

Special Meeting of the Board of Directors
BANKS SCHOOL DISTRICT 13
450 S. Main Banks, OR
June 21, 2012

**Special Session
Minutes**

Minutes are official after Board approval

Note: The District will endeavor to provide the following services if requested 48 hours prior to the meeting: qualified bilingual interpreters or qualified sign language interpreters. These services are provided at no cost to recipient. To obtain services, call 503-324-8591 at least 48 hours prior to this meeting.

3:00 PM Work Session – District Board Room

Present:

Board: Laurie Schlegel, Richard Bowden, Kathy Edison, Will Moore, Norie Dimeo-Ediger
Others Present: Rick Rainone, Scott Rose, Skip Smetana, Mike O'Reilly, Bob Huston,
Shelley Mitchell, Joni Spencer, Pete Edison, Vicky Van Domelen, Deb Mott

Clarification of the scope of the bond project – Rick Rainone

Rick Rainone handed out Cornerstone agenda for the meeting.

1. Budget for construction

- Award contract when bid.

2. Schedule

- Temporary classrooms considerations
- Portables 30 feet from construction minimum
 - Portables/space within district
 - 4 portables; 3 classrooms at high school
 - 7 classrooms at high school; 1 portable
 - 4 portables back of parking lot; 3 high school rooms
 - JH gym, cafeteria music room will be used
- Current portables logistically useable? Cost to make them useable?
- Technical/political considerations
- Used portable classrooms available?
- Timing: Move into building when done vs. before the start of school in 2014.

All bids should be awarded in April 2013.

As soon as students gone June 2013, project is ready to begin.

Bidding at the right time to bid can be controlled by district.

Construction begins June 2013; Concrete pouring June 2013

8 to 9 months to build

3. Quality of work

- Quality desired needs to be defined early in the design process.

4. Relationships developed for project - Communication

- Decision-making process
 - In place early in the project.

Project Budget

Budget update reported to Board every quarter

Building construction budget is \$175/sq ft

\$10,000/classroom for furniture

Built-ins not furniture cost

Capital Improvement Program – sum of the projects

Contingency Savings from each project should be transferred to the Program Contingency.
Unforeseen expenses, design clarifications, code interpretations
Funded on bond day if bonds sold at a premium.
New building – 5% minimum

Site Budget: lighting, parking lot, security

Temp classrooms rental expense: Building misc item 3.6

Key Considerations:

Spend money wisely

Stay on schedule

Build quality

Communicate

Statute – Board would have to exempt the project from selecting low bid requirements.

70% building budget spent on contractors.

CM/GC – sub-contractors bids worked out. Banks School District would use a RFP process to select the CM/GC firm.

Design Committee – Scott Rose

- Should be core committee of 5 people: principal/secretary/facilities/teacher/FPC-board
- Interested people: Shelley Mitchell, Kim Javorsky, Nick Rizzo, Karla Clark, Lori Martin, Jacob Pence, Sue Lewis. New science teacher – could work with Kurt Victor.
- Special interests (e.g. science/special education) could come into the meetings when needed.
- Within the next two weeks, agenda for all design meetings for the junior high will be established.
- Information will be on the web.
- Board Chair and JH principal will collaborate on core members for JH design team.

Design phases:

Pre-design Phase

- Understand goals – core team involved. Meetings 1 – 3 in one meeting

Schematic Design Phase

Junior High

- Agendas will be published and recommended. Attendees will be notified.
- Specialists (e.g. PE teachers, science teachers) will come in and out
- Board presentation at the end of meeting 6.
 - Narrative of types of systems in the buildings.
 - End of August finalized; presentation at September 10 board meeting.
 - Provides a recommendation to the board. Schematic level, 15% design
- Board updates every month; approvals every other month on significant components of building.
- First design meeting – July 18, 3-5 PM.
- August meeting – ice the significant components.

High School

- Mechanical/structural building investigation before starting the design process.
- Permit documents submit in January
- Bidding in February and March
- Remodel science classrooms next summer

Bleachers – spring break or summer

Design Development Phase

- Lots of details of project
- Refine plans, integrate systems, finalization of project

Contract Documents Phase

- Complete details, schedules, specifications.
- Decide if any projects kept small for small local contractors to bid?

Management Plan

- Bob Huston will work out draft and bring to the board.
 - Determination of authority of financial decisions superintendent vs. board
- Management plan will have communication plan in it – inside and outside of bond committee
- Board approves Management Plan

Construction phase:

- Every week project coordination meetings
- Owner's representative does project schedule/contractors do construction schedules
- Board receives monthly construction updates.

Road for elementary and parking lot – next summer

District/Project superintendent will sign off budgets. Scope is agreed.

Other Issues

Kathy Edison – important to keep minutes of all meetings. Transparency key.

Joni Spencer – working on timeline with Seattle Northwest to sell bonds – August 14 planned bond sale date.

Bob Huston – Action item – any process the board needs to be moving on

Skip Smetana – knowledge of district. Consider bleachers in March – graduation and promotion would benefit from the new bleachers.

Will Moore – collective wisdom (board, FPC) included in entire process

Shelley Mitchell – will work collaboratively with Kathy Edison on core members of design team

Deb Mott – there has been a great deal of work by the FPC – needs to be considered.

Vicky Van Domelen – All stakeholders should have input. Input does not always mean decision.

Pete Edison – it is an exciting time – appreciates opportunity to serve on committees

Richard Bowden – Important to identify who will be expected to serve on the committees.

Bond Management Committee

Meet every 2 weeks. Board work session if quorum of board plan to attend.

Scott Rose will have design schedule and agenda for both projects at next meeting.

Design committees will make recommendation to the superintendent and the board.

Adjourn 5:30 PM

ACTION ITEMS:

Bond Management Committee Meeting: July 9, 2012 3-5:30 PM District boardroom

- Draft project schedule - CMG
- All 4 projects – 4 different contractors or combination?
- Junior high and high school proposed design agendas and date – DLR Group
- Core members for JH design committee – Shelley Mitchell and Kathy Edison
- Logistics of portables – DLR Group/Banks School District

JH Design Committee Meeting: July 18 3-5 PM District board room

Bond Sale – August 14