



Regular Board Session of the Board of Directors  
**BANKS SCHOOL DISTRICT 13**  
Banks, OR  
Monday, May 11, 2026

**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.

1. Preliminaries

1.1. Call to Order

1.2. Flag Salute

1.3. Roll Call

1.4. Public Welcome/Recognition

The Banks School District Board of Directors welcomes the public to our May 11th, 2026 Regular Business Meeting. The Board appreciates your participation in the education of our students and welcomes your continued engagement.

1.5. Approval of Agenda

1.6. Banks High School Leadership

2. Recognitions

2.1. Staff Appreciation Week

The district celebrated Staff Appreciation Week May 4th thru May 8th. We are grateful for the work and dedication of each of our staff members and are proud of our employees!

3. Audience Comment

The meeting will now be open to receive public comment. The Board appreciates community members sharing information during public comments. The Board will listen, and possibly ask clarifying questions but generally will not comment on information we hear from the audience. However, following the meeting, the chair, vice chair and superintendent will together determine the appropriate response. The response may be in a public way, a private way or the issue will be added to a future board meeting or work session agenda. Please note that speakers will have five minutes to express their thoughts.

4. Presentations/Reports

4.1. Superintendent's Report

Brian Sica, Superintendent

The Board will hear the Superintendent's monthly update on the District's business affairs and events, and should ask clarifying questions as needed.

4.2. Financial Update

Jennifer Collins, Business Manager

The Board will hear the monthly financial update and should ask clarifying questions as needed.

4.3. Kelly Field 365 Update

Pete Edison

5. Consent

5.1. Approval of 4.13.26 Regular Board Meeting Minutes

5.2. Approval of 4.13.26 Board Work Session Meeting Minutes

5.3. Routine Personnel Matters

Classified: Non-Renewal of Temporary contracts: Aubrey McCourt, BHS IA  
Classified Hires: Aubrey McCourt, BHS IA1, Permanent, .8125 FTE, 2026-27

Licensed Hires: Miriam Whitney Lenet, BMS ELA, 1.0 FTE, 2026-27  
Mary Caravia, BES 4th Grade, 1.0 FTE, 2026-27

Other: None at this time

5.4. Resolution 2526MAY-01, to declare the week of May 4th Staff Appreciation Week.

5.5. BSD/BHS Addition Amendment

6. Discussion Items

6.1. OSBA Policy Updates

The Board will review updates to policies per OSBA and new state regulations.

6.2. Science Curriculum Adoption

Caitlin Everett, BMS Darla Waite-Larkin, Director of Student Services

7. Action Items

None at this time.

8. Closing

8.1. Upcoming items

8.1.1. 5/14/26: First meeting of the Budget Committee

8.1.2. 5/21/26: Second meeting of the Budget Committee

8.1.3. 6/8/26: Next Board Meeting

8.1.4. 6/11/26: Last day of School

8.2. Board Comments

9. Adjourn

Banks School District  
Board of Directors  
May 2026 Regular Business Meeting  
Superintendent's Report

**Educator Appreciation**

As we recognize Educator Appreciation Week, I want to take a moment to express my sincere gratitude to the educators and staff members who make the Banks School District such a special place for students and families. Every day, our teachers, specialists, counselors, instructional assistants, classified staff, administrators, and support teams invest tremendous energy, compassion, and professionalism into creating meaningful opportunities for students. Their work extends far beyond the classroom—supporting students academically, socially, and emotionally while helping ensure that every student experiences the care and connection that define The Brave Experience.

This year has brought continued opportunities and challenges, and our educators have consistently demonstrated resilience, creativity, and an unwavering commitment to students. Whether through innovative instruction, strong relationships with families, extracurricular involvement, transportation services, nutrition programs, facility support, or the countless small moments that help students feel seen and valued, our staff members continue to make Banks a place our community can truly be “Happy and Proud” to be part of. On behalf of the district, I want to thank all of our employees for the difference they make in the lives of students each and every day.

**Partnerships**

On April 29, several members of our leadership team attended Administrator’s Day at the Confederated Tribes of the Grande Ronde campus. We had the opportunity to review the curriculum, learn more about the American Indian/Alaska Native ODE plan, and revisit our existing MOU with CTGR. We also learned how to make a deer hide drum with guidance from a tribal member.

It was a meaningful day of learning, connection, and shared experience. We felt honored to be included.



## **Summer Learning Grant**

The district was awarded \$230,160 a year for the next three years, through a competitive grant process, in order to fund our summer programs. Below is the summary of our offerings.

Led by this literacy- and student-forward design, Banks will operate three summer programs: (1) a Pre-Kinder Academy; (2) an Elementary program co-delivered by Champions, an extended learning organization; and (3) a Middle/High program. At each grade band, Banks' Summer programming centers academic enrichment, creativity, social development, and hands-on learning guided by student voice. Upon registration, students and families are solicited to share student interests, and Banks staff will work collaboratively with partners to ensure those interests guide enrichment activities and academic modules themes to ensure all evidence-based instruction and enrichment activities are high-interest and engaging for students. This integration ensures students from all backgrounds, multicultural and linguistic identities, and ability levels feel a sense of belonging and inclusion within our programs.

Our Pre-K Academy summer program is designed to provide a well-rounded, engaging experience that supports children's growth across multiple domains. Our program will include activities for literacy skill building, hands-on art, social/emotional lessons, and opportunities for purposeful play. Each component is intentionally structured to balance age-appropriate learning with creativity and connection.

Our Elementary program, delivered in partnership with Champions, provides a dynamic, full-day experience aimed at boosting literacy and whole-child development. Key activities include daily literacy instruction through the evidence-based iReady and Literacy Booster framework, hands-on STEM and arts enrichment, physical play, math, and project-based learning to support academic growth and prevent summer slide. Banks Elementary School teachers will teach the literacy and math curriculum, while Champions staff will cover Social-Emotional Learning, STEM, and enrichment activities.

Our Middle/High program offers a full-day experience built around academic enrichment, creativity, social development, and hands-on learning. Each day begins with breakfast and community-building activities where students of all ages engage in games and teamwork exercises. Older students serve as mentors to younger "little buddies," fostering leadership and connection.

Our three programs ensure students across the Pre-K through 12th grade continuum have access to equitable, literacy-rich, no-cost summer programming that is barrier-free, safe, and academically enriching. Through a mix of academically rigorous instructions; hands-on enrichment learning experiences; and culturally/linguistically inclusive, accessible design, Banks intends to facilitate a summer program that produces measurable student outcomes in the areas of literacy, STEAM, social-emotional learning, creativity, and collaboration. Ultimately, this program is designed to

ensure participating students leave the summer program scoring higher on skills-based post assessments aligned to Oregon’s Early Literacy Standards.

## CCAC

The CCAC met in April and was able to finalize recommendations for all three levels for the science adoption, with the team coming to consensus with each other and the teacher teams. Additionally, student survey and classroom observations indicated that the choices of the CCAC and the teacher team were the same choices supported by student feedback. In the Board work session this month, we will be presenting the science adoption to the board for approval. See the Adoption Board report for more information. Additionally, our CCAC is now at the end of their two-year terms, so applications are open now until May 15th. We are actively recruiting new members and welcome community members to apply who would like to have a voice in our curricular decisions.

