



BOARD MINUTES  
PUBLIC MEETING  
ADMINISTRATION OFFICE  
October 14, 2019  
7:00 P.M.

Call to Order: Phil Foster, Brian Gott, Mike Martin, Dennis Reagan, Melissa Smith, Shane Steimel. Absent – Rick Davis.  
Pledge of Allegiance  
Prayer

- **MINUTES**

- The Chair entertained a motion to approve the minutes of the September 9, 2019, School Board Meeting.

*Motion: Brian Gott Second: Melissa Smith (Discussion) Vote: 6-0*

- The Chair entertained a motion to approve the Executive Session September 9, 2019.

*Motion: Dennis Reagan Second: Phil Foster (Discussion) Vote: 6-0*

- The Chair entertained a motion to approve the Executive Session October 3, 2019.

*Motion: Dennis Reagan Second: Melissa Smith (Discussion) Vote: 5-0 Mike Martin abstained.*

- **REPORTS**

- Joe Keith, Director of Maintenance, provided a construction update on the projects at Western Boone Jr-Sr High School.

- **TEACHER CONTRACT – SEA 390 Public Meeting**

- The board met pursuant to Indiana Code 20-29-6-19(a) to discuss the terms of the tentative agreement of the teacher collective bargaining agreement, which is posted at [www.weboschools.org/school-board](http://www.weboschools.org/school-board)

- **SUPERINTENDENT CONTRACT – Public Hearing**

- The board president entertained a motion to open the Superintendent Contract Hearing

*Motion: Mike Martin Second: Dennis Reagan (Discussion) Vote: 6-0*

- The board president entertained comments regarding the Superintendent's Contract

The Director of Business and Technology noted that the Superintendent's Contract had been posted in the local newspaper to meet statutory requirements. No further comments were mentioned.

- The board president entertained a motion to close the Superintendent Contract Hearing

*Motion: Mike Martin Second: Dennis Reagan (Discussion) Vote: 6-0*

## ACTION ITEMS

By individual motions, the Board approved/adopted the following items or action.

- **PERSONNEL** All employment recommendations are pending completed satisfactory criminal background history report.
- **Granville Wells**
  - Jacelyn Pugh – Employment –Instructional Assistant Life Skills effective September 30, 2019
  - Christi Imes – Homebound Teacher – 2 hours a week  
ECA  
Cassie Anderson – Student Council
- **Western Boone**
  - Connie Steed – Employment Custodian effective September 30, 2019
  - Radamany Apaseuth – Employment Custodian effective October 7, 2019
  - Connie Steed – Resignation Custodian effective October 3, 2019  
ECA  
Katlyn Newton Mathis – Spring Musical Assistant  
Meghan Farris – Fall Play Assistant  
Julie Hill – National Honor Society Sponsor  
Wilda Knecht – Volunteer Sunshine Society  
Dustin Harrison – Resignation – National Honor Society Sponsor  
Andy Hoskins – Volunteer Boys Bowling Club  
Karen Copeland – Volunteer Girls Bowling Club  
A.J. Mohringer – Volunteer Bowling Club
- **Western Boone Athletics**
  - Gunnar Reed – Varsity Assistant Girls Basketball Coach
  - Jeremy Gearheart – JV Head Girls Basketball Coach
  - Kallee Rice – Varsity/JV Assistant Girls Basketball Coach
  - Jeff Christner – 8<sup>th</sup> Grade Head Girls Basketball Coach
  - Don Gray – 8<sup>th</sup> Grade Assistant Girls Basketball Coach
  - Jamie Brewer – 7<sup>th</sup> Grade Head Girls Basketball Coach
  - Sara Brewer – 7<sup>th</sup> Grade Assistant Girls Basketball Coach
  - Katie Swisher – 6<sup>th</sup> Grade Head Girls Basketball Coach
  - Bill Barr – Varsity Assistant Boys Basketball Coach
  - Braden Hall – JV Head Boys Basketball Coach
  - Kurt Baird – Freshman Head Boys Basketball Coach
  - Ryan Richardson – 8<sup>th</sup> Grade Head Boys Basketball Coach
  - Paul Nicely – 7<sup>th</sup> Grade Head Boys Basketball Coach
  - Tom Garritty – 7<sup>th</sup> Grade Assistant Boys Basketball Coach
  - Gabe Westerfeld – 6<sup>th</sup> Grade Head Boys Basketball Coach
  - Eric Adams – Varsity Assistant Wrestling Coach
  - Austin Farrell – Junior High Head Wrestling Coach
  - Bobby Taylor – Junior High Assistant Wrestling Coach
  - Andrew Mabie – Volunteer Assistant Wrestling Coach
  - Evelyn Kouns – Varsity Assistant Girls & Boys Swimming Coach
  - Wilda Knecht – Varsity and Junior High Assistant Girls & Boys Swimming Coach
  - Hayley Eadie – Junior High Head Girls & Boys Varsity Swimming Coach
- **Western Boone Transportation**
  - Cindy Hume – Employment – Bus Driver effective March 2019
  - Brad Maddox – Change in position from SP Driver to Sub Bus Driver effective September 24, 2019
  - Alexis Luper – Employment – SP Driver effective September 24, 2019
  - Casey Cratty – Employment – Bus Driver effective October 1, 2019
  - Wayne Mullkin – Employment – Sub Bus Driver, ECA Trip effective October 1, 2019
  - Michelle Reed – Resignation – Bus Driver effective October 18, 2019

