

DATA MANAGEMENT

Informing school district personnel of the activities in the school district and otherwise conveying information to the public, board and students shall be the responsibility of the superintendent.

Internal communications shall be placed in the employee's mailbox, and it shall be the responsibility of the employee to collect and read such information.

Members of the school district community seeking information from the school district shall make such requests to the superintendent. The superintendent shall answer the request within a reasonable period of time and invoice the charges allowed by board policy.

Requests for printing shall be filed with the board secretary for processing.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

INSURANCE PROGRAM

The board will maintain a comprehensive insurance program to provide adequate coverage against major types of risk, loss, or damage, as well as legal liability and dishonesty. The board will purchase insurance for the replacement values, when possible, after reviewing the costs and availability of such insurance. The comprehensive insurance program shall be reviewed once every three (3) years.

The district will assume the risk of property damage, legal liability, and dishonesty in cases in which the exposure is so small or dispersed that a loss would not significantly affect the operation of the educational program or financial position.

Insurance of buildings, structures, or property in the open will not be purchased to cover loss exposures below \$1000 unless such insurance is required by statute or contract. The board may also purchase this coverage when such coverage is desirable in the judgment of the board.

The board may retain a private appraisal agency for inventory and appraisal value services. An itemized statement of the appraised value of all school district owned facilities shall be kept.

Insurance will only be purchased through legally licensed Iowa insurance agents or brokers maintaining offices in the school district community when possible and cost competitive.

Administration of the insurance program shall be the responsibility of the superintendent. The board secretary shall also be responsible for placing insurance coverage, maintaining property appraisals and inventories, processing claims, maintaining loss records, and supervising loss prevention activities.

It shall be the responsibility of the superintendent to recommend, when necessary, the use of a private appraisal agency and to make recommendations to the board for the purchase of insurance coverage.

Approved 7/1/93Reviewed 10/8/12Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SCHOOL FOOD PROGRAM

The school district will operate a school lunch program in each attendance center. The school food program services will include hot lunch, breakfast, and supplementary foods for students during the school day. Students may bring their lunches from home and purchase beverages and incidental items.

A "School Lunch Meal Pattern" will be made available to students and free or reduced-price lunches will be provided for students who cannot afford the price of "School Lunch Meal Pattern" lunch.

School food service facilities are provided to serve students and school personnel when school is in session and during school related activities. Facilities may also be used under the supervision of the director of food service for food service to teacher or other school personnel groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens with permission of the superintendent and in accordance with board policy.

The school food program is operated on a nonprofit basis. The revenues of the school food program will be used only for paying regular operating costs. Supplies of the school food program, including those provided by the United States Department of Agriculture, shall only be used for the food program.

The board will set, and periodically review, the prices for school lunches and milk. It shall be the responsibility of the superintendent to make a recommendation regarding the prices of school lunch and milk.

In accordance with the National School Lunch Program and School Breakfast Program, offer-versus-serve will be implemented at all grade levels for lunch and breakfast. Offer-versus-serve allows a student to decline one food component at breakfast and two food components at lunch. The required food components for breakfast are: milk, fruit or vegetable and two servings of bread or one serving of bread and one serving of meat or two servings of meat. For lunch, the required food components are: one serving each of milk, meat/meat alternate, grains/bread and two servings of fruit/vegetable. The Food Service Department will monitor student selections of lunch and breakfast components via appropriate data collection methods.

It shall be the responsibility of the school lunch director to administer the program and to cooperate with the superintendent and head cook for the proper functioning of the food program.

Approved 7/1/93

Reviewed 10/8/12

Revised 4/12/10

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

FREE OR REDUCED COST MEALS ELIGIBILITY

Students enrolled and attending school in the school district, who are unable to afford the cost or a portion of the cost of the school lunch and supplemental foods, will be provided the food program services at no cost or reduced cost.

It shall be the responsibility of the food service director to determine if a student qualifies for free or reduced cost school food services. Students, whom a certified employee believes are improperly nourished, will not be denied the school food program services simply because the paperwork has not been completed.

School district personnel and others will be required to purchase adult-price tickets for meals consumed.

It shall be the responsibility of the administrative team to develop administrative regulations for implementing this policy.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

VENDING MACHINES

The principal shall approve food served or purchased by students during the school day, other than special circumstances. Vending machines in the school building shall be the responsibility of the building administrator. Purchases from the vending machines shall not be made during the lunch periods except as approved by the building principal and as allowed by state law.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

RECORDS AND REPORTS

The records of the school food program shall be accurate and up to date. It shall be the responsibility of the school food service director to maintain the records of the program in compliance with this policy and the accounting system of the school district.

The food service department shall report their activities to the board on a monthly basis.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

Students living outside the city limits shall be entitled to transportation to and from their attendance center at the expense of the school district. ~~In addition, free transportation may be offered to Adel town students who live west of the bridge on 15th Street, Adel town students who live on Highway 6 west of the Fuller Subdivision, and DeSoto town students who live in the Oak Hill Plantation Development.~~ The board may provide a pay-to-ride service for students living inside the city limits.

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Do we
want
this?

Transportation of students who require special education services shall generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of a student to and from a special education support service is a function of that service, and shall be specified in the individualized education program or the individualized family service plan (IFSP). When the IEP team determines the need for unique transportation arrangements for instructional services, the LEA will provide services:

- Transportation from the student's residence to the location of the special education and back to the student's residence or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when, by mutual agreement, the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It shall be within the discretion of the board to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, shall be reimbursed no less than the rate per mile set by the state.

STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

Transportation arrangements made by agreement with a neighboring school district shall follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, shall provide transportation to and from the school at their own expense.

Approved 7/1/93

Reviewed 10/8/12

Revised 10/8/12

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

After one (1) warning for bad conduct, the building principal shall have the authority to suspend transportation privileges of the student or other appropriate discipline. Severe misconduct may result in a suspension without warning.

It shall be the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

Approved 3/13/95

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating in extracurricular events, other than those held at the school district facilities may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, shall ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

It shall be the responsibility of the superintendent as to whether the school district shall provide the transportation authorized in this policy. The superintendent shall consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

TRANSPORTATION EQUIPMENT

The school district shall purchase transportation vehicles that meet the requirements of the board and the State Department of Education. The purchase of such vehicles shall be in compliance with board policy.

School district student transportation vehicles shall be inspected by the State Department of Education. School district transportation vehicles, used to transport students, shall be routinely maintained according to a maintenance schedule developed by the superintendent.