## Attendance & Belonging

School	County	Regular Attenders (Aug-Dec 2025)	Change from Previous Year	2025-26 Enrollment
Banks Middle School	Washington	79.9%	+7.7	259
Banks Elementary School	Washington	77.3%	+7.2	431
Banks High School	Washington	68.0%	+1.2	388

Strong work, everyone! 🎉

Our students are showing up, and it’s making a difference. With attendance rates of nearly 80% at the middle school, over 77% at the elementary, and continued growth at the high school, we’re seeing positive momentum across all levels. Even more encouraging is the steady improvement from last year—proof that our collective efforts are paying off.

Thank you to our staff, students, and families for prioritizing attendance and making school a place where students want to be. Let’s keep it going!

\*Data presented in a May 2, 2026 Willamette Week article

## Student Success Committee (SSC)

The student success committee wrapped up their final meeting of this school year in April. The team took some time to reflect on the year and the progress we have made. Two multicultural student unions are now established, one at the middle and one at the high school. Additionally, the middle school now has a neurodiversity club. These are student driven clubs that are intended to offer a place for affinity, support, and connection for our students of color (Multicultural clubs) and our students

with disabilities or neurological differences (Neurodiversity club). We also discussed teacher professional development ideas to support staff in better understanding . Additionally, we planned for conducting empathy interviews with students next year, and discussed recruitment of new SSC members for next year. Applications for the SSC are open now and will close on May 15th.

## **TSEL**

Our Youth Mental Health Night was held on April 20, 2026. The event featured a panel of experts, including representatives from Washington County Mental Health and a private provider. Panelists shared valuable resources and insights with community members in attendance. While participation was modest, with approximately 10 attendees, the information presented was highly relevant and timely. We plan to continue offering this event in the future to further support our community.

On May 6, 2026, the district hosted a TSEL celebration to reflect on our progress and identify next steps in our continuous improvement efforts. The event included a staff breakfast, prize raffles, and the sharing of key highlights from our journey. It provided a meaningful opportunity to recognize the work accomplished and to celebrate the strong relationships within our school community.