- **BUSINESS**

- **Applied Course Fees**

- The Director of Curriculum and Instruction recommended the board approve recent changes made to the Certificate of Completion requirements for students with Individual Education Plans.

*Motion: Dennis Reagan Second: Melissa Smith (Discussion) Vote: 6-0*

- **Termination of Contract with RenoSys**

- Superintendent Ramey recommended the board ratify Superintendent Ramey's October 4, 2019, termination of the school corporation's contract with RenoSys Corporation relating to the Jr.-Sr. High School swimming pool project.

*Motion: Brian Gott Second: Dennis Reagan (Discussion) Vote: 6-0*

- **Resolution to Adopt the 2020 Corporation Budgets for the Rainy Day, Debt Service, Education, and Operations Funds (attached):**

- The Director of Business and Technology recommended the Board approve the resolution to adopt the 2020 Corporation Budgets for the Rainy Day, Debt Service, Education, and Operations Funds.

*The Director of Business and Technology stated that our transfers from Education to Operations will not exceed 15% of our revenue.*

*Motion: Dennis Reagan Second: Brian Gott (Discussion) Vote: 6-0*

- **Resolution to Adopt the 2020-2022 Capital Projects Plan (attached):**

- The Director of Business and Technology recommended the Board approve the resolution to adopt the 2020-2022 Capital Projects Plan.

*Motion: Mike Martin Second: Dennis Reagan (Discussion) Vote: 6-0*

- **Resolution to Adopt the 2020-2024 School Bus Replacement Plan (attached):**

- The Director of Business and Technology recommended the Board approve the resolution to adopt the 2020-2024 School Bus Replacement Plan.

*Motion: Phil Foster Second: Mike Martin (Discussion) Vote: 6-0*

- **Resolution to Adopt the 2020 Budget Form 4B-Line 1 (attached):**

- The Director of Business and Technology recommended the Board approve the resolution to grant the appropriate authority to Mr. Rob Ramey, Superintendent, to lower appropriations for estimated 2020 fund expenditures, January 1 through December 31, 2020, on School Budget Form 4B-Line 1 if needed.

*Motion: Mike Martin Second: Phil Foster (Discussion) Vote: 6-0*

- **Resolution to Adopt the 2020 Budget Form 4B-Line 2 (attached):**

- The Director of Business and Technology recommended the Board approve the resolution to grant the appropriate authority to Mr. Rob Ramey, Superintendent, to lower appropriation balances where needed to more accurately reflect necessary expenditures, July 1 through December 2019, on School Budget Form 4B-Line 2 if needed.

