIALS INSTALLATION

- A. Immediately after roof tear-off, and inspection and repair, if needed, of deck, fill in tear-off areas to match existing roofing system construction.
  - 1. Installation of infill materials is specified in Section 075213 "Modified Bituminous Membrane Roofing."
  - 2. Installation of wood blocking, curbs, and nailers is specified in Section 061000 "Rough Carpentry."
- B. Install new roofing patch over roof infill area. If new roofing is installed the same day tear-off is made, roofing patch is not required.

### 3.5 BASE FLASHING REMOVAL

- A. Remove existing base flashings. Clean substrates of contaminants, such as asphalt, sheet materials, dirt, and debris.
- B. Do not damage metal counterflashings that are to remain. Replace metal counterflashings damaged during removal with counterflashings specified in Section 076200 "Sheet Metal Flashing and Trim."
- C. Inspect parapet sheathing, wood blocking, curbs, and nailers for deterioration and damage. If parapet sheathing, wood blocking, curbs, or nailers have deteriorated, immediately notify Architect.

- D. Remove existing parapet sheathing and replace with new parapet sheathing to comply with Section 061000 "Rough Carpentry." If parapet framing, wood blocking, curbs, or nailers have deteriorated, immediately notify Architect.
- E. When directed by Architect, replace parapet framing, wood blocking, curbs, and nailers to comply with Section 061000 "Rough Carpentry."

3.6 DISPOSAL

- A. Collect demolished materials and place in containers. Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.
  - 1. Storage or sale of demolished items or materials on-site is not permitted.
- B. Transport and legally dispose of demolished materials off Owner's property.

**END OF SECTION 070150**





## SECTION 075213 - MODIFIED BITUMINOUS MEMBRANE ROOFING

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section specifies requirements for the modified bituminous sheet roofing system (075213.A01) including but not limited to, the following:
1. Modified bituminous surfacing ply with factory-applied mineral surfacing.
  2. Modified bituminous field ply/plies (smooth)
  3. Modified bituminous 2-ply base flashing.
  4. Vented base sheet (at Gypsum Concrete Decks)
  5. Roof insulation, tapered roof insulation, and cover board.
  6. Roof cant strips and tapered edge strips.
  7. Lead flashing at roof drains and plumbing vents.
  8. Liquid flashing.
  9. Walkway protection boards.
  10. All accessories and fasteners needed to complete the roofing systems indicated.
  11. Remove the existing base flashing, sheet metal flashing, and noted wet roof insulation.
  12. Self-Adhered Vapor Barrier (for areas with Acoustical Steel Deck).
  13. Substrate board (for areas with Acoustical Steel Deck).
- B. Related Requirements:
1. Section 061000 "Rough Carpentry" for wood framing, blocking, and nailers associated with roofing.
  2. Section 076200 "Sheet Metal Flashing and Trim" for metal roof flashings and counter flashings.

#### 1.2 SYSTEM DESCRIPTIONS

- A. APP Modified Bitumen Roofing System (Overlay Roof): Roofing system shall consist of, but not be limited to: a 1/2 inch thick cover board, an APP modified bitumen (120 mil) smooth surfaced field ply adhered with manufacturer's cold adhesive a surfacing ply (cap sheet) shall be an APP dual reinforced (glass fiber and polyester) modified bitumen ply (180 mil thick) with factory-applied mineral surfacing. Surfacing ply shall be adhered with manufacturer's cold adhesive. Provide all related accessories for a complete and watertight roofing system.
1. System Properties:
    - a. Tensile Strength (cap sheet) – Weakest Direction: 170 pounds per inch of width, at 0 degrees F, minimum, when tested in accordance with ASTM D 5147.
    - b. Thickness, 300 mils, minimum, excluding adhesive layers, for field (120 mil) and cap sheet (180 mil).
- B. APP Modified Bitumen Roofing System (Re-Roof on Concrete Deck): Roofing system shall consist of base layer of insulation, total thickness to match existing thickness, and shall be adhered to concrete deck with low rise foam insulation adhesive; second layer of insulation shall be tapered and set in low-rise foam adhesive; a 1/2 inch thick cover board set in low rise foam adhesive; an APP modified bitumen (120 mil) smooth surfaced membrane with a single reinforcement of fiberglass mat adhered with manufacturer's cold adhesive; a surfacing ply (cap sheet) shall be an APP dual reinforced (glass fiber mat and a polyester mat) modified bitumen ply (180 mil thick) with factory-applied mineral surfacing. Surfacing ply shall be adhered with manufacturer's cold adhesive. Provide all related accessories for a complete and watertight roofing system.
1. System Properties:
    - a. Tensile Strength (cap sheet) – Weakest Direction: 170 pounds per inch of width, at 0 degrees F, minimum, when tested in accordance with ASTM D 5147.
    - b. Thickness, 300 mils, minimum, excluding adhesive layers, for field (120 mil) and cap sheet (180 mil).
- C. APP Modified Bitumen Roofing System (Re-Roof on Steel Deck): Roofing system shall consist of a base layer of insulation, total thickness to match existing thickness and shall be mechanically fastened to deck; second layer of insulation shall be tapered and set in low-rise foam adhesive; a 1/2 inch thick cover board set in low rise foam adhesive; an APP modified bitumen (120 mil) smooth surfaced membrane with a single reinforcement of fiberglass mat adhered with manufacturer's cold adhesive; a surfacing ply (cap sheet) shall be an APP dual reinforced (glass fiber mat and a polyester mat) modified bitumen ply (180 mil thick) with factory-applied mineral surfacing. Surfacing ply shall be adhered with manufacturer's cold adhesive. Provide all related accessories for a complete and watertight roofing system.

1. System Properties:
  - a. Tensile Strength (cap sheet) – Weakest Direction: 170 pounds per inch of width, at 0 degrees F, minimum, when tested in accordance with ASTM D 5147.
  - b. Thickness, 300 mils, minimum, excluding adhesive layers, for field (120 mil) and cap sheet (180 mil).
  
- D. APP Modified Bitumen Roofing System (Re-Roof on Cementitious Wood Fiber Deck): Roofing system shall consist of a Type II glass fiber felt mechanically fastened to deck; base layer of insulation, total thickness to match existing thickness, and shall be adhered to base sheet; second layer of insulation shall be tapered and set in low-rise foam adhesive; a 1/2 inch thick cover board set in low rise foam adhesive; an APP modified bitumen (120 mil) smooth surfaced membrane with a single reinforcement of fiberglass mat adhered with manufacturer's cold adhesive; a surfacing ply (cap sheet) shall be an APP dual reinforced (glass fiber mat and a polyester mat) modified bitumen ply (180 mil thick) with factory-applied mineral surfacing. Surfacing ply shall be adhered with manufacturer's cold adhesive. Provide all related accessories for a complete and watertight roofing system.
  1. System Properties:
    - a. Tensile Strength (cap sheet) – Weakest Direction: 170 pounds per inch of width, at 0 degrees F, minimum, when tested in accordance with ASTM D 5147.
    - b. Thickness, 300 mils, minimum, excluding adhesive layers, for field (120 mil) and cap sheet (180 mil).
  
- E. APP Modified Bitumen Roofing System (Re-Roof DDL on Gypsum Concrete Deck): Roofing system shall consist of a vented base sheet mechanically fastened to deck; base layer of insulation, total thickness to match existing thickness, and shall be adhered to base sheet; a 1/2 inch thick cover board set in low rise adhesive; two plies of an APP modified bitumen (120 mil) smooth surfaced membrane with a single reinforcement of fiberglass mat; one ply adhered in cold adhesive and one ply heat welded; a surfacing ply (cap sheet) shall be an APP dual reinforced (glass fiber mat and a polyester mat) modified bitumen ply (180 mil thick) with factory-applied mineral surfacing. Surfacing ply shall be adhered with manufacturer's cold adhesive. Provide all related accessories for a complete and watertight roofing system.
  1. System Properties:
    - a. Tensile Strength (cap sheet) – Weakest Direction: 170 pounds per inch of width, at 0 degrees F, minimum, when tested in accordance with ASTM D 5147.
    - b. Thickness, 420 mils, minimum, excluding adhesive layer, for field (120 mil times two) and cap sheet (180 mil).
  
- F. APP Modified Bitumen Roofing System (Re-Roof DDL on Steel Deck): Roofing system shall consist of base layer of insulation (thickness to match existing thickness) mechanically fastened to deck; a second layer of insulation (thickness to match existing thickness) set in low rise adhesive; a 1/2 inch thick cover board set in low rise adhesive; two plies of an APP modified bitumen (120 mil) smooth surfaced membrane with a single reinforcement of fiberglass mat; one ply adhered in cold adhesive and one ply heat welded; a surfacing ply (cap sheet) shall be an APP dual reinforced (glass fiber mat and a polyester mat) modified bitumen ply (180 mil thick) with factory-applied mineral surfacing. Surfacing ply shall be adhered with manufacturer's cold adhesive. Provide all related accessories for a complete and watertight roofing system.
  1. System Properties:
    - a. Tensile Strength (cap sheet) – Weakest Direction: 170 pounds per inch of width, at 0 degrees F, minimum, when tested in accordance with ASTM D 5147.
    - b. Thickness, 420 mils, minimum, excluding adhesive layer, for field (120 mil times two) and cap sheet (180 mil).
  
- G. System Performance Requirements:
  1. Roof covering shall meet UL Class A material rating.
  2. Construction shall meet FM 1-90 windstorm uplift resistance requirements.

### 1.3 ACTION SUBMITTALS

- A. Manufacturer's technical product data, installation instructions and recommendations for each type of roofing product/component required. Include data and certified test reports substantiating that materials comply with requirements.
  1. Submit Factory Mutual and Underwriter's Laboratory material and systems approvals.
  2. Submittals shall be reviewed and accepted by roofing membrane manufacturer's technical representative with a submittal cover letter stating all products for the roof assembly including roofing membrane, base flashing, and roof insulation are acceptable.

- B. Shop Drawings: Indicate dimensions, general construction, specific modifications, component connections, details at adjoining construction and roof top accessories, anchorage methods, hardware and installation procedures; plus the following specific requirements:
  - 1. Indicate Vented Base Sheet, membrane layout and fastening pattern to comply with FM construction requirements specified.
  - 2. Indicate insulation fasteners, sheet layout and fastening pattern to comply with FM construction requirements specified. If insulation and cover board is adhered with low rise foam adhesive indicated adhesive ribbons patters to comply with FM construction requirement specified.
  - 3. Indicate layout and thicknesses for tapered insulation and crickets.
  - 4. Indicate details for perimeter, penetrations, and field fabricate curbs and tie-in flashing details as approved by roof membrane manufacturer and in accordance with FM recommendations for wind uplift classification specified.
  - 5. Shop drawing shall show sequence of placement of roofing system, set-up locations of equipment and traffic patterns. Installation sequence shall be arranged so traffic across finished roofing system is minimized.
  - 6. Shop drawings shall be reviewed and accepted by roofing membrane manufacturer's technical representative. A shop drawing cover letter shall be submitted by the roofing membrane manufacturer's technical representative stating all products for the roof assembly including roofing membrane, base flashing and roof insulation are acceptable.
- C. Samples: Submit two sets of samples indicating manufacturer's full range of standard colors for mineral surfaced cap sheet and granulated cover.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Certifications: Submit written copy of guaranty application.

#### 1.5 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Provide primary roofing products including modified bitumen field and surfacing membranes, base sheet, modified bitumen flashing and bitumen/adhesive, successfully produced by a manufacturer, which has produced that type of product for not less than 5 years. Provide secondary products recommended by primary manufacturer.
- B. Installer Qualifications: The Roofing Contractor shall perform the work of this Section; and shall be a firm with not less than seven (7) years of successful experience in installation of modified bitumen roofing systems similar to those required for this project. Roofing Contractor shall be licensed by, trained by or otherwise approved in writing by the manufacturer of primary roof materials. The Contractor must be a member of NRCA or one its affiliates.
  - 1. Roofing Contractor must have successfully completed 2 projects of comparable scale within the past two years using the specified system.
  - 2. Installer shall have an EMR (Experience Modification Ratio) rating of 0.90 or less.
  - 3. Installer Certification: Obtain written certification from manufacturer of roofing system certifying that Installer is approved by manufacturer for installation of specified roofing system. Provide copy of certification to Architect prior to award of roofing work.
  - 4. Installer must be approved by roofing system manufacturer to offer specified manufacturer's warranty.
  - 5. Installer's Field Supervision: Require Installer to maintain a full-time supervisor/foreman who is on jobsite during times that roofing work is in progress and who is experienced in installation of roofing system similar to the type and scope required for this Project.
  - 6. All roofing shall be installed by employees of the installer; contract labor is not allowed.
- C. Pre-application Roofing Conference: Approximately two weeks prior to scheduled commencement of modified bitumen roofing installation and associated work, the Contractor shall conduct a meeting at Project site with Roofing Contractor, roofing membrane manufacturer's technical representative, Installer of each component of associated work, installer of rooftop units and other work in and around roofing which must precede or follow roofing work (including mechanical work), Architect if requested, roofing system manufacturer's technical representative third party inspection agency representative, and other representatives directly concerned with performance of the work. Contractor to record discussions of conference and decisions and agreements (or disagreements) reached, and furnish copy of record to each party attending. Review foreseeable methods and procedures related to roofing work, including but not necessarily limited to the following:
  - 1. Tour representative areas of roof substrates (decks), inspect and discuss condition of substrate, roof drains, curbs, penetrations and other preparatory work performed by other trades. Identify and record items to be corrected prior to commencement of work of this Section.
  - 2. Review roofing systems requirements (drawings, specifications and other contract documents).

3. Review required submittals (all required submittals shall be completed prior to pre-application roofing conference).
  4. Review and finalize construction schedule related to roofing work and verify availability of materials, Installer's personnel, equipment and facilities needed to make progress and avoid delays.
  5. Review required inspection, testing, certifying and material usage accounting procedures.
  6. Review weather and forecasted weather conditions, and procedures for coping with unfavorable conditions, including possibility of temporary roofing (if not a mandatory requirement.)
  7. Review temporary protection requirements for roofing system during and after installation.
  8. Review governing regulations and requirements for insurance and certificates.
  9. Roofing work will not be allowed to commence until submittals (or other language) phase has been completed.
- D. Insurance Certification: Assist the Owner in preparation and submittal of roof installation certification as may be necessary with fire and extended coverage insurance on roofing and associated work.
- E. UL Listing: Provide modified bitumen roofing materials which have been tested for application and slopes indicated and are listed by Underwriter's Laboratories, Inc. (UL) for Class A external fire exposure.
1. Provide roof covering materials bearing Classification Marking (UL) on bundle, package, or container indicating that materials have been produced under UL's Classification and Follow-up Service.
  2. Provide roof insulation approved in writing by roof system manufacturer as acceptable substrate for this project.
  3. Provide roofing system that can be installed to comply with UL 790 requirements specified for resistance to external fire.
- F. FM Listing: Provide modified bitumen roofing materials which have been evaluated by Factory Mutual System for wind-uplift, and hail damage and are listed in "Factory Mutual Approved Guide" for Class I construction and FM 1-90 Windstorm Classification.
1. Provide roof covering materials bearing FM approval marking on bundle, package or container, indicating that materials have been subjected to FM's examination and follow up inspection service.
- G. Product/Material Qualifications:
1. Components of the roofing system shall be manufactured or approved by the roofing system manufacturer to comply with guaranty and construction class requirements.
  2. Fastener corrosion resistance shall be in accordance with FM Standard 4470.
- H. Independent Third-Party Services: May be used for roof moisture and ES-1 coping and/or edge metal flashing surveys as described in the warranty section. Third party services shall be provided copies of roof plan for moisture survey and approved shop drawings for coping and/or edge metal (ES-1 standards) for sheet metal surveys. Third party services shall attend the roofing pre-installation conference if they are to perform the roof moisture or coping and metal edge surveys.

## 1.6 FIELD QUALITY CONTROL

- A. Final Roof Inspection: As a part of the roofing membrane manufacturer's standard warranty, arrange for roof membrane manufacturer's technical representative.
1. Notify Architect and Owner 48 hours in advance of date and time of inspection.
- B. Roofing system will be considered defective if it does not pass tests and inspections.
1. Additional testing and inspecting, at Contractor's expense will be performed to determine if replaced or additional work complies with specified requirements.

## 1.7 PROJECT CONDITIONS

- A. Weather Condition Limitation: Proceed with roofing work only when existing and forecasted weather conditions will permit in conjunction with manufacturer's recommendation and guaranty requirements.
- B. Project Phasing: All roof insulation, cover board, edge strips, flashing, and field ply(s) shall be installed in a timely manner to allow for all other work by other trades to be completed on the roof prior to application of the surface ply and associated final layer flashing and stripping.

## 1.8 DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store and handle modified bitumen membrane and roofing system components in accordance with roofing system manufacturer's written instructions. Store and handle components in a manner which will ensure that there is no possibility of significant moisture pickup. Unless protected from weather or other moisture sources do not leave unused membrane on the roof overnight or when roofing work is not in progress. Store modified bitumen sheets and other materials on end on pallets or other raised surface. Handle and store materials or equipment in a manner to avoid significant or permanent deflection of deck.
  - 1. Remove roofing components from job site that show indications of moisture damage and replace with undamaged materials/components.
- B. Where heavy loads are placed up on or transported over decking, or where materials are repeatedly landed, provide temporary planking or plywood to distribute imposed loads.
- C. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, approval or listing agency markings, and directions for storing and mixing with other components.

## 1.9 WARRANTY

- A. Special Project Warranty: Submit two (2) executed copies of MRCA "Roofing Contractor Materials and Workmanship Warranty; Form 2004A", for a period of two (2) years, covering work of this Section including roof membrane, composition flashing, roof insulation, fasteners, walkway pads, and roofing accessories, all stated on face of Warranty, signed and counter signed by Installer (Roofer) and Contractor.
- B. Manufacturer's Warranty: Submit executed copy of roofing manufacturer's "Full Systems – No Dollar Limit" material and workmanship warranty. Submission shall include a written description of specified services as noted below and shall be endorsed by the Manufacturer's Technical Director. Warranty shall be from the existing decking up, including roofing system, and flashing endorsement signed by authorized representative of roofing system manufacture, on form which was published with product literature as of date of contract documents, for the following period of time:
  - 1. Twenty (20) years after date of substantial completion. This warranty shall include the following:
    - a. Membrane roofing, base flashings, roof insulation, fasteners, cover boards, and other components of membrane roofing system.
    - b. Liquid flashing for strip in flashing and pitch pans and other applications.
  - 2. Two-year re-inspection of the modified bitumen system.
- C. Additional Warranty Services: The following services must be provided by the roofing membrane manufacturer's technical representative:
  - 1. Submittals shall be reviewed and accepted by roofing membrane manufacturer.
  - 2. Shop drawings shall be reviewed and accepted by roofing membrane manufacturer.
  - 3. Pre-installation conference attendance.
  - 4. Project start up site visit, typically first or second day of construction.
  - 5. Interim site visit, one for every two weeks of construction.
  - 6. Daily Quality Control Reports: On a form provided by roofing manufacturer, contractor documents daily activities.
  - 7. Roof Moisture Survey: Report to include date of survey, findings, and methods used.
- D. Shop-Fabricated Sheet Metal Warranty: The following must be provided by the roofing membrane manufacturer's technical department and be included as part of the roofing warranty:
  - 1. Shop-fabricated sheet metal coping and metal edge meeting ANSI SPRI ES-1 standard.
  - 2. Coping and metal edge sheet metal shop drawings shall be reviewed and accepted by roofing membrane manufacturer.
  - 3. Pre-installation conference attendance.
  - 4. Minimum two site visits (100 squares or less) and maximum four site visits (over 100 squares). Site visit documentation shall include gauging the continuous cleat and sheet metal material, photographs of the fastening patterns, and dimensional measurements.
  - 5. Documentation from ES-1 certified contractor to the roofing manufacturer's warranty department.
  - 6. Sheet Metal Warranty Coverage: Attachment.
  - 7. Sheet Metal Warranty Period: 20 years from date of Substantial Completion.
  - 8. Sheet metal fabricator must use roofing membrane manufacturer's sheet metal.