**100 GENERAL FUND | Revenue & Expense Summary**

Fiscal Year 2025 - 2026

For the Period Ending April 30, 2026

	Period 1 Actual Jul '25	Period 2 Actual Aug '25	Period 3 Actual Sept '25	Period 4 Actual Oct '25	Period 5 Actual Nov '25	Period 6 Actual Dec '25	Period 7 Actual Jan '26	Period 8 Actual Feb '26	Period 9 Actual Mar '26	Period 10 Actual Apr '26	Period 11 Projected May '26	Period 12 Projected Jun '26	Projected 2025-26 Totals	Adopted 2025-26 BUDGET	Year-To-Date 2025-26 Actuals	Variance Budget vs. Projected	% of Budget
<b>REVENUES</b>																	
<b>STATE SCHOOL FUND FORMULA:</b>																	
Local Taxes	-	-	6,185	6,451	733,227	3,127,131	63,181	20,673	73,929	8,718	12,825	88,670	4,140,989	4,028,372	4,039,495	112,617	100%
County School Funds	-	-	4,775	-	-	-	3,429	-	-	3,908	-	3,081	15,193	35,000	8,203	(19,807)	23%
State School Fund	1,573,545	786,300	786,300	786,172	786,172	778,649	778,649	778,649	746,316	746,316	745,161	0	9,292,229	9,326,423	8,547,068	(34,194)	92%
Common School Fund	79,937	-	-	-	-	-	-	-	80,835	-	11,488	5,804	178,064	159,874	160,772	18,190	101%
State Managed Timber	-	-	-	-	105,539	-	-	-	146,867	-	53,892	27,228	333,526	750,000	252,407	(416,474)	34%
<b>SSF Formula Total</b>	<b>1,653,482</b>	<b>786,300</b>	<b>797,260</b>	<b>792,623</b>	<b>1,624,938</b>	<b>3,905,780</b>	<b>845,259</b>	<b>880,157</b>	<b>967,113</b>	<b>758,942</b>	<b>823,365</b>	<b>124,783</b>	<b>13,960,001</b>	<b>14,299,669</b>	<b>13,007,945</b>	<b>(339,668)</b>	<b>91%</b>
Local Sources (1000)	20,152	16,836	18,620	21,346	15,510	23,342	21,887	20,617	21,550	18,120	32,212	15,430	245,622	191,000	180,165	54,622	94%
Intermediate Sources (2000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
State Sources (3000)	-	-	-	-	-	-	-	-	-	-	8,240	8,240	16,479	98,875	-	(82,396)	0%
Federal Sources (4000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Sources (5000)	-	-	-	-	-	-	-	-	12,000	-	-	-	12,000	-	12,000	12,000	-
<b>Total Operating Revenue</b>	<b>1,673,634</b>	<b>803,136</b>	<b>815,880</b>	<b>813,968</b>	<b>1,640,449</b>	<b>3,929,122</b>	<b>867,146</b>	<b>900,774</b>	<b>1,000,663</b>	<b>777,062</b>	<b>863,817</b>	<b>148,452</b>	<b>14,234,102</b>	<b>14,589,544</b>	<b>13,200,110</b>	<b>(355,442)</b>	<b>90%</b>
Beginning Fund Balance (5400)	1,943,283	-	-	-	-	-	-	-	-	-	-	-	1,943,283	1,607,729	1,943,283	335,554	121%
<b>Total Monthly Revenues</b>	<b>3,616,917</b>	<b>803,136</b>	<b>815,880</b>	<b>813,968</b>	<b>1,640,449</b>	<b>3,929,122</b>	<b>867,146</b>	<b>900,774</b>	<b>1,000,663</b>	<b>777,062</b>	<b>863,817</b>	<b>148,452</b>	<b>16,177,386</b>	<b>16,197,273</b>	<b>15,143,393</b>	<b>(19,887)</b>	<b>93%</b>
<b>CUMULATIVE RESOURCES</b>	<b>3,616,917</b>	<b>4,420,053</b>	<b>5,235,933</b>	<b>6,049,902</b>	<b>7,690,351</b>	<b>11,619,473</b>	<b>12,486,619</b>	<b>13,387,392</b>	<b>14,388,055</b>	<b>15,165,117</b>	<b>16,028,934</b>	<b>16,177,386</b>					
<b>EXPENDITURES BY OBJECT</b>																	
Salaries (100)	123,775	140,776	565,293	559,140	553,609	548,172	545,181	544,660	541,940	539,038	571,444	1,370,218	6,603,246	6,757,588	4,661,584	(154,342)	69%
Employee Benefits (200)	31,382	98,873	356,871	325,749	342,956	345,796	345,213	346,631	342,365	344,259	383,407	921,388	4,184,890	4,481,835	2,880,095	(296,945)	64%
Purchased Services (300)	44,115	179,842	221,730	135,813	333,754	187,731	404,942	112,251	306,466	270,403	308,768	342,972	2,848,787	2,558,200	2,197,047	290,587	86%
Supplies & Materials (400)	8,583	(940)	52,920	36,535	25,412	14,064	18,461	22,901	14,285	49,438	28,567	50,725	320,950	325,850	241,658	(4,900)	74%
Capital Outlay (500)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance/Other (600)	7,422	184,758	4,708	7,896	2,789	1,743	4,084	3,327	2,663	1,772	1,165	2,516	224,843	208,500	221,028	16,343	106%
Interfund Transfers (700)	-	-	-	-	-	-	-	-	-	-	72,655	486,863	559,517	560,300	-	(783)	0%
<b>Total Operating Expenditures</b>	<b>215,277</b>	<b>603,309</b>	<b>1,201,522</b>	<b>1,065,133</b>	<b>1,258,520</b>	<b>1,097,506</b>	<b>1,317,881</b>	<b>1,029,770</b>	<b>1,207,720</b>	<b>1,204,909</b>	<b>1,366,005</b>	<b>3,174,682</b>	<b>14,742,233</b>	<b>14,892,273</b>	<b>10,201,413</b>	<b>(150,040)</b>	<b>69%</b>
Contingency (810)	-	-	-	-	-	-	-	-	-	-	-	-	-	500,000	-	(500,000)	0%
Unapprop. Ending Fund (820)	-	-	-	-	-	-	-	-	-	-	-	-	-	805,000	-	(805,000)	0%
<b>Total Monthly Expenditures</b>	<b>215,277</b>	<b>603,309</b>	<b>1,201,522</b>	<b>1,065,133</b>	<b>1,258,520</b>	<b>1,097,506</b>	<b>1,317,881</b>	<b>1,029,770</b>	<b>1,207,720</b>	<b>1,204,909</b>	<b>1,366,005</b>	<b>3,174,682</b>	<b>14,742,233</b>	<b>16,197,273</b>	<b>10,201,413</b>	<b>(1,455,040)</b>	<b>63%</b>
<b>CUMULATIVE EXPENDITURES</b>	<b>215,277</b>	<b>818,586</b>	<b>2,020,107</b>	<b>3,085,240</b>	<b>4,343,760</b>	<b>5,441,266</b>	<b>6,759,147</b>	<b>7,788,917</b>	<b>8,996,636</b>	<b>10,201,546</b>	<b>11,567,551</b>	<b>14,742,233</b>					
<b>Month-end Fund Balance</b>	<b>3,401,640</b>	<b>3,601,468</b>	<b>3,215,826</b>	<b>2,964,662</b>	<b>3,346,591</b>	<b>6,178,206</b>	<b>5,727,471</b>	<b>5,598,475</b>	<b>5,391,418</b>	<b>4,963,571</b>	<b>4,461,383</b>	<b>1,435,153</b>			<b>4,941,981</b>	<b>1,435,153</b>	
<b>EXPENDITURES BY FUNCTION</b>																	
Instruction (1000)	(25,603)	20,343	647,065	635,683	670,485	625,673	740,470	632,475	630,340	674,600	740,774	2,024,472	8,016,776	8,321,414	5,251,530	(304,638)	63%
Support Services (2000)	240,880	582,966	554,457	429,450	588,035	471,833	577,411	397,295	577,380	530,309	552,576	663,347	6,165,939	6,010,559	4,949,883	155,380	82%
Enterprise & Comm Svc (3000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Facilities Acq & Constr (4000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Uses (5000)	-	-	-	-	-	-	-	-	-	-	72,655	486,863	559,517	560,300	-	(783)	0%
<b>Total Operating Expenditures</b>	<b>215,277</b>	<b>603,309</b>	<b>1,201,522</b>	<b>1,065,133</b>	<b>1,258,520</b>	<b>1,097,506</b>	<b>1,317,881</b>	<b>1,029,770</b>	<b>1,207,720</b>	<b>1,204,909</b>	<b>1,366,005</b>	<b>3,174,682</b>	<b>14,742,232</b>	<b>14,892,273</b>	<b>10,201,413</b>	<b>(150,041)</b>	<b>69%</b>
Contingencies (6000)	-	-	-	-	-	-	-	-	-	-	-	-	-	500,000	-	(500,000)	0%
Unapprop. Ending Fund (7000)	-	-	-	-	-	-	-	-	-	-	-	-	-	805,000	-	(805,000)	0%
<b>Total Monthly Expenditures</b>	<b>215,277</b>	<b>603,309</b>	<b>1,201,522</b>	<b>1,065,133</b>	<b>1,258,520</b>	<b>1,097,506</b>	<b>1,317,881</b>	<b>1,029,770</b>	<b>1,207,720</b>	<b>1,204,909</b>	<b>1,366,005</b>	<b>3,174,682</b>	<b>14,742,232</b>	<b>16,197,273</b>	<b>10,201,413</b>	<b>(1,455,041)</b>	<b>63%</b>
<b>CUMULATIVE EXPENDITURES</b>	<b>215,277</b>	<b>818,586</b>	<b>2,020,107</b>	<b>3,085,240</b>	<b>4,343,760</b>	<b>5,441,266</b>	<b>6,759,147</b>	<b>7,788,917</b>	<b>8,996,636</b>	<b>10,201,545</b>	<b>11,567,551</b>	<b>14,742,232</b>					
<b>Month-end Fund Balance</b>	<b>3,401,640</b>	<b>3,601,468</b>	<b>3,215,826</b>	<b>2,964,662</b>	<b>3,346,591</b>	<b>6,178,206</b>	<b>5,727,471</b>	<b>5,598,475</b>	<b>5,391,418</b>	<b>4,963,572</b>	<b>4,461,383</b>	<b>1,435,153</b>			<b>4,941,981</b>	<b>1,435,153</b>	

Regular Board Session  
Monday, April 13, 2026 6:00 PM Pacific

Banks Middle School Library  
12850 NW Main Street  
Banks, OR 97106

Ron Frame: Present  
Corissa Mazurkiewicz: Present  
William Moore: Present  
Leslee Sipp: Present  
Daniel Streblov: Present  
Present: 5.

## 1. Preliminaries

1.1. Call to Order

1.2. Flag Salute

1.3. Roll Call

1.4. Public Welcome/Recognition

1.5. Approval of Agenda

I make a motion to approve the April 13th, 2026 agenda as presented. This motion, made by Leslee Sipp and seconded by Daniel Streblov, Carried.

Ron Frame: Yea, Corissa Mazurkiewicz: Yea, William Moore: Yea, Leslee Sipp: Yea, Daniel Streblov: Yea  
Yea: 5, Nay: 0

1.6. Banks High School Leadership

Olivia presented an update on the high school activities; Winter sports have wrapped up and Spring Sports have started. Shared updates on the Spring Sports teams. Drama performances are coming up, OSET held senior night and several students placed. Shared additional updates on FFA, Multicultural Club, Prom and Character Words; honoring students who were nominated for demonstrating character words. (10 people nominated so far.)

Incoming ASB Leadership will be present at the next meeting,

## 2. Recognitions

2.1. Historical Society Grant — Coalition of Washington County

This month we recognize our collaboration with the Historical Society. Students will engage in activities to help learn about the history of our community. We feel fortunate for our students that we have this awesome opportunity for our students to learn more about our community.

The grant from the Cultural Coalition of Washington County will allow us to tie the Oregon trail and the Grand Ronde curriculum. Partnering with the CTE classes as well to create a documentary video, where we will learn the cultural interfaces, culture of the past into the future to make the content come alive.

### 3. Audience Comment

### 4. Presentations/Reports

#### 4.1. Superintendent's Report

Thanks to all who are attending.

Several committees are working with us right now; updates are included in the agenda packet.