*Motion: Dennis Reagan Second: Mike Martin (Discussion) Vote: 6-0*

- **Donations**

- Superintendent Ramey recommended the Board approve the following:
  - Thorntown Elementary School received a \$50.00 donation from Boone REMC for purchase of photos and desserts for Student of the Month luncheon.
  - Thorntown Elementary School received a \$400.00 donation from the Ransom Family Advised Fund, Grant #20190659, for the purchase of headphones/ear buds for 2<sup>nd</sup> grade, as well as the Student of the Month recognition and banquet.
  - Thorntown Elementary School received a \$500.00 donation from Whitaker Glass & Mirror for support of PBIS efforts and Student of the Month recognition/banquet.
  - Granville Wells Elementary School received a \$100.00 donation from Jerry and Peggy Beck to go towards the Aliff girls' memorial fundraiser.
  - Granville Wells Elementary School received a \$500.00 donation from Demaree Trucking, LLC to go towards the Aliff/Mora-Lopez memorial.

*Motion: Melissa Smith Second: Phil Foster (Discussion) Vote: 6-0*

- **Out of State/ Overnight Field Trips**

- Superintendent Ramey recommended the Board to approve the field trip request for
  - Travis Terhaar – Raleigh North Carolina for National Livestock Skill-A-Thon Contest on November 2, 2019 to November 4, 2019.

*Motion: Brian Gott Second: Melissa Smith (Discussion) Vote: 6-0*

- **Non-Resident Students**

- Superintendent Ramey recommended the Board approve the following Non-Resident Students:
  - Camille Kinney – Thorntown, 6<sup>th</sup> Grade, 2019-2020 school year
  - Payten Blankenship – Granville Wells, 5<sup>th</sup> Grade, 2019-2020 school year
  - Essance Lister – Western Boone, 8<sup>th</sup> Grade, 2019-2020 school year
  - Skylar Sheets – Western Boone, 11<sup>th</sup> Grade, 2019-2020 school year
  - Andrew Burns – Western Boone, 12<sup>th</sup> Grade, 2019-2020 school year
  - Mackenzie Covington – Western Boone, 12<sup>th</sup> Grade, 2019-2020 school year
  - Jaden Smith – Western Boone, 12<sup>th</sup> Grade, 2019-2020 school year

*Motion: Phil Foster Second: Dennis Reagan (Discussion) Vote: 6-0*

- **CLAIMS**

- The Chair entertained a motion to approve the claims for the period of September 9, 2019, through October 14, 2019, as submitted.

*Motion: Phil Foster Second: Dennis Reagan (Discussion) Vote: 6-0*

- **MONTHLY FINANCIAL REPORTS**

- **OTHER**

- **Western Boone**

- Superintendent Ramey recommended the board approve the proposal from Tecton Construction Management, Inc. for Design Assistance, Bidding, and Construction Services for the pool renovation project.

**ECA**

Katie Gutierrez – National Honor Society Co-Sponsor

Jody Garst – FFA Volunteer

Meghan Farris – Combined 6<sup>th</sup> Grade Christmas Choir

*Motion: Dennis Reagan Second: Brian Gott (Discussion) Vote: 6-0*

- **ANNOUNCEMENTS**

- Granville Wells – Picture Re-takes October 18, 2019
- Thorntown Elementary – Healthy Minds & Bodies Day & Annual PTO Walkathon Fundraiser October 18, 2019
- Western Boone Jr.-Sr. High School – Veterans’ Day Program November 11, 2019, 9:00 AM
- Thorntown Elementary – Veterans’ Day Program November 11, 2019, 9:30AM and 7:00 PM
- Granville Wells – Veterans’ Day Program November 11, 2019, 10:00 AM
- Thorntown Elementary – Fall Family Night November 25, 2019, 6:00-7:30 PM
- Fall Break – October 21, 2019 to October 25, 2019

- **ADJOURNMENT**

*Motion: Brian Gott Second: Dennis Reagan (Discussion) Vote: 6-0*

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>



To: Mr. Ramey and Members of the Western Boone School Board

From: Tricia Reed, Director of Curriculum and Instruction

Re: Applied Course Fees

Date: October 14, 2019

As a result of recent changes made to the Certificate of Completion requirements for students with Individual Education Plans not working toward a general diploma, courses formerly categorized as *Lifeskills* must now be retitled as *Applied* courses to more specifically reflect the general education courses with which they align. As a result, fees for courses formerly under the Lifeskills umbrella must be re-assigned to their newly-aligned applied course equivalent.

The course ledger below aligns the previous Lifeskills courses and the new applied courses that replace them. Approval is requested to apply the fees in the same amount to the newly-aligned applied courses, as listed below.