- E. Roof Management Warranty: The following services must be provided by the roofing membrane manufacturer's technical department:
  - 1. Web-based roof management program for building owner's use.
  - 2. Annual inspections for five (5) years with information entered into roof management program.

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS

- A. General: Subject to compliance with specified requirements, provide roofing system from the manufacturer listed below.
  - 1. Basis of Design: Derbigum Americas, Inc.
    - a. No-Slope Roofs (Re-Roof): At locations indicated to receive roofing where no slope exists, provide a system comparable to Derbigum APP DDL system which will provide a 20 year minimum warranty for products installed in a no-slope application as indicated on drawings.
    - b. No-Slope Roofs (Overlay Roof): At locations indicated to receive roofing where no slope exists, provide a system comparable to Derbigum APP DDL system which will provide a 20 year minimum warranty for products installed in a no-slope application as indicated on drawings.
    - c. Low-Slope Roofs (Overlay Roof): At locations indicated to receive roofing where a low slope or tapered roof exists, provide a system comparable to Derbigum APP system which will provide a 20 year minimum warranty for products installed as indicated on drawings.
    - d. Low-Slope Roofs (Re-Roof): At locations indicated to receive roofing where a low slope or tapered roof exists, provide a system comparable to Derbigum APP system which will provide a 20 year minimum warranty for products installed as indicated on drawings.
    - e. Existing Warranted Roofs: At locations where the existing roof is currently under warranty, all work performed shall be verified by all parties involved in the original warranty and coordinated so that work performed will preserve existing warranty.
    - f. Multiple Systems: At roof locations where multiple systems (DDL and non-DDL), manufacturer's warranty shall not restrict joints between roofing systems, where both systems are covered by same manufacturer.
  - 2. Additional Manufacturers: Substitutions from the following manufacturers will be considered when submitted prior to bidding and when judged as acceptable to the Architect and Owner.
    - a. Tremco
    - b. Garland Company

### 2.2 BASE-SHEET MATERIALS

- A. Base Sheet (Cementitious Wood Fiber Deck): ASTM D 4601, Type II, nonperforated, asphalt-impregnated and coated, glass-fiber sheet, dusted with fine mineral surfacing on both sides.
- B. Base Sheet Fastener: 1.4-inch twin lock fastener.
- C. Vented Base Sheet (Gypsum Concrete Deck): ASTM 4897, Type II, venting, non-perforated, heavyweight, asphalt-impregnated and -coated, glass-fiber base sheet with coarse granular surfacing or embossed venting channels on bottom surface.
  - 1. Basis of Design Products: Subject to compliance with requirements and acceptance by manufacturer of primary roofing materials, provide one of the following:
    - a. Derbigum: PRS Vented Base Sheet.
    - b. Comparable product submitted to and accepted by Architect and roofing material manufacturer prior to bidding.

### 2.3 ROOF INSULATION

- A. General: If one of the approved roof insulation systems is provided that alters the system thickness from that specified, Contractor is responsible for any additional cost to add additional courses of cut brick or changes in wood blocking, flashing gravel, guards, etc.
- B. Insulation Products: Acceptable products must be approved by the roofing system manufacturer.
  - 1. UL approved insulation meeting requirements specified for Class A for fire resistance.
  - 2. FM approved insulation meeting wind uplift resistance requirements specified.

- C. Polyisocyanurate Foam Board (075213.A03) Basis-of-Design: Derbiboard rigid board of polyisocyanurate based foam core, permanently bonded to roofing glass facer sheets. Complying with requirements of ASTM C1289-11, Type II and meeting physical property requirements of RIC/TIMA Standard Specification for Polyurethane and Polyisocyanurate Roof Insulations.
1. Total thickness of insulation shall not be less than thickness of existing insulation at adjacent existing roofing. Thickness at drains shall be 1.5 inches minimum.
    - a. Provide replacement of wet roof insulation at areas noted on drawings.
    - b. Where insulation thickness will allow for multiple layers, provide two layers with a total thickness as required above and with base layer of 4' by 8' board size and subsequent layers of 4' by 4' board size.
- D. Tapered Insulation (075213.A04): For use on roof areas and at crickets as designated on drawings.
1. Tapered polyisocyanurate insulation, complying with ASTM C1289-11, Type II.
    - a. Match slope of existing roof at each location.
  2. Tapered insulation shall have the following characteristics:
    - a. Manufacturer's standard sizes
    - b. Slopes shall match slope of existing roof except at crickets and saddles where slope shall be twice the slope of existing roof.
  3. Minimum thickness of tapered insulation shall not be less than ½".
  4. All pieces shall be numbered in correspondence with approved shop drawings.
  5. Miter corners of tapered insulation, lacing-in of corners is prohibited.
  6. Provide tapered insulation boards for crickets, saddles and sumps at roof drains, minimum 4' by 4' sump, and elsewhere to promote positive roof drainage.
- E. Cover Board (075213.A08): Provide 1/2 inch thick "Dens Dek Prime" as manufactured by National Gypsum.
- F. Substrate Board (Acoustical Steel Deck) (075213.A12): ASTM C 1177/C 1177M, glass-mat, water-resistant gypsum board or ASTM C 1278/C 1278M, fiber-reinforced gypsum board.
1. Thickness: ½ inch.
  2. Surface Finish: Unprimed.
- G. Insulation Fasteners (steel deck areas): Basis-of-Design: Derbigum Perlock standard mechanical fasteners for roofing system which has been tested for the required pull-out strength where applicable and compatible with deck type and roofing products used. Roofing Contractor is responsible for testing that may be required to substantiate required fastening methods or procedures.
1. Fasteners shall meet requirements of FM 4470 for corrosion resistance.
  2. Fastener Plates for Insulation: Provide 3" diameter, galvalume coated steel plates as recommended by roofing system manufacturer.
  3. Fastener length shall be adequate to penetrate load bearing surface of steel deck ¾ inch.
- H. Base Layer Insulation (concrete deck areas only), Tapered Insulation and Cover Board Adhesive - Basis of Design: Derbibond Dual Component Low Rise Urethane Adhesive (asbestos free).
1. VOC Emissions: 245 grams per liter, maximum, per ASTM D 3960-92
  2. Flash Point (COC): 105 degrees F, minimum, per ASTM D 92
  3. Solids Content: 77.5 percent, minimum, by weight per ASTM D 4479
  4. Density: 9.5 pounds/gallon, minimum, at 77 degrees F per ASTM D 70

## 2.4 MODIFIED BITUMEN ROOFING COMPONENTS

- A. Field Ply – Basis-of-Design Product: Derbibase Ultra: Provide glass fiber reinforced, high tensile strength modified bitumen membrane with the following properties:
1. Thickness: 120 mils, minimum each ply
  2. Reinforcement: Reinforcement comprised of one fiberglass mat with a minimum weight of 2.65 lbs./sq.
  3. Tensile Strength (maximum Load): 150 pounds per inch of width, minimum, at 0 degrees F, per ASTM D 6509.
  4. Tear Resistance – Weakest Direction 110 pounds, minimum, per ASTM D 6509.



- B. Surface Ply – Basis-of-Design Product: Derbicolor GP-FR: Provide dual-reinforced, high tensile strength modified bitumen membrane with the following properties:
  - 1. Thickness: 180 mils, minimum.
  - 2. Granule Material: Mineral.
  - 3. Granule Color: As indicated on Drawings..
  - 4. Reinforcement: Composite fiberglass/polyester. Multiple reinforcements comprised of, one fiberglass mat with a minimum weight of 2.65 lbs./sq. and one polyester scrim with a minimum weight of 0.91 lbs./sq.
  - 5. Tensile Strength (maximum Load): 170 (machine direction) and 160 (cross direction) pounds per inch of width minimum, at 0 degrees F, per ASTM D 5147.
  - 6. Tear Resistance – Weakest Direction: 135 pounds, minimum, per ASTM D 5147.
  - 7. Elongation: 5.0 percent.
  - 8. Dimensional Stability: Absolute dimensional change shall be 0.05 percent, after heat conditioning at 80 degrees C, per ASTM D 5147.
  - 9. Fungus Resistance: No growth of fungi as tested per ASTM G 21
- C. Cold-Applied Adhesive – Basis-of-Design Product: Permastic (field membrane) and Perflash (base flashing application, asphalt-based, asbestos-free and VOC compliant, cold-applied adhesive specially formulated for compatibility and use with modified bituminous membrane roofing and flashing. Cold-applied adhesive shall have the following properties:
  - 1. VOC Emissions: 180 grams per liter, maximum per ASTM D 3960-92
  - 2. Flash Point (COC): 110 degrees F, minimum per ASTM D 92
  - 3. Solids Content: 80 percent, minimum by weight per ASTM D4479
  - 4. Asphalt Content: 50 percent, minimum per ASTM D4479
  - 5. Density: 9.0 lb./gallon at 77 degrees F, per ASTM D 70
  - 6. Viscosity: 30,000 cps at 77 degrees F, per ASTM D2196
- D. Modified Bitumen Vertical Wall Flashing (075213.A10): Provide 2-ply base flashing of same base layer and same surfacing (cap sheet) ply as specified for field of roof. Both plies shall be adhered with manufacturer's cold-applied adhesive with heat-welded seams or by heat welding.
  - 1. Granule Material: Mineral.
  - 2. Granule Color: As selected by Architect from manufacturer's full range.

## 2.5 MISCELLANEOUS MATERIALS AND ACCESSORIES

- A. Roof Cant Strips (075213.A05) and Preformed Edge Strips (075213.A07): Asphalt impregnated organic fiber insulation units, factory molded to form 3-1/2" x 3-1/2" x 45 degree cant strips and 1-5/8" x 18" tapered edge strips to receive roofing ply sheet courses and lift edges above main roofing surface.
  - 1. Wood cant strips: Provide wood cant strips, 2" in nominal thickness, where indicated and as required by roofing system manufacturer.
- B. Asphalt Flashing Cement: Manufacturer's recommended asbestos-free cement, complying with ASTM D 4586.
- C. Asphalt Primer: Comply with ASTM D 41.
- D. Fasteners: Factory-coated steel fasteners and metal or plastic plates complying with corrosion-resistance provisions in FM Approvals 4470, designed for fastening roofing membrane components to substrate; tested by manufacturer for required pullout strength, and acceptable to roofing system manufacturer (these fasteners are used to fasten roofing material to substrate; not to be confused with roof insulation fasteners).
- E. Lead Flashing Sheet (drains): 30" by 30" square, 4 pound per square foot.
- F. Lead Flashing Sheet (plumbing vents): 30" by 30" square, 4 pound per square foot.
- G. Walkway Protection Boards (075213.A16): Mineral-surfaced bituminous membrane manufactured specifically for hot bituminous application on modified bitumen roofing as a protection course for foot traffic.
  - 1. Granule Material: Mineral.
  - 2. Granule Color: As selected by Architect from manufacturer's full range.
- H. Liquid Flashing: Roofing system manufacturer's two-part resin/fleece monolithic membrane (designated roof penetrations).
- I. Set on Accessories: Where small roof accessories are set on modified bitumen roofing membrane, roofing cement, and sealants.

- J. Self-Adhered Vapor Barrier (Acoustical Steel Deck): Subject to compliance with requirements, provide "VapAir Seal MD" by Carlisle Syntec Systems or a comparable product submitted to and accepted by Architect with the following product characteristics:
1. Peel Adhesion : 14 lbs minimum per ASTM D903.
  2. Tensile Strength: 250 psi minimum per ASTM D412.
  3. Tear Strength: 135 lb minimum per ASTM D1970.
  4. Puncture Resistance: 54.5 lbs minimum per ASTM D5602.
  5. Water Vapor Permeability: 0.03 perms per ASTM D1970 and ASTM E96.

### PART 3 - EXECUTION

#### 3.1 INSPECTION OF SUBSTRATE

- A. Roofing Contractor shall examine substrate surfaces to receive modified bitumen roofing system and associated work and conditions under which roofing will be installed. Do not proceed with roofing until unsatisfactory conditions have been corrected in a manner acceptable to the Architect.
- B. Examine surfaces for adequate anchorage, foreign materials, moisture and other conditions which would adversely affect roofing application and performance.
- C. Examine substrate to ensure roof openings, curbs, pipes sleeves, ducts or vents through roof are solidly set and cant strips and reglets are in place.
- D. Examine substrates, areas, and conditions, with Installer present, for compliance with the following requirements and other conditions affecting performance of roofing system:
1. Verify that roof openings and penetrations are in place and curbs are set and braced and that roof drain bodies are securely clamped in place.
  2. Verify that wood blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and nailers match thicknesses of insulation.
- E. Proceed with installation only after unsatisfactory conditions have been corrected.
- F. Examine substrates, areas, and conditions, with Installer present, for compliance with the following requirements and other conditions affecting performance of roofing system:
1. Verify that roof openings and penetrations are in place and curbs are set and braced and that roof drain bodies are securely clamped in place.
  2. Verify that wood blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and those nailers match thicknesses of insulation.
  3. Verify that surface plane flatness and fastening of steel roof deck complies with industry standards.
- G. Prepare existing surfaces to receive new roof system.
- H. Prepare written documentation of conditions which could be detrimental to completion or performance of specified Work before commencing such Work. Work shall not start until defects have been corrected.
- I. Photograph interior and exterior equipment and surrounding areas and after completion of construction which may be misconstrued as damage related to demolition operations. File photographs with owner's representative.
- J. Proceed with installation only after unsatisfactory conditions have been corrected.

#### 3.2 PREPARATION

- A. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing installation according to roofing system manufacturer's written instructions. Remove sharp projections.
- B. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no work is taking place or when rain is forecast.

- C. Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing system at the end of the workday or when rain is forecast. Remove and discard temporary seals before beginning work on adjoining roofing.
- D. Demolition and Preparation (Re-Roof Areas):
  - 1. Provide temporary barricades and other forms of protection for Owner's personnel and public from injury due to demolition work.
  - 2. Protect from damage existing finish work that is to remain in place and becomes exposed during demolition operations.
  - 3. Remove existing roof system, existing base flashings, and sheet metal flashings. Notify Designer of any deteriorated substrate or other condition which will not allow installing the specified systems. Clear roof drain of any material that could restrict drainage.
  - 4. Perform demolition in a systematic manner.
  - 5. Protect against any material or debris dropping into the building or damaging new roof membrane.
- E. Partial Demolition and Preparation (Overlay Areas):
  - 1. Provide temporary barricades and other forms of protection for Owner's personnel and public from injury due to demolition Work.
  - 2. Protect from damage existing finish work that is to remain in place and becomes exposed during demolition operations.
  - 3. Remove identified wet roof insulation from the existing roof system and replace with like material. Mechanically fasten base layer of insulation and adhere subsequent layers, taper, and crickets. Remove existing base flashings and sheet metal. Clear roof drains of any material that could restrict drainage. Existing roof system to remain. Cut existing roof membrane using a 10' by 10' grid pattern. Fasten through existing system using specified fasteners and penetrating metal deck minimum of 3/4 inches.
  - 4. Perform demolition in a systematic manner.
  - 5. Protect against any material or debris dropping into the building or damaging new roof membrane.

### 3.3 INSTALLATION, GENERAL

- A. Cooperate with inspection and test agencies engaged or required to perform services in connection with modified bitumen roofing system installation.
- B. Protect other work from spillage of modified bitumen roofing materials, and prevent liquid materials from entering or clogging drains and conductors. Protect lawn areas, building walls and windows and building equipment. Replace/restore other work damaged by installation of roofing system work.
- C. Coordinate flow of work, equipment, materials and personnel to eliminate traffic across completed new roofing systems. Provide plywood walkways for the movement of personnel, equipment and materials.
- D. Insurance/Code Compliance: Install modified bitumen roofing system and insulations for (and test where required to show) compliance with governing regulations and with the following insurance requirements.
  - 1. Underwriters Laboratories "Fire Classified Class A
  - 2. Factory Mutual requirements for "Class I" or "Noncombustible", including zoned wind resistance as specified by FM 1-90.
- E. Cutoffs: At end of each day's roofing installation, protect exposed edge of incomplete work, including ply sheets and insulation. Provide temporary tie off one ply of modified bitumen membrane set in cold adhesive; remove at beginning of next day's work.
- F. Roof surfaces shall be thoroughly dry before application of roofing.
- G. Roofing Manufacturer's Inspection: Inspection of roofing shall be made by a responsible representative of the roofing manufacturer during application and after completion.
- H. When application of roofing is begun, total roof system shall be completed before end of day and before wet by elements (with exception of cap sheet). Install water cut-off at completion of each day's work and remove upon resumption of work. Precautions shall be taken to protect membrane from punctures
- I. Self-Adhered Vapor Barrier Installation (Acoustical Steel Deck): At areas indicated to receive vapor barrier, install product strictly in accordance with manufacturer's written installation instructions including, but not limited to, substrate preparations, material storage and protection, and product installation.

### 3.4 BASE-SHEET INSTALLATION

- A. Install lapped base-sheet course (Cementitious Wood Fiber Deck), extending sheet over and terminating beyond cants. Attach base sheet as follows:
  - 1. Mechanically fasten to substrate. On 4 inch lap, fasten 12 inches on center; field of sheet, fasten two rows 18 inches on center.
- B. Install a vented base sheet (Gypsum Concrete Deck) in accordance with roofing system manufacturer's written instructions and recommendations to suit conditions involved.
  - 1. Extend vented base sheet a minimum of 6 inches above top edge of cant strip. Modified bitumen base sheet shall be extended 4 inches above cant strip (as noted below), leaving 2 inches of vented base sheet exposed behind flashing for venting.

### 3.5 INSULATION AND COVER BOARD INSTALLATION

- A. General: Comply with insulation manufacturer's instructions and recommendation for the handling, installation, and bonding or anchorage of insulation to each different type of substrate. Roof insulation and cover board shall be dry when installed and shall be protected from weather. All materials that become wet shall be removed before the end of the day.
  - 1. Secure first layer of insulation to metal deck areas indicated on plans using corrosive resistant mechanical fasteners specifically designed and sized for attachment of specified board type insulation to deck type shown. Run long joints of insulation in continuous straight line, perpendicular to roof slope with ends joints staggered at least 12" between rows.
    - a. Fasten insulation over entire field area of roofing, including corners and perimeters, at spacing as required by FM for Windstorm Resistance Classification specified and per applicable requirements of FM Loss Prevention Data Sheet 1-28.
      - 1) Mechanically fasten first layer.
    - b. Where noted on drawings, set base layer of insulation (concrete deck areas), prefabricated tapered insulation in low-rise foam adhesive and offset joints 12" each way from preceding insulation layer and to provide positive drainage to all exterior gutters and roof drains. Provide saddles at crickets as needed to insure there is no ponded water.
      - 1) Insulation board gaps shall not exceed 1/4". Where joints exceed 1/4", add baseboard to gap.
      - 2) No more insulation shall be applied than can be covered with required membrane specification on the same day.
  - 2. Cover boards: Install cover boards over insulation with long joints in continuous straight lines with end joints staggered between rows and stagger joints a minimum of 6" from preceding insulation layer. Loosely butt cover boards together. Adhere cover boards in low rise foam adhesive over entire field area of roofing, including corners and perimeters, at spacing as required by FM for Windstorm Resistance Classification specified and per applicable requirements of FM Loss Prevention Data Sheet 1-28.
  - 3. Roof cant strips and tapered edge strips shall be provided at junctures of modified bitumen membrane with vertical surface, unless otherwise indicated. Roof cant strips and edge strips must be set in mastic.
  - 4. Wood cant strips shall be mechanically fastened to supporting structure with hot-dip galvanized or stainless steel fasteners.