Shout out to Darla and her team. Darla is part of a National cohort and will be presenting on chronic absenteeism soon, The approach that Darla and the team have taken does not use punitive discipline, but instead focuses on barriers as well as a welcoming environment, etc.

The Student Success Committee has started a few new clubs, including the neurodivergent club and the multicultural club.

Member Mazurkiewicz requested empathy interview data and clarification on absence data.

Reminder of the Community Curriculum Night later this month

#### 4.2. Financial Update

Revenue in March is in, including Timber Revenue. Property taxes came in slightly higher than expected. All bank reconciliations are current and the budget is on track.

#### 4.3. Alycia Johnson with Assured Partners

Alycia Johnson with Assured partners — insurance program with PACE and SAIF. Premiums increased slightly. Workers comp is up as we had a few claims. Shared the highlights of the report.

The district has done well with few claims.

### 5. Consent

I make a motion to approve the Consent Agenda Items as presented. This motion, made by Daniel Streblov and seconded by Corissa Mazurkiewicz, Carried.

Ron Frame: Yea, Corissa Mazurkiewicz: Yea, William Moore: Yea, Leslee Sipp: Yea, Daniel Streblov: Yea

Yea: 5, Nay: 0

#### 5.1. Approval of Board Meeting Minutes

##### 5.1.1. March 9, 2026 Work Session Minutes

##### 5.1.2. March 9, 2026 Regular Board Session Minutes

#### 5.2. Routine Personnel Matters

#### 5.3. Approve 2026-27 Budget Committee Members

### 6. Discussion Items

#### 6.1. Board Member presence at Graduation

Graduation is June 5th. All Board members are welcome to attend. We are fortunate that we do not have to limit tickets for each graduate. Member Maz would like to participate. If other members would like to participate, please Brian know.

## 7. Action Items

## 8. Closing

### 8.1. Upcoming items

8.1.1. 4/15/26: SEI filing due

8.1.2. 4/22/26: Groundbreaking Ceremony

8.1.3. 4/29/26: Curriculum Community Open House

8.1.4. 5/4/26-5/8/26: Staff Appreciation Week

8.1.5. 5/5/26; BMS Talent Show

8.1.6. 5/7/26: BES STEM night

8.1.7. 5/14/26: First meeting of the Budget Committee & Budget 101

8.1.8. 5/21/26: Second Meeting of the Budget Committee

### 8.2. Board Comments

Member Moore; Shared that the building process goes smoothly and that the team is strong. Contract negotiations went well and shared the historical differences.

Member Streblov: nice to walk around the tour tonight and receive the updates. The Historical grant sounds exciting and is grateful for the Society's attendance tonight.

Member Sipp; excited to see the Historical Society here and to partner with them. The students worked very hard on their project and should be present at the May Board Meeting. Appreciates the Drama production.

Member Mazurkiewicz: Exciting to walk around and visualize the new school and gym. Very exciting time to be in the district. Participated in a field trip which reminds her of how top-notch our district is.

Chairman Frame - appreciates the Historical Society for being here and for their partnership.

Adjourned 6:41 PM.

## 9. Adjourn

Board Work Session  
Monday, April 13, 2026 4:20 PM Pacific

Banks Middle School Library  
12850 NW Main Street  
Banks, OR 97106

Ron Frame: Present  
Corissa Mazurkiewicz: Present  
William Moore: Present  
Leslee Sipp: Present  
Daniel Streblov: Present  
Present: 5.

## 1. Preliminaries

### 1.1. Call to Order

### 1.2. Roll Call

### 1.3. Approval of Agenda

I make a motion to approve the April 13th, 2026 agenda as presented. This motion, made by Corissa Mazurkiewicz and seconded by Leslee Sipp, Carried.

Ron Frame: Yea, Corissa Mazurkiewicz: Yea, William Moore: Yea, Leslee Sipp: Yea, Daniel Streblov: Yea

Yea: 5, Nay: 0

## 2. Discussion Items

### 2.1. Bond Update

John Abel presented information on project updates for Aux Gym and other projects, including budget summaries and schedules.

Demolition of the south wing and DO building is complete. Permit processes continue. Shared the ongoing projects, such as the High School cafeteria work done over Spring Break.

Briefly discussed the budget as it stands now including value engineered design changes, CTE walkway, etc.

The full report is attached to the agenda.

Board members then participated in a tour of the construction site, led by Sonia with P&C.

#### 2.1.1. Auxiliary Gym naming process

D. Sica shared the proposed new Auxiliary Gym Naming process. The new Gym will sit on the middle school lot and is currently referred to as the Auxiliary Gym. Proposes that a committee is put together to make a recommendation to the Board for voting.

Board members shared their thoughts.

Board Member Moore would like to see the ability to name it after a person is discontinued

and removed from Board policy.

Board Member Sipp agrees that it should be named.

Board Member Mazurkiweicz suggested that a vote be held; perhaps the Board narrows it down to three, then community votes.

Chairman Frame suggested that the students are polled.

Further discussion. Brian will confirm the timeline and will bring a more refined process at the next meeting.

Adjourned at 5:58.

### 3. Adjourn



BANKS SCHOOL DISTRICT

**RESOLUTION 25-26-MAY-01  
ACKNOWLEDGING MAY 4-8, 2026  
STAFF APPRECIATION WEEK  
IN THE BANKS SCHOOL DISTRICT**

---

**WHEREAS**, our country's future depends upon providing quality education to all students;  
and,

**WHEREAS**, teachers and support staff mold future citizens through guidance and  
education; and,

**WHEREAS**, teachers and support staff fill many roles, as listeners, explorers, role models,  
motivators and mentors; and

**WHEREAS**, teachers and support staff build relationships with students that enable young  
people to believe in their own potential; and,

**WHEREAS**, teachers and support staff work long beyond the normal school day to instruct,  
grade and prepare for their students; and,

**WHEREAS**, our community recognizes and supports its teachers and support staff in  
educating the children of this community.

**NOW, THEREFORE**, we, the members of the Board of Directors for the Banks School  
District, hereby declare our appreciation to our staff and acknowledge May 4-8, 2026 to be:

**STAFF APPRECIATION WEEK**

**BE IT FURTHER RESOLVED** that we urge all members of the community to join us in  
recognizing the dedication and hard work of these individuals.

**By resolution of the Board of Directors this 11th day of May 2026:**

---

Ron Frame, Chairman of the Board  
Banks School District No. 13 Board of Directors

---

Brian Sica, Superintendent  
Banks School District No. 13

**EXHIBIT C**

**CM/GC CONSTRUCTION CONTRACT  
CONTRACT TRACKING NO. 4**

**CONTRACT AMENDMENT NO. 4**

**GMP AMENDMENT**

Pursuant to Section 6 of the above-noted Contract dated December 04, 2024 (“Contract”), Banks School District (“Owner”) and P&C Construction (“CM/GC”) (“Parties”) hereby agree to this Contract Amendment No. 4 (“Amendment No. 4”) to the Contract as follows.