It shall be the responsibility of the superintendent to arrange for the inspection of the school district transportation vehicles requiring inspection and to develop a program for routine maintenance of school district vehicles.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SCHOOL VEHICLE ROUTES

The board has sole discretion to determine the school bus routes for the school district. The board may review the school bus routes annually.

It shall be the responsibility of the superintendent to develop the school bus routes keeping in mind the safety of the students, the size of the school buses, the length of the route, the cost to the school district, and other factors as deemed relevant by the board or superintendent. The superintendent shall also develop emergency school bus routes that may be necessary due to weather or other conditions.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

DISCRETIONARY STOPS BY SCHOOL VEHICLES

The school district is required to provide a certain level of transportation service to its resident students. The board has complete discretion to provide additional transportation service to its resident and other students. This school district transportation service may, at the discretion of the board, make special stops on its bus route as a courtesy to the passengers. The board must review changes in the bus route for discretionary stops.

It shall be the responsibility of the superintendent to make a recommendation as to whether a school vehicle will make a discretionary stop. In making this recommendation, the superintendent shall consider the safety of the students, the size of the school buses, the length of the route, the cost to the school district, and other factors as deemed relevant by the board or superintendent.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SUMMER SCHOOL PROGRAM TRANSPORTATION SERVICE

The school district may use school vehicles for transportation to and from summer extracurricular activities. The superintendent shall make a recommendation to the board upon request regarding their use.

Transportation to and from the student's attendance center for summer school instructional programs shall be within the discretion of the board. It shall be the responsibility of the superintendent to make a recommendation regarding transportation of students in summer school instructional programs at the expense of the school district. In making the recommendation to the board, the superintendent shall consider the budget of the school district, the number of students involved in summer school programs, and other factors deemed relevant by the board or the superintendent.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

TRANSPORTATION OF NONRESIDENT AND NONPUBLIC SCHOOL STUDENTS

The board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. Nonresident students paying tuition, and, resident students attending a nonpublic school accredited by the State Department of Education, may be transported on an established public school vehicle route as long as such transportation does not interfere with resident public students' transportation. Nonresident and nonpublic school students shall obtain the permission of the superintendent prior to being transported by the school district.

Parents of resident students who provide transportation for their children attending a nonpublic school accredited by the State Department of Education will be reimbursed for up to three (3) elementary students and one (1) high school student. The reimbursement shall be set by the state. This reimbursement shall be paid only if the school district receives the funds from the state. If less than the amount of funds necessary to fully reimburse parents of the nonpublic students is received by the school district, the funds shall be prorated.

The charge to the nonresident students shall be determined based on the student's pro rata share of the actual costs for transportation. The parents of these students shall be billed for the student's share of the actual costs of transportation. The billing shall be according to the schedule developed by the superintendent. It shall be the responsibility of the superintendent to determine the amount to be charged and report it to the board secretary for billing.

Continued transportation of nonresident and nonpublic school students on a public school vehicle route will be subject to resident public school students' transportation needs and the approval of the superintendent. The superintendent shall consider the number of students to be transported, the capacity of the school vehicles, the budget of the school district and other factors deemed relevant by the board or the superintendent.

The school district shall conduct school bus safe practices instruction and emergency safety drills once a semester for students who utilize school district transportation.

Each school bus vehicle shall have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This shall include, but not be limited to, disabled students.

Certificated personnel shall be responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/11/07

TRANSPORTATION OF NONSCHOOL GROUPS

School district vehicles may be available to local nonprofit entities that promote cultural, educational, civic, community, or recreational activities for transporting to and from non-school-sponsored activities within the state program of the school district and does not interfere with or delay the transportation of students. The local nonprofit entity must pay the pro rata cost of using the school district vehicle as determined by the board. Prior to making the school district transportation vehicle available to the local nonprofit entity, the "school bus" signs shall be covered and the flashing warning lamps and the stop arm made inoperable.

It shall be the responsibility of the superintendent to develop administrative regulations for use of school district transportation vehicles to transport students and others to school-sponsored events within the state and for application for, use of, and payment for using the school district transportation vehicles by local nonprofit entities for a non-school-sponsored activity.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SCHOOL BUS SAFETY INSTRUCTION

The school district shall conduct school bus safe riding practices instruction and emergency safety drills once a semester for students who utilize school district transportation.

Each school bus vehicle shall have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This shall include, but not be limited to, disabled students.

Certificated personnel shall be responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

TRANSPORTATION IN INCLEMENT WEATHER

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the district and may change quickly, the best judgment will be used that is possible with the information available.

The superintendent will make the final judgment as to when conditions are unsafe to operate. The superintendent will be assisted by the actual "on location" decisions and reports of the drivers. Drivers will not be required to operate a bus when, in the driver's opinion, it is unsafe to do so.

Several drivers each year may be specially designated to report weather and road conditions by bus radio on any day when requested to do so. Other drivers and students will be notified by commercial radio when school is cancelled or temporarily delayed. It may be possible that on some occasions the entire district may not be affected by the delays, when weather conditions may vary in different locations. When school is cancelled because of weather anywhere in the district, all schools will be closed.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

BUS DRIVER SEAT BELT USAGE

In regard to the safety of bus drivers and passengers, all school bus drivers shall be required to wear seat belts while the bus is in motion. This policy shall affect all regular bus drivers, substitutes, and activity bus drivers.

Approved 7/1/93

Reviewed 10/8/12

Revised 6/8/98

ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

**School Improvement Advisory Committee
2012-13**

First Name	Last Name	Bldg.	Affiliation
Carole	Erickson	AE	administrator
Eric	Heitz	AE	parent
Nick	Herrick	AE	parent
Trevor	Hook	AE	parent
Michelle	Lockhart	AE	parent
Dana	Meier	AE	parent
Jim	DePue	CO	administrator
Greg	Dufoe	CO	administrator
Jodi	Banse	DS	administrator
Sam	Bertman	DS	parent
Kevin	Juhnke	DS	parent
Lisa	Newman	DS	parent
Lori	Geadelmann	HS	parent
Lee	Griebel	HS	administrator
Krysten	Herrick	HS	parent
Haley	Schepers	HS	student
Adam	Kurth	HS	administrator
Butch	Ostrander	HS	parent/community
Grant	Goeden	HS	student
Kim	Timmerman	HS	administrator
Dia	Wiley	HS	parent
Sandi	Abbas	MS	parent
Sarah	Benn	MS	parent
Mark	Englemann	MS	parent
Gabbie	Finnegan	MS	parent
Scott	Geadelmann	MS	parent
Kerri	Hardy	MS	parent
Pam	Peters	MS	teacher
Kim	Timmerman	MS	administrator
Connie	Sloss	MS	teacher
Rod	Collins		Board
Larry	Donahue		community
Michelle	Feldman		community
Steve	Meyer		community
Bart	Mueller		parent/community
Jim	Peters		community
Kim	Roby		Board

