

ADMINISTRATIVE SCHOOL DISTRICT 47J
475 BRIDGE STREET
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

February 4, 2010

- 1.0 CALL TO ORDER:** A Regular Meeting of the Board of Directors of Administrative School District 47J, Columbia County, Oregon was called to order at 6:03 p.m. by Jim Krahn. MEETING CALLED TO ORDER
- Board present:** Jim Krahn, Kim Wallace, Greg Kintz, Tim Bamburg, Ernie Smith, and Tammy Jennings. Cari Levenseller arrived at 6:05 p.m. BOARD PRESENT
- Staff present:** Ken Cox, Superintendent; Nate Underwood, Middle/High School Principal; Aaron Miller, Elementary Schools Principal; Dawn Plews, Business Manager; Barb Carr, Administrative Assistant; and Tom Ramsey, Maintenance Supervisor. Ashley Rogers and James Brookins, Licensed Staff; Kathi Fetch and Karen Roberts, Classified Staff. STAFF PRESENT
- Visitors present:** Nathen McMillen, Laura Rice, Carol Cox, Laney Coulter, Rebecca McGaugh, Cathy Ward, DeAnna Pearl, Marie Krahn, Heather Lewis, and Kara Kemper. VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 1.2** Agenda Review: Addition of Information & Discussion item #5.7 Met Group Contract and Action Item #6.4 Met Group Contract. AGENDA REVIEW
- 2.0 PUBLIC COMMENT ON NON-AGENDA ITEMS:** None AUDIENCE COMMENTS
- 3.0 CONSENT AGENDA:** CONSENT AGENDA
Ernie Smith moved to approve and Tim Bamburg seconded the consent agenda as presented.
- 4.1** Minutes of the 01/14/2010 Regular Meeting MINUTES APPROVED
Motion passed unanimously.
- 4.0 REPORTS & DISCUSSION**
- 4.1 Student Reports:** STUDENT REPORTS
Middle School Leadership Students Nathen McMillen and Laura Rice reported.
- Sports going well
 - Winter Formal dance was a success
 - Leadership will start on the Yearbook next month
 - First round of OAKS testing finished in mathematics
 - Student of the Month breakfast on Feb. 11th
 - CloseUp are continuing to fundraise for their trip to DC in April. Spaghetti/Bingo night on Feb 27th at 5:00 pm
- High School did not have a report.
- 4.2 Building Reports:** BUILDING REPORTS
Elementary Report: Aaron Miller highlighted the upcoming PTA Bring Your Family to School week. He reviewed the PBS Report. Money to support the PBS program comes from a safe and drug free schools grants as well as donations.
- Jim Krahn, looking at the PBS report, asked what is a Stinger? This is a minor referral. 3 stingers in a month equals one referral.
- High School Report: Nate Underwood indicated two middle school and two high school staff will be attending a PBS conference. Where the grade school calls their minor infractions a

“Stinger”, the middle school will have a “Snag” and the high school a “Fix it Ticket.” The high school will be hosting for the first time, the district league jazz festival on Feb. 10th. As an update to the recent theft all stolen computers have been returned.

- 4.3 Financial Report:** Dawn Plews distributed the financial reports. Cash flow and ending fund balance are looking better than last month. FEMA came through with 70% money towards rental of the modulars. Enrollment is down slightly. FINANCIAL REPORT

Ernie Smith asked about FEMA, were they not going to continue paying for the modulars? Dawn indicated that 6 months of payments is what was budgeted for this year. We are continuing to apply for extensions and FEMA is granting them.

- 4.4 Annual Audit Report:** Dawn Plews reported that the audit letter stated that there is nothing large and outstanding in regards to the district’s financial practices. ANNUAL AUDIT REPORT

- 4.5 Maintenance Report:** Tom Ramsey had nothing additional to add to his report. Next Thursday he will be representing the district at a county wide table top earthquake exercise. He also just recently completed 45 hours of FEMA sponsored training on multi hazards in schools. The sewer line replacement is scheduled for next Friday. MAINTENANCE REPORT
Kim Wallace asked where is the earthquake training? Vernonia Fire Hall
Ernie Smith asked where the sewer line will be going? Along the side of the track – not across the playing field.