1. GMP Established. The CM/GC’s Guaranteed Maximum Price for the Work (“GMP”) calculated pursuant to Section 6 of the Contract is \$38,214,987.
2. Contract Time. The CM/GC will achieve substantial completion of the work no later than September 13, 2027. The contractor will achieve beneficial occupancy no later than August 12, 2027.
3. Contract Documents. The above noted GMP and Contract Time are based upon the following Contract Documents, which are incorporated by reference into the Contract.
  - a. Plans: 26-0213 Banks High School Addition and Remodel Permit Set; Specifications: 26-0213 Banks HS Add Remod Permit Set V1, 26-0213 Banks HS Add Remod Permit Set V2; Addenda: 26-0313-Banks HS Addendum -01 and 26-0403\_Banks HS Addenda NO2; Plans: Banks High School Locker Room Renovation; Specifications: Project Manual for Banks High School Locker Room Remodel
  - b. Banks High School GMP Cost Workbook Cover Page
  - c. Banks High School GMP Estimate Package – Section 1: Clarifications and Assumptions
  - d. Banks High School GMP Estimate Package – Section 2: GMP Estimate
  - e. Banks High School GMP Estimate Package – Section 3: Schedule
  - f. Banks High School GMP Estimate Package – Section 4: Logistics
  - g. Banks High School GMP Estimate Package – Section 5: Alternates
  - h. Banks High School GMP Estimate Package – Section 6: Allowances
  - i. Banks High School GMP Estimate Package – Section 7: Budget Tracking Log Post GMP

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**Construction Manager/General Contractor**  
P&C Construction

**SIGNATURE**

I have read this Amendment No. 4, including the attached Exhibits and all referenced documents. I certify that I have the authority to sign and enter into this Contract. I understand the Amendment and agree to be bound by its terms.

DocuSigned by:  
Brian Shoemaker  
5743F145A9DA45C...  
Signature

\_\_\_\_\_  
President  
Title

Brian Shoemaker  
Name (please print)

\_\_\_\_\_  
May 4, 2026  
Date

---

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**[BANKS SCHOOL DISTRICT]**

**SIGNATURE**

(This contract is not binding on the District until signed by the appropriate signing authority)

DocuSigned by:  
Brian Sica  
F6237AE0C0B7465...  
Signature

\_\_\_\_\_  
Superintendent  
Title

Brian Sica  
Name (please print)

\_\_\_\_\_  
May 6, 2026  
Date

---

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# BANKS HIGH SCHOOL ADDITION AND REMODEL

## BANKS SCHOOL DISTRICT

13050 NW MAIN STREET BANKS, OR 97106



### ARCHITECTURAL ABBREVIATIONS

LIST IS NOT INCLUSIVE; OTHER ABBREVIATIONS MAY BE DEFINED BY DISCIPLINE OR BY INDIVIDUAL SHEET. WHERE IN CONFLICT, SUCH ABBREVIATIONS SUPERCEDE THOSE INDICATED IN THIS LIST.

∠	ANGLE	EJ	EXPANSION JOINT	JT	JOINT	SAHTS	SELF ADHERED HIGH TEMPERATURE SHEET
∩	AND	EL	ELEVATION	JS	JOIST	SAM	SELF-ADHERED MEMBRANE
ACT	ACOUSTICAL CEILING TILE	ELEC	EXPANSION JOINT COVER	LAV	LAVATORY	SC	SOLID CORE
ADA	AMERICANS WITH DISABILITY ACT STANDARDS (2010)	ECOS	EDGE OF SLAB	LKR	LOCKER	SECT	SECTION
ADD	ADDENDUM	ENGR	ENGINEER	LVR	LOUVER	SF	SQUARE FOOT
ADSS	ARCHITECTURAL EXPOSED	EQ	EQUAL	SFRM	SPRAY-APPLIED FIRE RESISTIVE MATERIALS	SHTG	SHEET
AFJ	ABOVE FINISH FLOOR	EQUIP	EQUIPMENT	SHT	SHOWER	SHT	SHEET
AHJ	AUTHORITY HAVING JURISDICTION	ES	EACH SIDE	EXP	EXPANSION EXTERIOR	SM	SIMILAR
ALUM	ALUMINUM	FA	FIRE ALARM	MFR	MANUFACTURER	SJ	SEISMIC JOINT
ANOD	ANODIZED	FD	FLOOR DRAIN	MN	MINIMUM	SLB	SLAB ON GRADE
BD	BOARD	FDN	FOUNDATION	MISC	MISCELLANEOUS	SO	SQUARE
BLDG	BUILDING	FE	FIRE EXTINGUISHER	MTD	MOUNTED	SS	STAINLESS STEEL
BLKG	BLOCKING	FECB	FIRE EXTINGUISHER CABINET	MO	MASONRY OPENING	STD	STANDARD
BM	BENCH MARK	FECB	FIRE EXTINGUISHER CABINET	MTL	METAL	STL	STEEL
BO	BOTTOM OF	FF	FINISH FLOOR	(N)	NEW	STRUC	STRUCTURAL
BOD	BOTTOM OF DECK	FIN	FINISH	NA	NOT APPLICABLE	SUSP	SUSPENDED
BTWN	BETWEEN	FL	FLOOR	NIC	NOT IN CONTRACT	TM	TO MATCH
CAB	CONTINUOUS AIR BARRIER	FO	FACE OF CONCRETE	NOM	NOMINAL	THK	THICK
CS	CORNER GUARD	FOC	FACE OF CONCRETE	NTR	NOT TO SCALE	TLT	TOILET
CIP	CAST IN PLACE CONCRETE	FOF	FACE OF FINISH	OC	OVERALL	TOC	TOP OF CURB
CL	CENTERLINE	FOM	FACE OF MASONRY	OC	ON CENTER	TOB	TOP OF BECK
CLG	CEILING	FOS	FACE OF STRUCTURE	OD	OUTSIDE DIAMETER	TOS	TOP OF STRUCTURE
CLR	CLEAR	FRT	FIRE RETARDANT TREATED	OFCI	OWNER FURNISHED CONTRACTOR INSTALLED	TJ	TOOL JOINT
CJ	CONTROL JOINT	FTG	FOOTING	OFD	OVERFLOW DRAIN	TR	TOILET PAPER
CMU	CONCRETE MASONRY UNIT	FLUR	FLOORING	OFOI	OWNER FURNISHED OWNER INSTALLED	TS	TUBE STEEL
COL	COLUMN	GA	GAUGE/GAGE	UNFN	UNFINISHED	TYP	TYPICAL
CONT	CONTINUOUS	GAUV	GALVANIZED	UNO	UNLESS NOTED OTHERWISE	T&G	TONGUE AND GROOVE
CSU	CONSTRUCTION JOINT	GB	GRAB BAR	UP	UPPER	U	UTILITY
CSMT	CASEMENT	GBR	GRAB BAR	VE	VESTIBULE	V	VICE-
CT	CERAMIC TILE	GC	GENERAL CONTRACTOR	VB	VAPOR BARRIER	VERT	VERTICAL
CTR	CENTER	GL	GLASS/GLAZING	VIF	VERIFY IN FIELD	VFR	VAPOR RETARDER
C	CENTERLINE	GND	GROUND	VVF	VERIFY	VVP	VAPOR VERIFIER
DBL	DOUBLE	GVP	GYP SUMMER PLASTER	VP	VAPOR BARRIER	WI	WITH
DTL	DETAIL	GYP	GYP SUMMER	VERT	VERTICAL	WO	WITHOUT
DF	DRINKING FOUNTAIN	HB	HOSE BIBB	VF	VERIFY IN FIELD	WC	WATER CLOSET
DI	DIAMETER	HM	HOLLOW METAL	VFR	VAPOR RETARDER	WD	WOOD
DIAG	DIAGONAL	HPC	HIGH PERFORMANCE COATING	VVF	VERIFY	WF	WIDE FLANGE
DM	DIMENSION	HVAC	HEATING VENTILATION AND AIR CONDITIONING	WI	WITH	WH	WATER HEATER
DN	DOWN	HW	HOT WATER	WO	WITHOUT	WP	WATERPROOFING
DR	DOOR	INSUL	INSULATION	W	WATER-RESISTIVE BARRIER	WRB	WATER-RESISTIVE BARRIER
DS	DOWNSPOUT	INT	INTERIOR	WT	WEIGHT	WT	WEIGHT
DW	DISHWASHER	IPF	INTUMESCENT FIRE PROTECTION	REF	REFERENCE	REQD	REQUIRED
DWG	DRAWING	REF	REFERENCE	REFR	REFRIGERATOR	REV	REVISE OR REVISION
(E)	EXISTING	REFR	REFRIGERATOR	REQD	REQUIRED	RO	ROUGH OPENING
EA	EACH	REFR	REFRIGERATOR	REV	REVISE OR REVISION	RT	ROOF TIE-OFF
EF	EXHAUST FAN	REFR	REFRIGERATOR	RO	ROUGH OPENING	RCP	REFLECTED CEILING PLAN
		REFR	REFRIGERATOR	RT	ROOF TIE-OFF		
		REFR	REFRIGERATOR	RCP	REFLECTED CEILING PLAN		