Former Course Number	Former Course Title	Course Fees			New Course Number	New Course Title
		Book Fees	Consumables	Fees		
0500LS	Lifeskills	\$0.00	\$0.00	\$50.00	0500B	Basic Skills Dev
0500M	Lifeskills Math	\$0.00	\$0.00	\$5.50	2520A	Applied Alg 1
0500M	Lifeskills Math (Term 2)	\$0.00	\$0.00	\$5.50	3024A	Applied Biology
0500PE	Lifeskills PE (Term 1)	\$0.00	\$0.00	\$0.00	3542LS	Applied PE 9
0500PE	Lifeskills PE (Term 2)	\$0.00	\$0.00	\$0.00	3544LS	Applied PE 9
	n/a	\$0.00	\$0.00	\$0.00	1570A	Applied Geog/Hist of World
0500E	Lifeskills English	\$0.00	\$0.00	\$10.00	1002A	Applied English 9
	n/a	\$0.00	\$0.00	\$0.00	3506A	Applied Health & Wellness
0500WE	Lifeskills Work Experience (Term 1)	\$0.00	\$0.00	\$0.00	0522A	Applied Career Info & Explor
0500WE	Lifeskills Work Experience (Term 2)	\$0.00	\$0.00	\$0.00	0530A	Applied Career Exploration Internship
0500MU	Lifeskills Music	\$0.00	\$0.00	\$0.00	4206A	Applied Music Hist & Appreciation



October 4, 2019  
[Sent via U.S. Mail and Email]

Mr. Steve Comstock, CEO  
RenoSys Corporation  
2825 East 55<sup>th</sup> Place  
Indianapolis, IN 46220  
[stevec@renosys.com](mailto:stevec@renosys.com)

RE: Western Boone Schools Swimming Pool Renovation Project  
NOTICE OF TERMINATION OF CONTRACT

Dear Mr. Comstock:

This letter is to notify you of the decision of Western Boone County Community School Corporation to terminate the Standard Form of Agreement between Owner and Contractor (AIA Document A101-2017) dated March 18, 2019 (Contract), effective immediately. This action is being taken by the owner at its convenience as specifically authorized by Section 7.1 of the Contract, which incorporates §14.4 of the General Conditions (AIA Document A201-2017).

In accordance with §14.4.2 of the General Conditions, RenoSys is to immediately (i) cease work and operations at the project site, (ii) terminate all existing subcontracts and purchase orders, and (iii) enter into no further subcontracts and purchase orders.

If you have ordered or purchased any specialty products for this project that cannot be returned for credit, please immediately identify those for us so we can attempt to use them on the project or perhaps obtain credit for them.

Per §14.4.3 of the General Conditions, the school corporation will pay your company for work that has been properly executed and your recoverable costs incurred by reason of this termination, all in accordance with the terms of the contract documents. But no further work is to be performed by your company or subcontractors and no further expense is to be incurred by your company in connection therewith.

To the extent you have any tools or equipment on site, please make arrangement with Joe Keith to remove them as soon as possible. We further request that you obtain and preserve all documentation, including contracts, purchase orders, time records, invoices, receipts, estimates, e-mail messages, memoranda of other communications, which pertain to your work on this project.

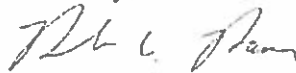
Please present your statement of charges and expenses, along with supporting detail and documentation, for which you believe you are entitled to payment. We reserve the right to request all related back-up or supporting documentation in connection with any monies claimed due.

As indicated, this termination is solely for the owner's convenience; it is not a for-cause termination. Given the difficulties that have been experienced to date, the school desires to move in a different direction.

Western Boone Schools otherwise retains all of its rights available under the contract documents or the law generally.

If you have any questions, please have your counsel contact our attorney Kent Frandsen.