### 3.6 ROOFING MEMBRANE INSTALLATION

- A. General: Install in strict accordance with roofing manufacturer's written specifications and recommended details to achieve Guaranty specified.
- B. Multiple-Ply, Modified Bituminous Membrane: Install 2 plies of modified bituminous membrane, consisting of one (1) field ply and one (1) surfacing ply, starting at low point of roofing system (for DDL installation, add one additional field ply). Extend field ply to 2" (nominal) above top edge of cant strip and extend surfacing ply 4" (nominal) above top edge of cant strip; terminate in accordance with requirements to manufacturer of primary roofing materials. For DDL, the second field plies shall be heat welded. Set both plies of membrane in asphalt based cold adhesive.
  - 1. Nail edges of roofing membrane to exterior side of wood blocking at perimeter edges of roof prior to installing metal gravel stops/fascia. Space nails at minimum of 4" on center.
  - 2. Shingle in direction to shed water.
  - 3. Accurately align sheets, without stretching, and maintain uniform side and end laps. Stagger end laps a minimum of 18 inches or as required by manufacturer, no header sheets (belly bands) allowed for surface ply. Completely bond and seal laps, leaving no voids.
    - a. Repair tears and voids in laps and lapped seams not completely sealed.

4. Side and end laps shall be heat welded or hot-air welded. For DDL, side laps shall be a minimum of 4" and end laps shall be a minimum of 6".
- C. Vertical Flashing: Install vertical base flashing in accordance with the roofing system manufacturer's written instructions and current published details. Install multiple ply flashing consisting of one ply of APP modified bitumen field ply and one ply of APP modified bitumen surfacing ply at cant strips, other sloping and vertical surfaces. Flashing shall extend a minimum of 8" above roof surface and 6" onto roof surface. Install modified bitumen surface ply portion of vertical flashing system after installing surface membrane.
1. Heat weld all seams and laps.
  2. Fasten top of base flashing membranes every 8 inches. Three course the top of base flashing and over the fasteners; layer of asphalt mastic, fabric, and second layer of asphalt mastic.
  3. Vented Base Flashing at Parapet Wall (Gypsum Concrete Deck): Where roofing system not terminated behind counterflashing, but extends to coping, terminate similar to Plates MB-5A and MB-5AS beneath coping leg.
  4. Vented Base Flashing and Counterflashing at Parapet Wall (Gypsum Concrete Deck): Plates MB-5A and MB-5AS.
- D. Horizontal Flashing (metal edge): Install APP modified bitumen surfacing ply using specified adhesive (no heat welding permitted). Install 12 inches of stripping ply prior to fastening metal edge. Install surfacing membrane over primed metal flanges. Surfacing membrane shall serve as strip in ply for horizontal details if approved by roofing system manufacturer.

### 3.7 MISCELLANEOUS INSTALLATION REQUIREMENTS

- A. Set on Accessories: Where small roof accessories are set on modified bitumen roofing membrane, prime top surface of metal flange, set metal flange in a bed of manufacturer's recommended roofing cement and seal penetration of membrane. The metal flanges that are required to be fastened with a patten of 3" on-center (O.C.) Staggered using angular or ring shank nails. Use surfacing ply as strip in membrane.
- B. Install liquid flashing and fleece reinforcement for roof penetrations according to roofing system manufacture's written instructions.
- C. Roof Drains: Install a 4' by 4' drain sump using tapered edge strip. Set 30-by-30-inch square lead flashing in bed of roofing-manufacturer-approved asphaltic adhesive on completed roofing membrane. Prime surface of lead flashing. Cover lead flashing with roofing membrane cap-sheet stripping and extend a minimum of 4 inches beyond edge of metal flashing onto field of roofing membrane. Clamp roofing membrane, metal flashing, and stripping into roof-drain clamping ring. Install stripping according to roofing system manufacturer's written instructions.
- D. Lead Flashing Sheet (plumbing vents): Set 30 by 30 inch square lead flashing in a bed of roofing manufacturer approved asphaltic adhesive on completed membrane. Prime surface of lead flashing. Cover lead flange with roofing membrane cap sheet and extend 4 inches beyond edge of lead flashing onto field of roof membrane. Bend top of lead flashing down into the penetration a minimum of two inches.
- E. Walkway Strips: Install walkway cap sheet strips over roofing membrane using same application method as used for roofing membrane cap sheet.

### 3.8 PROTECTION OF ROOFING

- A. Upon completion of roofing work (including associated work), Installer shall advise Contractor of recommended procedures for surveillance and protection of roofing during remainder of construction period. At end of construction period, or at a time when remaining construction work will in no way affect or endanger roofing (at Contractor's option), Installer shall make a final inspection of roofing and prepare a written report (to Contractor with copy to Owner) describing nature and extent of deterioration or damage found in the work.
1. Plan work so traffic over new roofing system is kept to a minimum. Where traffic must continue over new roofing system, provide protection for the finished roof.
- B. Installer shall repair or replace (as required) deteriorated or defective work found at time of final inspection. Installer shall be engaged by Contractor to repair damages to roofing which occurred subsequent to roofing installation and prior to final inspection. Repair or replace the roofing and associated work to a condition free of damage and deterioration at time of substantial completion.

- C. Existing items, structures or areas damaged during course of construction work shall be restored/repared to a condition equal or better than it was prior to commencement of work.

### 3.9 CLEANING

- A. As work progresses and prior to completion of roofing membrane installation, clean off cold-applied adhesive, asphalt and other asphalt-based mastic spills to prevent discoloration of roofing membrane as recommended by roofing system manufacturer.
- B. Clean off footprints tracked onto roofing membrane surface as recommended by roofing system manufacturer.
- C. For general cleaning prior to Substantial Completion, power wash as recommended by roofing system manufacturer.
- D. Remove all debris and extra materials from roof surface and the project site.

### END OF SECTION 075213

## SECTION 076200 - SHEET METAL FLASHING AND TRIM

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Formed low-slope roof sheet metal fabrications.
  - 2. Formed wall sheet metal fabrications.
  - 3. Formed equipment support flashing.
  - 4. Premanufactured pitch pockets.
  - 5. Roof Drains.
- B. Related Requirements:
  - 1. Section 061000 "Rough Carpentry" for wood nailers, curbs, and blocking.
  - 2. Section 075213 "Modified Bituminous Membrane Roofing" for installing sheet metal flashing and trim integral with roofing.

#### 1.2 COORDINATION

- A. Coordinate sheet metal flashing and trim layout and seams with sizes and locations of penetrations to be flashed, and joints and seams in adjacent materials.
- B. Coordinate sheet metal flashing and trim installation with adjoining roofing and wall materials, joints, and seams to provide leakproof, secure, and noncorrosive installation.

#### 1.3 PERFORMANCE REQUIREMENTS

- A. General: Sheet metal flashing and trim assemblies as indicated shall withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Completed sheet metal flashing and trim shall not rattle, leak, or loosen, and shall remain watertight.
  - 1. Sheet metal flashings shall be installed in accordance with ANSI/SPRI/FM 4435/ES-1 "Wind Design Standard for Edge systems Used with Low Slope Roofing Systems" as applicable for locations and configurations indicated on Drawings.
- B. Fabricate and install roof edge flashing capable of resisting the following forces according to recommendations in FMG Loss Prevention Data Sheet 1-49:
  - 1. Wind Zone 1: For velocity pressures of 21 to 30 lbf/sq. ft.: 60-lbf/sq. ft. perimeter uplift force, 90-lbf/sq. ft. corner uplift force, and 30-lbf/sq. ft. outward force.
- C. Thermal Movements: Provide sheet metal flashing and trim that allows for thermal movements from ambient and surface temperature changes.
  - 1. Temperature Change (Range): 120 deg F, ambient; 180 deg F, material surfaces.

#### 1.4 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.
  - 1. Review construction schedule. Verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
  - 2. Review special roof details, roof drainage, roof-penetration flashing, equipment curbs, and condition of other construction that affect sheet metal flashing and trim.
  - 3. Review requirements for insurance and certificates if applicable.
  - 4. Review sheet metal flashing observation and repair procedures after flashing installation.
  - 5. Meet with Owner, Architect, Installer, and installers whose work interfaces with or affects sheet metal flashing and trim including installers of roofing materials, roof accessories and roof-mounted equipment.
  - 6. Review methods and procedures related to sheet metal flashing and trim.
  - 7. Review special roof details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect sheet metal flashing.
  - 8. Review sequencing of sheet metal flashing installation with other related trades to coordinate installation.

9. Document proceedings, including corrective measures and actions required, and furnish copy of record to each participant.

#### 1.5 ACTION SUBMITTALS

- A. Product Data: For each type of product.
  1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each manufactured product and accessory.
- B. Shop Drawings: For sheet metal flashing and trim.
  1. Include plans, elevations, sections, and attachment details.
  2. Detail fabrication and installation layouts, expansion-joint locations, and keyed details. Distinguish between shop- and field-assembled work.
  3. Include identification of material, thickness, weight, and finish for each item and location in Project.
  4. Include details for forming, including profiles, shapes, seams, and dimensions.
  5. Include details for joining, supporting, and securing, including layout and spacing of fasteners, cleats, clips, and other attachments. Include pattern of seams.
  6. Include details of termination points and assemblies.
  7. Include details of expansion joints and expansion-joint covers, including showing direction of expansion and contraction from fixed points.
  8. Include details of roof-penetration flashing.
  9. Include details of edge conditions, including eaves, ridges, valleys, rakes, crickets, and counterflashings as applicable.
  10. Include details of special conditions and of connections to adjoining work.
  11. Detail formed flashing and trim at scale of not less than 3 inches per 12 inches.
- C. Samples for Verification: For each type of exposed finish.
  1. Sheet Metal Flashing: 12 inches long by actual width of unit, including finished seam and in required profile. Include fasteners, cleats, clips, closures, and other attachments.
  2. Trim, Metal Closures, Expansion Joints, Joint Intersections, and Miscellaneous Fabrications: 12 inches long and in required profile. Include fasteners and other exposed accessories.
  3. Unit-Type Accessories and Miscellaneous Materials: Full-size Sample.

#### 1.6 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For fabricator.
- B. Maintenance Data: For sheet metal flashing, trim, and accessories to include in maintenance manuals.
- C. Sample Warranty: For special warranty.

#### 1.7 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For sheet metal flashing and trim, and its accessories, to include in maintenance manuals.

#### 1.8 QUALITY ASSURANCE

- A. Fabricator Qualifications: Employs skilled workers who custom fabricate sheet metal flashing and trim similar to that required for this Project and whose products have a record of successful in-service performance.
- B. Sheet Metal Flashing and Trim Standard: Comply with SMACNA's "Architectural Sheet Metal Manual", Sixth Edition, unless more stringent requirements are specified or shown on Drawings.
- C. Preinstallation Conference: Conduct conference at Project site.
  1. Meet with Owner, Architect, Installer, and installers whose work interfaces with or affects sheet metal flashing and trim including installers of roofing materials, roof accessories, metal wall panels, aluminum storefront and curtain wall, and roof-mounted equipment.
  2. Review methods and procedures related to sheet metal flashing and trim.
  3. Review special roof, metal wall panel and aluminum storefront/curtain wall details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect sheet metal flashing.
  4. Review sequencing of sheet metal flashing installation with other related trades and air barrier coating installer to coordinate installation.



5. Document proceedings, including corrective measures and actions required, and furnish copy of record to each participant.

## 1.9 DELIVERY, STORAGE, AND HANDLING

- A. Do not store sheet metal flashing and trim materials in contact with other materials that might cause staining, denting, or other surface damage. Store sheet metal flashing and trim materials away from uncured concrete and masonry.
- B. Protect strippable protective covering on sheet metal flashing and trim from exposure to sunlight and high humidity, except to extent necessary for period of sheet metal flashing and trim installation.

## 1.10 WARRANTY

- A. Special Warranty on Finishes: Manufacturer agrees to repair finish or replace sheet metal flashing and trim that shows evidence of deterioration of factory-applied finishes within specified warranty period.
  1. Exposed Panel Finish: Deterioration includes, but is not limited to, the following:
    - a. Color fading more than 5 Hunter units when tested according to ASTM D 2244.
    - b. Chalking in excess of a No. 8 rating when tested according to ASTM D 4214.
    - c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.
  2. Finish Warranty Period: 20 years from date of Substantial Completion.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. General: Sheet metal flashing and trim assemblies shall withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Completed sheet metal flashing and trim shall not rattle, leak, or loosen, and shall remain watertight.
- B. Sheet Metal Standard for Flashing and Trim: Comply with NRCA's "The NRCA Roofing Manual" and SMACNA's "Architectural Sheet Metal Manual", Sixth Edition requirements for dimensions and profiles shown unless more stringent requirements are indicated.
- C. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes to prevent buckling, opening of joints, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Base calculations on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.
  1. Temperature Change: 120 deg F, ambient; 180 deg F, material surfaces.

### 2.2 SHEET METALS

- A. General: Protect mechanical and other finishes on exposed surfaces from damage by applying strippable, temporary protective film before shipping.
- B. Stainless-Steel Sheet: ASTM A 240/A 240M or ASTM A 666, Type 304, dead soft, fully annealed.
  1. Finish: 2D (dull, cold rolled).
  2. Surface: Smooth, flat.
- C. Metallic-Coated Steel Sheet: Provide zinc-coated (galvanized) steel sheet according to ASTM A 653/A 653M, G90 coating designation; prepainted by coil-coating process to comply with ASTM A 755/A 755M.
  1. Surface: Smooth, flat
  2. Exposed Coil-Coated Finish:
    - a. Three-Coat Fluoropolymer: AAMA 2605. Fluoropolymer finish containing not less than 70 percent PVDF resin by weight in both color coat and clear topcoat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.
    - b. Mica Fluoropolymer: AAMA 621. Two-coat fluoropolymer finish with suspended mica flakes containing not less than 70 percent PVDF resin by weight in color coat. Prepare, pretreat, and apply

coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.

- 1) Provide where required to match adjacent aluminum windows and storefront.
3. Color: As selected by Architect from manufacturer's full range.
4. Concealed Finish: Pretreat with manufacturer's standard white or light-colored acrylic or polyester backer finish, consisting of prime coat and wash coat with minimum total dry film thickness of 0.5 mil.

## 2.3 UNDERLAYMENT MATERIALS

- A. Felt: ASTM D226, Type II (No. 30), asphalt-saturated organic felt; nonperforated.
- B. Self-Adhering, High-Temperature Sheet (076200.A01): Minimum 30 to 40 mils thick, consisting of slip-resisting polyethylene-film top surface laminated to layer of butyl or SBS-modified asphalt adhesive, with release-paper backing; cold applied. Provide primer when recommended by underlayment manufacturer and compatible with self-adhering air barrier transition membrane.
  1. Thermal Stability: ASTM D 1970; stable after testing at 240 deg F.
  2. Low-Temperature Flexibility: ASTM D 1970; passes after testing at minus 20 deg F.
  3. Products: Subject to compliance with requirements, provide one of the following:
    - a. Carlisle Coatings & Waterproofing Inc.; CCW WIP 300HT.
    - b. Grace Construction Products, a unit of W. R. Grace & Co.; Ultra.
    - c. Henry Company; Blueskin PE200 HT.
- C. Flexible Membrane Closure (076200.A04): EPDM Sheet membrane; at roof expansion joints provide non-reinforced flexible, black EPDM synthetic rubber sheet flashing of 45 to 60 mils thickness. EPDM sheet shall have a tensile strength of not less than 1200 psi, a tear resistance of at least 20 lbs per inch and an ultimate elongation of at least 250 percent. Provide with seam and splice tape, adhesives and all other accessories required for proper and watertight installation.

## 2.4 MISCELLANEOUS MATERIALS

- A. General: Provide materials and types of fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required for complete sheet metal flashing and trim installation and recommended by manufacturer of primary sheet metal unless otherwise indicated.
- B. Fasteners: Wood screws, annular threaded nails, self-tapping screws, self-locking rivets and bolts, and other suitable fasteners designed to withstand design loads and recommended by manufacturer of primary sheet metal.
  1. General: Blind fasteners or self-drilling screws, gasketed, with hex-washer head.
    - a. Blind Fasteners: High-strength aluminum or stainless-steel rivets suitable for metal being fastened.
  2. Fasteners for Stainless-Steel Sheet: Series 300 stainless steel.
  3. Fasteners for Zinc-Coated (Galvanized) Steel Sheet: Hot-dip galvanized steel according to ASTM A 153/A 153M or ASTM F 2329 or Series 300 stainless steel.
- C. Solder:
  1. For Stainless Steel: ASTM B 32, Grade Sn60, with an acid flux of type recommended by stainless-steel sheet manufacturer.
- D. Sealant Tape (07 62 00.A02): Pressure-sensitive, 100 percent solids, gray polyisobutylene compound sealant tape with release-paper backing. Provide permanently elastic, nonsag, nontoxic, nonstaining tape 1/2 inch wide and 1/8 inch thick.
- E. Elastomeric Sealant (07 62 00.A03): ASTM C 920, elastomeric silicone polymer sealant; low modulus; of type, grade, class, and use classifications required to seal joints in sheet metal flashing and trim and remain watertight.
- F. Butyl Sealant: ASTM C 1311, single-component, solvent-release butyl rubber sealant; polyisobutylene plasticized; heavy bodied for hooked-type expansion joints with limited movement.
- G. Bituminous Coating: Cold-applied asphalt emulsion complying with ASTM D 1187.
- H. Asphalt Roofing Cement: ASTM D 4586, asbestos free, of consistency required for application.

## 2.5 FABRICATION, GENERAL

- A. General: Custom fabricate sheet metal flashing and trim to comply with details shown and recommendations in cited sheet metal standard that apply to design, dimensions, geometry, metal thickness, and other characteristics of item required. Fabricate sheet metal flashing and trim in shop to greatest extent possible.
  - 1. Fabricate sheet metal flashing and trim in thickness or weight needed to comply with performance requirements, but not less than that specified for each application and metal.
  - 2. Obtain field measurements for accurate fit before shop fabrication.
  - 3. Form sheet metal flashing and trim to fit substrates without excessive oil canning, buckling, and tool marks; true to line, levels, and slopes; and with exposed edges folded back to form hems.
  - 4. Conceal fasteners and expansion provisions where possible. Do not use exposed fasteners on faces exposed to view.
- B. Fabrication Tolerances: Fabricate sheet metal flashing and trim that is capable of installation to a tolerance of 1/4 inch in 20 feet on slope and location lines indicated on Drawings and within 1/8-inch offset of adjoining faces and of alignment of matching profiles.
- C. Fabrication Tolerances: Fabricate sheet metal flashing and trim that is capable of installation to tolerances specified in SMACNA's "Architectural Sheet Metal Manual", Sixth Edition.
- D. Expansion Provisions: Form metal for thermal expansion of exposed flashing and trim.
  - 1. Form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with butyl sealant concealed within joints.
  - 2. Use lapped expansion joints only where indicated on Drawings.
- E. Sealant Joints: Where movable, nonexpansion-type joints are required, form metal to provide for proper installation of elastomeric sealant according to cited sheet metal standard.
- F. Cleats (076200.A36): Fabricate cleats and attachment devices of sizes as recommended by SMACNA's "Architectural Sheet Metal Manual" and by FMG Loss Prevention Data Sheet 1-49 for application, but not less than thickness of metal being secured.
  - 1. Cleats for coping, gravel stop edges and fascia caps shall be fabricated from not less than 0.040 inch thick (20 gauge) galvanized steel and shall be continuous 10 foot lengths with ¼ inch gap between sections.
- G. Seams: Fabricate nonmoving seams with flat-lock seams. Tin edges to be seamed, form seams, and solder.
- H. Do not use graphite pencils to mark metal surfaces.