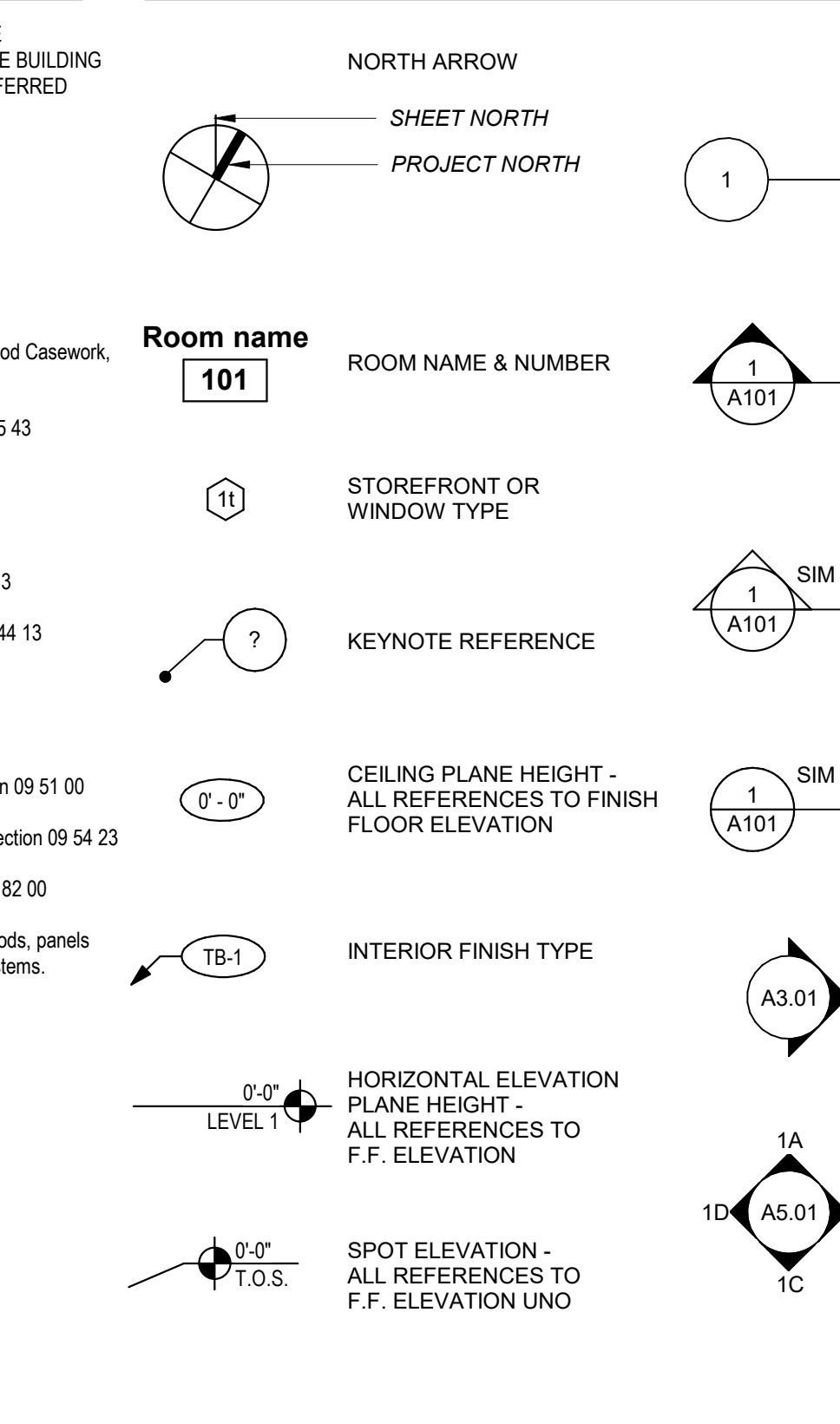
### ROOM ABBREVIATIONS

AD	ADMINISTRATIVE	AD	ADMINISTRATIVE
CIRC	CIRCULATION	CNS	COUNSELOR
CONF	CONFERENCE	CONF	CONFERENCE
CR	CLASSROOM	CR	CLASSROOM
CDR	CORRIDOR	CDR	CORRIDOR
CUST	CUSTOMER	CUST	CUSTOMER
ELEC	ELECTRICAL	ELEC	ELECTRICAL
ELEV	ELEVATOR	ELEV	ELEVATOR
EXO	EXTENDED	EXO	EXTENDED
GEN-ED	GENERAL EDUCATION	GN	GENERAL NEUTRAL
GN	GENERAL NEUTRAL	GN	GENERAL NEUTRAL
GNT	GENERAL NEUTRAL TOILET	GNT	GENERAL NEUTRAL TOILET
IDF	INTERMEDIATE DISTRIBUTION FRAME	IDF	INTERMEDIATE DISTRIBUTION FRAME
ISS	IN SCHOOL SUSPENSION	ISS	IN SCHOOL SUSPENSION
JAN	JANITORY	JAN	JANITORY
LG	LARGE	LG	LARGE
MDP	MAIN DISTRIBUTION FRAME	MDP	MAIN DISTRIBUTION FRAME
MP	MULTI-PURPOSE	MP	MULTI-PURPOSE
OFC	OFFICE	OFC	OFFICE
PRINC	PRINCIPAL	PRINC	PRINCIPAL
PRAC	PRACTICE	PRAC	PRACTICE
REG	REGISTRAR	REG	REGISTRAR
REST	RESTROOM	REST	RESTROOM
RR	RESTROOM	RR	RESTROOM
RM	ROOM	RM	ROOM
SRO	SCHOOL RESOURCE OFFICE	SRO	SCHOOL RESOURCE OFFICE
SM	SMALL	SM	SMALL
ST	STAFF TOILET	ST	STAFF TOILET
STOR	STORAGE	STOR	STORAGE
STR	STAIR	STR	STAIR
SUP	SUPERINTENDENT	SUP	SUPERINTENDENT
TELE	TELECOMMUNICATIONS	TELE	TELECOMMUNICATIONS
U	UTILITY	U	UTILITY
VEST	VESTIBULE	VEST	VESTIBULE
V	VICE-	V	VICE-

