

Print

Export To Word (.doc)

0027 0000-Adel DeSoto Minburn Comm School District

APR-Assurances

1. The district has adopted the three achievement levels used by the Iowa Testing Programs, and the alternate achievement standards for the Iowa Alternate Assessment ☒ Yes ☐ No
2. The district has provided individual student achievement reports and grade level performance descriptors from the Iowa Tests to parents. ☒ Yes ☐ No
3. Even if the district does not currently have ELL students, it has adopted English Language Proficiency (ELP) standards for ELL students. ☒ Yes ☐ No
4. All student achievement for each subgroup has been reported unless there are fewer than 10 students in a subgroup at a grade level. If the school had fewer than 10 students in a subgroup for reporting purposes, it still coded test forms (i.e., ITBS/ITED) appropriately for each individual student within the subgroup to ensure that statewide subgroup data are accurate. ☒ Yes ☐ No

APR

Vision, Mission, Goals

1. Is the district accepting Early Intervention funding to be spent on K-3 reading and math?

☐ Yes ☒ No

2. Is the district accepting Early Intervention funding to be spent on class size reduction?

☒ Yes ☐ No

1. Report how class size reduction funds were used to meet these goals for 2012-2013.

We used the class size reduction funds in 2012-13 to pay for 1.0 FTE of a first grade teacher and .3 FTE of a kindergarten teacher. These additional funds helped to reduce our class sized in first grade by three students per section and 1 student per section in kindergarten.

3. What are the district's measureable, long-range goals to address improvement in reading?

All PK-12 students will achieve at high levels in reading comprehension, prepared for success beyond high school.

The following indicators will measure district progress with Goal 1:

- Percentage of students who score at the proficient level or above in grades 3-11 on the Iowa Assessments reading test, including data disaggregated by subgroup.
- Percentage of students in grades K through 5 who are reading at or above grade level as measured by district reading benchmark assessments.
- Our APR achievement goal in reading is to increase the percentage of students proficient or above in grades 3-11 in 2014 compared to the percent proficient in 2013.
- ACT PLAN (10th grade) reading subtest data.
- ACT reading subtest data, including college readiness benchmark data.

4. Please provide the district's annual reading goals for 2012-2013.

Increase the percent of students proficient or above on the Iowa Assessment reading test. To measure this goal we will compare the percent of students proficient in 2012 (83.9%) to the percent proficient or above in 2013.

5. Were the district's annual reading goals met in 2012-2013?

☒ Yes ☐ No

6. Please provide supporting data to demonstrate the district did or did not meet the annual reading goals in 2012-2013.

84.5% of all students tested on the Iowa Assessments in the area of reading were proficient compared to 83.9% in 2012. Our APR goal in reading was met.

7. Please provide the district's annual reading goals for next school year.

Increase the percent of students proficient or above on the Iowa Assessment reading test. To measure this goal we will compare the percent of students proficient in 2013 (84.5%) to the percent proficient or above in 2014.

8. What are the district's measureable, long-range goals to address improvement in mathematics?

All PK-12 students will achieve at high levels in math, prepared for success beyond high school.

The following indicators will measure district progress with Goal 2:

- Percentage of students who score at the proficient level or above in grades 3-11 on the Iowa Assessment math test, including data disaggregated by subgroup
- Percentage of students grades PK through 8 who score at the mastery level (80% correct and above) on district developed mathematics benchmark assessments.
- Our APR achievement goal in mathematics is to increase the percentage of students proficient or above in grades 3-11 in 2014 compared to the percent proficient in 2013.
- ACT PLAN (10th grade) mathematics subtest data.
- ACT mathematics subtest data, including college readiness benchmark data.

9. Please provide the district's annual mathematics goals for 2012-2013.

Increase the percent of students proficient or above on the Iowa Assessment math test. To measure this goal, we will compare the percent of students proficient or above in grades 3-11 in 2012 (86.8%) to the percent proficient or above in 2013.

10. Were the district's annual mathematics goals met in 2012-2013?

☐ Yes ☒ No

1. Since the district did not meet its annual mathematics goals, please provide the plan to meet future goals.

Our plan to meet our future math goals include:

1. Select and implement a new math resource for grades K-5 that supports the Iowa Core math standards.
2. Continue to refine the effectiveness of the math lab concept at the high school level.
3. Provide necessary professional development for Algebra I instructors through our AEA.
4. Focus on the D/F percentages at the high school.
5. Continue to develop highly effective PLC math groups throughout the district.

11. Please provide supporting data to demonstrate the district did or did not meet the annual mathematics goals in 2012-2013.

83.7% of all students in grades 3-11 were proficient on the math portion of the Iowa Assessments in 2013 compared to 86.8% in 2012. We did not meet our annual math goal.

12. Please provide the district's annual mathematics goals for next school year.

Increase the percent of students proficient or above on the Iowa Assessment math total subtest. To measure this goal, we will compare the percent of students proficient or above in grades 3-11 in 2013 (83.7%) to the percent proficient or above in 2014.

13. What are the district's measureable, long-range goals to address improvement in science?

All PK-12 students will achieve at high levels in science, prepared for success beyond high school.

The following indicators will measure district progress with Goal 3:

- Percentage of students who score at the proficient level or above in grades 3-11 on the Iowa Assessment science test, including data disaggregated by subgroup
- Percentage of students in grades 6-10 who score at the mastery level (80% correct and above) on district developed science benchmark assessments.
- Our APR achievement goal in science is to increase the percentage of students proficient or above in grades 3-11 in 2012 compared to the percent proficient in 2011.
- ACT PLAN (10th grade) science subtest data.
- ACT science subtest data, including college readiness benchmark data.

14. Please provide the district's annual science goals for 2012-2013.

Increase the percent of students proficient or above on the Iowa Assessment science test. To measure this goal we will compare the percent of students proficient or above in grades 3-11 in 2012 (90.7%) to the percent proficient or above in 2013.

15. Were the district's annual science goals met in 2012-2013?

☐ Yes ☒ No

1. Since the district did not meet its annual science goals, please provide the plan to meet future goals.

1. Continue to implement with fidelity the new curriculum launched in 2012-13.
2. Develop highly effective science PLCs at all levels in our district.

3. Continue to investigate additional STEM offerings at all levels, with a focus on additional PLTW programming.

16. Please provide supporting data to demonstrate the district did or did not meet the annual science goals in 2012-2013.

89.0% of all 3-11 students were proficient or above on the 2013 science subtest on the Iowa Assessments compared to 90.7% in 2012. We did not meet our science goal for 2013.

17. Please provide the district's annual science goals for next school year.

Increase the percent of students proficient or above on the Iowa Assessment science test. To measure this goal, we will compare the percent of students proficient or above in grades 3-11 in 2013 (89.0%) to the percent proficient or above in 2014.

Learning Environment

18. Please describe the district's locally defined indicators.

ADM's locally defined student learning indicator is student attendance. There is a direct connection between attendance and student learning; therefore, much focus is placed on ensuring high attendance rates at all of the district attendance centers.

19. Explain the progress the district has made on these indicators.

Attendance figures remain high. Our 2012-13 data is as follows:

District: 95.99%

High School: 94.48%

Middle School: 95.60%

Intermediate: 96.42%

Elementary: 97.53%

20. Check any of the following assistance mechanisms that the district provided for student athletes in grades 9-12 in 2012-2013:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Classroom teacher interventions | <input checked="" type="checkbox"/> Coach interventions |
| <input checked="" type="checkbox"/> Study hall/study table | <input checked="" type="checkbox"/> Tutors |
| <input checked="" type="checkbox"/> Parent involvement | <input checked="" type="checkbox"/> Classroom interventions |
| <input checked="" type="checkbox"/> Problem solving team | <input checked="" type="checkbox"/> Before/after school help |
| <input checked="" type="checkbox"/> Counseling services | <input checked="" type="checkbox"/> At-risk program |
| <input checked="" type="checkbox"/> Progress reports | <input type="checkbox"/> Other |

Monitoring and Accountability

21. Total number of seniors in the district who intend to pursue post-secondary education/training:

	85
22. Total number of seniors in the district who have graduated:	103
23. Percent of seniors in the district who intend to pursue post-secondary education/training upon graduating:	82.52000000000000
24. Total number of 7-12 grade students in the district who are dropouts in 2011-2012:	1
25. Total number of 7-12 grade students in the district in 2011-2012:	692
26. Percent of 7-12 grade students in the district who are dropouts in 2011-2012:	0.14
27. Total number of 7-12 grade female students in the district who are dropouts in 2011-2012:	0
28. Total number of 7-12 grade female students in the district in 2011-2012:	323
29. Percent of 7-12 grade female students in the district who are dropouts in 2011-2012:	0
30. Total number of 7-12 grade male students in the district who are dropouts in 2011-2012:	1
31. Total number of 7-12 grade male students in the district in 2011-2012:	369
32. Percent of 7-12 grade male students in the district who are dropouts in 2011-2012:	0.27
33. Total number of 7-12 grade White (not of Hispanic origin) students in the district who are dropouts in 2011-2012:	1
34. Total number of 7-12 grade White (not of Hispanic origin) students in the district in 2011-2012:	665
35. Percent of 7-12 grade White (not of Hispanic origin) students in the district who are dropouts in 2011-2012:	0.15
36. Total number of 7-12 grade Black (not of Hispanic origin) students in the district who are dropouts in 2011-2012:	0
37. Total number of 7-12 grade Black (not of Hispanic origin) students in the district in 2011-2012:	1
38. Percent of 7-12 grade Black (not of Hispanic origin) students in the district who are dropouts in 2011-2012:	0
39. Total number of 7-12 grade Hispanic students in the district who are dropouts in 2011-2012:	0

40. Total number of 7-12 grade Hispanic students in the district in 2011-2012:

15

41. Percent of 7-12 grade Hispanic students in the district who are dropouts in 2011-2012:

0

42. Total number of 7-12 grade Asian students in the district who are dropouts in 2011-2012:

0

43. Total number of 7-12 grade Asian students in the district in 2011-2012:

6

44. Percent of 7-12 grade Asian students in the district who are dropouts in 2011-2012:

0

45. Total number of 7-12 grade Hawaiian or Pacific Islander students in the district who are dropouts in 2011-2012:

0

46. Total number of 7-12 grade Hawaiian or Pacific Islander students in the district in 2011-2012:

0

47. Percent of 7-12 grade Hawaiian or Pacific Islander students in the district who are dropouts in 2011-2012:

0

48. Total number of 7-12 grade American Indian or Alaskan Native students in the district who are dropouts in 2011-2012:

0

49. Total number of 7-12 grade American Indian or Alaskan Native students in the district in 2011-2012:

1

50. Percent of 7-12 grade American Indian or Alaskan Native students in the district who are dropouts in 2011-2012:

0

51. Total number of 7-12 grade Multi-racial students in the district who are dropouts in 2011-2012:

0

52. Total number of 7-12 grade Multi-racial students in the district in 2011-2012:

4

53. Percent of 7-12 grade Multi-racial students in the district who are dropouts in 2011-2012:

0

54. Total number of 7-12 grade students with an IEP in the district who are dropouts in 2011-2012:

1

55. Total number of 7-12 grade students with an IEP in the district in 2011-2012:

86

56. Percent of 7-12 grade students with an IEP in the district who are dropouts in 2011-2012:

1.16

57. Total number of 7-12 grade English language learner students in the district who are dropouts in 2011-2012:

0

58. Total number of 7-12 grade English language learner students in the district in 2011-2012:

0

59. Percent of 7-12 grade English language learner students in the district who are dropouts in 2011-2012:

0

60. Did the district ONLY use the state accountability assessment to measure annual improvement goals in reading, mathematics, and science for 2012-2013?