- 4.6 Project Manager Report:** Steve Effros updated the board on the following: PROJECT MANAGER REPORT
- Boora Oversight / District Coordination
 - Missouri Avenue / Hwy. 47 Improvements
 - Wetlands Review and Documentation
 - Preliminary NEPA Review Process
 - OR Solutions / Public Financing
 - Industry Review Process / Timeline
 - Natural Resource Concept

Ken Cox commented on the industry review. In a typical industry review you usually pay people to be involved. We won’t be paying the standard rates but will pay slightly. Sitting in a confidential setting will allow us to glean a lot of ideas from these people.

Ken Cox and Jim Krahn thanked Steve for his work.

- 4.7 Special Education Report:** James Brookins shared that currently the district provides a variety of services to 106 special needs children. There are also a few students on 504’s. A report breaking down services was handed out to the board. SPECIAL EDUCATION REPORT

Jim Krahn asked about 504? This is for children that don’t qualify for special education services but need assistance in some form. It could be due to an injury or an illness.

5.0 INFORMATION & DISCUSSION

- 5.1 Vernonia Prevention Coalition:** Deanna Pearl reported to the board the history and current vision of the Coalition. They have been around since 1997 but active since 2002. Their mission is to develop safe and healthy neighborhoods. VERNONIA PREVENTION COALITION
- 5.2 Policy FF/ FF-AR:** Ken Cox indicated that the Metropolitan Group suggested we have this policy and AR in place prior to the District receiving any monetary gifts. The Met Group is the District’s capital campaign firm that is helping us fill the gap between the 13 million dollar bond and the 27 million dollar cost of the building. POLICY FF / FF-AR
- 5.3 NWRESD Local Service Plan:** Ken Cox explained that back in October all regional superintendents met and came up with the plan to allocate the ESD dollars through credits or core services. The ESD splits the funding in a couple of ways. Some funds are distributed between districts equally regardless of size and some funds are based on student enrollment. NWRESD LOCAL SERVICE PLAN DISCUSSED

Dr. Cox stated that one program our District hasn't utilized before but is interested in is where the ESD would hire an attorney that could be available to us. Dr. Cox recommends that the board approve the NWRESD Local Service Plan.

- 5.4 Bond Update & Bond Resolution:** Ken Cox reviewed the timeline for bond sales. Resolution #10-01 which authorizes the issuance and negotiating the bond sale was presented. The resolution names our bond counsel Ann Sherman and underwriter Carol Samuels with Seattle NW Securities. Seattle NW will be looking at the market at the time of the sale to get the best deal for us. BOND UPDATE & BOND RESOLUTION

Seattle NW Securities will find buyer for the bond but the District needs a bank to hold the bonds. Dr. Cox has been reviewing a 50 page document sent to him regarding this.

Kim Wallace asked if the District will sell the entire amount all at the same time? Yes, they hope to sell them mid March. We'll know by March 31st what the dollar per thousand is. Once sold the money will roll into our bond fund.

- 5.5 City Intergovernmental Agreements:** Ken Cox stated that in order for the District to move wetlands from up on the hill to the current campus an Intergovernmental Agreement is needed with the City. We are essentially trading land. The agreement has two parts: CITY GOVERNMENTAL AGREEMENTS
1. Construction management maintenance of mitigated wet lands;
 2. Spencer Park and Missouri Avenue

Ernie Smith expressed concerns and will come visit with Dr. Cox.

- 5.6 BOORA Update:** Chris Linn and Heinz Rudolf updated the board on their progress. The Natural Resources Center is one of many options that have come their way. It is a great opportunity but it is hard to get mid project. BOORA UPDATE

Currently they are taking a pause at 65% of design completion to develop and consider different opportunities.

- Program: create a separate Nat. Resource Center and add university partner labs
- Site: additional property acquisition & restrictions
- Budget: adjust building budget to \$20 million
- Schedule: startup has unchanged but with potential for a 3 month extension

Project directives

- Make building more compact & efficient
- No sacrifice of functional program spaces
- Consider relocation of existing middle school and adaptive reuse as NRC
- Propose additional cost savings in building finishes and systems
- No sacrifice in operational efficiencies and costs
- Develop new reconfigured site plan
- Maintain LEEP platinum goal but determine what the impact is on first costs and lifecycle costs

Revised Program Summary

- K-5 Program - 15,400 square feet
- MS Program - 8600 square feet
- HS Program - 8600 square feet
- Shared Use Program - 64,700 square feet
- Building support areas - 36,000 square feet
- NRC, shop & art - 16,000 square feet
 1. University partner space - 3,540 square feet
 2. HS Science Labs - 2545 square feet
 3. Art - 2370 square feet
 4. Shop - 3300 square feet
 5. Conference / Reception space - 1180 square feet

6. Building support areas - 3065 square feet

A new map of the site plan was reviewed.