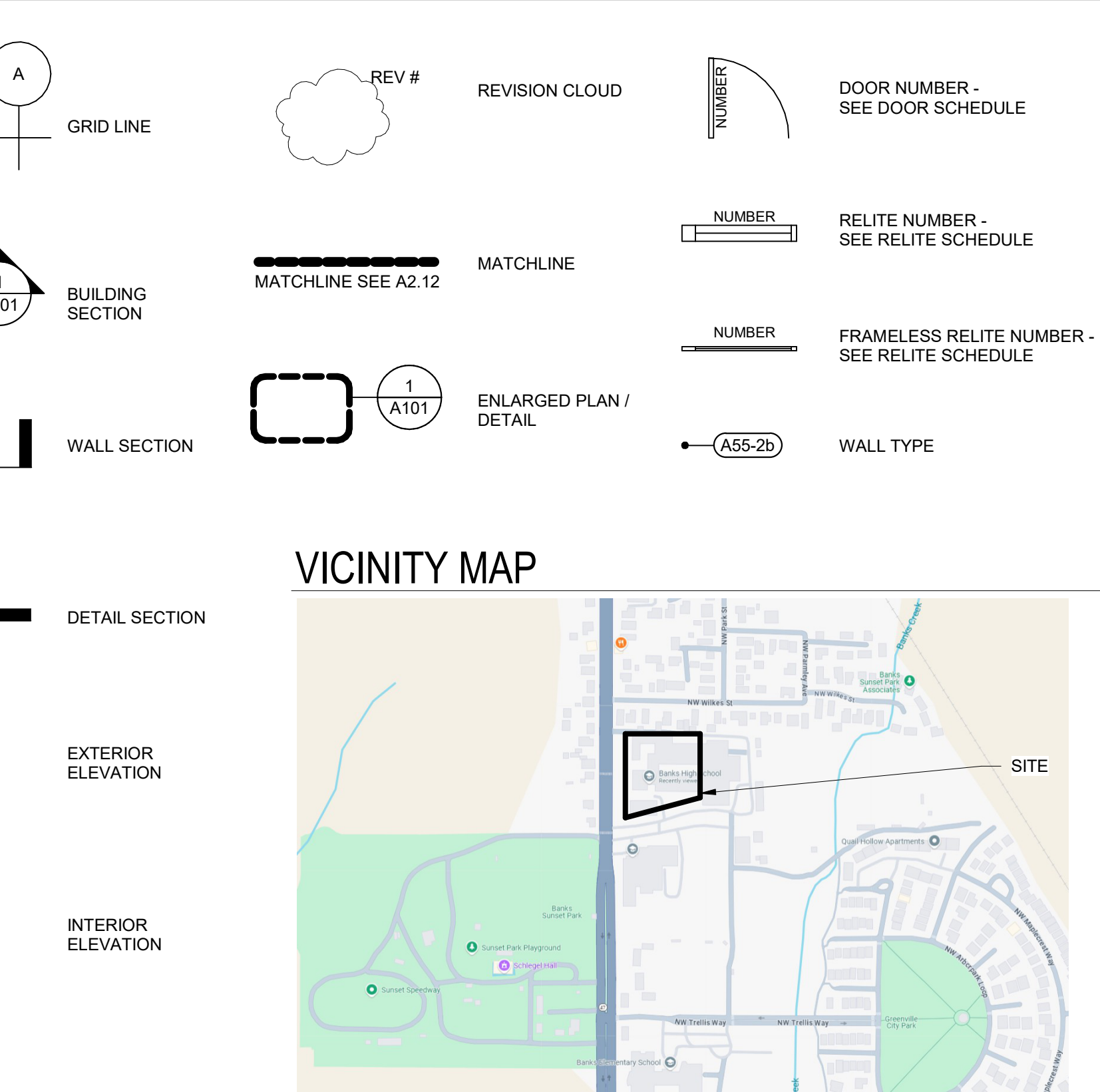
### DELEGATED DESIGN

- DEFERRED SUBMITTAL ITEMS SHALL NOT BE INSTALLED UNTIL THE DEFERRED SUBMITTAL DOCUMENTS HAVE BEEN APPROVED BY THE BUILDING OFFICIAL. DELEGATED DESIGN COMPONENTS WHICH REQUIRE DEFERRED SUBMITTALS INCLUDE, BUT ARE NOT LIMITED, TO THE FOLLOWING:
1. Metal Fabrications, Elevator Host Beams, Section 05 50 00
  2. Pipe and Tube Railings, Railings and Guards, Section 05 52 13
  3. Wood I-Joists, Wood I-Joists, Section 06 17 33
  4. Metal-Web Joists, Metal-Web Wood Joists, Section 06 17 36
  5. Architectural Wood Casework, Seismic Anchorage of Architectural Wood Casework, Section 06 41 00
  6. Cladding Support Systems, Cladding Support Assembly, Section 07 05 43
  7. Metal Roof Panels, Metal Roof Panels, Section 07 41 13
  8. Metal Wall Panels, Metal Wall Panels, Section 07 42 13
  9. Aluminum-Framed Storefronts, Aluminum Storefronts, Section 08 43 13
  10. Glazed Aluminum Curtain Walls, Aluminum Curtain Walls, Section 08 44 13
  11. Metal Framed Skylights, Metal Framed Skylights, Section 08 63 00
  12. Glazing, Insulating Glass Units, Section 08 80 00
  13. Acoustical Ceilings, Seismic Anchorage for Acoustical Ceilings, Section 09 51 00
  14. Linear Metal Ceilings, Seismic Anchorage for Linear Metal Ceilings, Section 09 54 23
  15. Rooftop Equipment Screens, Rooftop Equipment Screens, Section 10 82 00
  16. Seismic Anchorage Divisions 21, 22, 23, 26, 27 and 28 equipment, hoods, panels and other components of mechanical, plumbing, gas and electrical systems.
  17. Fire Suppression, Fire Line and Sprinkler System, Division 21
  18. Fire Alarm, Division 28

### ARCHITECTURAL SYMBOLS



### ARCHITECTURAL SYMBOLS



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1448 Elliott Ave W  
Seattle, WA 98119  
t: (206) 503 - 2503  
Adam Jenkins