☒ Yes ☐ No

61. Please use the link below to select the district-wide multiple assessment(s), other than the required state accountability assessment, that the district used to measure student progress in reading in 2012-2013.

Assessment	Other
Local Reading Assessments	

62. Please explain how the students do on this/these reading assessment(s).

Our Local Reading Benchmark Book Assessment results in 2012-13 are (percent of students on grade level):

Kindergarten: 96%

First Grade: 86%

Second Grade: 95%

Third Grade: 89%

Fourth Grade: 85%

Fifth Grade: 86%

63. Please use the link below to select the district-wide multiple assessment(s), other than the required state accountability assessment, that the district used to measure student progress in mathematics in 2012-2013.

Assessment	Other
PLAN (ACT product)	

64. Please explain how the students do on this/these math assessment(s).

All ADM 10th grade students take the ACT PLAN test. The results of the 2012-13 PLAN mathematics test indicate that ADM students outscore students nationally.

ADM Math Score: 19.8

Nationally: 17.6

65. Please use the link below to select the district-wide multiple assessment(s), other than the required state accountability assessment, that the district used to measure student progress in science in 2012-2013.

Assessment	Other
PLAN (ACT product)	

66. Please explain how the students do on this/these science assessment(s).

All ADM 10th grade students take the ACT PLAN test. The results of the 2012-13 PLAN Science test indicate that ADM students outscore students nationally.

ADM Science Score: 20.1

Nationally: 17.8

67. Which assessment does the district use as a measure for post-secondary success?

Prefilled ACT data is supplied by ACT International, B.V. and reported at the district level by the Iowa Department of Education.

ADM uses the ACT as a measure for post-secondary success.

68. What is the cut score for post-secondary success on the assessment the district uses? This cut score must be 20 if the district uses ACT.

20

69. Total number of 9-12 grade students in the district achieving a score that indicates probable post-secondary success:

92

70. Total number of 9-12 grade students in the district who took the test:

114

71. Percent of 9-12 grade students in the district achieving a score that indicates probable post-secondary success:

80.70

72. The School Improvement Advisory Committee (SIAC) has reviewed progress and made recommendations to the board concerning annual improvement goals.

☒ Yes ☐ No

1. Date(s) SIAC recommendations were presented:

June 2012

73. All information required for this APR has been or will be reported to the local community.

☒ Yes ☐ No

1. Date the required APR content was or will be reported to the community.

11/1/2013

Iowa Individual Administrator Professional Development Plan

to be developed collaboratively by the administrator and supervisor

Name: Greg Dufoe

School: Adel DeSoto Minburn

District: ADM

AEA: 11

District or Building Focus

Step 1

General District Goal Area (from CSIP or other improvement plan) If using a goal area not included in a plan, include data which shows the need for focusing your leadership actions in this area.

1. Complete and execute the facility master plan

Step 2

Specific School, Department or District Goal (for above general goal area)

Step 3

Specific Leadership Goals* (1-3 things the administrator will DO to increase likelihood that goals in steps 1 & 2 will be achieved)	Related ISSL	Indicators of Progress (Document the effect of chosen indicators.)	Start & End Dates	Review Date(s)	Items discussed during review
Complete Facility Master Plan	3	Completed report delivered to board September 2013	July 2012- September 2013		
Lead effective bond campaign that results in successful passage of bond referendum	3	Timeline Campaign Plan Completed bond campaign activities	October 2013- February 2014		
Lead projects to completion	3	Completion timelines Board meetings and board updates on progress Communicate progress to patrons	Feb 14 - completion		

Step 4

Learning Goals* (1-3 things the administrator will DO to increase likelihood that goals in steps 1 & 2 will be achieved)	Related ISSL	Indicators of Progress (Document the effect of chosen indicators.)	Start & End Dates	Review Date(s)	Items discussed during review

*Administrators are encouraged to use "SMART Goal" design to develop their goals. See page 2.

Step 5

Supports for Plan Implementation (check all that apply and describe)

XSupervisor/Board:

☐XPeer

☐AEA/Regional:

☐Other:

Administrator Signature/Date _____

Supervisor Signature/Date _____

Iowa Individual Administrator Professional Development Plan
to be developed collaboratively between an administrator and supervisor

Name: Greg Dufoe

School: Adel DeSoto Minburn

District:

AEA: 11

District or Building Focus

Step 1

General District Goal Area (from CSIP or other improvement plan) If using a goal area not included in a plan, include data which shows the need for focusing your leadership actions in this area.

Short range goal #11: Develop a district Communication Strategic Plan to improve internal and external communications

Step 2

Specific School, Department or District Goal (for above general goal area)

Step 3

Specific Leadership Goals* (1-3 things the administrator will DO to increase likelihood that goals in steps 1 & 2 will be achieved)	Related ISSL	Indicators of Progress (Document the effect of chosen indicators.)	Start & End Dates	Review Date(s)	Items discussed during review
Launch and utilize SchoolMessenger notification system		Usage reports	August 2013-June 2014		
Improve district public relations print material		Create and distribute new district brochure	November 2013		
Develop with Director of Technology a comprehensive communication strategic plan to be used over the next 3-5 years		Plan developed by June 2014. Board reports on plan over course of year.	October 2013-June 2014.		

Step 4

Learning Goals* (1-3 things the administrator will DO to increase likelihood that goals in steps 1 & 2 will be achieved)	Related ISSL	Indicators of Progress (Document the effect of chosen indicators.)	Start & End Dates	Review Date(s)	Items discussed during review

*Administrators are encouraged to use "SMART Goal" design to develop their goals. See page 2.

Step 5

Supports for Plan Implementation (check all that apply and describe)

XSupervisor/Board:

☐AEA/Regional:

☐ XPeer:

☐ Other:

Administrative Signature/Date _____

Supervisor Signature/Date _____

SMART Goals Worksheet

This is an optional tool to assist with goal writing. Use the process for each of the 1-3 goals you are considering.

S – Strategic and Specific

Strategic - Select a high-leverage goal that will make a difference.

Specific - Clearly define what you will do and how you will do it.

M – Measurable

Establish concrete criteria for tracking progress and determining success.

A – Attainable

Select a goal you have a reasonable expectation of achieving (a “stretch” goal that is not easy, but doable).

R – Results-based

Clearly define the results you expect to see.

T – Time-bound

Establish a starting and ending date for completion of the goal.

Leadership Goal

R – What result do you hope to achieve? Be specific.	S - What specific leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	A – What is the likelihood you will achieve the goal upon successful completion of the actions described? Show the connection between your actions and the desired result.	M – What measures (criteria) will you use to determine progress and document the effect of chosen indicators?	T – What is the timeframe for completing the goal? List start date, review date(s) and end date.

Final leadership goal statement: (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)

Superintendent leadership must provide accurate fiscal data to allow for quality and sustainable programs. With all the competing demands for the educational dollar it is imperative that I develop deep understanding of Iowa and AMD finance and to develop projections that allow us to make the best decisions possible.

Learning Goal

R – What result do you hope to achieve? Be specific.	S - What specific leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	A – What is the likelihood you will achieve the goal upon successful completion of the actions described? Show the connection between your actions and the desired result.	M – What measures (criteria) will you use to determine progress and document the effect of chosen indicators?	T – What is the timeframe for completing the goal? List start date, review date(s) and end date.

Iowa Individual Administrator Professional Development Plan
to be developed collaboratively between administrator and supervisor

Name: Greg Dufoe

School: Adel DeSoto Minburn

District:

AEA: 11

District or Building Focus

Step 1

General District Goal Area (from CSIP or other improvement plan) If using a goal area not included in a plan, include data which shows the need for focusing your leadership actions in this area.

Step 2

Short range goal #9: Increase STEM opportunities by implementing Biomedical PLTW in 2013-14 (and additional course in 2014-15)
Long-range goal #6: Increase opportunities for students in school and in the communities

Specific School, Department or District Goal (for above general goal area)

Step 3

Specific Leadership Goals* (1-3 things the administrator will DO to increase likelihood that goals in steps 1 & 2 will be achieved)	Related ISSL	Indicators of Progress (Document the effect of chosen indicators.)	Start & End Dates	Review Date(s)	Items discussed during review
Create schedule (staffing and space) for additional Biomedical PLTW courses in 2014-15	1, 2	Course schedule for 2014-15			
Implement PLTW Computer Science course in 2014-15	1, 2	Teacher Training Resources acquired Launch in 2014-15			
Study GTT Medical Detectives Unit at Middle School (7 th grade)	1, 2	Teacher training Launch in 2014-15			
Begin to review PLTW elementary program	1,2	Initial interest and review Possible launch in 2015-16			
Study for implementation the ProStart Family and Consumer Sciences program	1, 2	Information gathering Determine feasibility Launch in 2014-15			

Step 4

Learning Goals* (1-3 things the administrator will DO to increase likelihood that goals in steps 1 & 2 will be achieved)	Related ISSL	Indicators of Progress (Document the effect of chosen indicators.)	Start & End Dates	Review Date(s)	Items discussed during review

--	--	--	--	--	--

*Administrators are encouraged to use "SMART Goal" design to develop their goals. See page 2.