STUDENTS LIVING OUT OF DISTRICT

Permission for ADM busses to go to residence into neighboring districts to pick-up and drop off

19001 220th	Mullen/Abigail,Connor	Perry
24531 N Ave	Keasey/Hunter	DCG
22101 N. Ave	York/Connor,Tiffany,Devon	DCG
23577 N Ave	Davis/Logan	DCG
23123 Raccoon RD	Enterline/Austin,Jessica	DCG
14674 Nassau Ave	Haner/Kaleb	Perry
25871 278th	Gibson Serena/Spencer	DCG
25879 278th	Garton Finn/Grant	DCG
25828 278th	Kuhse/Carly/Sydney	DCG
26990 Hwy #6	Worthington / Wyatt,Austin,Gaylan	Waukee

RESOLUTION APPROVING INTERFUND LOAN

WHEREAS, the School District is in need of funds to cover anticipated deficiencies in the PPEL Fund:

NOW, THEREFORE, BE IT RESOLVED BY THE ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT OF DALLAS COUNTY, IOWA:

Section 1. That the Treasurer be authorized to transfer moneys from the General Fund to the PPEL fund, such transfer to be in the amount of \$40,000 to bear interest at the rate of .25% and such interfund loan is to be repaid to the General Fund with interest upon receipt of property taxes. This interfund loan must be repaid by December 31, 2012.

Section 2. That in the event that the District is unable to repay the interfund loan by October 1, 2013, the District shall proceed under the provisions of Iowa Code chapter 74 to issue an anticipatory warrant or, as applicable, seek approval of the voters pursuant to Iowa code section 278.1(5) for transfer of surplus funds from the debt service, capital projects to the general fund, or, for other transfers, seek approval from the state appeal board pursuant to Iowa Code section 24.223.

PASSED AND APPROVED, this 10th day of September, 2012.

PRESIDENT, Board of Directors

ATTEST:

SECRETARY, Board of Directors

Enterprise Asset Services, Inc.

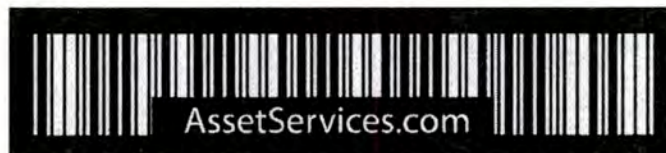
Fixed Asset Inventory and Valuation

Services Proposal

For

Adel DeSoto Minburn (ADM)
Community School District

August 9, 2012



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1. Introduction

Importance

In today's environment, school districts have a great responsibility to use their allotted budgets wisely. Capital assets/equipment is a major portion of expenses that school districts need to include in their budgets, therefore having an accurate snapshot of current assets is a necessity. It is vital to ensure the equipment that an organization owns, or has in their custody, is being used as intended. It is also important to know the exact location of that equipment. Accurate asset listings are also very important for government reporting requirements and disaster preparedness. By recognizing the need and importance of a thorough and accurate inventory of fixed assets, Adel DeSoto Minburn Community School District (ADM) has already taken the most important step.

Asset Services has been performing fixed asset inventories at school districts for over 20 years. By focusing exclusively on fixed assets, Asset Services has gained a reputation for their proven processes and expertise in capital equipment identification.

Asset Services also provides asset valuations, assigning fair market value and replacement cost for each item inventoried. This information is vital for insurance and disaster recovery purposes.

Asset Services also has extensive experience in reconciling current asset lists to physical inventory data in order to assist their clients in ensuring an accurate asset listing is the end result of a successful inventory project.

Asset Services takes great pride in operating with the utmost accuracy, while at the same time completing projects with maximum efficiency and expediency. Asset Services' past experience in the education fixed asset arena allows us to perform projects with a minimal amount of assistance required by the client, thereby allowing the client to focus on their primary responsibilities.

Asset Services is confident in its ability to provide a quality end product that ADM will be able to use to ensure their fixed assets are accurately accounted for and being used in the most productive manner.

Purpose

The purpose of this proposal is for Enterprise Asset Services, Inc. (Asset Services) to:

- Perform an accurate fixed asset inventory of all Adel DeSoto Minburn Community School District (ADM) facilities using barcode technology.
- (optional) Perform a comprehensive valuation of assets owned by ADM, determining fair market value (FMV) and replacement cost.
- (optional) Accurately reconcile ADM's current asset ledger to the fixed asset inventory results.



Asset ID	Description	Manufacturer	Model	Serial No.	Asset Class	Location
111111	2010 DODGE CHARGER	DODGE	CHARGER	111111	VEHICLE	ADM
111112	2010 DODGE CHARGER	DODGE	CHARGER	111112	VEHICLE	ADM
111113	2010 DODGE CHARGER	DODGE	CHARGER	111113	VEHICLE	ADM
111114	2010 DODGE CHARGER	DODGE	CHARGER	111114	VEHICLE	ADM
111115	2010 DODGE CHARGER	DODGE	CHARGER	111115	VEHICLE	ADM
111116	2010 DODGE CHARGER	DODGE	CHARGER	111116	VEHICLE	ADM
111117	2010 DODGE CHARGER	DODGE	CHARGER	111117	VEHICLE	ADM
111118	2010 DODGE CHARGER	DODGE	CHARGER	111118	VEHICLE	ADM
111119	2010 DODGE CHARGER	DODGE	CHARGER	111119	VEHICLE	ADM
111120	2010 DODGE CHARGER	DODGE	CHARGER	111120	VEHICLE	ADM
111121	2010 DODGE CHARGER	DODGE	CHARGER	111121	VEHICLE	ADM
111122	2010 DODGE CHARGER	DODGE	CHARGER	111122	VEHICLE	ADM
111123	2010 DODGE CHARGER	DODGE	CHARGER	111123	VEHICLE	ADM
111124	2010 DODGE CHARGER	DODGE	CHARGER	111124	VEHICLE	ADM
111125	2010 DODGE CHARGER	DODGE	CHARGER	111125	VEHICLE	ADM
111126	2010 DODGE CHARGER	DODGE	CHARGER	111126	VEHICLE	ADM
111127	2010 DODGE CHARGER	DODGE	CHARGER	111127	VEHICLE	ADM
111128	2010 DODGE CHARGER	DODGE	CHARGER	111128	VEHICLE	ADM
111129	2010 DODGE CHARGER	DODGE	CHARGER	111129	VEHICLE	ADM
111130	2010 DODGE CHARGER	DODGE	CHARGER	111130	VEHICLE	ADM
111131	2010 DODGE CHARGER	DODGE	CHARGER	111131	VEHICLE	ADM
111132	2010 DODGE CHARGER	DODGE	CHARGER	111132	VEHICLE	ADM
111133	2010 DODGE CHARGER	DODGE	CHARGER	111133	VEHICLE	ADM
111134	2010 DODGE CHARGER	DODGE	CHARGER	111134	VEHICLE	ADM
111135	2010 DODGE CHARGER	DODGE	CHARGER	111135	VEHICLE	ADM
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111137	2010 DODGE CHARGER	DODGE	CHARGER	111137	VEHICLE	ADM
111138	2010 DODGE CHARGER	DODGE	CHARGER	111138	VEHICLE	ADM
111139	2010 DODGE CHARGER	DODGE	CHARGER	111139	VEHICLE	ADM
111140	2010 DODGE CHARGER	DODGE	CHARGER	111140	VEHICLE	ADM
111141	2010 DODGE CHARGER	DODGE	CHARGER	111141	VEHICLE	ADM
111142	2010 DODGE CHARGER	DODGE	CHARGER	111142	VEHICLE	ADM
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111148	2010 DODGE CHARGER	DODGE	CHARGER	111148	VEHICLE	ADM
111149	2010 DODGE CHARGER	DODGE	CHARGER	111149	VEHICLE	ADM
111150	2010 DODGE CHARGER	DODGE	CHARGER	111150	VEHICLE	ADM