## 2.6 LOW-SLOPE ROOF SHEET METAL FABRICATIONS

- A. Roof Edge Flashing (Gravel Stop 076200.A11) and Fascia Cap (072000.A12): Fabricate in minimum 96-inch-long, but not exceeding 12-foot- long sections. Furnish with 6 inch wide cover plates. Shop fabricate interior and exterior corners.
  - 1. Joint Style: Butted with expansion space and 12-inch-wide, concealed backup plate.
  - 2. Fabricate edging similar to SMACNA (Sixth Edition), Figures 2-1B and 2-5C.
  - 3. Fabricate from the following materials: Coil-Coated Galvanized Steel: 0.028 inch thick.
- B. Copings and Caps (076200.A13): Fabricate in minimum 96-inch- long, but not exceeding 10-foot- long, sections. Fabricate joint plates of same thickness as copings. Furnish with continuous cleats to support edge of external leg and drill elongated holes for fasteners on interior leg. Miter corners, seal, and solder or weld watertight.
  - 1. Coping Profile: Similar to SMACNA figures designation 3-1A, 3-4A and 3-8D.
  - 2. Cap Profile: Similar to SMACNA figure designation 4-5C, with 4inch high flange.
  - 3. Joint Style: Butt, with 12-inch- wide, concealed backup plate.
  - 4. Fabricate from the following materials:
    - a. Coil-Coated Galvanized Steel: 0.028 inch thick.
- C. Roof-to- Roof Expansion-Joint Cover (076200.A14): Fabricate from the following materials:
  - 1. Coil-Coated Galvanized Steel: 0.028 inch thick.
  - 2. Fabricate roof-to-roof expansion joint similar to SMACNA (Sixth Edition), Figure 5-5A.
  - 3. Where expansion joint occurs beneath metal wall panels, vertical legs of receiver shall be 4 inches tall and extend up behind rigid insulation.

- D. Roof to Wall Transition Expansion-Joint Cover (076200.A15): Fabricate from the following materials:
  - 1. Coil-Coated Galvanized Steel: 0.028 inch thick.
  - 2. Fabricate roof-to-wall expansion joint similar to SMACNA (Sixth Edition), Figures 5-1 and 5-6B.
  - 3. Where expansion joint occurs beneath metal wall panels, vertical legs of receiver shall be 4 inches tall and extend up behind weather resistive barrier/air barrier transition flashing.
- E. Counterflashing (076200.A18): Fabricate from the following materials:
  - 1. Galvanized Steel: 0.028 inch thick.
  - 2. Fabricate similar to SMACNA (Sixth Edition), Figure 4-4D, spring action and two piece (with receiver).
  - 3. Where indicated, fabricate counterflashing with integral reglet flange similar to SMACNA (Sixth Edition), Figure 4-4B.
- F. Flashing Receivers (076200.A19): Fabricate from the following materials:
  - 1. Stainless Steel: 0.019 inch thick.
  - 2. Where receivers are indicated to project through exterior wythe, horizontal leg of receiver shall be 3 to 3-1/2 inches long.
  - 3. Where receivers are cut-in to masonry joint or partially embedded in masonry joint, fabricate similar to SMACNA (Sixth Edition), Figure 4-4C.
  - 4. Where receivers are mechanically fastened to vertical surface, vertical leg of receiver shall be at least 4 inches tall, similar to SMACNA, Figure 4-5C with receiver formed similar to Figure 4-4D.
- G. Roof-Penetration Flashing (076200.A20): Fabricate from the following materials:
  - 1. Coil-Coated Galvanized Steel: 0.028 inch thick.

## 2.7 WALL SHEET METAL FABRICATIONS

- A. Opening Flashings in Frame Construction: Fabricate head, sill, and similar flashings to extend 4 inches beyond wall openings. Form head and sill flashing with 2-inch- high, end dams. Fabricate from the following materials:
  - 1. Coil-Coated Galvanized Steel: 0.028 inch thick.

## 2.8 MISCELLANEOUS SHEET METAL FABRICATIONS

- A. Equipment Support Flashing (076200.A33): Fabricate from the following materials:
  - 1. Galvanized Steel: 0.028 inch thick.
- B. Pre-Finished Miscellaneous Metal Flashing (076200.A35): Fabricated from the following materials:
  - 1. Coil-Coated Galvanized Steel: 0.028 inch thick.
  - 2. At metal wall panels, fabricate to configurations indicated, with vertical leg not less than 4 inches tall to extend up and behind rigid insulation. Fabricate ends of flashing with end dams not less than 2 inches tall, and extending out to face of wall panel.
  - 3. At pan flashing for windows and storefront, fabricate to configurations indicated, with horizontal leg to extend 2 inches beneath window, storefront or curtain wall sill as occurs.
  - 4. Fabricate pre-finished miscellaneous metal flashing in lengths of 8 to 10 feet. Overlap adjoining pieces 4 inches and seal joint watertight.
- C. Premanufactured Pitch Pockets: A pre-fabricated interlocking pitch pocket system filled with fast setting, solvent free, multi-use waterproof sealer. Prefabricated pockets connect with tongue and groove joints and are composed of high strength, flexible polyurethane elastomer. Pieces join together to create pockets of varying sizes.
  - 1. Basis-of-Design product: "Lockin' Pocket Interlocking Pitch Pocket System" by Weather-Tite
  - 2. Product Characteristics
    - a. Pocket and Sealer Color: Black
    - b. Height: 4 inches tall above field of roof.
    - c. Warranty: Not less than 24 months.
  - 3. Prepare Substrates and install pitch pockets in accordance with manufacturer's written instructions to accommodate substrates involved.

## 2.9 ROOF DRAINS

- A. General: Contractor shall provide replacement for existing roof drains and overflow roof drains as indicated on drawings. Contractor shall coordinate drain selection with existing conditions and manufacturer's installation requirements for a warranted successful installation.

- B. Cast-Iron Roof Drains:
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Josam Company
    - b. Jay R. Smith Manufacturing Company
    - c. Tyler Pipe, Wade Division
    - d. Watts Drainage Products
    - e. Zurn Plumbing Products Group.
  - 2. Body Material: Cast iron.
  - 3. Combination Flashing Ring and Gravel Stop: Required.
  - 4. Flow-Control Weirs: Required.
  - 5. Dome Material: Aluminum.
  - 6. Extension Collars: Required.
  - 7. Underdeck Clamp: Required.
  - 8. Sump Receiver: Required.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, substrate, and other conditions affecting performance of the Work.
  - 1. Verify compliance with requirements for installation tolerances of substrates.
  - 2. Verify that substrate is sound, dry, smooth, clean, sloped for drainage, and securely anchored.
  - 3. Verify that air- or water-resistant barriers have been installed over sheathing or backing substrate to prevent air infiltration or water penetration.
- B. For the record, prepare written report, endorsed by Installer, listing conditions detrimental to performance of the Work.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 UNDERLAYMENT INSTALLATION

- A. Felt Underlayment: Install felt underlayment, wrinkle free, using adhesive to minimize use of mechanical fasteners under sheet metal flashing and trim. Apply in shingle fashion to shed water, with lapped joints of not less than 2 inches.
- B. Self-Adhering Sheet Underlayment: Install self-adhering sheet underlayment, wrinkle free. Prime substrate if recommended by underlayment manufacturer. Comply with temperature restrictions of underlayment manufacturer for installation; use primer for installing underlayment at low temperatures. Apply in shingle fashion to shed water, with end laps of not less than 6 inches staggered 24 inches between courses. Overlap side edges not less than 3-1/2 inches. Roll laps and edges with roller. Cover underlayment within 14 days.
- C. Flexible Membrane Closure EPDM Underlayment: Install EPDM underlayment wrinkle free and continuously sealed between sheets and all laps for watertight installation at roof expansion joints to form a bellows. Install an additional sheet over the top of coping, wall caps, and expansion joint bellows securely attached to wall substrate and adhered to over top of blocking/curb and turned down 1-1/2 inches.

### 3.3 INSTALLATION, GENERAL

- A. General: Anchor sheet metal flashing and trim and other components of the Work securely in place, with provisions for thermal and structural movement. Use fasteners, solder, protective coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.
  - 1. Install sheet metal flashing and trim true to line, levels, and slopes. Provide uniform, neat seams with minimum exposure of solder, welds, and sealant.
  - 2. Install sheet metal flashing and trim to fit substrates and to result in watertight performance. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
  - 3. Space discontinuous cleats not more than 12 inches apart. Attach each cleat with at least two fasteners.
  - 4. At coping, provide continuous cleats. Bend tabs over fasteners.
  - 5. Install exposed sheet metal flashing and trim with limited oil canning, and free of buckling and tool marks.
  - 6. Install sealant tape where indicated.
  - 7. All lap joints in pre-finished miscellaneous metal flashing shall be sealed watertight.

8. Torch cutting of sheet metal flashing and trim is not permitted.
  9. Do not use graphite pencils to mark metal surfaces.
- B. Metal Protection: Where dissimilar metals contact each other, or where metal contacts pressure-treated wood or other corrosive substrates, protect against galvanic action or corrosion by painting contact surfaces with bituminous coating or by other permanent separation as recommended by sheet metal manufacturer or cited sheet metal standard.
1. Coat concealed side of uncoated-aluminum sheet metal flashing and trim with bituminous coating where flashing and trim contact wood, ferrous metal, or cementitious construction.
  2. Underlayment: Where installing sheet metal flashing and trim directly on cementitious or wood substrates, install underlayment and cover with slip sheet.
- C. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at maximum of 10 feet with no joints within 24 inches of corner or intersection.
1. Form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with sealant concealed within joints.
  2. Use lapped expansion joints only where indicated on Drawings.
- D. Fasteners: Use fastener sizes that penetrate wood blocking or sheathing not less than 1-1/4 inches for nails and not less than 3/4 inch for wood screws.
- E. Conceal fasteners and expansion provisions where possible in exposed work and locate to minimize possibility of leakage. Cover and seal fasteners and anchors as required for a tight installation.
- F. Seal joints as required for watertight construction.
1. Use sealant-filled joints unless otherwise indicated. Embed hooked flanges of joint members not less than 1 inch into sealant. Form joints to completely conceal sealant. When ambient temperature at time of installation is between 40 and 70 deg F, set joint members for 50 percent movement each way. Adjust setting proportionately for installation at higher ambient temperatures. Do not install sealant-type joints at temperatures below 40 deg F.
  2. Prepare joints and apply sealants to comply with requirements in Section 07 92 00 "Joint Sealants."
- G. Soldered Joints: Clean surfaces to be soldered, removing oils and foreign matter. Pre-tin edges of sheets with solder to width of 1-1/2 inches; however, reduce pre-tinning where pre-tinned surface would show in completed Work.
1. Do not solder metallic-coated steel sheet.
  2. Do not use torches for soldering.
  3. Heat surfaces to receive solder, and flow solder into joint. Fill joint completely. Completely remove flux and spatter from exposed surfaces.
  4. Stainless-Steel Soldering: Tin edges of uncoated sheets, using solder for stainless steel and acid flux. Promptly remove acid flux residue from metal after tinning and soldering. Comply with solder manufacturer's recommended methods for cleaning and neutralization.
- H. Expansion-Joint Covers: Install expansion-joint covers at locations and of configuration indicated. Lap joints a minimum of 4 inch in direction of water flow. Provide EPDM bellows and EPDM cap flashing beneath expansion joint cover as specified.

### 3.4 ROOF FLASHING INSTALLATION

- A. General: Install sheet metal flashing and trim to comply with performance requirements, sheet metal manufacturer's written installation instructions, and SMACNA's "Architectural Sheet Metal Manual." Provide concealed fasteners where possible, set units true to line, and level as indicated. Install work with laps, joints, and seams that will be permanently watertight and weather resistant.
- B. Roof Edge Flashing: Anchor to resist uplift and outward forces according to recommendations in FMG Loss Prevention Data Sheet 1-49 for specified wind zone and as indicated.
1. Interlock bottom edge of roof edge flashing with continuous cleat anchored to substrate at 2 inches in from each end and then at not greater than 12-inch centers.
- C. Copings: Anchor to resist uplift and outward forces according to recommendations in FMG Loss Prevention Data Sheet 1-49 for specified wind zone and as indicated.

1. Interlock exterior bottom edge of coping with continuous cleat anchored to substrate at 2 inches in from each end and then at not greater than 12-inch centers.
  2. Anchor interior leg of coping with screw fasteners and washers at 16 inch centers.
- D. Pipe or Post Counterflashing: Install counterflashing umbrella with close-fitting collar with top edge flared for elastomeric sealant, extending a minimum of 4 inches over base flashing. Install stainless-steel draw band and tighten.
- E. Counterflashing: Coordinate installation of counterflashing with installation of base flashing. Insert counterflashing in reglets or receivers and fit tightly to base flashing. Extend counterflashing 4 inches over base flashing. Lap counterflashing joints a minimum of 4 inches and bed with sealant. Secure in a waterproof manner.
- F. Roof-Penetration Flashing: Coordinate installation of roof-penetration flashing with installation of roofing and other items penetrating roof. Seal with elastomeric sealant and clamp flashing to pipes that penetrate roof.
- G. Pourable Sealer Pocket Installation: Prepare substrates and install pockets in strict accordance with pocket manufacturer's written instructions to accommodate substrates involved.
- H. Expansion-Joint Covers: Install expansion-joint covers at locations and of configuration indicated. Lap joints minimum of 4 inches in direction of water flow.

### 3.5 ROOF DRAIN INSTALLATION

- A. Install roof drains at low points of roof areas according to roof membrane manufacturer's written installation instructions.
1. Install roof-drain flashing collar or flange so that there will be no leakage between drain and adjoining roofing. Maintain integrity of waterproof membranes where penetrated.
  2. Position roof drains for easy access and maintenance.
- B. Coordinate drain installation with existing site conditions.
- C. Protect drains during remainder of construction period to avoid clogging with dirt or debris and to prevent damage from traffic or construction work.

### 3.6 MISCELLANEOUS FLASHING INSTALLATION

- A. Equipment Support Flashing: Coordinate installation of equipment support flashing with installation of roofing and equipment. Weld or seal flashing with elastomeric sealant to equipment support member.
- B. Pre-Finished Miscellaneous Metal Flashing: Coordinate installation of flashing with adjoining construction and air barrier coating. Seal lap joints watertight.

### 3.7 ERECTION TOLERANCES

- A. Installation Tolerances: Shim and align sheet metal flashing and trim within installed tolerance of 1/4 inch in 20 feet on slope and location lines indicated on Drawings and within 1/8-inch offset of adjoining faces and of alignment of matching profiles.
- B. Installation Tolerances: Shim and align sheet metal flashing and trim within installed tolerances specified in MCA's "Guide Specification for Residential Metal Roofing."

### 3.8 CLEANING AND PROTECTION

- A. Clean exposed metal surfaces of substances that interfere with uniform oxidation and weathering.
- B. Clean and neutralize flux materials. Clean off excess solder.
- C. Clean off excess sealants.

- D. Remove temporary protective coverings and strippable films as sheet metal flashing and trim are installed unless otherwise indicated in manufacturer's written installation instructions. On completion of sheet metal flashing and trim installation, remove unused materials and clean finished surfaces as recommended by sheet metal flashing and trim manufacturer. Maintain sheet metal flashing and trim in clean condition during construction.
- E. Replace sheet metal flashing and trim that have been damaged or that have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

**END OF SECTION 076200**



## SECTION 079200 - JOINT SEALANTS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Silicone joint sealants.

#### 1.2 PRECONSTRUCTION TESTING

- A. Preconstruction Field-Adhesion Testing: Before installing sealants, field test their adhesion to Project joint substrates as follows:
  - 1. Locate test joints where indicated on Project or, if not indicated, as directed by Architect.
  - 2. Conduct field tests for each application indicated below:
    - a. Each kind of sealant and joint substrate in exterior walls.
    - b. Sealant around perimeter of exterior windows/storefront.
  - 3. Notify Architect seven days in advance of dates and times when test joints will be erected.
  - 4. Arrange for tests to take place with joint-sealant manufacturer's technical representative present.
    - a. Test Method: Test joint sealants according to Method A, Field-Applied Sealant Joint Hand Pull Tab, in Appendix X1 in ASTM C 1193 or Method A, Tail Procedure, in ASTM C 1521.
      - 1) For joints with dissimilar substrates, verify adhesion to each substrate separately; extend cut along one side, verifying adhesion to opposite side. Repeat procedure for opposite side.
  - 5. Report whether sealant failed to adhere to joint substrates or tore cohesively. Include data on pull distance used to test each kind of product and joint substrate. For sealants that fail adhesively, retest until satisfactory adhesion is obtained.
  - 6. Evaluation of Preconstruction Field-Adhesion-Test Results: Sealants not evidencing adhesive failure from testing, in absence of other indications of noncompliance with requirements, will be considered satisfactory. Do not use sealants that fail to adhere to joint substrates during testing.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each joint-sealant product indicated.
- B. Samples for Initial Selection: Manufacturer's color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.
- C. Joint-Sealant Schedule: Include the following information:
  - 1. Joint-sealant application, joint location, and designation.
  - 2. Joint-sealant manufacturer and product name.
  - 3. Joint-sealant formulation.
  - 4. Joint-sealant color.
- D. Product Certificates: For each kind of joint sealant and accessory, from manufacturer.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified Installer.
- B. Preconstruction Field-Adhesion Test Reports: Indicate which sealants and joint preparation methods resulted in optimum adhesion to joint substrates based on testing specified in "Preconstruction Testing" Article.
- C. Field-Adhesion Test Reports: For each sealant application tested.
- D. Warranties: Sample of special warranties.

## 1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Manufacturer's authorized representative who is trained and approved for installation of units required for this Project.
- B. Source Limitations: Obtain each kind of joint sealant from single source from single manufacturer.
- C. Mockups: Install sealant in mockups of assemblies specified in other Sections that are indicated to receive joint sealants specified in this Section. Use materials and installation methods specified in this Section.
  - 1. Refer to Section 042000 "Unit Masonry" for sealant joint in masonry mockups.
- D. Preinstallation Conference: Conduct conference at Project site.

## 1.6 PROJECT CONDITIONS

- A. Do not proceed with installation of joint sealants under the following conditions:
  - 1. When ambient and substrate temperature conditions are outside limits permitted by joint-sealant manufacturer or are below 40 deg F.
  - 2. When joint substrates are wet.
  - 3. Where joint widths are less than those allowed by joint-sealant manufacturer for applications indicated.
  - 4. Where contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

## 1.7 WARRANTY

- A. Special Installer's Warranty: Manufacturer's standard form in which Installer agrees to repair or replace joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
  - 1. Warranty Period: Five years from date of Substantial Completion.
- B. Special Manufacturer's Warranty: Manufacturer's standard form in which joint-sealant manufacturer agrees to furnish joint sealants to repair or replace those that do not comply with performance and other requirements specified in this Section within specified warranty period.
  - 1. Warranty Period: Five years from date of Substantial Completion.
- C. Special warranties specified in this article exclude deterioration or failure of joint sealants from the following:
  - 1. Movement of the structure caused by structural settlement or errors attributable to design or construction resulting in stresses on the sealant exceeding sealant manufacturer's written specifications for sealant elongation and compression.
  - 2. Disintegration of joint substrates from natural causes exceeding design specifications.
  - 3. Mechanical damage caused by individuals, tools, or other outside agents.
  - 4. Changes in sealant appearance caused by accumulation of dirt or other atmospheric contaminants.