Step 5 **Supports for Plan Implementation** (check all that apply and describe)
☒ Supervisor/Board:
☐ XPeer:

☐ AEA/Regional:
☐ Other:

Administrator Signature/Date _____

Supervisor Signature/Date Tim Conroy 1/14/13

SMART Goals Worksheet

This is an optional tool to assist with goal writing. Use the process for each of the 1-3 goals you are considering.

S – Strategic and Specific

Strategic - Select a high-leverage goal that will make a difference.

Specific - Clearly define what you will do and how you will do it.

M – Measurable

Establish concrete criteria for tracking progress and determining success.

A – Attainable

Select a goal you have a reasonable expectation of achieving (a "stretch" goal that is not easy, but doable).

R – Results-based

Clearly define the results you expect to see.

T – Time-bound

Establish a starting and ending date for completion of the goal.

Leadership Goal

R – What result do you hope to achieve? Be specific.	S - What specific leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	A – What is the likelihood you will achieve the goal upon successful completion of the actions described? Show the connection between your actions and the desired result.	M – What measures (criteria) will you use to determine progress and document the effect of chosen indicators?	T – What is the timeframe for completing the goal? List start date, review date(s) and end date.

Final leadership goal statement: (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)

Superintendent leadership must provide accurate fiscal data to allow for quality and sustainable programs. With all the competing demands for the educational dollar it is imperative that I develop deep understanding of Iowa and AMD finance and to develop projections that allow us to make the best decisions possible.

Learning Goal

R – What result do you hope to achieve? Be specific.	S - What specific leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	A – What is the likelihood you will achieve the goal in successful completion of the actions described? Show the connection between your actions and the desired result.	M – What measures (criteria) will you use to determine progress and document the effect of chosen indicators?	T – What is the timeframe for completing the goal? Start date, review date(s), end date.

Final learning goal statement: (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

DISTRICT GOALS ESTABLISHED AUGUST 2013

Short-Range Goals

1. Increase the percent of students proficient or above on the Iowa Assessments reading comprehension subtest. To measure this goal, we will compare the percent of students proficient or above in grades 3-11 in 2013 to the percent proficient or above in 2014. Goal is 86.0%.
2. Increase the percent of students proficient or above on the Iowa Assessments math total subtest. To measure this goal, we will compare the percent of students proficient or above in grades 3-11 in 2012 to the percent proficient or above in 2014. Goal is 87.0%.
3. Increase the percent of students proficient or above on the Iowa Assessments science test. To measure this goal, we will compare the percent of students proficient or above in grades 3-11 in 2012 to the percent proficient or above in 2014. Goal is 91.0%
4. Maintain participation in the DMACC Career Center in Perry.
5. 100% of teaching staff will be members of a Professional Learning Community focused on student learning utilizing SMART goals.
6. Implement a curriculum revision cycle PK-12 that leads to increased student achievement and full implementation of the Iowa Core.
7. Increase the graduation rate to 98%.
8. Develop writing units of study assessments.
9. Increase STEM opportunities by implementing Biomedical PLTW in 2013-14.
10. Complete and execute the facility master plan.
11. Develop a district Communication Strategic Plan to improve internal and external communications.

Long-Range Goals

1. Recruit and retain the best employees possible.
2. Provide quality staff development that is research and data driven, results oriented, and collaborative.
3. 90% of K-5 students will read on or above grade level as indicated by district reading benchmark assessments.
4. Ensure every student has a safe learning environment. Improve safety through facility master plan.
5. Ensure the financial stability of the district.
6. Increase opportunities for students in school and in the communities.

STUDENT LEARNER OUTCOMES

Adel DeSoto Minburn students will acquire the KNOWLEDGE BASE needed to use effectively the following strategies and skills necessary for success in adult life.

Adel DeSoto Minburn students will be EFFECTIVE COMMUNICATORS who:

1. Organize and communicate ideas and information clearly and correctly.
2. Interpret and respond to auditory, written and visual communications.
3. Demonstrate appropriate use of resources and technology.
4. Make quality presentations.

Adel DeSoto Minburn students will be COMPLEX THINKERS who:

1. Consider factors as objectively and completely as possible.
2. Apply knowledge, concepts and processes effectively and thoroughly.
3. Define a problem, generate options and develop a plan of action.
4. Use higher order thinking skills.
5. Produce quality products of complex thinking.

Adel DeSoto Minburn students will be COLLABORATIVE WORKERS who:

1. Share their own opinions.
2. Work to understand others' opinions.
3. Respect others' right to their opinions.
4. Help to build a working relationship within the group.
5. Contribute to the completion of the group process and/or outcomes.
6. Evaluate the effectiveness of the group process.

Adel DeSoto Minburn students will be SELF-DIRECTED LEARNERS who:

1. Schedule and use time wisely.
2. Gather information and use resources on their own.
3. Demonstrate initiative and perseverance in their learning.
4. Self assess for quality.

Adel DeSoto Minburn students will be RESPONSIBLE CITIZENS who:

1. Accept responsibility for their actions.
2. Display knowledge of the workings of democracy.
3. Recognize the need to obey rules and laws.
4. Recognize the connections between current events and history.
5. Demonstrate a willingness to help others.
6. Recognize how personal decisions affect their lives and society.
7. Recognize and respect the value and equality of individuals.

"Experiencing Success Today, Achieving Dreams Tomorrow"



September 19th, 2013

Greg Dufoe
Superintendent of Schools
Adel DeSoto Minburn Community School District
801 Nile Kinnick Drive S.
Adel, IA 50003

Re: **Proposal for the Adel Elementary School Site Survey**

Bishop Engineering Company is pleased to submit an estimate for surveying for the above referenced project. Site is located at 1608 Grove St, Adel, Iowa 50003.

Scope of Services

1. Site Survey

- Survey southern half of site consistent with attached exhibit A – 10-acres
 - Boundary Survey – Entire Site
 - Topography survey - one foot contours and spot elevations.
 - Locate all visible surface features, underground utilities based on evidence in the field and old record drawings provided by the school, adjacent streets.
 - Excludes: ALTA Survey and easement research.
- Add Alt #1 Northern half of site consistent with exhibit A – 10-acres
 - Topography survey - one foot contours and spot elevations.
 - Locate all visible surface features, underground utilities based on evidence in the field and old record drawings provided by the school, adjacent streets.
 - Excludes: ALTA Survey and easement research.
- Add Alt #2 Private Locates – Hire a third party to perform private locates of all private utilities including electric and water lines.
 - Excludes private fiber optic locates (to be provided by district)

Fees

Site Survey

- | | |
|---|-----------|
| • Base Bid: Southern Half of Site + Boundary – 10 acres | \$5,750 ✓ |
| • Add Alt #1 Northern Half of Site – 10-acres | \$3,200 ✓ |
| • Add Alt #2 Private locates (entire site) | \$2,000 - |

Schedule

Bishop Engineering is prepared to initiate work on the above tasks upon receipt of written notice to proceed. We can have the boundary survey and legal descriptions completed within **3-4 weeks** after we have been given the notice to proceed.

Payment

Bishop Engineering agrees that Client will pay the amount agreed as then due and owing to Bishop Engineering for civil engineering services performed by Bishop Engineering and subject to Client's review and approval of the applicable request for payment and appropriate back-up. Payments due the Engineer under this agreement that are not paid when due shall bear interest from date due at the rate of 1.5% monthly for payments past 90 days from invoice date.

This agreement may be cancelled by Bishop Engineering if client has become delinquent in the payment of amounts due to Bishop Engineering hereunder over ninety (90) days. This agreement may also be canceled by Bishop Engineering or the Client with or without cause. In either instance the canceling party shall give seven (7) days written notice prior to termination and specify the date of termination. In the event of cancellation, Bishop Engineering shall be paid for services rendered and costs incurred hereunder through the date of cancellation including the cost of terminating the work.

Responsiveness

Bishop Engineering strives to provide quality work in a timely manner. Our three experienced field crews and six professional land surveyors/engineers allow us to meet our clients' needs.

Exclusions

The following items are not included in the scope of work for this estimate; Athletic field/track improvements, soils investigations or soils report, environmental assessment, platting, annexation, rezoning, appraisal, percolation tests, septic system design, legal services, title opinions, title research, easement research, extensive investigations of utilities which lack documentation in the public record, tracing or televising of underground utilities, public street signage plan, traffic impact plan or studies, IDNR or Corps of Engineers permits related to waters of the state or wetlands, wetland studies or mitigation, and construction staking.

Respectfully,

David Bentz, PE
Vice President

Bishop Engineering

Ph: 515-276-0467

Fax: 515-276-0217

Attachments: Acceptance Terms and Conditions

ACCEPTANCE

This is an Agreement made as of _____ between _____ (hereinafter "OWNER") and Bishop Engineering Company, Inc., an Iowa Corporation (hereinafter "BISHOP ENGINEERING"). BISHOP ENGINEERING is authorized to proceed with the scope of services described herein, and we accept the attached Terms and Conditions.

Accepted:

Base Bid _____

Alternate Bid #1 _____

Alternate Bid #2 _____

Date: _____

Print Name: _____

Signature: _____

Title: _____

Company: _____

BISHOP ENGINEERING CO., INC.
TERMS AND CONDITIONS

Attached to and made a part of the PROPOSAL FOR PROFESSIONAL ENGINEERING, LAND SURVEYING, and LANDSCAPE ARCHITECTURE SERVICES (hereinafter "Proposal").

SECTION I. SCOPE OF SERVICES

BISHOP ENGINEERING shall perform the BASIC SERVICES as outlined in the Proposal.

SECTION II. ADDITIONAL SERVICES

If authorized in writing by OWNER, BISHOP ENGINEERING shall furnish or obtain from others ADDITIONAL SERVICES. These services are not included as a part of the BASIC SERVICES as outlined above and will be paid for by the OWNER in accordance with the standard BISHOP ENGINEERING Fee Schedule.

SECTION III. RESPONSIBILITY OF OWNER

A. Provision of Information. The OWNER shall, in a timely manner, provide BISHOP ENGINEERING with all necessary information needed to perform its services under this Agreement; such as, project development information, site information, ownership information, construction information and standards, project budget limitations, criteria for selection of contractors and product vendors, all necessary permits, title opinions, easement documents, legal documents, protective covenants, environmental hazards, and any other reasonably necessary and useful information.