2. Project Scope

Understanding

Asset Services understands that Adel DeSoto Minburn Community School District (ADM) desires:

- An accurate fixed asset inventory of all ADM facilities
- (optional) A valuation of all inventoried assets (fair market value and replacement cost).
- (optional) A reconciliation of their current asset list to the physical inventory listing.

Inventory

Asset Services will create an inventory database and conduct a physical field inventory for assets in the following asset classes.

Included Assets (Tagged)

Asset Services will apply a property tag to items exceeding an estimated original cost of \$300 (threshold) in the following asset classes:

- Information Technology
- Audio Visual Equipment
- Furniture and Fixtures
- Health & Fitness
- Athletic Equipment
- Industrial Arts (Shop) Equipment
- Science Lab Equipment
- Kitchen Equipment
- Office Equipment

Controlled Items (Tagged)

"Controlled or moveable" assets will also be inventoried and individually tagged. Controlled Assets are defined as those items that cost less than the inventory threshold, but are typically inventoried. Controlled assets include the following asset classes:

- Information Technology
 - Desktop (PC's)
 - Laptops
 - Monitors
 - Laser Printers
 - Supporting Network Hardware
- Audio Visual Equipment
 - LCD Projectors
 - Televisions
 - DVD Players
- Furniture and Fixtures
 - Lateral Files (3 drawer and higher)
 - Executive Desks
 - Credenzas
 - Executive Conference Tables

- Kitchen Equipment
 - Refrigerators
 - Ovens
 - Ice Machines
- Maintenance/Industrial Arts Equipment
 - Power Hand Tools (drills, jig saws, radial saws)
 - Mowers
 - Weedeaters
- Office Equipment
 - Fax Machines
 - Copiers

Included Assets (Not Tagged)

Asset Services will inventory low cost/high volume items that do not meet the cost threshold, by performing a group count of these items per location. Group counts will be performed on items in the following asset classes:

- Student Desks and Chairs
- File cabinets
- Lateral files (less than three drawers)
- Book shelves

Excluded Assets

Assets excluded (out of scope) include:

- Hand tools
- Books
- Assets stored in boxes or packaging
- Telephony equipment
- Building mechanical
- Land and buildings
- Licensed vehicles
- Software
- Wireless access points
- External hard drives
- Personal hubs, routers, and switches
- PDA's, Blackberry's, and cell phones.

Locations

Inventories will be performed at the following locations:

- ADM High School
- ADM Middle School
- DeSoto Intermediate School
- Adel Elementary School
- District Offices
- Support Buildings (Transportation, storage buildings, and two empty schools used for storage)

3. Project Planning and Implementation

Inventory Process

Communication

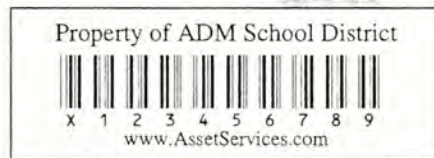
Asset Services will develop a tentative schedule, with input from the ADM Project Manager. Asset Services will request that ADM provide all facilities/schools with the tentative schedule in order for them to be prepared for the arrival of Asset Services Inventory Specialists. Asset Services will communicate any changes to the schedule to the ADM Project Manager as well as those facilities/schools affected by schedule changes.

Prior to arrival at each location, Asset Services will call the building's point of contact to prepare them for their impending arrival. The Inventory Specialists will introduce themselves to the point of contact and explain the inventory process, as well as discuss any issues that may affect the inventory process, such as testing schedules, etc.

Asset Tagging

Asset Services will apply a 2" x 1/2" synthetic bar code label (provided by Asset Services) to each item inventoried, as described in the Project Scope. The labels will be imprinted to include:

- Property of ADM School District
- Asset number in bar code form
- Asset number in alphanumeric form



Barcode Scanning

Asset Services utilizes handheld Personal Data Terminals (PDT's) for data collection. The PDT (scanner) is ideal for scan-intensive environments that require high-volume/high-quality data capture. These PDT's will be used to scan each barcode tag and enter descriptive data pertaining to each asset.

Data Capture (tagged items)

The following data about each inventoried item will be captured;

- Asset Number
- Asset Description
- Facility/Building
- Room
- Manufacturer (if apparent)
- Model or product number (if readily available)
- Serial number (if available)
- Physical Condition Code

Data Capture (for counted items)

The following data about each inventoried item will be captured:

- Asset Description
- Facility/Building
- Room
- Quantity

Project Tasks***Pre-Inventory***

An initial database will be created for ADM. This includes designing a "Master Catalog" that represents each asset type expected to be found during the field inventory process.

Project Kick Off

Asset Services Project Manager will review facility locations, and floor plans for each facility, with the ADM Project Manager to identify any areas of the facilities that may require special attention. Special instructions and contact information is reviewed (i.e. building security for access to facilities, or I.T. contacts for access to server rooms).