## PART 2 - PRODUCTS

### 2.1 MATERIALS, GENERAL

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by joint-sealant manufacturer, based on testing and field experience.
- B. Liquid-Applied Joint Sealants: Comply with ASTM C 920 and other requirements indicated for each liquid-applied joint sealant specified, including those referencing ASTM C 920 classifications for type, grade, class, and uses related to exposure and joint substrates.
- C. Stain-Test-Response Characteristics: Where sealants are specified to be nonstaining to porous substrates, provide products that have undergone testing according to ASTM C 1248 and have not stained porous joint substrates indicated for Project.

- D. Colors of Exposed Joint Sealants: As selected by Architect from manufacturer's full range.
- E. Keynote Designations: Refer to schedule at end of this Section for types and applicable substrates.
  - 1. Sealant: (079200.A01).
  - 2. Sealant with backer rod: (079200.A02).
  - 3. Tape Sealant (079200.A05).

## 2.2 SILICONE JOINT SEALANTS

- A. Single-Component, Non-Staining, Nonsag, Neutral-Curing Silicone Joint Sealant: ASTM C 920, Type S, Grade NS, Class 50, for Use NT.
- B. Single-Component, Nonsag, Traffic-Grade, Neutral-Curing Silicone Joint Sealant: ASTM C 920, Type S, Grade NS, Class 100/50, for Use T.
- C. Mildew-Resistant, Single-Component, Nonsag, Neutral-Curing Silicone Joint Sealant: ASTM C 920, Type S, Grade NS, Class 25, for Use NT.

## 2.3 JOINT SEALANT BACKING

- A. General: Provide sealant backings of material that are nonstaining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Cylindrical Sealant Backings (079200.A04): ASTM C 1330, Type C (closed-cell material with a surface skin), and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance.
- C. Bond-Breaker Tape (079200.A05): Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint. Provide self-adhesive tape where applicable.

## 2.4 MISCELLANEOUS MATERIALS

- A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.
- B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

# PART 3 - EXECUTION

## 3.1 EXAMINATION

- A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting joint-sealant performance.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

## 3.2 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:
  - 1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.

2. Clean porous joint substrate surfaces by brushing, grinding, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air. Porous joint substrates include the following:
    - a. Concrete.
    - b. Masonry.
  3. Remove laitance and form-release agents from concrete.
  4. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous joint substrates include the following:
    - a. Metal.
    - b. Glass.
- B. Joint Priming: Prime joint substrates where recommended by joint-sealant manufacturer or as indicated by preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant or primer with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.
- ### 3.3 INSTALLATION OF JOINT SEALANTS
- A. General: Comply with joint-sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.
- B. Sealant Installation Standard: Comply with recommendations in ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- C. Install sealant backings of kind indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
  1. Do not leave gaps between ends of sealant backings.
  2. Do not stretch, twist, puncture, or tear sealant backings.
  3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.
- D. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
  1. Place sealants so they directly contact and fully wet joint substrates.
  2. Completely fill recesses in each joint configuration.
  3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
- E. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified in subparagraphs below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
  1. Remove excess sealant from surfaces adjacent to joints.
  2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
  3. Provide concave joint profile per Figure 8A in ASTM C 1193, unless otherwise indicated.
  4. Provide flush joint profile where indicated per Figure 8B in ASTM C 1193.
- ### 3.4 CLEANING
- A. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.
- ### 3.5 PROTECTION
- A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged

or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

### 3.6 JOINT-SEALANT SCHEDULE

- A. Joint-Sealant Application: Exterior joints in vertical surfaces and horizontal nontraffic surfaces.
  - 1. Joint Locations:
    - a. Construction joints in cast-in-place concrete.
    - b. Joints between plant-precast concrete units.
    - c. Joints between plant-precast concrete units and adjacent construction.
    - d. Joints within face brick and cast stone.
    - e. Joints in formed metal wall panels.
    - f. Joints within and at perimeter of storefront and curtain wall assemblies.
    - g. Control and expansion joints.
    - h. Joints between different materials listed above.
    - i. Perimeter joints between materials listed above and frames of doors, windows and louvers.
    - j. Control and expansion joints in ceilings and other overhead surfaces.
  - 2. Silicone Joint Sealant: Single component, non-staining, nonsag, neutral curing, Class 50.
  - 3. Joint-Sealant Color: As selected by Architect from manufacturer's full range of colors.

**END OF SECTION 079200**

## **SCHEDULE K**

### **CONSTRUCTION AND INSTALLATION SCHEDULE**

The project construction and installation schedule is based on the critical path method. This process uses milestones to group similar activities and track project status via the key steps required for completion. The three groups of activities are execution of contract, submittal phase (shop drawings for approval and ordering equipment), and construction implementation. The construction phase is defined by its own set of activities and milestones. The project completion is linked directly to the project start date. Any significant delays in starting the project may prolong the completion of the project by the same amount of time or longer. Any alleged delays to the critical path shall be evidenced and shown through contemporaneous project records.

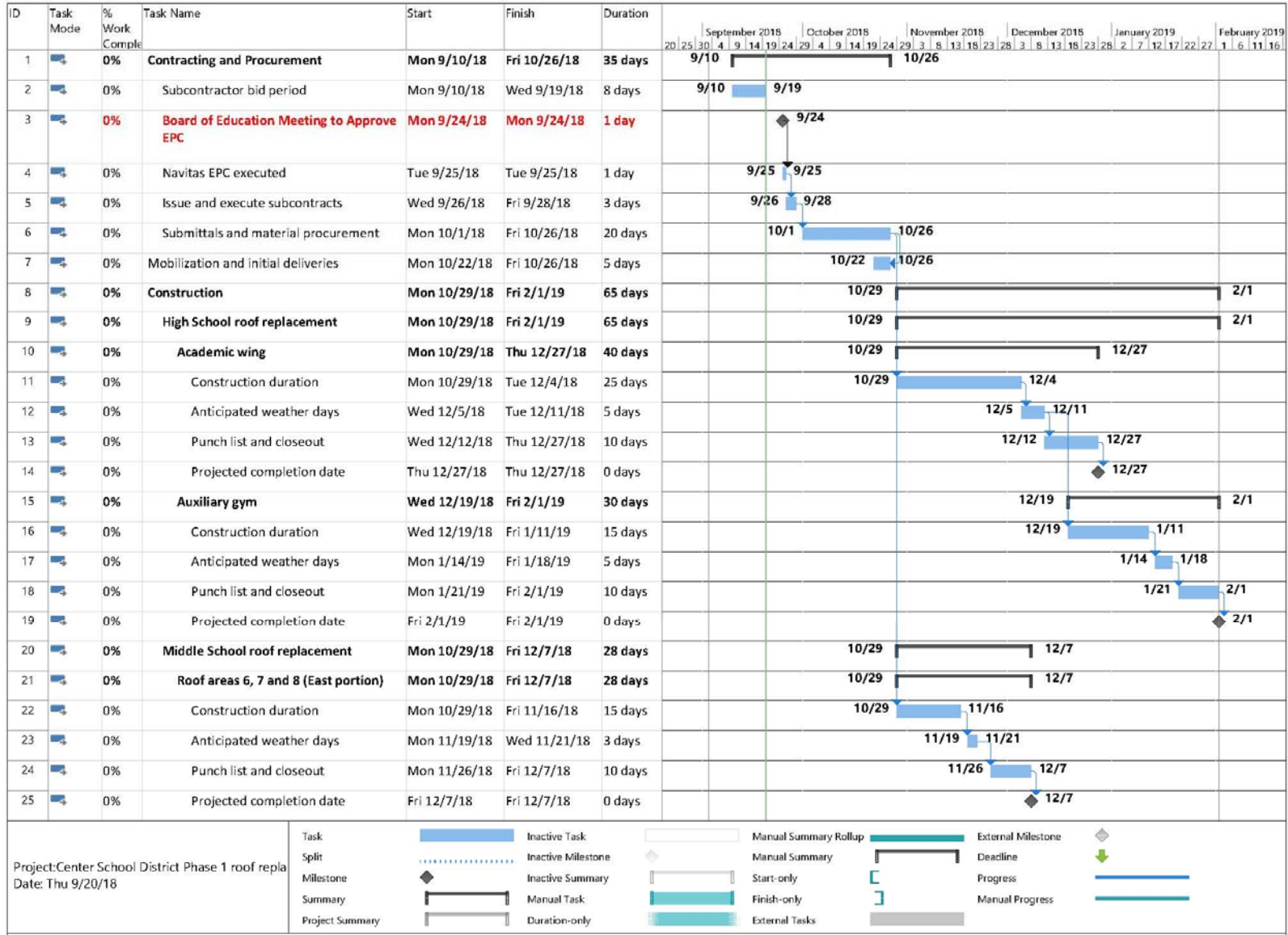
Upon signing this Contract and confirming funding for the Contract is available, Customer will issue ESCO a written Notice to Proceed, which will mark the installation commencement (Construction Commencement Date). ESCO will provide a detailed construction installation schedule utilizing critical path method scheduling and depicted in a Gantt chart format. Within ten (10) days after receiving a Notice to Proceed, ESCO will meet with the Customer to review the initial installation schedule and, as necessary, modify the schedule, building sequence of work, and construction plan to accommodate the requirements of ongoing Customer activities.

ESCO's construction superintendents will manage and coordinate all on-site contractor activities and interaction with the Customer facilities and administration personnel. During the installation period, ESCO will conduct regularly scheduled progress meetings at which the construction managers will review current progress toward the schedule and provide schedule updates as applicable.

ESCO will provide project closeout documentation including operation and maintenance manuals, as-built drawings, and warranty information at the conclusion of the project. In addition, training will be conducted for Customer personnel prior to turning over the equipment. Training is a critical activity, and will be scheduled with Customer personnel as major scope items are completed.

Figure K.1 summarizes milestone start and completion dates for each ECM. The dates for this work to occur and time for completion of work of this contract are based on execution of the contract by September 25, 2018. Should that date occur later, it may lead to a corresponding change in the construction schedule. ESCO and the Customer need to be aware that all responsibilities for all parties involved have to be executed in a timely manner, or the schedule and cost will be impacted.

Table K.1 Proposed Activity Timeline / Milestone Schedule Dates



**SCHEDULE L**  
**SYSTEMS START-UP AND COMMISSIONING**

This schedule is not applicable to this phase of the project.



**SCHEDULE M**  
**DETAILED SAVINGS CALCULATIONS**

This section contains the detailed savings calculations for the energy saving conservation measures contained in this report

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### 1. High School Academic Wing Roof Insulation Savings (ECM 01)

System Conditions

25,550

Roof Area ft<sup>2</sup>

1.3

Cooling Coefficient of Performance (COP)

Location

Kansas City, MO

80%

Heating Efficiency

Occupied From

7:00 AM

to

5:00 PM

Heating Source

☐ Gas (MCF)
☒ Gas (Therms)
☐ Electric

Existing Conditions

70

Heating Occupied Setpoint (°F)

74

Cooling Occupied Setpoint (°F)

60

Heating Unoccupied Setpoint (°F)

85

Cooling Unoccupied Setpoint (°F)

Proposed Conditions

70

Heating Occupied Setpoint (°F)

74

Cooling Occupied Setpoint (°F)

60

Heating Unoccupied Setpoint (°F)

85

Cooling Unoccupied Setpoint (°F)

Layer 1

none

R-Value/in

0.00

Thickness (in)

0.00

R-Value

4.72

Layer 2

none

R-Value/in

0.00

Thickness (in)

0.00

R-Value

0.00

Layer 3

none

R-Value/in

0.00

Thickness (in)

0.00

R-Value

0.00

Layer 4

none

R-Value/in

0.00

Thickness (in)

0.00

R-Value

0.00

Layer 5

none

R-Value/in

0.00

Thickness (in)

0.00

R-Value

0.00

4.72

Total R-Value of Existing Roof

Layer 1

none

R-Value/in

0.00

Thickness (in)

0.00

R-Value

18.08

Layer 2

none

R-Value/in

0.00

Thickness (in)

4.00

R-Value

0.00

Layer 3

none

R-Value/in

0.00

Thickness (in)

0.00

R-Value

0.00

Layer 4

none

R-Value/in

0.00

Thickness (in)

0.00

R-Value

0.00

Layer 5

none

R-Value/in

0.00

Thickness (in)

0.00

R-Value

0.00

18.08

Total R-Value of New Roof

Total Insulation Savings

Total kWh Savings

0

Total Therms Savings

5,531

kWh Savings

0

Therms Savings

1,344

January

0

February

0

March

0

April

0

May

0

June

0

July

0

August

0

September

0

October

175

November

774

December

1,141

Existing R value

0.40

1.5" polyisocyanurate (50% compromised)

4.32

3.0" polyisocyanurate

17.28

total

4.72

total

18.08

## 2. High School Academic Wing Roof Insulation Alternate Savings (ECM 07)

System Conditions			
25,550	Roof Area ft <sup>2</sup>	1.3	Cooling Coefficient of Performance (COP)
Location	Kansas City, MO	80%	Heating Efficiency
Occupied From	7:00 AM to 5:00 PM	Heating Source	
		<input type="radio"/> Gas (MCF) <input checked="" type="radio"/> Gas (Therms) <input type="radio"/> Electric	
Existing Conditions		Proposed Conditions	
70	Heating Occupied Setpoint (°F)	70	Heating Occupied Setpoint (°F)
74	Cooling Occupied Setpoint (°F)	74	Cooling Occupied Setpoint (°F)
60	Heating Unoccupied Setpoint (°F)	60	Heating Unoccupied Setpoint (°F)
85	Cooling Unoccupied Setpoint (°F)	85	Cooling Unoccupied Setpoint (°F)
<b>Layer 1</b>	none	<b>Layer 1</b>	none
0.00	R-Value/in	0.00	R-Value/in
0.00	Thickness (in)	0.00	Thickness (in)
4.72	R-Value	26.72	R-Value
<b>Layer 2</b>	none	<b>Layer 2</b>	none
0.00	R-Value/in	0.00	R-Value/in
0.00	Thickness (in)	4.00	Thickness (in)
0.00	R-Value	0.00	R-Value
<b>Layer 3</b>	none	<b>Layer 3</b>	none
0.00	R-Value/in	0.00	R-Value/in
0.00	Thickness (in)	0.00	Thickness (in)
0.00	R-Value	0.00	R-Value
<b>Layer 4</b>	none	<b>Layer 4</b>	none
0.00	R-Value/in	0.00	R-Value/in
0.00	Thickness (in)	0.00	Thickness (in)
0.00	R-Value	0.00	R-Value
<b>Layer 5</b>	none	<b>Layer 5</b>	none
0.00	R-Value/in	0.00	R-Value/in
0.00	Thickness (in)	0.00	Thickness (in)
0.00	R-Value	0.00	R-Value
<b>4.72</b>	<b>Total R-Value of Existing Roof</b>	<b>26.72</b>	<b>Total R-Value of New Roof</b>

<b>Total Insulation Savings</b>		
Total kWh Savings		0
Total Therms Savings		6,163

	January	February	March	April	May	June	July	August	September	October	November	December
kWh Savings	0	0	0	0	0	0	0	0	0	0	0	0
Therms Savings	1,498	1,181	937	218						195	863	1,272

[illegible]

System Conditions				Cooling Coefficient of Performance (COP)			
9,720	Roof Area ft <sup>2</sup>	1.3					
Location	Kansas City, MO	80%	Heating Efficiency				
Occupied From	7:00 AM	to	5:00 PM	Heating Source			
				<input type="radio"/> Gas (MCF)	<input type="radio"/> Gas (Therms)	<input type="radio"/> Electric	
Existing Conditions				Proposed Conditions			
70	Heating Occupied Setpoint (°F)		70	Heating Occupied Setpoint (°F)			
74	Cooling Occupied Setpoint (°F)		74	Cooling Occupied Setpoint (°F)			
60	Heating Unoccupied Setpoint (°F)		60	Heating Unoccupied Setpoint (°F)			
85	Cooling Unoccupied Setpoint (°F)		85	Cooling Unoccupied Setpoint (°F)			
Layer 1				Layer 1			
0.00	R-Value/in		0.00	R-Value/in			
0.00	Thickness (in)		0.00	Thickness (in)			
6.91	R-Value		11.52	R-Value			
Layer 2				Layer 2			
0.00	R-Value/in		0.00	R-Value/in			
0.00	Thickness (in)		4.00	Thickness (in)			
0.00	R-Value		0.00	R-Value			
Layer 3				Layer 3			
0.00	R-Value/in		0.00	R-Value/in			
0.00	Thickness (in)		0.00	Thickness (in)			
0.00	R-Value		0.00	R-Value			
Layer 4				Layer 4			
0.00	R-Value/in		0.00	R-Value/in			
0.00	Thickness (in)		0.00	Thickness (in)			
0.00	R-Value		0.00	R-Value			
Layer 5				Layer 5			
0.00	R-Value/in		0.00	R-Value/in			
0.00	Thickness (in)		0.00	Thickness (in)			
0.00	R-Value		0.00	R-Value			
6.91	Total R-Value of Existing Roof		11.52	Total R-Value of New Roof			

<b>Total Insulation Savings</b>					
<b>Total kWh Savings</b>				<b>0</b>	
<b>Total Therms Savings</b>				<b>778</b>	

	January	February	March	April	May	June	July	August	September	October	November	December
kWh Savings	0	0	0	0	0	0	0	0	0	0	0	0
Therms Savings	189	149	118	27						25	109	160

	Existing R value	New R value
2" polyisocyanurate (40% compromised)	6.91	11.52
total	6.91	11.52

1. Middle School Southeast Academic Wing Area 1 Roof Insulation Savings (ECM 03)

		Existing R value			New R value					
	2" polyisocyanurate (partially compromised - 40%)	6.91		3" polyisocyanurate	17.28					
	total	6.91		total	17.28					

## 2. Middle School Commons & Cafeteria Areas 2 & 3 Roof Insulation Savings (ECM 04)

System Conditions			
7,850	Roof Area ft <sup>2</sup>	1.3	Cooling Coefficient of Performance (COP)
Location	Kansas City, MO	80%	Heating Efficiency
Occupied From		Heating Source	
7:00 AM	to 5:00 PM	<input type="radio"/> Gas (MCF) <input checked="" type="radio"/> Gas (Therms) <input type="radio"/> Electric	
Existing Conditions		Proposed Conditions	
70	Heating Occupied Setpoint (°F)	70	Heating Occupied Setpoint (°F)
74	Cooling Occupied Setpoint (°F)	74	Cooling Occupied Setpoint (°F)
60	Heating Unoccupied Setpoint (°F)	60	Heating Unoccupied Setpoint (°F)
85	Cooling Unoccupied Setpoint (°F)	85	Cooling Unoccupied Setpoint (°F)
Layer 1		Layer 1	
none		none	
0.00	R-Value/in	0.00	R-Value/in
0.00	Thickness (in)	0.00	Thickness (in)
6.91	R-Value	17.28	R-Value
Layer 2		Layer 2	
none		none	
0.00	R-Value/in	0.00	R-Value/in
0.00	Thickness (in)	4.00	Thickness (in)
0.00	R-Value	0.00	R-Value
Layer 3		Layer 3	
none		none	
0.00	R-Value/in	0.00	R-Value/in
0.00	Thickness (in)	0.00	Thickness (in)
0.00	R-Value	0.00	R-Value
Layer 4		Layer 4	
none		none	
0.00	R-Value/in	0.00	R-Value/in
0.00	Thickness (in)	0.00	Thickness (in)
0.00	R-Value	0.00	R-Value
Layer 5		Layer 5	
none		none	
0.00	R-Value/in	0.00	R-Value/in
0.00	Thickness (in)	0.00	Thickness (in)
0.00	R-Value	0.00	R-Value
6.91	Total R-Value of Existing Roof	17.28	Total R-Value of New Roof