B. Project Officer. The OWNER shall name a project officer, duly authorized to act for the OWNER, to coordinate all aspects of the Project with the Project Manager.

C. Additional Services. Furnish, or direct BISHOP ENGINEERING to provide Additional Services as stipulated in Section II of this Agreement.

D. Right of Entry. The OWNER shall arrange for access to and make provisions for BISHOP ENGINEERING to enter upon public and/or private property as required for BISHOP ENGINEERING to perform services under this Agreement.

E. Related Services. The OWNER shall provide such accounting, independent cost estimating, and insurance counseling services as may be required for the Project; such legal services as OWNER may require or BISHOP ENGINEERING may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by the contractor, government agency, or adjoining property owner; such auditing services as the OWNER may require to ascertain; and such inspection services as Owner may TERMS require to ascertain that the contractor or any other party is complying with any law, rule, regulation, ordinance, code, or order applicable to the Project.

F. Project Coordination. The OWNER shall coordinate the efforts of all project contractors and professional, including BISHOP ENGINEERING, and shall review in a timely manner for acceptance all work submitted by BISHOP ENGINEERING.

G. General. OWNER shall provide all criteria and full information as to OWNER'S requirements for the Project; designate a person to act with authority on OWNER'S behalf in respect to all aspects of the Project; examine and respond promptly to submissions; and give prompt written notice to BISHOP ENGINEERING when OWNER observes or otherwise becomes aware of any defect in the work.

H. Payment. The OWNER shall ensure that adequate financing exists to pay BISHOP ENGINEERING pursuant to the terms of this Agreement.

SECTION IV. EXCLUSIONS Items of work which are generally not provided by BISHOP ENGINEERING as a part of the BASIC SERVICES include the following: Traffic Studies, Soils Investigations, Environmental Studies, Legal Services, Title Searches, Title Opinions, Easement Searches, Artist Renderings, Three Dimensional Models, Earthwork Quantity Takeoffs, Cross Sections, Construction Inspection, On Site Materials Testing, Laboratory Testing, Restaking due to Acts of God or Contractor destruction, As Built Surveys and Drawings, Bidding Phase Services, Sales Aids, Legal or Expert Testimony, Marketing Services, Contractor Negotiations, Financial Services, Any other items not specifically listed in the Proposal.

SECTION V. PROJECT SCHEDULE

A. General. BISHOP ENGINEERING will make every reasonable effort to hold to the schedule outlined in the Proposal.

B. Delays. Neither party shall hold the other responsible for damages resulting from excusable delay in the performance of this Agreement caused by Acts of God, strikes, walkouts, accidents, the acts of Government in its sovereign or contractual capacity, or any other events beyond the reasonable control of the other or the other's employees and agents. Any other type of delay in the performance of the Agreement by either party shall constitute grounds for the other party to exercise its right under the termination clause hereof.

**BISHOP ENGINEERING CO., INC.
TERMS AND CONDITIONS, Continued**

SECTION VI. COMPENSATION AND TERMS OF PAYMENT

A. Basic Services. OWNER shall pay BISHOP ENGINEERING for basic services as set forth in the Proposal.

B. Additional Services. OWNER shall pay BISHOP ENGINEERING for additional services on an hourly basis in accordance with the standard BISHOP ENGINEERING Fee Schedule.

C. Reimbursable Expenses. OWNER shall pay BISHOP ENGINEERING for reimbursable expenses in accordance with the standard BISHOP ENGINEERING Fee Schedule.

D. Payment. BISHOP ENGINEERING will submit invoices monthly for Basic Services and Additional Services rendered and for Reimbursable Expenses incurred. Owner shall make prompt monthly payments in response to the invoices. Payment is past due thirty days from the date of the invoice. Owner agrees to pay a finance charge of one and one half percent per month, or the maximum rate allowed by law, on past due accounts. Owner also agrees to pay all costs and expenses, including reasonable attorney fees incurred by BISHOP ENGINEERING relating to collection procedures on past due accounts. Failure of OWNER to abide by the terms of this section will be grounds for termination of this agreement.

E. Fee Adjustments. In the event of any increase of cost due to the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor agreement, or rise in the cost of living or merit increase, during the life of this Agreement, such percentage increase shall be applied to all remaining compensations.

SECTION VII. GENERAL CONSIDERATIONS

A. Termination. Either party may terminate this Agreement upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Such termination shall not be effective if such substantial failure has been remedied before expiration of the period specified in the written notice. In the event of any termination, BISHOP ENGINEERING shall be paid for all services rendered to the date of the termination, all Reimbursable Expenses and termination expenses. In the event this Agreement is terminated before the completion of all services, unless BISHOP ENGINEERING is responsible for such early termination, OWNER agrees to release BISHOP ENGINEERING from all liability for work performed.

B. Reuse of Documents. All documents, including but not limited to; construction plans, specifications, surveys, plats, digital files, filed notes, legal descriptions, reports, calculations, estimates, photographs, maps, presentation drawings, etc., shall remain the property of BISHOP ENGINEERING and may be used by BISHOP ENGINEERING without the consent of the OWNER. OWNER may make and retain copies for information and reference in connection with the use and occupancy of the Project by OWNER and others; however, such documents are not intended or represented to be suitable for reuse by OWNER or others as extensions of the Project or on other projects. Any reuse without written verification or adaptation by BISHOP ENGINEERING for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to BISHOP ENGINEERING, and the OWNER shall indemnify and hold harmless BISHOP ENGINEERING from all claims, damages, losses, and expenses including attorney fees arising out of or resulting therefrom. Any such verification or adaptation shall entitle BISHOP ENGINEERING to further compensation of fees to be agreed upon by the OWNER and BISHOP ENGINEERING.

C. Opinions of Cost. Since BISHOP ENGINEERING has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor's method of determining prices, or over competitive bidding or market conditions, BISHOP ENGINEERING's opinions of probable Project Costs and Construction Costs provided to the OWNER are made on the basis of BISHOP ENGINEERING's best judgment as experienced professional engineers and land surveyors, familiar with the construction industry; but BISHOP ENGINEERING does not guarantee that proposals, bids, or actual Total Project or Construction Costs will not vary.

D. Government Actions. BISHOP ENGINEERING shall not be liable for damages resulting from the actions or inactions of governmental agencies including but not limited to permit processing, environmental impact reports, wetlands mitigation, historical determinations, archeological findings, eminent domain, right-of-way takings, zoning matters, city council approvals, annexation proceedings, special or conditional use permits, building permits, board of adjustment proceedings, building code restrictions, covenants, neighborhood objections, passage of more restrictive standards and codes, and others. BISHOP ENGINEERING shall act as an advisor in all governmental relations.

E. Controlling Law. This Agreement is to be governed by the laws of the State of Iowa.

F. Assignment. Neither party may assign this Agreement or any part hereof without the prior written consent of the other party.

G. Notice. Any notice required or permitted herein shall be in writing and shall be delivered by registered mail. For purposes herein, the effective date of the notice shall be the date of receipt by the other party, as evidenced by the return receipt.

BISHOP ENGINEERING CO., INC.
TERMS AND CONDITIONS, Continued

H. Binding Effect. The OWNER binds himself personally, his partners, successors, executors, administrators, and assigns to BISHOP ENGINEERING to this Agreement in respect to all the terms and conditions of this Agreement, subject to the limitations on assignment set forth herein. In any event any provisions of this Agreement shall be held to be unlawful, invalid, or unenforceable, the remaining provisions shall be valid and binding upon the parties.

I. Complete Agreement. This agreement, including the Proposal and Terms and Conditions, constitutes the entire Agreement between the parties hereto and no modifications or waiver of any provision shall be effective unless in writing and signed by both parties. Evidence of discussion, conversations, or writing which occurred prior to the execution of this Agreement shall not be admissible in any proceedings for purpose of contradicting the terms and conditions hereof.

J. Precedence. These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, notice to proceed, or like document regarding the services of BISHOP ENGINEERING.

SECTION VIII. THIS SECTION DELETED

SECTION IX. INSURANCE AND INDEMNIFICATION. BISHOP ENGINEERING carries worker's compensation and employer's liability insurance and has coverage under public liability and property damage insurance policies which BISHOP ENGINEERING deems to be appropriate. Insurance certificates will be provided to the OWNER upon his written request. Within the limits and conditions of such insurance, BISHOP ENGINEERING agrees to indemnify and save OWNER harmless from and against its agents, staff, and employees. BISHOP ENGINEERING shall not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such insurance. BISHOP ENGINEERING shall not be responsible for any loss, damage, or liability arising from any acts by the OWNER, his agents, staff, employees, consultants, or contractors.