Inventory

Asset Services utilizes small, highly trained and experienced project teams. Asset Services believes small project teams provides more consistency in the data collection process, and also does not overwhelm clients with a mass of people. Inventory teams will work in close proximity to each other and methodically progress through the building. The Inventory Team Lead will reference the floor plans in order to direct the Inventory Specialists to each inventory area, and track areas that have been completed and/or will need to be revisited. Asset Services understands that accessibility to certain areas may take priority, and the order may be changed to accommodate special needs required by specific departments.

Asset Services Inventory Specialists are very sensitive to students, teachers, and staff, and make every attempt to minimize disruptions.

Post Inventory

Upon completion of the inventory, the data from the bar code readers is downloaded to the inventory application in Asset Services' servers. Using Asset Services' Asset Information Management System (AIMS), this data will be reviewed for any possible anomalies such as duplicate or missing data. This data will then be used for post processing and report generation.

Asset Valuation

Asset Services performs asset valuations based on the list of assets created from the physical inventory, including physical condition code. To determine replacement and market values, a number of sources are utilized including equipment distributors, IT distributors, furniture distributors, manufacturers, and used equipment dealers across the U.S. Also, a number of other sources are researched including equipment catalogs, internet sources, and data gathered from previous clients. With all of these sources, Asset Services maintains a comprehensive database of values. This database is continuously updated.

Market value is largely determined by a number of factors including condition, type, and age of the items. One of the most important elements in determining market value is what comparable items are selling for in the open market place.

Data Reconciliation (optional)

Asset Services will perform a data reconciliation, where the physical inventory data will be reconciled against ADM's current asset inventory listing. Data Reconciliation is performed using a two-tier method described below.

Tier 1 Reconciliation

Tier 1 Reconciliation is an automated process where items are matched by a unique identifier. The first step is to match items by an existing asset tag number (if applicable). The second matching criteria used, is the item's serial number.

Tier 2 Reconciliation

If additional reconciliation of assets is necessary after completion of Tier 1 Reconciliation, Tier 2 Reconciliation can be performed. This process involves a line-by-line comparison of the current asset list to the physical inventory results in an attempt to identify assets as unique items. Tier 2 Reconciliation consists of the following steps:

- An analysis of the current asset ledger is performed where each asset (line item) is assigned a designation code, such as a) out of scope item, b) item is not a physical asset, c) items with incomplete data, d) inventoriable and unique item, etc.
- Ledger is searched for matches using model numbers.
- Ledger is searched for matches using manufacturer.
- Ledger is searched for matches using product descriptions.
- Ledger is searched for matches using room numbers.

Tier 2 Reconciliation is considered an iterative process, where Asset Services will be in contact with ADM personnel to insure any assumptions made are satisfactory. Once Asset Services has reached a point in the reconciliation where assumptions will need to be made on Asset Services' part that may not be accurate, the data is handed over to ADM, and the Tier 2 Reconciliation is complete.

If further reconciliation is desired that requires research and analysis of purchase orders, receipts, etc., Asset Services can provide on-site assistance as an added service.

It must be noted that 100% reconciliation should not be expected, as existing asset lists frequently do not contain the same granularity of information that is provided from a field inventory. The following are potential reasons that matches from the physical inventory may not be made to the asset ledger:

- missing asset tags
- missing serial number
- missing model & manufacturer
- poor descriptions
- multiple physical items are lumped into a single line in the asset ledger.

Project Schedule

The estimated project time for the physical inventory is 1-2 weeks. Upon completion of the project, ADM will be provided with complete reports and data. The inventory listing should be provided approximately 10 business days from the completion of the physical inventory. The valuation and reconciliation should be provided within 20 business days from the completion of the physical inventory.

The projected start date for the physical inventory is <TBD>.

Personnel

Due to the sensitive nature of educational organizations, Asset Services uses full-time employees to perform asset inventories; no temporary employees are used. This ensures that Asset Services has complete confidence in their personnel and there are never any questions related to professional behavior or the quality of the inventory procedures and results.

Asset Services is very committed to the privacy of our stakeholders, which include our employees, clients, and client stakeholders. All employees of Asset Services have successfully passed stringent nationwide criminal background checks, drug testing, and national sex offender registry searches. Asset Services employees are also current on immunizations.

Resumes of personnel tentatively slated to be assigned to this project are located in Appendix C of this document.

Project Management

Asset Services

Travis Dudley – Operations Manager

Travis.Dudley@AssetServices.com

(913) 383-2738

ADM

Nancy Gee

ngee@adel.k12.ia.us

515-993-4283

Escalation Points/Project Sponsors

Asset Services

Tim Michener

Tim.Michener@AssetServices.com

(913) 383-2738

ADM

TBD

Project Requirements and Assumptions

The following assumptions are necessary for a timely and successful inventory:

- Asset Services Inventory Specialists will be given access to all areas of the client facility/facilities, containing items to be inventoried between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
- ADM will provide Asset Services staff with floor plans and/or other appropriate information to facilitate the inventory process prior to starting the project.
- Items to be inventoried must be accessible to Inventory Specialists, without the need to move or unpack items. Items that are inaccessible will not be inventoried.
- ADM will provide Asset Services with the current listing of known assets in spreadsheet format.

- ADM will provide staff to facilitate access by Asset Services Inventory Specialists. Waiting time by Asset Services Inventory Specialists in excess of ½ hour will be billed at a rate of \$95 per hour per resource. Prior to billing, the ADM Project Manager will be contacted to determine if the area should be bypassed or waiting commenced. If the Project Manager is unavailable, the escalation point will be contacted.

Changes to Project Scope

Any changes to the project scope will require both parties to sign a change of scope document.

Project Management and Quality Assurance

The following discusses Asset Services' QA process and daily status communications with ADM Project Manager.

Key Factors in Achieving Consistent and Accurate Inventories

The following are key factors in achieving a consistent and accurate inventory:

- The Team Lead identifies room/area from a facility floor plan.
- The Team Lead verifies each team member has the correct location entered in their scanner.
- The team enters each room as directed by the Team Lead.
- The Inventory Specialists and Inventory Team Lead scan each item to be inventoried, with any questions directed to the Team Lead.
- When room/area is complete, the Team Lead marks off the room on the facility floor plan.

This process ensures accuracy and efficiency throughout the inventory process.

Validation and Quality Control Process

The validation process begins in the field. It all starts with the input of standard nomenclature description codes. This maximizes the Inventory Specialists efficiency in the field by reducing keystrokes on the hand-held device, and classifying each asset automatically. This also minimizes any chances of input error.