<b>Total Insulation Savings</b>	
Total kWh Savings	0
Total Therms Savings	942

	January	February	March	April	May	June	July	August	September	October	November	December
KWh Savings	0	0	0	0	0	0	0	0	0	0	0	0
Therms Savings	229	181	143	33						30	132	194

[illegible]

System Conditions				Total Insulation Savings			
13,975 Roof Area ft <sup>2</sup>		1.3 Cooling Coefficient of Performance (COP)		Total kWh Savings		0	
Location Kansas City, MO		80% Heating Efficiency		Total Therms Savings		1,774	
Occupied From 7:00 AM to 5:00 PM		Heating Source <input type="radio"/> Gas (MCF) <input checked="" type="radio"/> Gas (Therms) <input type="radio"/> Electric					
Existing Conditions		Proposed Conditions					
70 Heating Occupied Setpoint (°F)		70 Heating Occupied Setpoint (°F)					
74 Cooling Occupied Setpoint (°F)		74 Cooling Occupied Setpoint (°F)					
60 Heating Unoccupied Setpoint (°F)		60 Heating Unoccupied Setpoint (°F)					
85 Cooling Unoccupied Setpoint (°F)		85 Cooling Unoccupied Setpoint (°F)					
Layer 1 none		Layer 1 none					
0.00 R-Value/in		0.00 R-Value/in					
0.00 Thickness (in)		0.00 Thickness (in)					
5.18 R-Value		9.89 R-Value					
Layer 2 none		Layer 2 none					
0.00 R-Value/in		0.00 R-Value/in					
0.00 Thickness (in)		4.00 Thickness (in)					
0.00 R-Value		0.00 R-Value					
Layer 3 none		Layer 3 none					
0.00 R-Value/in		0.00 R-Value/in					
0.00 Thickness (in)		0.00 Thickness (in)					
0.00 R-Value		0.00 R-Value					
Layer 4 none		Layer 4 none					
0.00 R-Value/in		0.00 R-Value/in					
0.00 Thickness (in)		0.00 Thickness (in)					
0.00 R-Value		0.00 R-Value					
Layer 5 none		Layer 5 none					
0.00 R-Value/in		0.00 R-Value/in					
0.00 Thickness (in)		0.00 Thickness (in)					
0.00 R-Value		0.00 R-Value					
5.18 Total R-Value of Existing Roof		9.89 Total R-Value of New Roof					

	January	February	March	April	May	June	July	August	September	October	November	December
kWh Savings	0	0	0	0	0	0	0	0	0	0	0	0
Therms Savings	431	340	270	63						56	248	366

	Existing R value	New R value
1.5" polyisocyanurate (partially compromised - 40%)	5.18	1.5" polyisocyanurate 8.64
1/2" fiberglass coverboard		1.25
total	5.18	9.89

#### 4. Middle School Boardroom and Media Center Areas 6 & 8 Roof Insulation Savings (ECM 06)

System Conditions			
6.775	Roof Area ft <sup>2</sup>	1.3	Cooling Coefficient of Performance (COP)
Location Kansas City, MO		Heating Efficiency 80%	
Occupied From 7:00 AM		Heating Source <input type="radio"/> Gas (MCF) <input checked="" type="radio"/> Gas (Therms) <input type="radio"/> Electric	
to 5:00 PM			
Existing Conditions		Proposed Conditions	
70	Heating Occupied Setpoint (°F)	70	Heating Occupied Setpoint (°F)
74	Cooling Occupied Setpoint (°F)	74	Cooling Occupied Setpoint (°F)
60	Heating Unoccupied Setpoint (°F)	60	Heating Unoccupied Setpoint (°F)
85	Cooling Unoccupied Setpoint (°F)	85	Cooling Unoccupied Setpoint (°F)
<b>Layer 1</b> <div> <input type="text" value="none"/> </div> <div>           0.00 R-Value/in            0.00 Thickness (in)            6.91 R-Value         </div>		<b>Layer 1</b> <div> <input type="text" value="none"/> </div> <div>           0.00 R-Value/in            0.00 Thickness (in)            17.28 R-Value         </div>	
<b>Layer 2</b> <div> <input type="text" value="none"/> </div> <div>           0.00 R-Value/in            0.00 Thickness (in)            0.00 R-Value         </div>		<b>Layer 2</b> <div> <input type="text" value="none"/> </div> <div>           0.00 R-Value/in            4.00 Thickness (in)            0.00 R-Value         </div>	
<b>Layer 3</b> <div> <input type="text" value="none"/> </div> <div>           0.00 R-Value/in            0.00 Thickness (in)            0.00 R-Value         </div>		<b>Layer 3</b> <div> <input type="text" value="none"/> </div> <div>           0.00 R-Value/in            0.00 Thickness (in)            0.00 R-Value         </div>	
<b>Layer 4</b> <div> <input type="text" value="none"/> </div> <div>           0.00 R-Value/in            0.00 Thickness (in)            0.00 R-Value         </div>		<b>Layer 4</b> <div> <input type="text" value="none"/> </div> <div>           0.00 R-Value/in            0.00 Thickness (in)            0.00 R-Value         </div>	
<b>Layer 5</b> <div> <input type="text" value="none"/> </div> <div>           0.00 R-Value/in            0.00 Thickness (in)            0.00 R-Value         </div>		<b>Layer 5</b> <div> <input type="text" value="none"/> </div> <div>           0.00 R-Value/in            0.00 Thickness (in)            0.00 R-Value         </div>	
<b>6.91 Total R-Value of Existing Roof</b>		<b>17.28 Total R-Value of New Roof</b>	

Total Insulation Savings		
Total kWh Savings		0
Total Therms Savings		813

	January	February	March	April	May	June	July	August	September	October	November	December
kWh Savings	0	0	0	0	0	0	0	0	0	0	0	0
Therms Savings	198	156	124	29						26	114	168

		Existing R value			New R value		
	2" polyisocyanurate (partially compromised - 40%)	6.91		3" polyisocyanurate	17.28		
	total	6.91		total	17.28		



**SCHEDULE N  
STANDARDS OF COMFORT**

This schedule is not applicable to this phase of the project.

**SCHEDULE O**  
**ESCO'S TRAINING RESPONSIBILITIES**

ESCO's training responsibilities have been defined in **Schedule J (Scope of Work)** of this Contract, those responsibilities are incorporated by reference as fully set forth herein.

**SCHEDULE P**  
**ESCO'S MAINTENANCE RESPONSIBILITIES**

The ESCO has no maintenance or operation responsibilities under this Contract.

## SCHEDULE Q CUSTOMER'S MAINTENANCE RESPONSIBILITIES

The equipment has manufacturers' recommended periodic maintenance that must be performed by Customer as part of this Contract. The required maintenance will be described in the individual manufacturers' installation, operation, and maintenance manuals. ESCO will submit the installation, operation, and maintenance manuals prior to final completion and acceptance of work. The manuals will also contain equipment cut sheets, warranty information, and submittals for the major systems and components installed. Performance period responsibilities are identified in the Table Q.1.

*Table Q.1 Performance Period Responsibilities*

ECM Description	Performance Period Responsibilities		
	Operation	Maintenance	Repair/Replacement
Roof	Customer*	Customer*	Customer After Warranty

*\*In accordance with the attached Derbigum Maintenance and Inspection Guide.*

It is understood that Customer will perform the maintenance as required by manufacturers' documentation. ESCO will provide copies of installation, operation, & maintenance manuals as outlined in **Schedule J (Scope of Work)** for all equipment provided. These manuals will show all maintenance items or activities for the equipment provided as defined in **Schedule J (Scope of Work)** of this Contract.

If Customer does not perform the maintenance in accordance with the manufacturer's guidelines, the energy savings and product warranty may be materially affected.

**SCHEDULE R**  
**FACILITY MAINTENANCE CHECKLIST**

The facility maintenance requirements will be provided within the operations and maintenance manuals upon completion of construction and will be received during site staff training.

## **SCHEDULE S ASSUMPTIONS**

ESCO has based our proposal on the following general conditions, assumptions, exclusions and information:

1. Vehicle Parking: There will be a designated parking area for construction personnel at facility. Adjustments will be made as needed for loading and un-loading equipment.
2. Construction Manager Office: Customer has agreed to provide an office location for the onsite construction manager, which shall consist of a dedicated workspace.
3. Location of Scope of Work: The work for this project will be at the location as identified in **Schedule I (Description of Premises)** of this Contract.
4. Pre-Notification Request for Access: Each contractor, subcontractor, and/or vendor must agree to provide ESCO at least 48-hour notice prior to accessing the project for the first time.
5. Valid Driver's License: Any employee that will drive a company vehicle must have a current and valid driver's license, without any restrictions or suspension etc. It is the responsibility of the employer to keep up with the records of each of their employees.
6. Restricted Equipment: Customer-owned equipment will not be available for use for outside contractors.
7. System Shut Down Schedule: All power, utility, or system shutdowns need to be scheduled at least one week in advance.
8. Contingency: This contract includes contingency for unforeseen conditions, \$45,000 in contingency has been budgeted and is carried by ESCO.
9. Aggregate Liabilities: In no event shall ESCO's aggregate liability for damages of any kind arising out of or in connection with this contract exceed the net project amount set forth in **Schedule E (Final Project Cost & Project Cash Flow Analysis)** of this Contract.
10. Background Checks: ESCO, and any subcontractors, suppliers, or lower level trades performing work for the ESCO at the Project site, shall perform background checks on all employees, and provide the Customer with an affidavit verifying and proving that all of its employees working on the Contract have passed all applicable criminal background checks required by the Customer before entering the Customer's premises.
11. The Risk, Responsibility, and Performance Matrix: This matrix provides an overview of the allocation of responsibility for key items related to project performance.

## RISK, RESPONSIBILITY AND PERFORMANCE MATRIX

RESPONSIBILITY/DESCRIPTION	ESCO PROPOSED APPROACH
<b>1. Financial</b>	
a. <u>Interest Rates</u> : Neither ESCO nor Customer has significant control over prevailing interest rates. Higher interest rates will increase project cost, financing/project term, or both. The timing of the contract signing may impact the available interest rate and project cost.	Customer has chosen to finance the project and will pay entirely with this financing source. Finance plan and structure have been agreed to by Customer and Stifel.
b. <u>Construction Costs</u> : ESCO is responsible for determining construction costs and defining a budget. ESCO has provided the design team to provide design services for the project. The design team has done the best they can, but have not identified all unforeseen circumstances.	We have determined the cost for construction and have competitively bid major scopes of work for fixed pricing. We will implement the scope of work in the contract under <b>Schedule J (Scope of Work)</b> for the price provided in the contract under <b>Schedule E (Final Project Cost &amp; Project Cash Flow Analysis)</b> . ESCO is carrying a contingency budget to support unforeseen circumstances.
c. <u>Energy Prices</u> : Neither ESCO nor Customer have significant control over actual energy prices. For calculating savings, the value of the saved energy may either be constant, change at a fixed inflation rate, or float with the market conditions. If the value changes with the market, falling energy prices place ESCO at risk of failing to meet the cost savings guarantees. If energy prices rise, there is a small risk to Customer that energy savings goals might not be met while the financial goals are met.	For calculating savings, the value of the energy rate vary with market conditions, can be escalated according to historical increases at <u>four percent (4%)</u> annually, whichever is greater.
d. <u>M&amp;V Confidence</u> : Customer assumes the responsibility to determine the confidence that it desires to have in the M&V program and energy savings determinations. The desired confidence will be reflected in the resources required for the M&V program, and ESCO must consider the requirement prior to submittal of the final proposal.	We will provide a verification process that includes a ninety percent (90%) guarantee. The guarantee will be based from the engineering calculations.
e. <u>Energy Related Cost Savings</u> : Customer and ESCO may agree that the project will include savings from recurring and/or one-time costs. This may include one-time savings from avoided expenditures for projects that were appropriated but will no longer be necessary. Including one-time cost savings before the money has been appropriated may involve some risk to Customer. Recurring savings generally result from reduced utility and O&M expenses.	The savings identified for Customer cash flow are recurring. There is a one-time capital cost avoidance savings to replace equipment that is past its useful life that we have included in the contract. This amount has not been used in Customer internal cash flow discussions and analysis.
f. <u>Delays</u> : Both ESCO and the Contractor can cause delays. Failure to implement a viable project in a timely manner costs Customer in the form of lost savings, and can add cost to the project (e.g., construction interest, re-mobilization).	We will work with Customer to implement the construction schedule as planned. It is in ESCO's and subcontractors best interest to finish the construction on schedule because of the cost of delay in cash flow and erosion of profits. We will work to address concerns and issues as they arise.
g. <u>Major Changes in Facility</u> : Customer controls major changes in facility use, including closure, loss of funding or other major changes.	We will work with Customer to help identify concerns and issues with any major change. We will try to work with Customer to minimize its impact to their overall operation. In some cases, contract modifications may be necessary.

RESPONSIBILITY/DESCRIPTION	ESCO PROPOSED APPROACH
<b>2. Operational</b>	
a. <u>Operating Hours</u> : Customer generally has control over operating hours. Increases and decreases in operating hours can show up as increases or decreases in "savings" depending on the M&V method (e.g., operating hours multiplied by improved efficiency of equipment vs. whole-building/utility bill analysis). If the operating hours are stipulated, the baseline and proposed schedules should be carefully documented and agreed to by both parties.	Operating hours are up to Customer to determine what is needed to properly operate your facility and meet your business needs. As most of the savings are from equipment efficiency improvements we plan to verify the savings by measuring those efficiency improvements. Increased operating hours will increase your utility bills, but also increase the savings achieved from the efficiency improvement. The energy management system is the only upgrade that relies on reduced operating hours and those operating hours are included in <b>Schedule N (Standards of Comfort)</b> of this Contract.
b. <u>Load</u> : Equipment loads can change over time. Customer generally has control over hours of operation, conditioned floor area, intensity of use (e.g., changes in occupancy, additions, or level of automation). Changes in load can show up as increases or decreases in "savings" depending on the M&V method. If the equipment loads are stipulated, the baseline should be carefully documented and agreed to by both parties.	The load of the systems measured will not change over the period of measurement. This is not a concern for the guarantee due to the method of verification. An increase in load may impact overall utility bills.
c. <u>Weather</u> : A number of energy efficiency measures are affected by weather. Neither ESCO nor Customer has control over the weather.	End use measurements are not significantly affected by weather and that is one of the benefits of this type of verification for the guarantee. The monitoring of utility bills will be affected by weather and we expect to see some differences over multiple years of monitoring.
d. <u>User Participation</u> : Many energy conservation measures require user participation to generate savings (e.g., control settings). The savings can be variable and ESCO may be unwilling to invest in these measures. If performance is stipulated, document and review assumptions carefully and consider M&V to confirm the capacity to save (e.g., confirm that the controls are functioning properly).	The energy management system is the upgrade most impacted by this. The Customer with direction and requirements set by ESCO's Energy Manager will manage the operation of this system to achieve savings. As part of the verification plan outlined in <b>Schedule C (Savings Measurement and Verification Plan)</b> of this Contract, we review the set points in this system to verify proper use and operation.
<b>3. Performance</b>	
a. <u>Equipment Performance</u> : ESCO has control over the selection of equipment and is responsible for its proper installation, commissioning, and performance. ESCO has responsibility to demonstrate that the new improvements meet expected performance levels including specified equipment capacity, standards of service, and efficiency.	We are responsible to make sure these systems are implemented properly and help make sure Customer knows how to maintain them. The commissioning and verification measurements will verify the equipment is performing as intended. The long-term performance will be affected by the proper maintenance.
b. <u>Operations</u> : Performance of the day-to-day operations activities is negotiable and can impact performance. Clarify responsibility for operations and implication of equipment control.	Customer will be responsible for proper operation of the installed systems. The long-term performance will be affected by the proper operation.
c. <u>Preventive Maintenance</u> : Performance of day-to-day maintenance activities is negotiable and can impact performance. Clarify responsibility for maintenance and its implications.	Customer will be responsible for proper maintenance of the installed systems as set forth in the Schedules. The long-term performance will be affected by the proper maintenance.
d. <u>Equipment Repair and Replacement</u> : Performance of day-to-day repair and replacement of ESCO-installed equipment is negotiable; however it often affects project performance.	Replacement of failed components will be handled by ESCO for the first year, the Manufacturer will be responsible for any extended warranties, and then the responsibility will be Customers.



### **FELONY CONVICTION NOTIFICATION**

**The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.**

**The District may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction.**

By submitting this offer and signing this certificate, the firm submitting this proposal:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and vendor agrees to share this information with the District upon request.

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

Vendor Address: \_\_\_\_\_

Vendor E-mail Address: \_\_\_\_\_

Vendor Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Authorized Company Official's Name: \_\_\_\_\_  
(Printed)

Signature of Company Official: \_\_\_\_\_

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

## **FEDERAL WORK AUTHORIZATION PROGRAM (“E -VERIFY”) ADDENDUM**

Pursuant to **Missouri Revised Statute 285.530**, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of **Missouri Revised Statute 285.530**, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to **Missouri Revised Statute 285.530**; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_  
(Signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_  
(Company Name)

**FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:

- 1) I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
- 2) I am employed by \_\_\_\_\_ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
- 3) Company is enrolled in and participating in the United States E-Verify federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
- 4) Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_  
(Individual Signature)

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

For \_\_\_\_\_  
(Company Name)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

**SCHEDULE T**  
**DETAILED POLLUTION CREDIT CALCULATIONS**

The emission reductions produced from implementing this project are equivalent to saving:

- 83,755 Total Pounds of CO<sub>2</sub> Reduction (Carbon Dioxide)
- 16 Total Pounds of CH<sub>4</sub> Reduction (Methane)
- 70 Total Pounds of NO<sub>x</sub> Reduction (Nitrogen Oxide)
- 21 Total Ounces of PM<sub>10</sub> Reduction (Particles of 10 micrometers or less)
- 62 Total Ounces of VOC Reduction (Volatile Organic Compounds)
- 939 Total Ounces of CO Reduction (Carbon Monoxide)

This is equivalent to:

- Removing 7 cars from the road each year
- Conserving 4,315 gallons of gasoline each year
- Conserving 81 barrels of oil each year
- Conserving 5 households worth of electricity each year
- Allowing 882 tree seedlings to grow for 10 years each year
- Recycling 13 tons of waste rather than landfilling each year
- Conserving 710 propane cylinders used for home barbeques each year

## SCHEDULE U DISPUTE RESOLUTION

### A. Claims and Disputes

#### 1. Definition

A claim is a demand or assertion by one of the parties seeking, as a matter of right, adjustment, or interpretation of contract terms, payment of money, and extension of time, or other relief with respect to the terms of the contract or other disputes arising out of or relating to the Contract. Claims must be initiated by written notice. The responsibility to substantiate claims shall rest with the party making the claim.

#### 2. Time Limits on Claims

Claims by either party must be initiated within fourteen (14) days after occurrence of the event giving rise to such claim or within fourteen (14) days after the claimant first recognizes the condition giving rise to the claim, whichever is later. Claims must be initiated by written notice to the other party.

#### 3. Claims for Concealed or Unknown Conditions

If conditions are encountered at the site that are:

- a. subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Scopes of Work outlined in **Schedule J (Scope of Work)** or
- b. unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the scopes of work,

then notice by the party seeking adjustment shall be reasonably given to the other party promptly before conditions are disturbed and in no event later than ten (10) days after first observance of the conditions. The Customer will promptly investigate such conditions and, if they differ materially and cause a reasonable increase or decrease in the ESCO's cost of, or time required for, performance of any part of the work, will make an equitable adjustment in the contract sum or contract time, or both. If the Customer determines that the conditions at the site are not materially different from those indicated in the scopes of work outlined in **Schedule J (Scope of Work)** and that no change in the terms of the contract is justified, the Customer shall so notify the ESCO in writing, stating the reasons. Claims by the ESCO in opposition to such determination must be made within twenty-one (21) days after the Customer has given notice of the decision. If the conditions encountered are materially different, the contract sum and contract time shall be equitably adjusted.