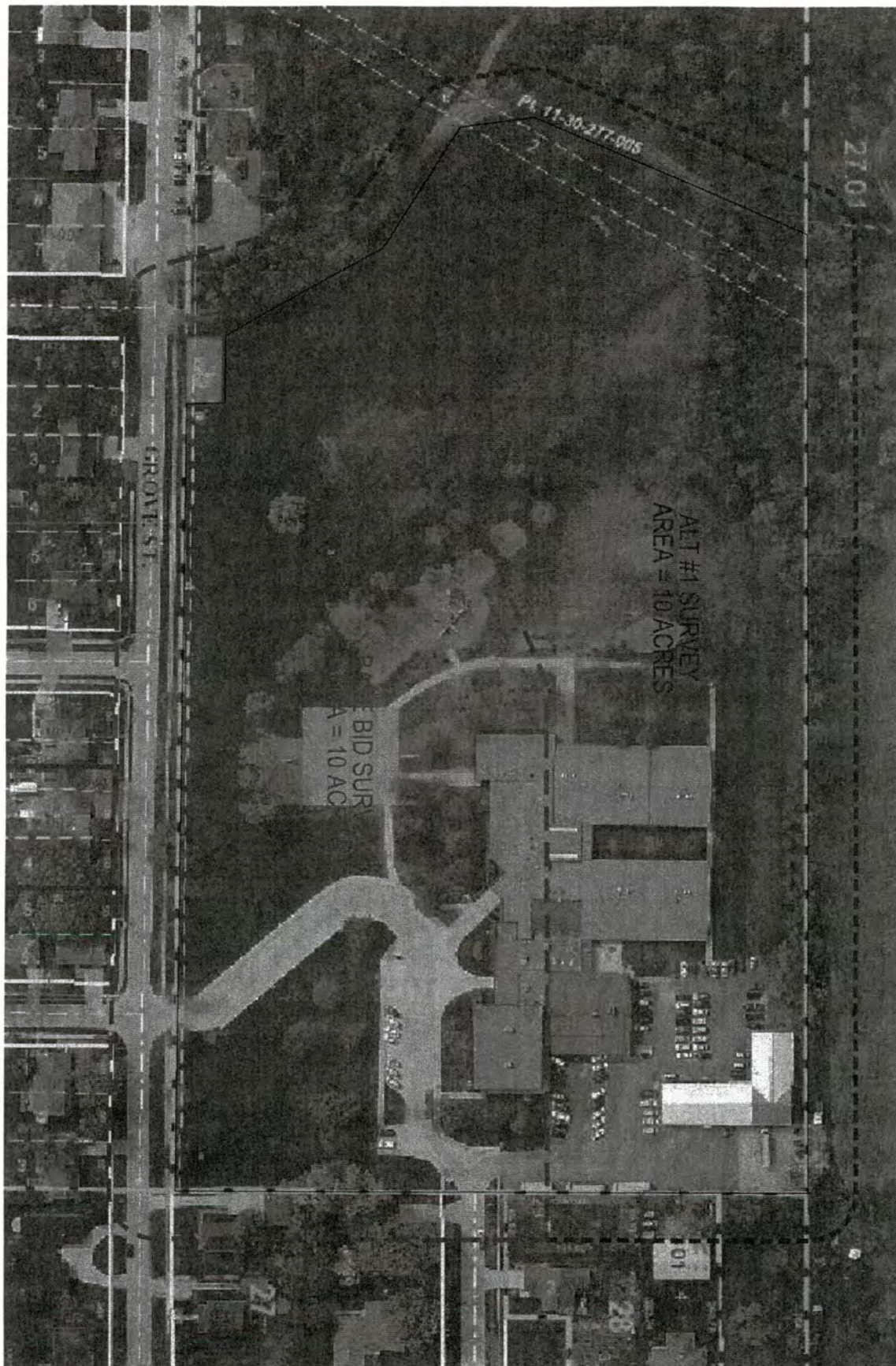
SECTION X. PROFESSIONAL DUTY. Services performed by BISHOP ENGINEERING under this Agreement will be conducted in accordance with the generally accepted principals and practice at the time for the professions utilized on the Project. No other guarantee or warranty, expressed or implied, is made. All services shall be provided by or under the direct supervision of a licensed professional engineer and/or land surveyor as the task requires.

Any and all services provided shall be held in confidence at the direction of the OWNER. Such confidence shall be in accordance with generally accepted ethical codes.

SECTION XI. UTILITIES. BISHOP ENGINEERING will take all reasonable precautions to avoid conflicts with existing buried or overhead, public or private utilities. Utilities may exist which are not known to BISHOP ENGINEERING. Utilities may exist which are not illustrated on the plans. Utilities may be illustrated on the plans in approximate locations shown in accordance with the best information available to BISHOP ENGINEERING. OWNER shall agree to hold BISHOP ENGINEERING harmless and indemnify BISHOP ENGINEERING for any claims, damages, extra cost, expenses, liability, and attorney fees in the event proposed improvements designed by BISHOP ENGINEERING are found to be in conflict with existing utilities, requiring utility relocation, design changes, project adjustments, or rework as a result of said conflict. Any services provided by BISHOP ENGINEERING in an effort to remedy said utility conflict shall be considered additional services and OWNER agrees to pay for such additional services.

SECTION XII. INSPECTIONS BISHOP ENGINEERING construction inspectors will be on site as necessary for the purpose of providing field testing and observation. Construction inspection services do not include supervision or direction of the actual work of the Contractor, his employees, or agents. The Contractor for this Project should be so advised. The Contractor should be advised that the presence of BISHOP ENGINEERING nor the testing and observation performed by BISHOP ENGINEERING shall excuse him in any way for defects discovered in his work.

SECTION XIII STAKING Although Bishop Engineering will exercise a reasonable and normal standard of care in the preparation of the improvement plans for this project, the typical site design process also includes design services and design refinement activities occurring after plan signature and agency approvals. These activities may include additional field checks and calculations, plan interpretations, grading adjustments and design verifications conducted during the course of construction. Construction staking services provided by Bishop Engineering should be considered a continuation of our professional consulting services to you and a significant part of the Quality Control and Value Engineering services we provide to our clients. Should persons other than Bishop Engineering perform the construction staking operations for this project, Bishop Engineering cannot be held accountable for damages resulting from failure to perform those tasks or from any expense or damage resulting from omissions or errors that may be contained in the plans which would reasonably have been discovered and corrected by Bishop Engineering surveyors during the construction process.



REFERENCE NUMBER:	AD
DRAWN BY:	130407
PROJECT NUMBER:	130407
SHEET NUMBER:	1 OF 1

AD
ADEL ELEMENTARY SCHOOL
ADEL, IA

SURVEY EXHIBIT



Bishop Engineering
"Planning Your Successful Development"

3501 104th Street
Des Moines, Iowa 50322-3825
Phone: (515)276-0467 Fax: (515)276-0217
Civil Engineering & Land Surveying Established 1959



September 19th, 2013

Greg Dufoe
Superintendent of Schools
Adel DeSoto Minburn Community School District
801 Nile Kinnick Drive S.
Adel, IA 50003

Re: Proposal for the DeSoto Intermediate School Site Survey

Bishop Engineering Company is pleased to submit an estimate for surveying for the above referenced project. Site is located at 317 Spruce Street, DeSoto, Iowa 50069.

Scope of Services

1. Site Survey

- Survey entire site consistent with attached exhibit A – 13-acres
 - Boundary Survey – Entire Site
 - Topography survey - one foot contours and spot elevations.
 - Locate all visible surface features, underground utilities based on evidence in the field and old record drawings provided by the school, adjacent streets.
 - Excludes: ALTA Survey and easement research.
- Add Alt #1 Private Locates – Hire a third party to perform private locates of all private utilities including electric and water lines.
 - Excludes private fiber optic locates (to be provided by district unless instructed otherwise)

Fees

Site Survey

- | | |
|---|---------|
| • Entire site including Boundary – 13 acres | \$7,000 |
| • Add Alt #2 Private locates (entire site) | \$2,000 |

Schedule

Bishop Engineering is prepared to initiate work on the above tasks upon receipt of written notice to proceed. We can have the boundary survey and legal descriptions completed within **3-4 weeks** after we have been given the notice to proceed.

Payment

Bishop Engineering agrees that Client will pay the amount agreed as then due and owing to Bishop Engineering for civil engineering services performed by Bishop Engineering and subject to Client's review and approval of the applicable request for payment and appropriate back-up. Payments due the Engineer under this agreement that are not paid when due shall bear interest from date due at the rate of 1.5% monthly for payments past 90 days from invoice date.

This agreement may be cancelled by Bishop Engineering if client has become delinquent in the payment of amounts due to Bishop Engineering hereunder over ninety (90) days. This agreement may also be canceled by Bishop Engineering or the Client with or without cause. In either instance the canceling party shall give seven (7) days written notice prior to termination and specify the date of termination. In the event of cancellation, Bishop Engineering shall be paid for services rendered and costs incurred hereunder through the date of cancellation including the cost of terminating the work.

Responsiveness

Bishop Engineering strives to provide quality work in a timely manner. Our three experienced field crews and six professional land surveyors/engineers allow us to meet our clients' needs.

Exclusions

The following items are not included in the scope of work for this estimate; Athletic field/track improvements, soils investigations or soils report, environmental assessment, platting, annexation, rezoning, appraisal, percolation tests, septic system design, legal services, title opinions, title research, easement research, extensive investigations of utilities which lack documentation in the public record, tracing or televising of underground utilities, public street signage plan, traffic impact plan or studies, IDNR or Corps of Engineers permits related to waters of the state or wetlands, wetland studies or mitigation, and construction staking.

Respectfully,

David Bentz, PE
Vice President

Bishop Engineering

Ph: 515-276-0467

Fax: 515-276-0217

Attachments: Acceptance Terms and Conditions

ACCEPTANCE

This is an Agreement made as of _____ between
_____ (hereinafter "OWNER") and Bishop
Engineering Company, Inc., an Iowa Corporation (hereinafter "BISHOP ENGINEERING").
BISHOP ENGINEERING is authorized to proceed with the scope of services described herein, and
we accept the attached Terms and Conditions.

Accepted:

Base Bid _____

Alternate Bid #1 _____

Date: _____

Print Name: _____

Signature: _____

Title: _____

Company: _____

**BISHOP ENGINEERING CO., INC.
TERMS AND CONDITIONS**

Attached to and made a part of the PROPOSAL FOR PROFESSIONAL ENGINEERING, LAND SURVEYING, and LANDSCAPE ARCHITECTURE SERVICES (hereinafter "Proposal").

SECTION I. SCOPE OF SERVICES

BISHOP ENGINEERING shall perform the BASIC SERVICES as outlined in the Proposal.

SECTION II. ADDITIONAL SERVICES

If authorized in writing by OWNER, BISHOP ENGINEERING shall furnish or obtain from others ADDITIONAL SERVICES. These services are not included as a part of the BASIC SERVICES as outlined above and will be paid for by the OWNER in accordance with the standard BISHOP ENGINEERING Fee Schedule.