Sincerely,



Robert W. Ramey, Superintendent

cc: Jeff Jacob and Anthony Ridolfo, Hackman Hulett LLP  
Jay Farley, Merchants Bonding Company, Bond No. INC61067  
Kent M. Frandsen, Parr Richey Frandsen Patterson Kruse LLP



## ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4  
 Generated 10/9/2019 8:20:03 AM

Ordinance / Resolution Number: 2020

Be it ordained/resolved by the Western Boone County Community School Corporation that for the expenses of WESTERN BOONE COUNTY SCHOOL CORPORATION for the year ending December 31, 2020 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of WESTERN BOONE COUNTY SCHOOL CORPORATION, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the Western Boone County Community School Corporation.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Western Boone County Community School Corporation	School Board	10/14/2019

### Funds

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$500,000	\$0	0.0000
0180	DEBT SERVICE	\$3,842,862	\$3,649,740	0.6293
3101	EDUCATION	\$10,370,305	\$0	0.0000
3300	OPERATIONS	\$5,973,071	\$3,193,397	0.5506
		<b>\$20,686,238</b>	<b>\$6,843,137</b>	<b>1.1799</b>

Name		Signature
Rick Davis	Aye <input type="checkbox"/>	
	Nay <input type="checkbox"/>	
	Abstain <input type="checkbox"/>	
Phil Foster	Aye <input type="checkbox"/>	
	Nay <input type="checkbox"/>	
	Abstain <input type="checkbox"/>	
Brian Gott	Aye <input type="checkbox"/>	
	Nay <input type="checkbox"/>	
	Abstain <input type="checkbox"/>	
Mike Martin	Aye <input type="checkbox"/>	
	Nay <input type="checkbox"/>	
	Abstain <input type="checkbox"/>	
Dennis Reagan	Aye <input type="checkbox"/>	
	Nay <input type="checkbox"/>	
	Abstain <input type="checkbox"/>	
Melissa Smith	Aye <input type="checkbox"/>	
	Nay <input type="checkbox"/>	
	Abstain <input type="checkbox"/>	
Shane Steimel	Aye <input type="checkbox"/>	
	Nay <input type="checkbox"/>	
	Abstain <input type="checkbox"/>	

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
Approved by the State Board of Accounts, 2015  
Prescribed by the Department of Local Government Finance

Budget Form No 4  
Generated 10/9/2019 8 20 03 AM

ATTEST		
Name	Title	Signature
Mike Martin	Secretary	



**RESOLUTION TO ADOPT BUS REPLACEMENT PLAN**  
**Budget Year 2020**

This resolution is adopted by the Board of Trustees of the School Corporation below:

School Corporation Name:	Western Boone County Community School Corporation
County:	Boone

WHEREAS, A School Bus Replacement Plan has been established; and

WHEREAS, the Board of Trustees is required under IC 20-40-18-9 to adopt a plan for the School Bus Replacement Plan; and

WHEREAS, the Board of Trustees held a public hearing on the plan date and place below:

Meeting Date:	Monday, September 9, 2019
Meeting Location:	WBCCSC Admin Bld., 1201 N. SR 75, Thorntown, IN 46071

THEREFORE, BE IT RESOLVED, by the Board of Trustees that the plan entitled "2020-2024 Bus Replacement Plan" this resolution, and is adopted as the Board of Trustees' Plan with respect to the School Bus Replacement Plan.

BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution to the Department of Local Government Finance as required by IC 20-40-18-9.

Adoption Date:	Monday, October 14, 2019
----------------	--------------------------

AYE

NAY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attest: \_\_\_\_\_

Secretary of Board of School Trustees

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION

2020 BUDGET RESOLUTION

WHEREAS, the Trustees of the Western Boone County Community School Corporation are required to advertise the 2020 Budgets six months prior to implementation.

AND WHEREAS, expenditure calculations used to prepare the budget and establish tax levies and rates for advertisement are projections of events that may take place over the next eighteen months,

AND WHEREAS, ADM, LET/FIT/CAGIT, and Assessed Valuations are estimated at the time of advertising budget.

AND WHEREAS, the Trustees of the Western Boone Community School Corporation wish to impose the most appropriate tax rate on their patrons to insure appropriate levies to fund the school budget.

THEREFORE, BE IT RESOLVED that the Trustees grant the appropriate authority to Mr. Rob Ramey, Superintendent to lower appropriations for estimated 2020 fund expenditures, January 1 through December 31, 2020, on School Budget Form 4B-Line 1.