At the end of each day, Asset Services Inventory Team Lead performs a download of all data from the handheld Personal Data Terminals (scanners) to the AIMS application for data scrubbing. The data scrubbing process checks for a) duplicate tag entries, b) valid locations, c) product descriptions, and d) valid scans of tag and serial numbers. Data is also visibly inspected for consistency of descriptions and any other anomalies.

Additional descriptive data is normalized by a 7 step process:

1. Validate tag numbers, by identifying number sequence normality's, and also checking for any invalid characters.
2. Checking facility names, and comparing them to applicable data, such as location within the site.
3. Checking room numbers, validating proper sequence and proper facility location.
4. Check manufacturer's names for likeness and spelling.
5. Check model numbers and name for likeness and spelling.
6. Compare serial numbers with manufacturer names, and model numbers.
7. Check any comments left by the Inventory Specialists in the field. This could be any additional information that the Inventory Specialist determines may be beneficial.

Data is also matched to existing client records (if provided to Asset Services).

Problem Notification Procedures

Asset Services believes an open line of communication with its clients is a vital aspect of any project. Instant identification and resolution for any issue is paramount in completing a successful inventory and reconciliation. If an issue requires resolution immediately, Asset Services Project Manager will contact ADM's Project Manager immediately to resolve the issue. If the issue is not pressing, Asset Services Project Manager will communicate with the ADM Project Manager on a daily basis and present ADM with a status to include completed/inventoried facilities as well as any issues that may require resolution.

4. Deliverables

Upon completion of the project, ADM will be provided with the following:

- Inventory data in electronic spreadsheet format.
- Inventory data, by location, in .pdf format (electronic and hard copy).
- Fair Market Value and Replacement Cost for each inventoried item.
- (optional) The following reconciliation reports derived from a data reconciliation of physical inventory to current asset ledgers and databases:
 - Not inventoriable assets: items on the current asset ledger which do not fall under the scope of inventoried items (i.e. buildings, infrastructure, leasehold improvements, software, etc.).
 - Matched Items: physically inventoried assets that match directly to items on the current asset ledger.
 - Unmatched ledger Items: items on the current asset ledger that were not located during the physical inventory.
 - Unmatched Physical Items: items identified during the physical inventory that are not identified on the current asset ledger.
- For annual/periodic follow up inventories (rescans), the following reports are provided:
 - Report of all items inventoried
 - Matched Items: physically inventoried assets that match directly to items on the current asset ledger.
 - Unmatched ledger Items: items on the current asset ledger that were not located during the physical inventory.
 - Unmatched Physical Items: items identified during the physical inventory that are not identified on the current asset ledger.
 - Moved Items – Items that have a changed location.

5. Why Asset Services

Asset Services has been providing fixed asset inventory solutions to School Districts, Colleges, and other educational institutions for many years. Asset Services inventory specialists are highly sensitive to the concerns of educational administrators, teachers, and students. Asset Services takes pride in our ability to perform an inventory with no disruption to the educational process.

Our teams are experienced and trained in the identification of assets and equipment in educational environments including IT assets, laboratory equipment, vocational agriculture equipment, and standard office equipment and furniture.

Asset Services' inventory teams move very efficiently through schools and apply a barcode property tag to every fixed asset that meets the individual project scope. Information such as building, room, item description, manufacturer, model, and serial number will be recorded using state-of-the-art barcode data collection terminals.

The information recorded during the physical inventory is compiled into an accurate, comprehensive inventory report for use by the customer.

6. Fees and Rates

Physical Inventory Fees

Asset Services will perform the inventory as outlined in the Project Scope of this document for a fixed fee price of \$9,425.

Barcode Labels

Standard barcode labels are included in the fixed fee. Special order barcode labels will be rebilled to the client.

Expenses

All travel expenses incurred by Asset Services during this project are included in the fixed fee. Additional non travel expenses required by ADM, not otherwise defined in this scope, will be rebilled to client.

Asset Valuation

Asset Services will perform the asset valuation, providing replacement cost and fair market value for each inventoried item for a fixed fee of \$1,200.

Data Reconciliation

Tier 1 Reconciliation

Tier 1 reconciliation is included in physical inventory fixed fee. Asset Services understands that ADM does not have current tags, so serial number matches will be the only available field to match with Tier 1.

Tier 2 Reconciliation

Tier 2 Reconciliation work is performed on a manual basis, and therefore is billed at an hourly rate of \$115 / hr. Asset Services will provide an accurate estimate for the Tier 2 reconciliation upon review of ADM's current asset ledger and completion of the physical inventory and Tier 1 reconciliation.

7. Administration

Invoices and Billing

Asset Services will submit an invoice for 50% of the fixed fee cost to ADM upon completion of the physical inventory. The remaining 50% will be invoiced upon delivery of final reports.

Payment will be due net 30 from invoice date. ADM will pay a late payment charge of one and a half percent (1.5%) per month on any overdue amount.

Nondisclosure

Asset Services agrees that it will not disseminate or disclose in writing or otherwise, all or any portion of the material produced for ADM. ADM agrees that methods, techniques and programs which Asset Services uses to perform the inventory, constitute proprietary and confidential information of Asset Services and that ADM, its employees, and its agents will not disclose any information to any third party.

Independent Contractor

The parties agree that for all purposes hereunder, Asset Services shall be an independent contractor and shall not represent itself otherwise.

Insurance

Asset Services will continuously maintain liability insurance coverage and will provide ADM with current evidence of such coverage, as requested.

Liability Remedy

ADM's exclusive remedy for any claim arising out of or relating to this Agreement will be for Asset Services, upon receipt of written notice, either (i) to use commercially reasonable efforts to cure, at its expense, the matter that gave rise to the claim for which Asset Services is at fault, or (ii) return to ADM the fees paid by ADM to Asset Services for the particular service provided that gives rise to the claim. ADM agrees that it will not allege that this remedy fails its essential purpose.

Assignment

The Agreement is not assignable or transferable by ADM. This Agreement is not assignable or transferable by Asset Services without the written consent of ADM, which consent shall not be unreasonably withheld or delayed.

Severability

Should any part of this Agreement for any reason be declared invalid, such decision shall not affect the validity of any remaining provisions, which remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid portion thereof eliminated, and it is hereby declared the intention of the parties that they would have executed the remaining portion of this Agreement without including any such part, parts, or portions which may, for any reason, be hereafter declared invalid. Any provision shall nevertheless remain in full force and effect in all other circumstances.

8. Acceptance of Proposal

Signature of this document authorizes Enterprise Asset Services, Inc. to perform the above mentioned inventory activities for ADM.