SECTION III. RESPONSIBILITY OF OWNER

- A. Provision of Information. The OWNER shall, in a timely manner, provide BISHOP ENGINEERING with all necessary information needed to perform its services under this Agreement; such as, project development information, site information, ownership information, construction information and standards, project budget limitations, criteria for selection of contractors and product vendors, all necessary permits, title opinions, easement documents, legal documents, protective covenants, environmental hazards, and any other reasonably necessary and useful information.
- B. Project Officer. The OWNER shall name a project officer, duly authorized to act for the OWNER, to coordinate all aspects of the Project with the Project Manager.
- C. Additional Services. Furnish, or direct BISHOP ENGINEERING to provide Additional Services as stipulated in Section II of this Agreement.
- D. Right of Entry. The OWNER shall arrange for access to and make provisions for BISHOP ENGINEERING to enter upon public and/or private property as required for BISHOP ENGINEERING to perform services under this Agreement.
- E. Related Services. The OWNER shall provide such accounting, independent cost estimating, and insurance counseling services as may be required for the Project; such legal services as OWNER may require or BISHOP ENGINEERING may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by the contractor, government agency, or adjoining property owner; such auditing services as the OWNER may require to ascertain; and such inspection services as Owner may TERMS require to ascertain that the contractor or any other party is complying with any law, rule, regulation, ordinance, code, or order applicable to the Project.
- F. Project Coordination. The OWNER shall coordinate the efforts of all project contractors and professional, including BISHOP ENGINEERING, and shall review in a timely manner for acceptance all work submitted by BISHOP ENGINEERING.
- G. General. OWNER shall provide all criteria and full information as to OWNER'S requirements for the Project; designate a person to act with authority on OWNER'S behalf in respect to all aspects of the Project; examine and respond promptly to submissions; and give prompt written notice to BISHOP ENGINEERING when OWNER observes or otherwise becomes aware of any defect in the work.
- H. Payment. The OWNER shall ensure that adequate financing exists to pay BISHOP ENGINEERING pursuant to the terms of this Agreement.

SECTION IV. EXCLUSIONS Items of work which are generally not provided by BISHOP ENGINEERING as a part of the BASIC SERVICES include the following: Traffic Studies, Soils Investigations, Environmental Studies, Legal Services, Title Searches, Title Opinions, Easement Searches, Artist Renderings, Three Dimensional Models, Earthwork Quantity Takeoffs, Cross Sections, Construction Inspection, On Site Materials Testing, Laboratory Testing, Restaking due to Acts of God or Contractor destruction, As Built Surveys and Drawings, Bidding Phase Services, Sales Aids, Legal or Expert Testimony, Marketing Services, Contractor Negotiations, Financial Services, Any other items not specifically listed in the Proposal.

SECTION V. PROJECT SCHEDULE

- A. General. BISHOP ENGINEERING will make every reasonable effort to hold to the schedule outlined in the Proposal.
- B. Delays. Neither party shall hold the other responsible for damages resulting from excusable delay in the performance of this Agreement caused by Acts of God, strikes, walkouts, accidents, the acts of Government in its sovereign or contractual capacity, or any other events beyond the reasonable control of the other or the other's employees and agents. Any other type of delay in the performance of the Agreement by either party shall constitute grounds for the other party to exercise its right under the termination clause hereof.

BISHOP ENGINEERING CO., INC.
TERMS AND CONDITIONS, Continued

SECTION VI. COMPENSATION AND TERMS OF PAYMENT

A. Basic Services. OWNER shall pay BISHOP ENGINEERING for basic services as set forth in the Proposal.

B. Additional Services. OWNER shall pay BISHOP ENGINEERING for additional services on an hourly basis in accordance with the standard BISHOP ENGINEERING Fee Schedule.

C. Reimbursable Expenses. OWNER shall pay BISHOP ENGINEERING for reimbursable expenses in accordance with the standard BISHOP ENGINEERING Fee Schedule.

D. Payment. BISHOP ENGINEERING will submit invoices monthly for Basic Services and Additional Services rendered and for Reimbursable Expenses incurred. Owner shall make prompt monthly payments in response to the invoices. Payment is past due thirty days from the date of the invoice. Owner agrees to pay a finance charge of one and one half percent per month, or the maximum rate allowed by law, on past due accounts. Owner also agrees to pay all costs and expenses, including reasonable attorney fees incurred by BISHOP ENGINEERING relating to collection procedures on past due accounts. Failure of OWNER to abide by the terms of this section will be grounds for termination of this agreement.

E. Fee Adjustments. In the event of any increase of cost due to the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor agreement, or rise in the cost of living or merit increase, during the life of this Agreement, such percentage increase shall be applied to all remaining compensations.

SECTION VII. GENERAL CONSIDERATIONS

A. Termination. Either party may terminate this Agreement upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Such termination shall not be effective if such substantial failure has been remedied before expiration of the period specified in the written notice. In the event of any termination, BISHOP ENGINEERING shall be paid for all services rendered to the date of the termination, all Reimbursable Expenses and termination expenses. In the event this Agreement is terminated before the completion of all services, unless BISHOP ENGINEERING is responsible for such early termination, OWNER agrees to release BISHOP ENGINEERING from all liability for work performed.

B. Reuse of Documents. All documents, including but not limited to; construction plans, specifications, surveys, plats, digital files, filed notes, legal descriptions, reports, calculations, estimates, photographs, maps, presentation drawings, etc., shall remain the property of BISHOP ENGINEERING and may be used by BISHOP ENGINEERING without the consent of the OWNER. OWNER may make and retain copies for information and reference in connection with the use and occupancy of the Project by OWNER and others; however, such documents are not intended or represented to be suitable for reuse by OWNER or others as extensions of the Project or on other projects. Any reuse without written verification or adaptation by BISHOP ENGINEERING for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to BISHOP ENGINEERING, and the OWNER shall indemnify and hold harmless BISHOP ENGINEERING from all claims, damages, losses, and expenses including attorney fees arising out of or resulting therefrom. Any such verification or adaptation shall entitle BISHOP ENGINEERING to further compensation of fees to be agreed upon by the OWNER and BISHOP ENGINEERING.

C. Opinions of Cost. Since BISHOP ENGINEERING has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor's method of determining prices, or over competitive bidding or market conditions, BISHOP ENGINEERING's opinions of probable Project Costs and Construction Costs provided to the OWNER are made on the basis of BISHOP ENGINEERING's best judgment as experienced professional engineers and land surveyors, familiar with the construction industry; but BISHOP ENGINEERING does not guarantee that proposals, bids, or actual Total Project or Construction Costs will not vary.

D. Government Actions. BISHOP ENGINEERING shall not be liable for damages resulting from the actions or inactions of governmental agencies including but not limited to permit processing, environmental impact reports, wetlands mitigation, historical determinations, archeological findings, eminent domain, right-of-way takings, zoning matters, city council approvals, annexation proceedings, special or conditional use permits, building permits, board of adjustment proceedings, building code restrictions, covenants, neighborhood objections, passage of more restrictive standards and codes, and others. BISHOP ENGINEERING shall act as an advisor in all governmental relations.

E. Controlling Law. This Agreement is to be governed by the laws of the State of Iowa.

F. Assignment. Neither party may assign this Agreement or any part hereof without the prior written consent of the other party.

G. Notice. Any notice required or permitted herein shall be in writing and shall be delivered by registered mail. For purposes herein, the effective date of the notice shall be the date of receipt by the other party, as evidenced by the return receipt.

BISHOP ENGINEERING CO., INC.
TERMS AND CONDITIONS, Continued

H. Binding Effect. The OWNER binds himself personally, his partners, successors, executors, administrators, and assigns to BISHOP ENGINEERING to this Agreement in respect to all the terms and conditions of this Agreement, subject to the limitations on assignment set forth herein. In any event any provisions of this Agreement shall be held to be unlawful, invalid, or unenforceable, the remaining provisions shall be valid and binding upon the parties.

I. Complete Agreement. This agreement, including the Proposal and Terms and Conditions, constitutes the entire Agreement between the parties hereto and no modifications or waiver of any provision shall be effective unless in writing and signed by both parties. Evidence of discussion, conversations, or writing which occurred prior to the execution of this Agreement shall not be admissible in any proceedings for purpose of contradicting the terms and conditions hereof.

J. Precedence. These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, notice to proceed, or like document regarding the services of BISHOP ENGINEERING.

SECTION VIII. THIS SECTION DELETED

SECTION IX. INSURANCE AND INDEMNIFICATION. BISHOP ENGINEERING carries worker's compensation and employer's liability insurance and has coverage under public liability and property damage insurance policies which BISHOP ENGINEERING deems to be appropriate. Insurance certificates will be provided to the OWNER upon his written request. Within the limits and conditions of such insurance, BISHOP ENGINEERING agrees to indemnify and save OWNER harmless from and against its agents, staff, and employees. BISHOP ENGINEERING shall not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such insurance. BISHOP ENGINEERING shall not be responsible for any loss, damage, or liability arising from any acts by the OWNER, his agents, staff, employees, consultants, or contractors.

SECTION X. PROFESSIONAL DUTY. Services performed by BISHOP ENGINEERING under this Agreement will be conducted in accordance with the generally accepted principals and practice at the time for the professions utilized on the Project. No other guarantee or warranty, expressed or implied, is made. All services shall be provided by or under the direct supervision of a licensed professional engineer and/or land surveyor as the task requires.


Any and all services provided shall be held in confidence at the direction of the OWNER. Such confidence shall be in accordance with generally accepted ethical codes.

SECTION XI. UTILITIES. BISHOP ENGINEERING will take all reasonable precautions to avoid conflicts with existing buried or overhead, public or private utilities. Utilities may exist which are not known to BISHOP ENGINEERING. Utilities may exist which are not illustrated on the plans. Utilities may be illustrated on the plans in approximate locations shown in accordance with the best information available to BISHOP ENGINEERING. OWNER shall agree to hold BISHOP ENGINEERING harmless and indemnify BISHOP ENGINEERING for any claims, damages, extra cost, expenses, liability, and attorney fees in the event proposed improvements designed by BISHOP ENGINEERING are found to be in conflict with existing utilities, requiring utility relocation, design changes, project adjustments, or rework as a result of said conflict. Any services provided by BISHOP ENGINEERING in an effort to remedy said utility conflict shall be considered additional services and OWNER agrees to pay for such additional services.

SECTION XII. INSPECTIONS BISHOP ENGINEERING construction inspectors will be on site as necessary for the purpose of providing field testing and observation. Construction inspection services do not include supervision or direction of the actual work of the Contractor, his employees, or agents. The Contractor for this Project should be so advised. The Contractor should be advised that the presence of BISHOP ENGINEERING nor the testing and observation performed by BISHOP ENGINEERING shall excuse him in any way for defects discovered in his work.