#### 4. Claims for Additional Cost

If the ESCO wishes to make claim for an increase in the contract sum, written notice as provided herein shall be given before proceeding to execute the work. ESCO will not proceed with any work subject to the claim for additional cost without first receiving written approval from Customer to proceed with said work. Prior notice is not required for claims relating to an emergency endangering life or property.

#### 5. Reasonable Cost

If the ESCO believes additional cost is involved for reasons including but not limited to:

- a. a written interpretation from the Customer,

- b. an order by the Customer to stop the Work where the ESCO was not at fault,
- c. a written order for a minor change in the Work issued by the Customer,
- d. failure of payment by the Customer,
- e. termination of the Contract by the Customer,
- f. Customer's suspension or
- g. other reasonable grounds,

Claim shall be filed in accordance with this Section.

#### 6. Claims for Additional Time

- a. If the ESCO wishes to make claim for an increase in the contract time, written notice as provided herein shall be given. The ESCO'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 (1) claim is necessary.
- b. 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.

ESCO shall not commence with any such work without first obtaining written approval from the Customer.

#### 7. Indemnity and Defense

ESCO shall also indemnify Customer to the fullest extent permitted by laws and regulations, ESCO shall indemnify, defend, and hold harmless Customer, and the board members, officers, directors, partners, employees, agents, consultants of each and any of them from and against all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals in all courts or other dispute resolution costs) arising out of or relating to the performance of the work or in any way related to or arising out of this Contract and Contract Schedules, provided that any such claim, cost, loss or damage is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom but only to the extent caused by any act or omission of ESCO, any Sub-Contractor of ESCO, any supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the work or anyone for whose acts any of them may be liable. ESCO will indemnify, defend, and hold customer harmless for any procurement issues associated with the Contract and the Contract Schedules. ESCO guarantees and warrants that

- a. the Work constitutes the acquisition or installation of "energy cost savings measures" as defined in Sections 8.231 et seq. of the Revised Statutes of Missouri, as amended (collectively herein the "Act"),
- b. this Energy Contract is a "guaranteed energy cost savings contract" as defined in the Act,
- c. the Work constitutes an "energy conservation measure" as referenced in Section 165.011.4 of the Revised Statutes of Missouri, and
- d. ESCO is a "qualified provider" of energy cost savings measures, as defined by the Act.

ESCO agrees to indemnify, defend, and hold the Customer harmless for any delays, costs, or liability associated with any violation of 8.231, et seq. RSMo, or determination by a court or governmental body that the Contract or ESCO do not meet the aforementioned definitions as guaranteed by ESCO.

No provisions of this Article, or any other provision of this Contract, shall be construed as a waiver of Customer's sovereign immunity.

#### 8. Claims for Consequential Damages

The ESCO and Customer waive claims against each other for consequential damages arising out of or relating to this contract. This mutual waiver includes damages incurred by either party 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.

#### 9. Equitable Adjustment

If the enactment or revision of codes, laws or regulations or official interpretations which govern the project cause an increase or decrease of the ESCO's cost of, or time required for, performance of the work, the ESCO shall be entitled to an equitable adjustment in contract sum or contract time. If the Customer and ESCO cannot agree upon an adjustment in the contract sum or contract time, the ESCO shall submit a claim pursuant to this Section.

### B. Resolution of Claims and Disputes

#### 1. Decision by Customer

An initial decision by the Customer shall be required as a condition precedent to mediation of all claims between the Customer and ESCO arising prior to the date final payment is due, unless thirty (30) days have passed after the claim has been referred to the Customer with no decision having been rendered by the Customer.

#### 2. Reasons

The initial decision shall be in writing, shall generally state the reasons therefore, and shall notify the parties 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 first to mediation and thereafter to such other dispute resolution methods as provided in Section 21 of the contract.

#### 3. Surety Notification

In the event of a claim against the ESCO, the Customer 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 an ESCO's default, the Customer may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

#### 4. Mechanic's Lien

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 prior to initial resolution of the claim.

## C. Mediation

### 1. Claims to Mediation

Any claim arising out of or related to the contract shall, after initial decision of the claim or thirty (30) days after submission of the claim for initial decision, be subject to mediation as a condition precedent to the institution of legal or equitable or other binding dispute resolution proceedings by either party.

### 2. Requests for Mediation

The parties shall endeavor to resolve their claims by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the construction industry mediation rules of the American Arbitration Association currently in effect at the time of the mediation. Request for mediation shall be filed in writing with the other party to the contract and with the American Arbitration Association, or an individual mediator unaffiliated with the American Arbitration Association.

### 3. Mediator's Fee

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.

### 4. Litigation

If disputes are not resolved through the initial decision or mediation efforts, the parties agree to that the resolution of any remaining issues will be litigated in the Circuit Court of Clay County, Missouri. This Contract and the construction and enforceability thereof shall be interpreted under the laws of the State of Missouri. Customer and ESCO agree that any dispute, including any and all disputes arising from, out of, or related to this agreement, shall be resolved in the Circuit Court of Clay County, Missouri, and each party consents to the exclusive in personam jurisdiction and exclusive venue of that Court.



**EXHIBIT I**  
**PERFORMANCE BOND**

This sheet serves as the placeholder where the Performance Bond for the construction portion of the project only shall be placed in the executed agreement.

Within ten (10) days of executing Contract and prior to performing any work if sooner, ESCO will provide Customer a performance bond and statutory/public works payment bond, each in the sum of 100% of the cost of construction. The guarantees extended via these bonds are limited to ESCO's construction obligations only, and to a one (1) year warranty against defective materials and workmanship on the construction work performed. These bonds specifically exclude any guarantee of the performance or payment obligations of those sections of the contract related to extended maintenance services, annual reviews and/or guaranteed energy savings.

**EXHIBIT II**  
**LABOR AND MATERIAL PAYMENT BOND**

This sheet serves as the placeholder where the Labor and Material Payment Bond, for the construction portion of the project only, shall be placed in the executed Contract.

**EXHIBIT III  
CERTIFICATE OF ACCEPTANCE  
INVESTMENT GRADE AUDIT & ENGINEERING DESIGN**

PROJECT NO. \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

CUSTOMER \_\_\_\_\_

LOCATION \_\_\_\_\_

ESCO \_\_\_\_\_

This is to certify that the Investment Grade Audit of the premises including all energy conservation measures agreed upon by the parties has been completed. Signature below indicates that the Investment Grade Audit has been approved and accepted by Customer.

**NAVITAS, LLC**  
(ESCO)

Name	Title	Date
------	-------	------

**CENTER SCHOOL DISTRICT**  
(Customer)

Name	Title	Date
------	-------	------

**EXHIBIT IV  
CERTIFICATE OF ACCEPTANCE  
INSTALLED EQUIPMENT**

This exhibit is not applicable to this phase of the project.

**EXHIBIT V  
CERTIFICATE OF PROJECT COMPLETION**

PROJECT NO. \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

CUSTOMER \_\_\_\_\_

LOCATION \_\_\_\_\_

ESCO \_\_\_\_\_

This is to certify that a final inspection of the above Project has been conducted jointly by the ESCO and Customer designated inspector, and that the parties have determined that the project has been fully completed in accordance with the Contract documents as of \_\_\_\_\_.

All guarantees and warranties that have not commenced by the date on the certificate of partial occupancy, if applicable, shall commence as of the above completion date.

The Customer accepts the project as being fully completed and assumes the responsibility for maintenance, custodial care, and utilities for the premises.

The ESCO remains responsible to correct errors and omissions discovered subsequent to the execution of this document and to respond to claims made under applicable warranties.

**NAVITAS, LLC**  
(ESCO)

Name	Title	Date
------	-------	------

**CENTER SCHOOL DISTRICT**  
(Customer)

Name	Title	Date
------	-------	------

## **EXHIBIT VI EQUIPMENT WARRANTIES**

### **A. General Note.**

ESCO will provide a one-year warranty through the equipment manufacturer for all equipment listed in **Schedule J (Scope of Work)** of this Contract. The warranty period of one-year starts after substantial completion of the energy conservation measures and beneficial use by Customer is achieved on an energy conservation measure by energy conservation measure basis. Notwithstanding any other provisions of the Contract to the contrary, after the one-year period is complete, Customer will assume all warranty responsibilities for the extended warranty term and will be guided as described below. The one-year warranty does not include any maintenance or repair outside of the warranty scope.

### **B. Detailed Listing of Equipment.**

As part of the project closeout documents, ESCO will provide a detailed listing of the equipment installed and its associated warranty or extended warranty if applicable. This information will also include the manufacturer's warranty start and end dates for each piece of equipment.

### **C. One-Year Warranty.**

ESCO shall provide coordination for the fulfillment of the one-year warranty only.

### **D. Warranty Matrix.**

ECM Description	Warranty	Extended Warranty
Roof	1 year parts and labor	Additional 19 year manufacturers product warranty

### **E. Manufacturer's Warranties.**

ESCO agrees to provide, assign, and deliver all manufacturer's warranties to Customer in the closeout documents



# Center School District

Board Presentation  
September 24, 2018



## Energy Efficiency: The Untapped Resource

All around us, embedded in every school building is a vast untapped energy resource: efficiency. We use this energy efficiency savings to help fund needs in your District. We will support you with:

- Energy supply
- Building use
- Equipment operation
- Human behaviors
- Building and system commissioning
- Operating plan
- Renewables




Bringing these together in a comprehensive manner will help your district achieve 25-50% savings on utilities as well as additional operational and maintenance savings.



Going to school to learn how to take advantage of our **untapped** energy efficiency resources.





A comprehensive approach to developing our solutions is critical to achieving the greatest value.

### Issues Discussed and Identified

- Reviewed Hollis & Miller Reports
- Interviewed Administration and Staff
- Discussed Critical Needs and Timing
- Created a Plan to Push Critical Roofs to the Front of the Timeline
- Reorganized an Implementation Plan to Better Address Needs Identified

**Leverage** Utility Rebates and Incentives

**Upgrade** To Energy Efficient Equipment

**Perform** Capital Improvements Minimizing Taxpayer \$

**Decrease** Utility and Operating Costs

**Minimize** The Impact of Future Utility Costs

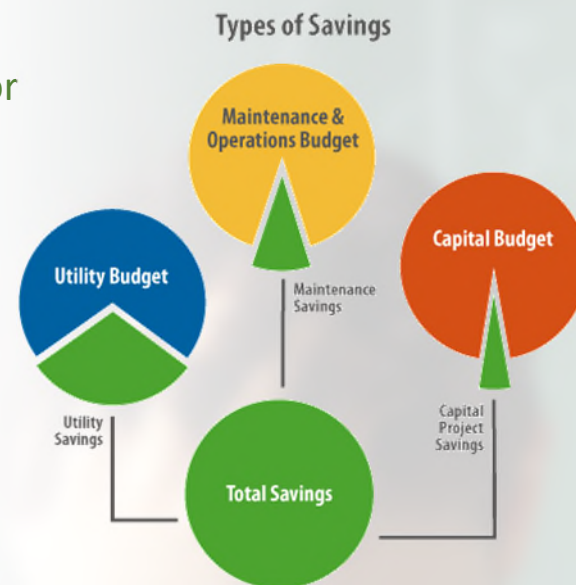
**Reduce** Deferred Maintenance Issues

**Create** Long Term Sustainable Energy Efficient Facilities

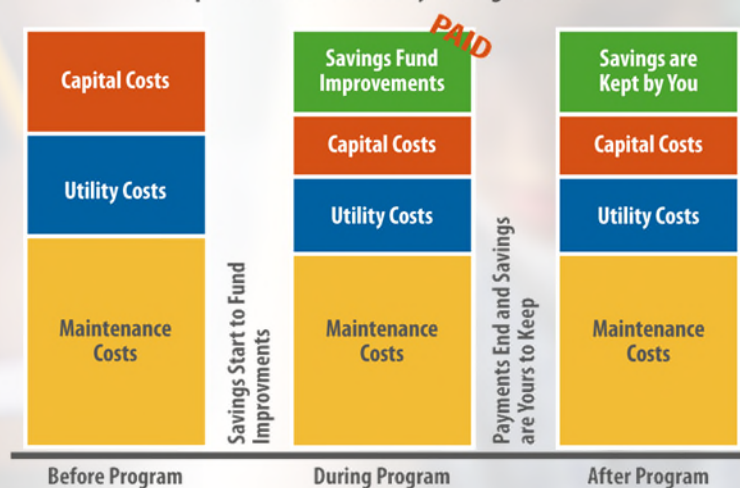
The savings created by this program can [help](#) fund needed facility improvements.

## How Does Savings Pay for the Program?

Energy and operational savings can be utilized over fifteen years to provide the funding to pay for facility improvements

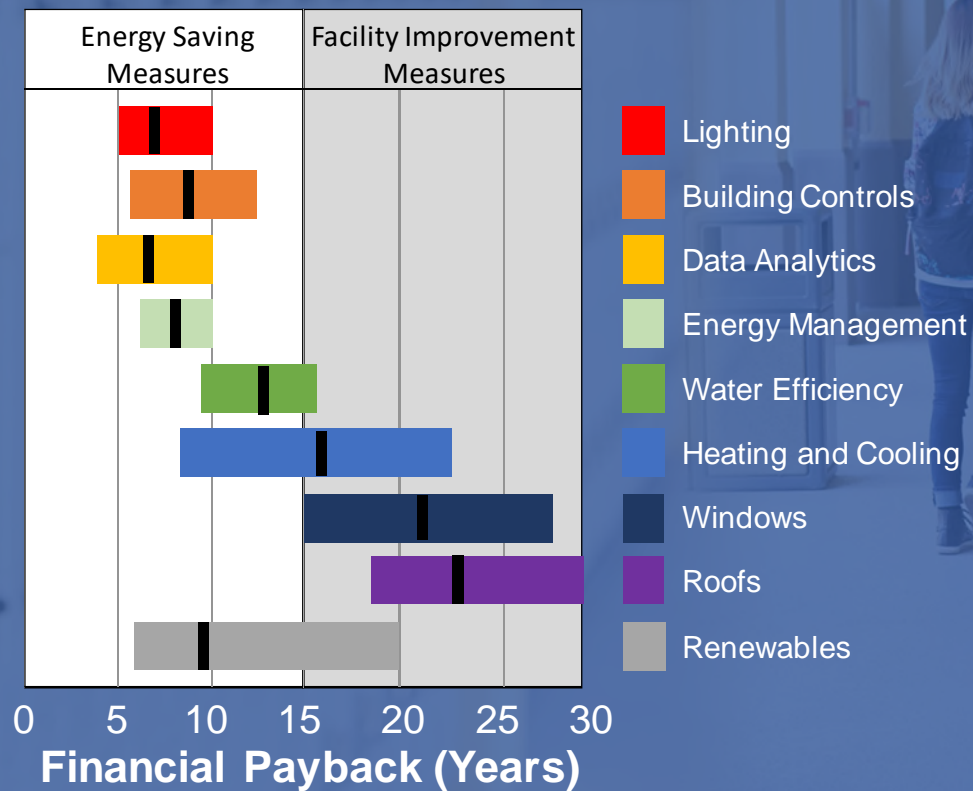


## Improvements Funded by Savings Created





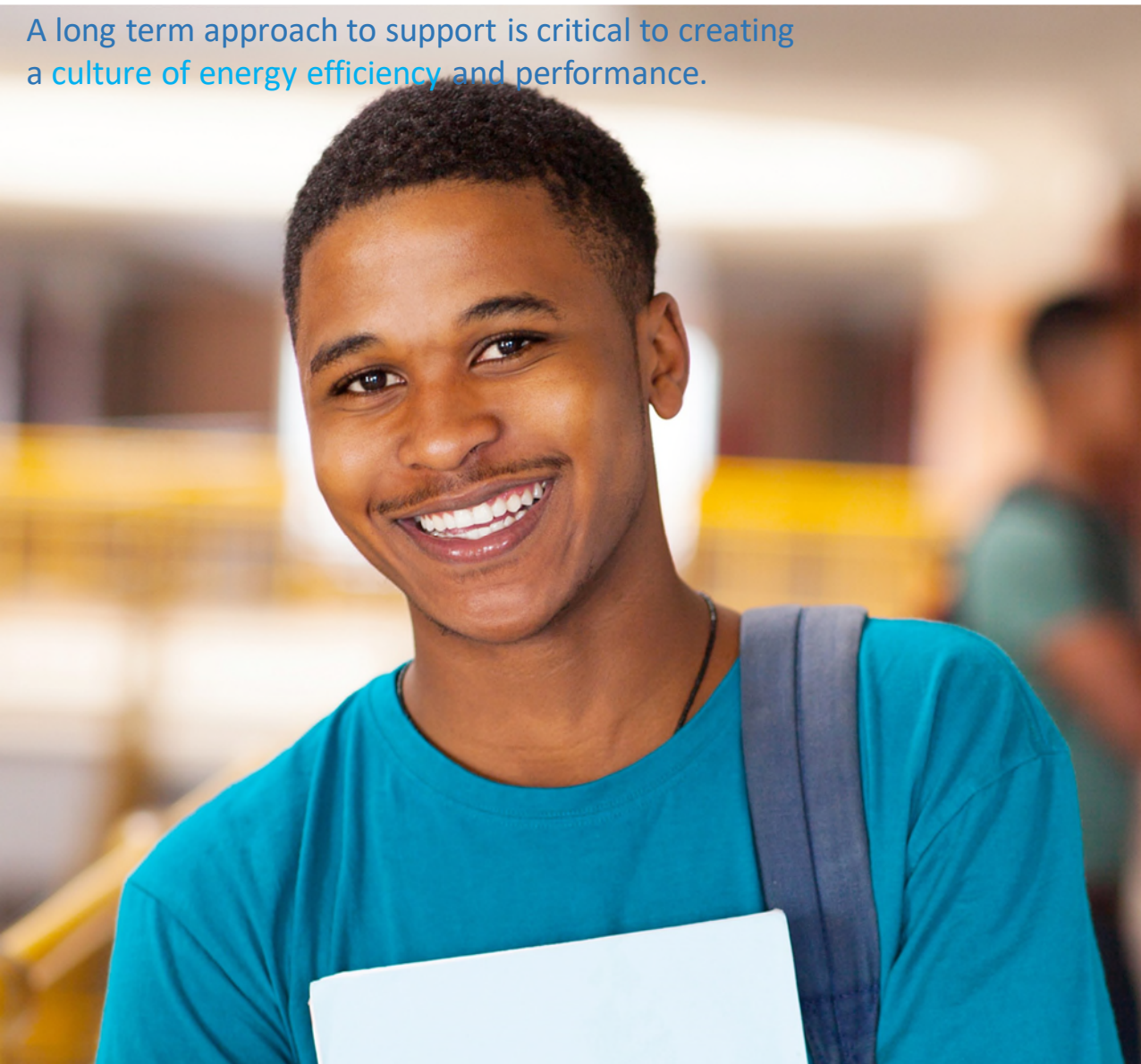
# Types of Facility Improvements



Schools try to provide stimulating educational experiences inside aging school buildings while **rising energy and operational costs** continue to deplete school funds.



A long term approach to support is critical to creating a culture of energy efficiency and performance.