Floor plans (ground and upper level) as well as the floor plan of the Natural Resource Center were viewed. There was a lot of discussion regarding the NRC floor plan.

Cost Savings Guidelines:

- Maintain functional program
- Maintain flexibility
- Maintain ability to expand
- Balance first cost with life cycle costs
- Minimize operating costs

Major Options Under Consideration

- Tilt up construction
- Reduced exterior insulation
- Delete rainwater harvesting
- Reduced building interior finishes
- Delete air conditioning cooling
- More rooftop mechanical units
- Alternatives heating systems
- Many other options

Base Building + NRC \$20,000,000
 Base Site (w/o sports fields) \$3,432,017
 Target Construction Cost \$23,432,017

Next steps

- Complete schematic design revisions by Feb 22
- New construction cost estimate by March 8
- Finalize cost reduction strategies by March 15
- Complete design developed by April 16
- Determine project delivery method
- Continue financing and fundraising
- Establish date for next town hall meeting

Upcoming Community Town Hall on February 25th

5.7 Met Group Contract: Ken Cox stated that the District published an RFP for a permanent fundraising counsel. The Met Group, who has helped us temporarily, scored the highest out of the RFP's submitted. Their proposal includes fundraising as well as PR. Pricing is the same as it has been, plus \$2500 per month for PR Services. The Met Group will donate 7.5 percent of fees back to the District. Dr. Cox recommends approval of the draft contract between the District and The Metropolitan Group as presented. This is a multi year contract, 3 years with option to renew. MET GROUP CONTRACT DISCUSSED

6.0 ACTION ITEMS

- 6.1 Approve Policy FF:** Cari Levenseller moved to approve the policy FF as presented. Motion seconded by Tammy Jennings. There was no discussion. Motion passed unanimously. POLICY FF APPROVED
- 6.2 Approve NWRESD Local Service Plan Resolution:** Cari Levenseller moved to approve the NWRESD Local Service Plan for 2010-2011 as presented. Motion seconded by Tim Bamberg. There was no discussion. Motion passed unanimously. 2010-11 NWRESD LOCAL SERVICE PLAN APPROVED
- 6.3 Bond Resolution:** Tammy Jennings moved to approve the bond resolution #10-01. Cari Levenseller seconded the motion. BOND RESOLUTION #10-01 APPROVED

Kim Wallace asked if we will need additional resolutions? Dr. Cox indicated that this resolution is for tax exempt bonds. If the District goes with something else another resolution would be required.

There was no further discussion. Motion passed unanimously.

6.4 Met Group Contract: Tim Bamburg moved to approve the contract as outlined. Tammy Jennings seconded the motion. MET GROUP CONTRACT APPROVED

Kim Wallace asked who reviewed the RFP's? Tammy Jennings, Aaron Miller, Bill Haack, and Ken Cox. All who reviewed the RFP's scored The Met Group at the top.

There was no further discussion. Motion passed unanimously.

7.0 SUPERINTENDENT REPORT: Dr. Cox updated the Board on the following: SUPERINTENDENT REPORT AND CORRESPONDENCE

- COSA Conference
- Ballot Measures 66 and 67
- Skate Park Proposal
- Metropolitan Group Report
- Oregon Solutions Project Report
- FEMA Update
- Washington D.C. Visit

Discussion was held about scheduling a workshop in March. It was decided that March 18th at 6:00 p.m. the Board will hold a workshop prior to the Town Hall at 7:00 p.m.

Greg Kintz commented that the District is unable to give local contractors preference but the District can help them be prepared to compete with their bids.

8.0 MEETING ADJOURNED at 8:21 p.m. ADJOURNED

Submitted by Barb Carr,
Administrative Assistant to the Superintendent and Board of Directors

Board Chair

District Clerk