SECTION XIII STAKING Although Bishop Engineering will exercise a reasonable and normal standard of care in the preparation of the improvement plans for this project, the typical site design process also includes design services and design refinement activities occurring after plan signature and agency approvals. These activities may include additional field checks and calculations, plan interpretations, grading adjustments and design verifications conducted during the course of construction. Construction staking services provided by Bishop Engineering should be considered a continuation of our professional consulting services to you and a significant part of the Quality Control and Value Engineering services we provide to our clients. Should persons other than Bishop Engineering perform the construction staking operations for this project, Bishop Engineering cannot be held accountable for damages resulting from failure to perform those tasks or from any expense or damage resulting from omissions or errors that may be contained in the plans which would reasonably have been discovered and corrected by Bishop Engineering surveyors during the construction process.



 Bishop Engineering, <i>"Planning Your Successful Development"</i> 3501 104th Street Des Moines, Iowa 50322-3825 Phone: (515) 276-0467 Fax: (515) 276-0217 Civil Engineering & Land Surveying Established 1959	
DESOTO INTERMEDIATE SCHOOL DESOTO, IA	
SURVEY EXHIBIT	
REFERENCE NUMBER:	
DRAWN BY:	
PROJECT NUMBER: 130408	
SHEET NUMBER: 1 OF 1	

Adel DeSoto Minburn

K-5 Benchmark Book Assessment Results

Grade	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Kindergarten	91%	88%	93%	92%	93%	96%	93%	96%
First Grade	81%	87%	86%	88%	84%	83%	93%	86%
Second Grade	89%	89%	88%	83%	91%	89%	91%	95%
Third Grade	82%	91%	81%	85%	82%	91%	83%	89%
Fourth Grade	79%	78%	91%	90%	86%	74%	78%	85%
Fifth Grade	83%	81%	87%	88%	95%	88%	74%	86%

Prekindergarten Reading Summary

Concepts About Print						
	Fall 12-13			Spring 12-13		
	0-69%	70-79%	80-100%	0-69%	70-79%	80-100%
Raw	23	0	1	1	0	24
Percent	96	0	4	4	0	96

Phonemic Awareness Assessment						
	Fall 12-13			Spring 12-13		
	0-69%	70-79%	80-100%	0-69%	70-79%	80-100%
Raw	11	5	7	0	0	24
Percent	48	22	30	0	0	100

Letter and Sound Identification						
	Fall 12-13			Spring 12-13		
	0-69%	70-79%	80-100%	0-69%	70-79%	80-100%
Raw	11	1	11	0	0	24
Percent	48	4	48	0	0	100

Grade Equivalent	Spring 12-13	
	Raw	Percent
NA - K	3	12
A - K	9	36
B - K	6	24
C - 1.0	4	16
D - 1.1	2	8
E - 1.2	0	0
F - 1.3	0	0
G - 1.5	0	0
H - 1.7	0	0
I - 1.9	0	0
J - 2.0	0	0
K - 2.3	0	0
L - 2.6	0	0
M - 2.9	0	0
N - 3.0	0	0
O - 3.5	0	0
P - 3.9	1	4
Q - 4.0	0	0
R - 4.5	0	0
S - 4.9	0	0
T - 5.0	0	0
U - 5.5	0	0

Kindergarten Reading Summary

Concepts About Print						
	Fall 12-13			Spring 12-13		
	0-69%	70-79%	80-100%	0-69%	70-79%	80-100%
Raw	92	12	31	0	0	129
Percent	68	9	23	0	0	100

Letter and Sound Identification						
	Fall 12-13			Spring 12-13		
	0-69%	70-79%	80-100%	0-69%	70-79%	80-100%
Raw	67	18	50	0	0	129
Percent	50	13	37	0	0	100

Benchmark Book Assessment Goal (Level B or Above)						
	Fall 12-13			Spring 12-13		
	Below Target (NA or A)	At Target (B)	Above Target (C-U)	Below Target (NA or A)	At Target (B)	Above Target (C-U)
Raw	105	6	10	5	21	102
Percent	87	5	8	4	16	80

	Fall 12-13		Spring 12-13	
Grade Equivalent	Raw	Percent	Raw	Percent
NA - K	87	72	1	1
A - K	18	15	4	3
B - K	6	5	21	16
C - 1.0	9	7	49	38
D - 1.1	0	0	32	25
E - 1.2	0	0	7	5
F - 1.3	0	0	8	6
G - 1.5	0	0	0	0
H - 1.7	0	0	5	4
I - 1.9	1	1	1	1
J - 2.0	0	0	0	0
K - 2.3	0	0	0	0
L - 2.6	0	0	0	0
M - 2.9	0	0	0	0
N - 3.0	0	0	0	0
O - 3.5	0	0	0	0
P - 3.9	0	0	0	0
Q - 4.0	0	0	0	0
R - 4.5	0	0	0	0
S - 4.9	0	0	0	0
T - 5.0	0	0	0	0
U - 5.5	0	0	0	0

First Grade Reading Summary

Dolch Words						
	Fall 12-13			Spring 12-13		
	0-69%	70-79%	80-100%	0-69%	70-79%	80-100%
Raw	7	5	114	3	3	126
Percent	6	4	90	2	2	95

Dictation Task						
	Fall 12-13			Spring 12-13		
	0-69%	70-79%	80-100%	0-69%	70-79%	80-100%
Raw	3	3	120	0	2	130
Percent	2	2	95	0	2	98

Gates-McGinitie						
	Fall 12-13			Spring 12-13		
	<1.1	1.1-1.4	1.4+	<1.5	1.5-1.8	1.9+
Raw	6	15	107	7	21	104
Percent	5	12	84	5	16	79

Benchmark Book Assessment Goal (Level I or Above)						
	Fall 12-13			Spring 12-13		
	Below Target (A-H)	At Target (I)	Above Target (J-U)	Below Target (A-H)	At Target (I)	Above Target (J-U)
Raw	107	5	14	18	33	81
Percent	85	4	11	14	25	61

	Fall 12-13		Spring 12-13	
Grade Equivalent	Raw	Percent	Raw	Percent
NA - K	0	0	0	0
A - K	2	2	0	0
B - K	5	4	0	0
C - 1.0	30	24	0	0
D - 1.1	28	22	5	4
E - 1.2	18	14	1	1
F - 1.3	16	13	3	2
G - 1.5	3	2	2	2
H - 1.7	5	4	7	5
I - 1.9	5	4	33	25
J - 2.0	11	9	27	20
K - 2.3	2	2	19	14
L - 2.6	1	1	10	8
M - 2.9	0	0	13	10
N - 3.0	0	0	11	8
O - 3.5	0	0	1	1
P - 3.9	0	0	0	0
Q - 4.0	0	0	0	0
R - 4.5	0	0	0	0
S - 4.9	0	0	0	0
T - 5.0	0	0	0	0
U - 5.5	0	0	0	0

Second Grade Reading Summary

Dolch Words						
	Fall 12-13			Spring 12-13		
	0-69%	70-79%	80-100%	0-69%	70-79%	80-100%
Raw	0	0	113	1	0	115
Percent	0	0	100	1	0	99

Gates-McGinitie						
	Fall 12-13			Spring 12-13		
	<2.1	2.1-2.4	2.5+	<2.5	2.5-2.8	2.9+
Raw	0	0	114	1	1	117
Percent	0	0	100	1	1	98

Benchmark Book Assessment Goal (Level I or Above)						
	Fall 12-13			Spring 12-13		
	Below Target (A-L)	At Target (M)	Above Target (N-V)	Below Target (A-L)	At Target (M)	Above Target (N-V)
Raw	69	15	28	6	33	79
Percent	62	13	25	5	28	67

	Fall 12-13		Spring 12-13	
Grade Equivalent	Raw	Percent	Raw	Percent
NA - K	0	0	0	0
A - K	0	0	1	1
B - K	0	0	0	0
C - 1.0	0	0	0	0
D - 1.1	0	0	0	0
E - 1.2	0	0	0	0
F - 1.3	3	3	0	0
G - 1.5	0	0	0	0
H - 1.7	10	9	0	0
I - 1.9	13	12	0	0
J - 2.0	14	13	2	2
K - 2.3	19	17	3	3
L - 2.6	10	9	0	0
M - 2.9	15	13	33	28
N - 3.0	12	11	11	9
O - 3.5	9	8	22	19
P - 3.9	5	4	12	10
Q - 4.0	2	2	13	11
R - 4.5	0	0	11	9
S - 4.9	0	0	9	8
T - 5.0	0	0	1	1
U - 5.5	0	0	0	0
V - 5.9	0	0	0	0

Third Grade Reading Summary

Benchmark Book Assessment Goal (Level P or Above)						
	Fall 12-13			Spring 12-13		
	Below Target (A-O)	At Target (P)	Above Target (Q-V+)	Below Target (A-O)	At Target (P)	Above Target (Q-V+)
Raw	58	29	14	11	23	67
Percent	57	29	14	11	23	66

	Fall 12-13		Spring 12-13	
Grade Equivalent	Raw	Percent	Raw	Percent
NA - K	0	0	0	0
A - K	1	1	1	1
B - K	0	0	0	0
C - 1.0	0	0	0	0
D - 1.1	0	0	0	0
E - 1.2	1	1	1	1
F - 1.3	0	0	0	0
G - 1.5	0	0	0	0
H - 1.7	1	1	0	0
I - 1.9	1	1	0	0
J - 2.0	2	2	1	1
K - 2.3	0	0	0	0
L - 2.6	5	5	1	1
M - 2.9	16	16	2	2
N - 3.0	18	18	0	0
O - 3.5	13	13	5	5
P - 3.9	29	29	23	23
Q - 4.0	9	9	24	24
R - 4.5	4	4	14	14
S - 4.9	0	0	11	11
T - 5.0	1	1	10	10
U - 5.5	0	0	4	4
V - 5.9	0	0	4	4
V+ - Above 5.9	0	0	0	0

Fourth Grade Reading Summary

Benchmark Book Assessment Goal (Level S or Above)						
	Fall 12-13			Spring 12-13		
	Below Target (A-R)	At Target (S)	Above Target (T-V+)	Below Target (A-R)	At Target (S)	Above Target (T-V+)
Raw	60	14	37	17	8	87
Percent	54	13	33	15	7	78