Any estimates, written or oral, given before this agreement are null and void.

Pricing in this document is valid and binding specific to this document for a period of 2 months from the proposal date or until project completion as agreed by both parties.

A faxed copy of this document is acceptable for execution.

Please fax to (212) 500-5961

Enterprise Asset Services

Adel DeSoto Minburn Community
School District

By: _____

Authorized Signature

By: _____

Authorized Signature

Scott Wyckoff

Print or type name

Print or type name

President

Title

Title

Date

Date

Purchase Order (if required)

Appendix A – Education Client List

Responsive Education Charter Schools	Virgin Islands Department of Education
WestEd	Anchorage School District
University Academy	Olathe Unified School District
Erie-Galesburg Kansas School District	Topeka School District
Coffeyville Kansas School District	Blue Valley School District
Gordon Parks Elementary Charter School	Kansas City Kansas Public Schools
Hogan Preparatory Academy	Kansas City Missouri School District
Academie Lafayette Charter School	Park Hill School District
Scuola Vita Nuova Charter School	Waukee Iowa Community School District
Robert Treat Academy Charter School	McDowell County School District
Kansas State University- Olathe Innovation Campus	Platte County School District
Southwest Tennessee Community College	Clinton County School District
Alabama State University	Hickman Mills School District
Oral Roberts University	Independence School District
Rockhurst University	Derrick Thomas Academy
Hackensack University Medical Center	Eudora Kansas School District
Avila College	Turner Unified School District
Metropolitan Community College	Gallatin R-V School District
Center for Family Services	Washburn University
Greenbush Southeast Kansas Education Service Center	Arlington Central School District



Appendix B – References

Asset Services encourages ADM to contact our references and verify the quality of our processes and final deliverables. Asset Services takes great pride in our employees' professionalism, knowledge, and communications with our clients. We also believe in delivering a quality product that can be of great use to our clients.

Merle Hastert
Olathe Unified School District
Olathe, KS
mhastertc@olatheschools.com
(913) 780-8078

Ken Abramo
Kansas City Missouri School District
Kansas City, MO
kabramo@kcmsd.net
(816) 418-7282

Lacee Sell
Chapman USD 473 School District
Chapman, KS
LSell@473mail.net
(785) 922-6521

Lora Appenzeller-Miller
Waukee Community School District
Waukee, IA
lappenzellermiller@waukee.k12.ia.us
(515) 987-5161 x4509

Appendix C – Resumes

Travis Dudley
Field Operations Manager
Enterprise Asset Services, Inc.

Position

Travis Dudley is the Field Operations Manager responsible for supervising the performance of fixed asset inventories at a variety of business entities including:

- Corporations
- Not for profit organizations
- Hospitals/healthcare facilities
- Educational organizations
- Government facilities

Mr. Dudley has been active on over 400 inventory projects.

Responsibilities

In his normal duties, Mr. Dudley is responsible for:

- Project planning and scheduling.
- Communications with client representative(s) in regards to project progress, questions in regards to data, and issues that may arise with access or security.
- Ensuring data is cleaned on a daily basis and uploaded to server, backed up on a separate medium and placed in off-site storage.
- Supervision of Inventory Specialists during inventory process.
- Identification of equipment meeting the project scope.
- Applying barcode labels on equipment and entering applicable data in a handheld reader.
- Tracking areas of the facility that have been inventoried.
- Training new employees in scanner use and equipment identification.
- Downloading data from handheld readers.

Experience

Mr. Dudley has been employed by Asset Services since 2000, serving as an Inventory Specialist, Senior Inventory Specialist, Project Manager, and currently as Field Operations Manager. He has been responsible for developing and maintaining equipment identification catalogs. He is also responsible for training of new employees and project scheduling.

**Nick Reynolds
Project Manager
Enterprise Asset Services, Inc.**

Position

Mr. Reynolds is a Project Manager responsible for supervising the performance of fixed asset inventories at a variety of business entities including:

- Corporations
- Not for profit organizations.
- Hospitals/healthcare facilities
- Educational organizations (college and school districts)
- Government facilities

Mr. Reynolds has been active on over 300 inventory projects.

Responsibilities

In his normal duties, Mr. Reynolds is responsible for:

- Communications with the client representative(s) in regards to project progress, questions in regards to data, and issues that may arise with access or security.
- Ensuring data is cleaned on a daily basis and uploaded to Asset Services' Corporate servers.
- Communications with the Inventory Team Lead during inventory process.
- Development of training for new employees, in scanner use and equipment identification.

Experience

Mr. Reynolds has been employed by Asset Services since 2003, serving as an Inventory Specialist, Senior Inventory Specialist, Inventory Team Lead, and now as a Project Manager. In that time, he has been involved with numerous projects in all business areas. He has completed all training in equipment identification and handheld scanner use. He is also responsible for the training of new employees and assisting the Operations Manager in project scheduling.

**Lucas Brecheisen
Inventory Team Lead
Enterprise Asset Services, Inc.**

Mr. Brecheisen is an Inventory Team Lead responsible for supervising the performance of fixed asset inventories at a variety of business entities including:

- Corporations
- Not for profit organizations
- Hospitals/healthcare facilities
- Educational organizations
- Government facilities

Mr. Brecheisen has been active on over 300 inventory projects.

Responsibilities

In his normal duties, Mr. Brecheisen is responsible for:

- Communications with the client representative(s) and the Asset Services Project Manager, in regards to project progress, questions in regards to data, and issues that may arise with access or security.
- Ensuring data is cleaned on a daily basis and uploaded to Asset Services' Corporate servers.
- Supervision of Inventory Specialists during inventory process.
- Identification of equipment meeting the project scope.
- Placing barcode label on equipment and entering applicable data in a handheld reader.
- Tracking areas of the facility that have been inventoried.
- Training new employees in scanner use and equipment identification.
- Downloading and cleaning of data.

Experience

Mr. Brecheisen has been employed by Asset Services since 2005, serving as an Inventory Specialist, Senior Inventory Specialist, and now as an Inventory Team Lead. In that time, he has been involved with numerous projects in all business areas. He has completed all training in equipment identification and handheld scanner use. He is also responsible for assisting in the training of new employees.

**Christian Salazar
Inventory Team Lead
Enterprise Asset Services, Inc.**

Position

Mr. Salazar is an Inventory Team Lead responsible for supervising the performance of fixed asset inventories at a variety of business entities including:

- Corporations
- Not for profit organizations
- Hospitals/healthcare facilities
- Educational organizations
- Government facilities

Mr. Salazar has been active on over 300 inventory projects.