Adopted this 14<sup>th</sup> day of October, 2019

\_\_\_\_\_  
Shane Steimel, President  
Board of School Trustees  
Western Boone School Corporation

Attest:

\_\_\_\_\_  
Mike Martin, Secretary  
Board of School Trustees  
Western Boone School Corporation

Line#1 is reduced by  
\$ \_\_\_\_\_  
From Budget Class:

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION

2020 BUDGET RESOLUTION

WHEREAS, the Trustees of the Western Boone County Community School Corporation are required to advertise the 2020 Budgets six months prior to implementation.

AND WHEREAS, expenditure calculations used to prepare the budget and establish tax levies and rates for advertisement are projections of events that may take place over the next eighteen months,

AND WHEREAS, the Trustees of the Western Boone County Community School Corporation wish to impose the most appropriate tax rate on their patrons to insure appropriate levies to fund the school budget.

THEREFORE, BE IT RESOLVED that the Trustees grant the appropriate authority to Mr. Rob Ramey, Superintendent, to lower appropriation balances where needed to more accurately reflect necessary expenditures, July 1 through December, 2019 on School Budget Form 4B – Line 2.

Adopted this 14<sup>th</sup> day of October, 2019.

---

Shane Steimel, President  
Board of School Trustees  
Western Boone School Corporation

Attest:

---

Mike Martin, Secretary  
Board of School Trustees  
Western Boone School Corporation

<u>FUND</u>	<u>AMOUNT</u>
Education	\$ _____
Debt	\$ _____
Operations	\$ _____

## **EDUCATION & OPERATION FUND COMPARISON REPORT**

As of September 30, 2019, the Education Fund cash balance was \$3,557,348. The Education Fund expenditures for September 2019 were \$651,185. As of the end of September 2019, a total of 68% of the 2019 appropriation was expended.

As of September 30, 2019, the Operation Fund cash balance was -\$412,224. The Operation Fund expenditures for September 2019 were \$544,928. As of the end of September 2019, a total of 71% of the 2019 appropriation was expended.

FYI: The September 2019 - Fund, Appropriation, and Revenue Reports are posted to the School Board Document Site

PROPOSAL FOR  
DESIGN ASSISTANCE,  
BIDDING &  
CONSTRUCTION  
SERVICES

---

*Western Boone School Corporation  
Pool Renovation*

*10-07-2019*



102 NORTH 3<sup>RD</sup> STREET,  
SUITE 201  
LAFAYETTE, IN 47901





## **INTRODUCTION:**

Tecton is honored to be asked to provide this proposal for services to Western Boone Consolidated School Corporation. In the proposal, we will briefly describe the project as we understand it, list the services we would provide, tell you what our fee would be, and describe some other costs that you might encounter during the course of the project.

## **THE PROJECT:**

The project consists of new pool, plumbing, equipment for a fully operational pool. Included will be new HVAC, painting of the pool proper as well as new pool deck and flooring.

Two main goals exist for project:

1. Keep or reduce the cost of the original pool bid with a new bid event.
2. Complete the project by October 2 2020.

## **SERVICES TO BE PROVIDED:**

Tecton Construction Management, Inc. proposes to provide complete design “process” management and construction management services for your project. These services will include organization and coordination of activities during the design phase and bidding phase, supervision and project management during the construction phase of the project, as well as warranty services after the project has been completed.

The following is a detailed listing of services provided during each phase of the project:

## **DESIGN PHASE SERVICES:**

TECTON CONSTRUCTION MANAGEMENT, INC. will:

1. Establish the parameters of the project for building specifications, time frame, and cost.
2. Prepare a Total Project Schedule for the project from beginning to end that includes:
  - a. Pre-design milestone dates
  - b. Design phase milestone dates
  - c. Bidding dates
  - d. Begin construction date
  - e. During construction milestone dates
  - f. Construction completion date
  - g. Move-in date



**DESIGN PHASE SERVICES: (cont'd)**

3. Suggest design modifications to meet overall cost objective
4. Set up and conduct the necessary Design Team/Owner meetings to properly insure Owner input in the design revision process.
5. Coordinate all design, testing, and demolition work.
6. Monitor the work of the designers.
7. Insure the project meets your guidelines for constructability, cost, function and appearance.
8. Coordinate the preparation of all construction drawings and documents needed for the project.
9. Submit construction documents and obtain approvals from state and local reviewing authorities.
10. Meet with you regularly to keep you continually informed of the progress of the project.
11. It is expressly understood that there will be only one design performed for this project.