	Fall 12-13		Spring 12-13	
Grade Equivalent	Raw	Percent	Raw	Percent
NA - K	0	0	0	0
A - K	0	0	0	0
B - K	0	0	0	0
C - 1.0	0	0	0	0
D - 1.1	0	0	0	0
E - 1.2	0	0	0	0
F - 1.3	0	0	0	0
G - 1.5	0	0	0	0
H - 1.7	0	0	0	0
I - 1.9	0	0	0	0
J - 2.0	1	1	0	0
K - 2.3	1	1	0	0
L - 2.6	2	2	0	0
M - 2.9	5	5	0	0
N - 3.0	0	0	0	0
O - 3.5	2	2	3	3
P - 3.9	10	9	3	3
Q - 4.0	13	12	3	3
R - 4.5	26	23	8	7
S - 4.9	14	13	8	7
T - 5.0	12	11	14	13
U - 5.5	9	8	27	24
V - 5.9	12	11	31	28
V+ - Above 5.9	4	4	15	13

Fifth Grade Reading Summary

Benchmark Book Assessment Goal (Level S or Above)						
	Fall 12-13			Spring 12-13		
	Below Target (A-U)	At Target (V)	Above Target (V+)	Below Target (A-U)	At Target (V)	Above Target (V+)
Raw	60	22	35	17	36	64
Percent	51	19	30	15	31	55

	Fall 12-13		Spring 12-13	
Grade Equivalent	Raw	Percent	Raw	Percent
NA - K	0	0	0	0
A - K	0	0	0	0
B - K	0	0	0	0
C - 1.0	0	0	0	0
D - 1.1	0	0	0	0
E - 1.2	0	0	0	0
F - 1.3	0	0	0	0
G - 1.5	0	0	0	0
H - 1.7	0	0	0	0
I - 1.9	0	0	0	0
J - 2.0	0	0	0	0
K - 2.3	1	1	0	0
L - 2.6	1	1	0	0
M - 2.9	0	0	0	0
N - 3.0	2	2	2	2
O - 3.5	0	0	1	1
P - 3.9	2	2	0	0
Q - 4.0	4	3	1	1
R - 4.5	6	5	1	1
S - 4.9	6	5	0	0
T - 5.0	20	17	1	1
U - 5.5	18	15	11	9
V - 5.9	22	19	36	31
V+ - Above 5.9	35	30	64	55

2013-14
OFFICIAL ELEMENT

GRADE	RESIDENT	O.E. IN	CPI Dual Enrolled	SP. ED. IN	TOTAL	COMMENTS
ECSE	6	0.0	0.0	0	6.0	
Prekindergarten	19	5.0			24.0	
Kdg.	100	16.0			116.0	
1	115	17.0			132.0	
2	116	21.0			137.0	
3	108	14.0			122.0	
4	90	13.0			103.0	
5	99	18.0	0.1		117.1	
6	103	15.0			118.0	
7	104	13.0			117.0	
8	115	13.0			128.0	
9	107	15.0			122.0	
10	102	7.0	0.1		109.1	
11	104	17.1	0.1		121.2	
12	91	16.0		1	108.0	
Sub -Total	1379					
STRIVE DMACC					0.0	
YOUTH AT RISK	2			0	2.0	12th grade-2
Sub -Total	1,381	200.1	0.3	1	1582.4	
Students sitting in ADM seats						
Up or down from 2012-13	8	15.9		(1)	22	
TUITION OUT	3					
Up or down from 2012-13	-4					
OE OUT (101)	97.9					4 students OE out/CPI dual enrolled
Up or down from 2012-13	20					
DUAL ENROLLMENT (4 students)	0.3	0			0.3	
GRAND TOTAL	1,482.2	200.1		1.0	1,582.4	
	State-Funded Students	Includes 12 Sp Ed		Students in ADM seats		
Up or down from 2012-13	24.3	15.9		(1.0)	21.9	
CPI (4)				0	0.0	

Preliminary

20

**ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT
VOLUNTARY EARLY RETIREMENT PROGRAM
2013-2014**

Eligibility. The voluntary early retirement program shall apply to employees who are at least age 55 and who have completed at least ten (10) years of full-time continuous service to the Adel DeSoto Minburn Community School District from the last date of hire. [If this program is continued in future years, the minimum number of years of service for persons hired after October 1, 2006 shall be fifteen (15).] "Full-time" service is defined as forty (40) hours per week. Years of service as a substitute employee shall not count as a year of service. Years of part-time service may not be aggregated to equal a year of full-time service; however, a year(s) of part-time service shall not break continuous years of full-time service. The employee must have been employed on a regular contract. The employee must reach the minimum age of 55 and the ten years of service on or before July 1, 2014. The employee may not have been discharged or recommended for termination of employment during the year the early retirement plan is offered. If an employee has previously received any early retirement benefit from the District, the employee is not eligible for this program.

Application. The employee must make application for early retirement benefits between 8:00 a.m. on January 3, 2014 and 4:00 p.m. on January 6, 2014. The application shall be made on a form provided by the District and shall be submitted to the board secretary. The employee must also make formal application for retirement benefits under IPERS. The Board shall have the discretion to approve or disapprove any and all applications for early retirement benefits. The Board may limit the number of employees granted early retirement benefits. When more employees apply than are going to be granted early retirement benefits, the Board shall, except for good cause, consider applications in the order in which they are received in the business office of the District.

Resignation. Any employee who wishes to obtain early retirement benefits shall submit a resignation from employment with her/his application for early retirement benefits, effective at the conclusion of the 2013-2014 contract year, which resignation may be contingent upon the Board approving the employee's request for early retirement benefits. Mid-year resignations shall disqualify an employee from the early retirement benefit. Approval of the request for early retirement benefits will be considered acceptance of the employee's resignation and will constitute a voluntary termination of all of the employee's contracts.

Employees who receive early retirement benefits under this program shall not be eligible to be rehired by the District, except for temporary substitute duty or in unusual situations in the sole discretion of the Board. The District shall not be required to accept or consider an application for employment from the retiree.

**ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT
VOLUNTARY EARLY RETIREMENT PROGRAM
2013-2014**

Voluntary Early Retirement Annuity. An employee granted early retirement pursuant to this plan will receive an annuity, payable during the month of September, 2014 equal to forty-four percent (44%) of the employee's regular 2013-2014 salary or wages (exclusive of Teacher Quality Act money, longevity, extended contract pay, supplemental salary, extra duty pay, over-time, shift differential, flexible spending, or other such additional payments). The early retirement annuity shall not be paid if the employee dies after the Board has approved the early retirement but prior to the employee's last day of scheduled work. If the employee dies on or after the first day of early retirement, but prior to receiving the early retirement annuity, the annuity shall be paid to the employee's beneficiary.

Voluntary Early Retirement Insurance Benefit. An employee granted early retirement pursuant to this policy may elect to continue participation in the District's group health insurance plan subject to approval of the carrier and in accordance with Iowa law to age sixty-five. The employee must make all payments for continuation of coverage. The employee must have been a participant in the District's group health insurance plan during the 2013-2014 contract year. The District reserves the right to change coverage or carriers at any time.

No Vesting. This plan shall be in effect only for the 2013-2014 contract year. The adoption of this plan shall not vest any right in any employee whether or not the employee is currently eligible for early retirement. The Board shall have the complete discretion to amend or repeal this plan at any time and shall not be obligated to provide any benefits to any employee after the date of such amendment or repeal, except to those employees whose early retirement pursuant to this policy has commenced prior to the amendment or repeal.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT
EARLY RETIREMENT APPLICATION
SCHOOL YEAR 2013-14

Name _____
Last First Middle

Birthdate _____ Social Security Number _____
M/D/Y

Address _____
Street/Box/RR City Zip

Home Phone Number _____

Beneficiary _____

Beneficiary Address _____
Street/Box/RR City Zip

Do you plan to continue insurance benefits at your own cost on the school insurance plan?
(Circle One) Yes No

Signature _____ Date _____

Please attach your letter of resignation.

(For Office Use Only)

\$ _____
Base Salary

\$ _____
44% Incentive

APPLICATION DEADLINE IS JANUARY 6

**Adel-DeSoto-Minburn Comm Sch District
Early Retirement Incentive Plan**

Year	Plan Offered	# Eligible	# Retirees
1990-91	Yes	9	1
1991-92	Yes	10	2
1992-93	Yes	6	2
1993-94	No	4	0
1994-95	Yes	5	3
1995-96	No	3	0
1996-97	No	3	1
1997-98	Yes	7	6
1998-99	Yes	8	1
1999-00	Yes	9	4
2000-01	Yes	6	0
2001-02	Yes	13	3
2002-03	Yes	16	2
2003-04	Yes	22	4
2004-05	Yes	24	5
2005-06	Yes	29	10
2006-07	Yes	23	4
2007-08	Yes	25	5
2008-09	No	19	1
2009-10	Yes	21	8
2010-11	No	16	1
2011-12	Yes	20	9
2012-13	Yes	8	1
2013-14		17	

9/19/2013 Metro Meeting Poll - Retirement Incentive Program

District	Offering this year?	Years of employment	Benefit	Add'l Information
DCG	Yes <i>no</i>	15 years	Single Health Insurance to age 65 (cost capped at current rate) NO EFFECT ON GENERAL FUND	Employees notified a year in advance
NE Polk	Policy Recinded			They made a 1 time offer to Administrators only - several years ago
Knoxville	No	10 years	100% salary paid out over 3 years	Past Practice - 2 years on then 2 years off
Saydel	No		85% salary paid out over 2 years or toward Health premium for max 7 years	If the incentive is offered, an eligible employee can only pass twice - after that they no longer qualify.
Waukee	Yes	15 years	50% salary in 1 lump sum payment or single Health insurance to age 65 (cost capped at current rate)	Waukee doesn't have many qualified employees. Demographics are younger teachers.
Indianola	Policy Recinded			
Perry	No decision yet (Did offer last year)	15 years	60% salary - Max of \$30K paid out in 2 years	
W Dsm	Yes		\$50 for sick days in bank, Single Health to age 65 (capped at current rate), PLUS \$18K lump sum payment as additional incentive!	Already advertised it would be offered again next year. The District deperately needs to reduce staff.
Urbandale	Policy Recinded		Last offering was 20% of salary over 3 years or Single Health insurance to age 65 (cost capped at current rate)	Was offered every year like us, but recinded several years ago.
N Polk	No		Last offering was \$9K one time payment plus Single Health insurance to age 65 (capped at current rate)	
Norwalk	Policy Recinded 2003		Last offering was 40% of salary in lump sum payment.	
Carlisle	Policy Recinded			