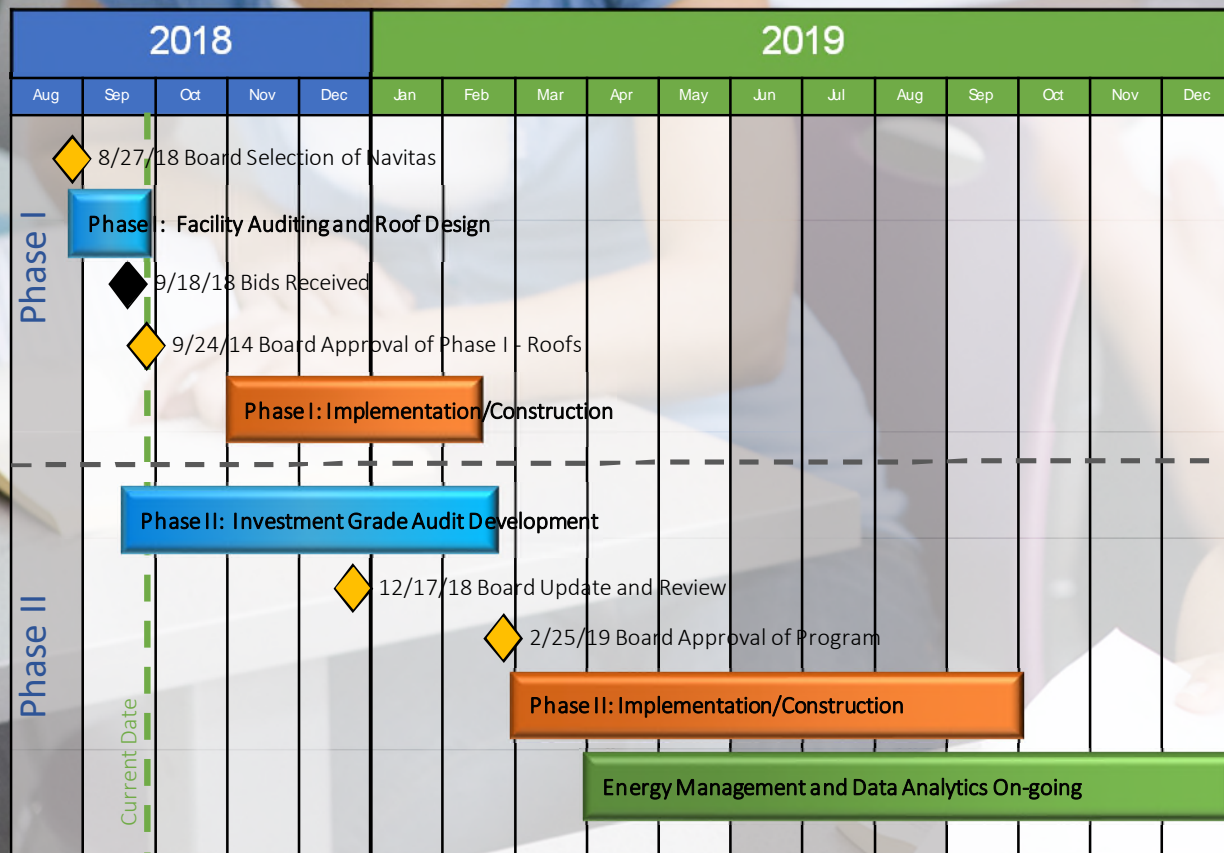
## Performance Optimization and Reporting

- Policy and Operation plan Development, Facility Checklists, Awareness Communication
- Regular Energy Reports
- Real-time Data Analytics
- Educate and Train Staff by Raising Awareness
- Engineering Team
- Energy Managers






# Implementation Timeline







Academic Wing  
Auxiliary Gym

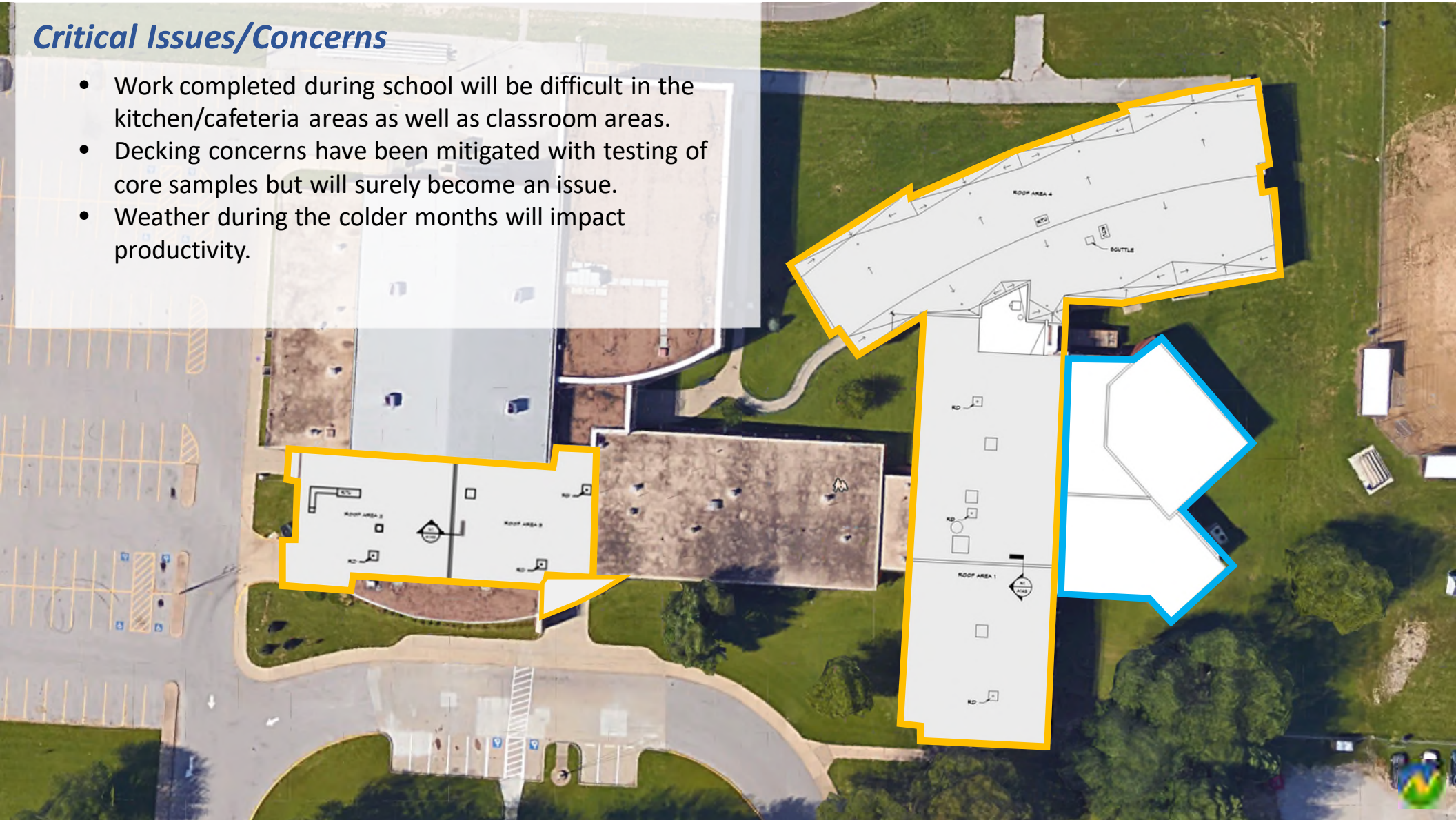
### *Critical Issues/Concerns*

- Work completed during school. Completing 1/4 of the academic wing at a time (4-5 classrooms evacuated at a time for 4 weeks)
- Decking concerns have been mitigated with testing of core samples but will surely become an issue.
- Weather during the colder months will impact productivity.



## *Critical Issues/Concerns*

- Work completed during school will be difficult in the kitchen/cafeteria areas as well as classroom areas.
- Decking concerns have been mitigated with testing of core samples but will surely become an issue.
- Weather during the colder months will impact productivity.





# Phase I Implementation

## Roof Scope and Pricing Selection

- High School
- Middle School

## Contract Approval

- Base Terms and Conditions Reviewed
- Schedules and Scope

## Financing Approach

- Stifel
- Lease Purchase/Certificates of Participation







We believe we can fully fund over \$8,000,000 in facility improvements from utility and operational savings

## Financial Solution Over 15 Years

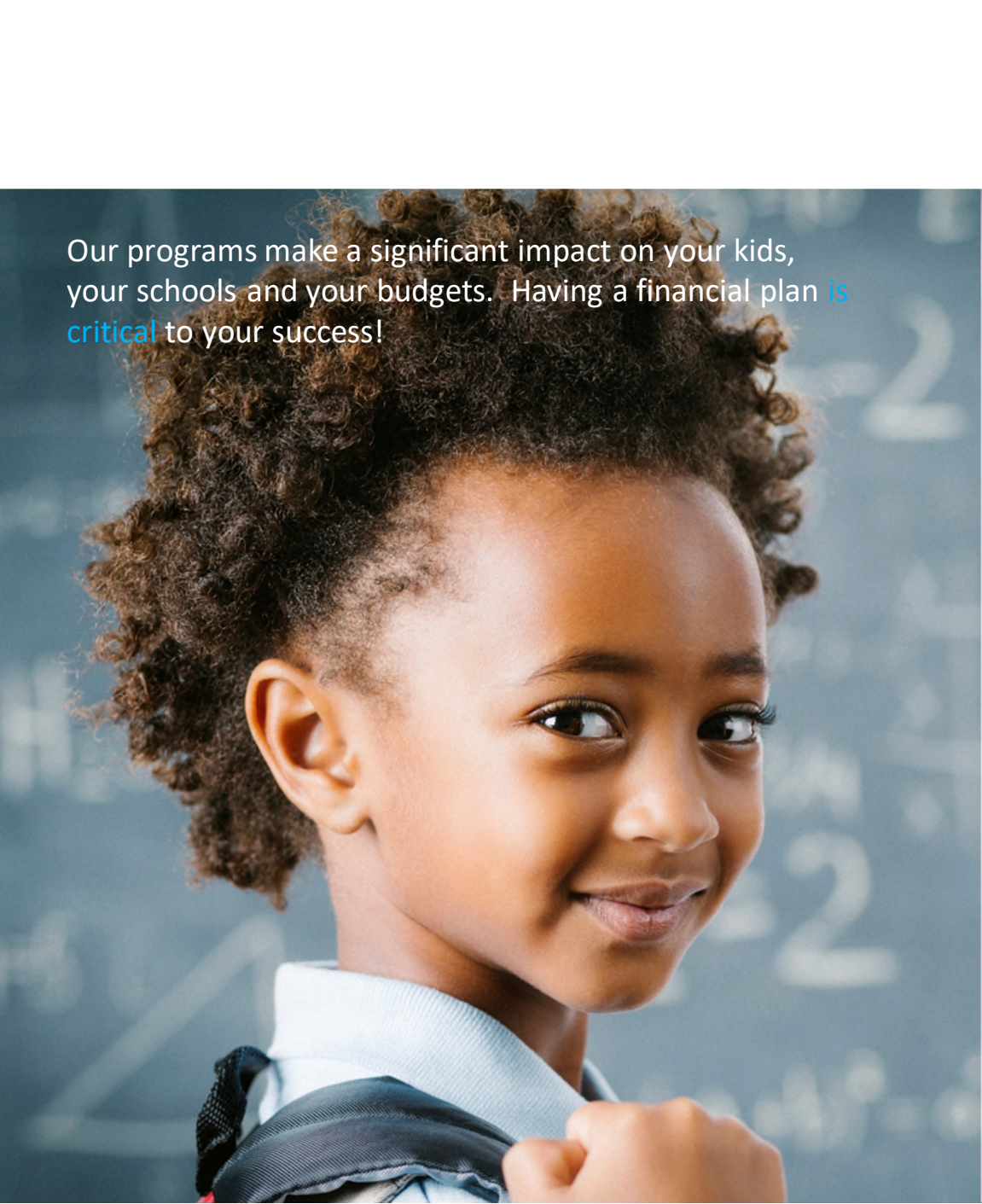
Utility Savings	\$6.0 M
Operational Savings	\$2.0 M
Capital Cost Avoided*	\$0 - \$7.0 M
Available Funds	\$8.0 M

Construction Costs	\$7 - \$15 M
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\* Often not included in financial totals unless in budgets







Our programs make a significant impact on your kids, your schools and your budgets. Having a financial plan **is critical** to your success!



### ***Financing for Phase I***

- \$1M-\$2M to Fund Roof Needs
- Estimated Annual Payment of \$100,000 - \$200,000 (15 Years)



### ***Savings From Energy Program***

- Utility and Operational Savings From Phase II Can Fund Roofs
- Concern If There is Not Enough Savings to Fund the Entire Payment If Larger Scope is Selected



### ***Current/Future Fund Balances***

- General Fund
- Capital Projects fund



### ***Bond Issue Funds***

- Reimburse Financing Completed or Support Other Energy Program Costs





A blurred background image of a classroom. A teacher is standing at the front near a green chalkboard. Several students are seated at wooden desks, with their hands raised in the air, indicating an interactive session. The text 'Q&A' is overlaid in the center in a large, white, serif font.

# Q&A

Paul Harrell  
816-674-9203  
[pharrell@navitas.us.com](mailto:pharrell@navitas.us.com)

Koby Kampschroeder  
913-344-0030  
[kkampschroeder@navitas.us.com](mailto:kkampschroeder@navitas.us.com)



# Report to the Center Board of Education

Center Education Foundation

September 24, 2018



# Topics

- **Foundation Overview**
- **Grant Awards – 2018/2019**
- **Fund Raising Events**
- **Corporate Sponsors**
- **Alumni Events**
- **Future Directions**



# Mission Statement

Our Mission is to enhance resources for educational success of all children within the Center School District by actively involving the entire community.

We further our Mission by supporting programs that encourage:

- Physical health and well-being
- Innovative learning opportunities
- Early childhood skills development
- Readiness for post-secondary educational and vocational success

Adopted – August 21, 2010



# Foundation Overview

- **Founded** in 1999 by a group of Center patrons
- **Independent Board** made up of patrons & alumni (Superintendent is non-voting Ex Officio)
- District hired a **part time administrator** in 2008 to help enhance impact
- **RDC Solutions** (Rick & Denise Chambers) provides part-time management services under contract to District and Foundation
- Focus is on **grants to teachers** for academically related projects
- **Grant requests submitted by March 1**, awarded in the spring for the following school year



# Grant Awards – 2018/2019

- Grants Awarded – 44 grants for \$56,242
- Teacher grants to ALL Center schools and programs
- Small amount of additional money available for mid-year grants





# 2018/2019 Grants - Examples

- Robotics/First Lego League at all schools
- Big Sonia movie – story of Kansas City holocaust survivor
- Early childhood literacy with ECC and PAT
- Engineering activities at Center Elementary and Center Middle
- Youth and Government trip for CHS students
- White House Decision Center trip for CHS students



# Foundation Sources of Revenue

- **Autos & Auctions** - \$52,914 gross, \$44,771 net
  - Corporate Sponsorships about 40%
  - Ticket sales, auction proceeds about 60%
- **Memorials & Individual Donations** - \$5,700
- **Employee Payroll Deduction** - \$5,000
- **Evangel 5K & Concert** - \$5,000
- **Homecoming 5K** - \$3,300
- **Major Saver Card Sales** - \$2,600



# Fund Raising Events

- **Homecoming Run**

- October 13<sup>th</sup> at 9 am
- Organized by Michelle Kruse (Wellness Coordinator)
- Moving this year to Red Bridge Shopping Center in conjunction with South KC Block Party

- **Autos & Auctions**

- Another great year for attendance and money raised
  - Over \$44,000 raised with 244 attendees
- 2019 event scheduled for March 2, 2019 at the Armacost Museum



# Corporate Partnerships

- Blue Cross/Blue Shield - \$5,000
- Tierney Office Supplies - \$2,500
- Bannister Trans. & Dev. - \$2,500
- Student Transportation of America - \$2,500
- Cable Dahmer - \$1,000
- Lane 4/Red Bridge Shopping Center - \$1,000
- Spencer Fane - \$1,000
- NASB - \$1,000
- Major Saver - \$1,000
- CBIZ - \$1,000
- Hollis + Miller - \$1,000
- Stifel Nicolaus - \$1,000
- Kauffman Foundation - \$950
- Scott Taylor/Kevin McManus - \$950
- Lincoln Investments - \$950
- Landmark National Bank - \$950
- Keystone Information Systems - \$500
- Sodexo - \$500
- St. Luke's Health Systems - \$500



# Alumni Events

- Homecoming Dinner & Tours – over 250 attendees
- Periodic email newsletter to alumni (mailing list of over 1,200)
- Distinguished Alumni Program
- Community outreach via Center Museum
- Alumni participation in Autos & Auctions is growing
- 7 of 12 Board members are alumni



# Thank You for your support!

## Questions?

## Comments?



# Student Transportation of America

Center School District - 2018-2019  
8701 Holmes Road,  
Kansas City, Missouri 64131



# Improvements from the Previous School Year

**2017-2018**

- Location – Trailer
- Communication – (1) Cellphone
- Early Childhood Routing



**2018-2019**

- Location – New Facility
- Communication – Hard wire phone system (Extensions)
- Mature Routing





# New Facility

- District/Board approved the construction of a new facility
- New facility has offered our employees:
  - Improved work morale – The employees are now able to congregate in one location (95% Driver Retention)
  - Able to service our buses in a garage immune to the outside conditions
  - Area to train new employees and continuous training with current employees
  - Monthly Safety Meetings take place on location in the garage bay
  - Professional workspace for staff/manager
- Thankful for the many opportunities the new facility offers us!



# Phones

- The District installed a hard wire phone system in the new facility.
  - This system throughout the building has improved communication with our parents and administrators
  - Now able to access personnel through various extensions.



# Routing

- A year's experience: Building a foundation of a local routing structure
  - Making the necessary adjustments for students transitioning from Elementary – Middle- High School
- Improved routing process for a successful 2018-2019 school year start up



# Thank you



**SCHOOL  
CENTER  
DISTRICT**



# Scheduling for Student Success and Opportunity

September 18. 2018

The goal of the master schedule at each building is to allocate time efficiently to provide the most opportunities for student learning.

# Scheduling challenges:

- ▶ Time is always a limiting factor
- ▶ Unpredictable & late enrollment
- ▶ Shared teachers
- ▶ Unique needs of student groups and individual students
- ▶ Time for teacher collaboration and planning

Elementary Scheduling requires coordination of grade level teachers, specials, special education, gifted education, library services, reading support, ESL 5<sup>th</sup> grade Band, and intervention time

Middle School Scheduling requires all the above plus electives/student choice. Student selected electives determine the number of sections offered. Student grades from spring and summer school are needed for final scheduling.

# High School Level Scheduling:

- ▶ A high school diploma requires students complete specific and categorical courses over their four years. Post-secondary plans also impact student course needs.
- ▶ Each grading period (1<sup>st</sup> sem, 2<sup>nd</sup> sem, and summer school) require updates to the student's 4-year plan.
- ▶ High school counselors are not under contract to make adjustments most of June and July
- ▶ Typically 3 (1 period only) classes offered each hour

## Timeline:

December: Course Handbook initial changes approved by BOE

January: Info about course offerings shared with students and parents, 4-year plan updated, program applications due

February: Determine # of sections needed of each course based on student requests, draft master schedule complete

March: Determine staffing based on need, Assess teacher certification and training needs (CTE, AP, Dual Credit)

June: Update transcripts and 4-yr plans based on 2<sup>nd</sup> semester grades/credits/AP scores and prerequisites.

July: Update transcripts & 4-year plan based on summer school credits

August: New student enrollment requires transcript analysis and 4-yr plan, no shows dropped after 10 days, transitions impact # of sections needed, class sizes balanced, student schedule change request processed