**BIDDING PHASE SERVICES:**

TECTON CONSTRUCTION MANAGEMENT, INC. will:

1. Prepare a competitive Bidders List which includes Owner selected contractors, if desired.
2. Prepare a preliminary construction schedule.
3. Prepare a "Bid Package" for bidders which includes the following items:
  - a) General Instructions for Bidding
  - b) Project Summary
  - c) Invitation to Bid
  - d) Instructions to Bidders Complete Work Descriptions for each bidding contractor discipline (unique to Tecton Filtering™)
  - e) Preliminary Project Schedule
  - f) Project Cleanup Procedures
  - g) Insurance and Bond Requirements
  - h) Proposal Form
  - i) General Conditions of the Contract for Construction (AIA A201/CMA)
  - j) Standard Form of Agreement Between Owner and Contractor (Sample) (AIA A101/CMA)
  - k) Performance Bond and Labor and Material Bond (AIA A311/CMA), if required.
4. Solicit bids from qualified contractors for all phases of the work.
5. Conduct a pre-bid meeting with all interested contractors before releasing plans and specifications for bid.
6. Coordinate the distribution of plans and specifications.
7. Conduct a tour of the project during the bidding period to answer questions bidders may have and to clarify work to be done.
8. Receive all bids, thoroughly vet all bidding contractors to assure scope coverage, and summarize results.
9. Assist you in selecting successful bidders.
10. Prepare all contracts.
11. Prepare a Total Project Cost including bid amounts and other costs normally associated with projects of this type.
12. It is expressly understood that there will be only one bid process and that all contracts will be issued during the same basic time frame.



**CONSTRUCTION PHASE SERVICES:**

TECTON CONSTRUCTION MANAGEMENT, INC. will:

1. Execute all contracts.
2. Prepare a final construction schedule.
3. Coordinate the acquisition of all permits.
4. Provide on-site supervision throughout construction as needed.
5. Coordinate the work of all contractors on the project.
6. Provide regular monitoring of all project related finances including:
  - a) Review and processing of contractors' monthly applications for progress payments.
  - b) Review contractors' monthly pay requests with you.
  - c) Prepare monthly cash flow and job cost reports.
  - d) Arrange for your lending institution to issue checks to contractors.
  - e) Distribute checks to contractors.
  - f) Maintain Total Project Cost records.
  - g) Verify and process all Change Orders after your approval
7. Establish and run weekly on-site contractor coordination meetings.
8. Coordinate all inspections and obtain approvals from all State and local agencies.
9. Coordinate as-built drawings.
10. Conduct monthly meetings with you to discuss job status and communicate as needed.
11. Schedule and manage the field construction process.
12. Provide original specifications and cut sheets for all new equipment installed.
13. Prepare Owner Operation Manuals that include:
  - a) Contractor Lists
  - b) Operating and Maintenance Information
  - c) List of Finish Materials (i.e. Floor coverings, paint colors, etc.)
  - d) Equipment and Fixture Information (i.e. Model numbers, descriptions, etc.)
  - e) Product and Warranty Information
14. Coordinate all warranty work for one year after completion of the project.
15. It is expressly understood that the entire project will be built in one phase.



**COST OF SERVICES:**

- Preconstruction Services: \$12,000  
(Design Assistance & Bidding)
  
- Construction Phase Services:
  - Staff \$71,280
  - Overhead \$33,395
  - Fee \$27,325

Plus Reimbursables

Reimbursable expenses will include all costs directly related to this phase of the project. It is Tecton's policy to bill reimbursable expenses at invoice cost plus a 10% processing fee. Reimbursable expenses include, but are not limited to:

1. Field office rental (if required) and job phone
2. Site utilities and trash removal
3. Mileage
4. Phone

This Proposal is respectfully submitted for your consideration.

**BY TECTON CONSTRUCTION MANAGEMENT, INC.:**

\_\_\_\_\_  
Mike Roberts, Vice President of Operations

ACCEPTED:

FOR \_\_\_\_\_ :