Responsibilities

In his normal duties, Mr. Salazar is responsible for:

- Communications with the client representative(s) and the Asset Services Project Manager, in regards to project progress, questions in regards to data, and issues that may arise with access or security.
- Ensuring data is cleaned on a daily basis and uploaded to Asset Services' Corporate servers.
- Supervision of Inventory Specialists during inventory process.
- Identification of equipment meeting the project scope.
- Placing barcode label on equipment and entering applicable data in a handheld reader.
- Tracking areas of the facility that have been inventoried.
- Training new employees in scanner use and equipment identification.
- Downloading and cleaning of data.

Experience

Mr. Salazar has been employed by Asset Services since 2005, serving as an Inventory Specialist, Senior Inventory Specialist, and now as an Inventory Team Lead. In that time, he has been involved with numerous projects in all business areas. He has completed all training in equipment identification and handheld scanner use. He is also responsible for assisting in the training of new employees.

**Gordon Durlin
Inventory Specialist
Enterprise Asset Services, Inc.**

Position

Mr. Durlin is an Inventory Specialist responsible for performing fixed asset inventories at a variety of business entities including:

- Corporations
- Not for profit organizations
- Hospitals/healthcare facilities
- Educational organizations
- Government facilities

Mr. Durlin has been active on over 20 inventory projects.

Responsibilities

In his normal duties, Mr. Durlin is responsible for:

- Identification of equipment meeting the project scope.
- Reporting progress to Inventory Team Lead.
- Placing barcode label on equipment and entering applicable data in a handheld reader.
- Downloading data from handheld readers.

Experience

Mr. Durlin has been an Inventory Specialist with Asset Services for one year. In that time, he has been involved with several projects in all business areas. He has completed educational and IT asset identification training, and is currently in the process of completing healthcare equipment identification training.

**Allie Wallace
Inventory Specialist
Enterprise Asset Services, Inc.**

Position

Ms. Wallace is an Inventory Specialist responsible for performing fixed asset inventories at a variety of business entities including:

- Corporations
- Not for profit organizations
- Hospitals/healthcare facilities
- Educational organizations
- Government facilities

Ms. Wallace has been active on over 10 inventory projects.

Responsibilities

In her normal duties, Ms. Wallace is responsible for:

- Identification of equipment meeting the project scope.
- Reporting progress to Inventory Team Lead.
- Placing barcode label on equipment and entering applicable data in a handheld reader.
- Downloading data from handheld readers.

Experience

Ms. Wallace has been an Inventory Specialist with Asset Services for six months. In that time, she has been involved with projects in a variety of business areas. She has completed healthcare and education asset identification training, and is currently in the process of completing IT equipment identification training.

**Matthew Freeman
Inventory Specialist
Enterprise Asset Services, Inc.**

Position

Mr. Freeman is an Inventory Specialist responsible for performing fixed asset inventories at a variety of business entities including:

- Corporations
- Not for profit organizations
- Hospitals/healthcare facilities
- Educational organizations
- Government facilities

Mr. Freeman has been active on over 10 inventory projects.

Responsibilities

In his normal duties, Mr. Freeman is responsible for:

- Identification of equipment meeting the project scope.
- Reporting progress to Inventory Team Lead.
- Placing barcode label on equipment and entering applicable data in a handheld reader.
- Downloading data from handheld readers.

Experience

Mr. Freeman has been an Inventory Specialist with Asset Services for one year. In that time, he has been involved with several projects in all business areas. He has completed educational and IT asset identification training, and is currently in the process of completing healthcare equipment identification training.

Ken Fancolly
Certified Personal Property and Equipment Appraiser

Position

Ken Fancolly is responsible for providing accurate valuation and historical costing information, and overseeing the reconciliation process.

Responsibilities

Mr. Fancolly has been involved in hundreds of valuation and reconciliation projects. He is responsible for the continuous update of the product costing database. Mr. Fancolly also performs asset valuations based on the list of assets created from the physical inventory, including condition code. To determine replacement and market values, Mr. Fancolly uses a number of sources including equipment distributors, IT distributors, furniture distributors, manufacturers, and used equipment dealers across the U.S. Also, a number of other sources are researched including equipment catalogs, internet sources, and data gathered from previous clients. With all of these sources, a comprehensive database of values has been compiled and is updated continuously.

Reconciliation (matching)

Mr. Fancolly reconciles data using a two-tier methodology:

Tier 1 Reconciliation

Tier 1 Reconciliation consists of matching items through any unique identifier available. Typically, this process involves matching by first using existing asset tag number, and secondly by serial number.

Tier 2 Reconciliation

If additional reconciliation of assets is necessary after completion of Tier 1 reconciliation, Tier 2 Reconciliation is performed. Tier 2 Reconciliation consists of matching assets by model/product number, manufacturer, and product description.

Reports

Upon completion of a typical project, the client is provided with the following reports:

- Inventory data in electronic spreadsheet format.
- Matches (assets that have identical old tag numbers and serial numbers).
- Partial Matches (assets which have either identical tag numbers or serial numbers).
- Not Found (Assets that are listed in the current asset list, but not located during inventory).
- Not Expected (capital assets located during the inventory, but do not appear in the current asset list).
- Non Capital Asset (Assets that are listed in the current asset list, but no longer meet the capitalization requirements).

Experience

Mr. Fancolly has been employed by Asset Services since its inception in 1992. Mr. Fancolly has performed every function in regards to physical fixed asset inventories. He has a Masters in Business Administration and is a certified personal property and equipment appraiser by the Appraisers Guild of America.



33376 Timber Hills Drive
Adel, Iowa 50003

September 8, 2012

Greg Dufoe
Adel Comm. Schools
801 South 8th Street
Adel, IA 50003

The following is a quote is for work to be completed to High School wrestling room.

Scope of Work

Removal of weight room and wrestling matting to removed by Owners.
Ceiling and wall demo to be completed by owner. Owner to place debris into dumpster provided by Turnkey Construction.
Remove existing electrical in wall and reconnect after new wall is built.
Electrical allowance of \$1,100.00 include in bid.
Frame new wall, hang and finish drywall, and patch in ceiling grid.
Framing, drywall and ceiling work completed by Turnkey Construction will be on time and material not to exceed \$6,840.00.
No painting included in bid.
Total cost of work \$7,940.00

Thank you for giving me the chance to bid your project and please feel free to give me a call at (515)-202-6644 with any questions. Estimate valid for 30 days.

Sincerely,

Steve Telford
Turnkey Construction, Inc.
info@turnkeyconstructioniowa.com