CIVIL

C1.00 OVERALL EXISTING CONDITIONS PLAN
C1.10 NORTH EXISTING CONDITIONS PLAN
C1.11 SOUTH EXISTING CONDITIONS PLAN
C2.10 NORTH DEMOLITION PLAN
C2.11 SOUTH DEMOLITION PLAN
C3.00 ESCP COVER SHEET
C3.10 DEMOLITION ESC I
C3.11 DEMOLITION ESC II
C3.20 CONSTRUCTION ESC I
C3.21 CONSTRUCTION ESC II
C3.30 ESC FINAL STABILIZATION I
C3.31 ESC FINAL STABILIZATION II
C3.32 ESC FINAL STABILIZATION III
C3.40 ESC DETAILS I
C3.41 ESC DETAILS II
C4.00 OVERALL SITE PLAN
C4.10 NORTH SITE PLAN
C4.11 SOUTH SITE PLAN
C4.12 EAST SITE PLAN
C4.20 SITE DETAILS
C5.10 NORTH COMPOSITE UTILITY PLAN
C5.11 SOUTH COMPOSITE UTILITY PLAN
C5.12 EAST COMPOSITE UTILITY PLAN
C5.20 UTILITY DETAILS I
C5.21 UTILITY DETAILS II
C5.22 UTILITY DETAILS III
C5.23 UTILITY DETAILS IV
C5.24 UTILITY DETAILS V
C5.25 UTILITY DETAILS VI
C6.00 OVERALL GRADING PLAN
C6.20 GRADING DETAILS I
C6.21 GRADING DETAILS II
C6.22 GRADING DETAILS III
C6.23 GRADING DETAILS IV
C6.24 GRADING DETAILS V

LANDSCAPE

L1.01 TREE PRESERVATION AND REMOVALS PLAN
L2.01 MATERIALS PLAN SITE
L2.02 MATERIALS PLAN NORTH
L2.03 MATERIALS PLAN SOUTH
L3.01 LAYOUT PLAN NORTH
L3.02 LAYOUT PLAN SOUTH
L4.01 PLANTING PLAN NORTH
L5.01 IRRIGATION PLAN
L6.01 DETAILS
L6.02 DETAILS

ARCHITECTURE

A0.00 SHEET INDEXES
A0.01 ALLOWABLE AREA - LEVEL 1
A0.02 ALLOWABLE AREA - LEVEL 2
A0.05 EGRESS PLANS & PLUMBING FIXTURE CALCULATIONS - LEVEL 1
A0.06 EGRESS PLANS & PLUMBING FIXTURE CALCULATIONS - LEVEL 2
A0.07 CODE REVIEW - ENLARGED PLANS
A0.10 EXTERIOR WALL TYPES
A0.11 INTERIOR WALL TYPES
A0.15 HORIZONTAL ASSEMBLY TYPES
A0.54 NORTH WING DEMOLITION
A0.60 EXISTING CTE DEMO PLANS
A0.61 CTE BUILDING RECLADDING
A0.65 EXISTING GYM CORRIDOR DEMO PLANS
A0.66 EXISTING GYM CORRIDOR RECLADDING
A0.67 EXISTING GYM CORRIDOR RECLADDING
A1.00 OVERALL CAMPUS SITE PLAN
A1.10 OVERALL SLAB PLAN - LEVEL 1
A1.11 SLAB PLAN - LEVEL 1 SECTOR A
A1.12 SLAB PLAN - LEVEL 1 SECTOR B & C
A1.20 OVERALL SLAB PLAN - LEVEL 2
A1.21 SLAB PLAN - LEVEL 2 SECTOR A
A1.22 SLAB PLAN - LEVEL 2 SECTOR B
A2.10 LEVEL 1 - OVERALL FLOOR PLAN
A2.11 FLOOR PLAN - LEVEL 1 SECTOR A
A2.12 FLOOR PLAN - LEVEL 1 SECTORS B & C
A2.20 LEVEL 2 - OVERALL FLOOR PLAN
A2.21 FLOOR PLAN - LEVEL 2 SECTOR A
A2.22 FLOOR PLAN - LEVEL 2 SECTOR B
A2.30 OVERALL ROOF PLAN
A2.31 SECTOR A ROOF PLAN
A2.32 SECTOR B & C ROOF PLAN
A3.00 EXTERIOR ELEVATIONS
A3.01 EXTERIOR ELEVATIONS
A3.20 BUILDING SECTIONS
A3.21 BUILDING SECTIONS
A3.22 BUILDING SECTIONS
A3.23 BUILDING SECTIONS
A3.40 WALL SECTIONS
A3.41 WALL SECTIONS
A3.42 WALL SECTIONS
A3.43 WALL SECTIONS
A3.44 WALL SECTIONS
A3.45 WALL SECTIONS
A3.46 WALL SECTIONS
A3.47 WALL SECTIONS
A4.01 ENTRY DEVICES - COORDINATION PLAN
A4.02 ENTRY DEVICES - COORDINATION PLAN
A4.03 ENTRY DEVICES - COORDINATION PLAN
A4.11 FINISH FLOOR PLAN - LEVEL 1 SECTOR A
A4.12 FINISH FLOOR PLAN - LEVEL 1 SECTORS B&C
A4.21 FINISH FLOOR PLAN - LEVEL 2 SECTOR A
A4.22 FINISH FLOOR PLAN - LEVEL 2 SECTOR B
A4.30 ENLARGED PLAN - ADMINISTRATION
A4.31 ENLARGED PLAN - DISTRICT OFFICE
A4.50 ENLARGED PLANS AND ELEVATIONS - TOILET ROOMS
A4.51 ENLARGED PLANS AND ELEVATIONS - TOILET ROOMS
A4.52 ENLARGED PLANS AND ELEVATIONS - TOILET ROOMS
A4.53 ENLARGED PLANS AND ELEVATIONS - TOILET ROOMS
A4.60 REFLECTED CEILING PLAN AND FINISH FLOOR PLAN - EXISTING HALLWAY
A4.61 INTERIOR ELEVATIONS - EXISTING HALLWAY
A5.01 INTERIOR ELEVATIONS - HALLWAYS
A5.02 INTERIOR ELEVATIONS - HALLWAYS
A5.03 INTERIOR ELEVATIONS - HALLWAYS
A5.04 INTERIOR ELEVATIONS - HALLWAYS
A5.08 INTERIOR ELEVATIONS - HALLWAYS
A5.10 INTERIOR ELEVATIONS - SECTOR A
A5.11 INTERIOR ELEVATIONS - SECTOR A
A5.12 INTERIOR ELEVATIONS - SECTOR A
A5.13 INTERIOR ELEVATIONS - SECTOR A
A5.14 INTERIOR ELEVATIONS - SECTOR A
A5.15 INTERIOR ELEVATIONS - SECTOR A
A5.16 INTERIOR ELEVATIONS - SECTOR A
A5.20 INTERIOR ELEVATIONS - SECTOR B
A5.21 INTERIOR ELEVATIONS - SECTOR B
A5.22 INTERIOR ELEVATIONS - SECTOR B
A5.23 INTERIOR ELEVATIONS - SECTOR B
A5.30 INTERIOR ELEVATIONS - SECTOR C
A5.31 INTERIOR ELEVATIONS - SECTOR C
A5.32 INTERIOR ELEVATIONS - SECTOR C
A6.11 LEVEL 1 SECTOR A REFLECTED CEILING PLAN
A6.12 LEVEL 1 SECTORS B & C REFLECTED CEILING PLAN
A6.21 LEVEL 2 SECTOR A REFLECTED CEILING PLAN
A6.22 LEVEL 2 SECTOR B REFLECTED CEILING PLAN
A6.30 ENLARGED REFLECTED CEILING PLANS
A7.11 VERTICAL CIRCULATION - STAIR 1
A7.12 VERTICAL CIRCULATION - STAIR 2
A7.13 VERTICAL CIRCULATION - ELEVATOR
A7.21 VERTICAL CIRCULATION DETAILS
A7.22 VERTICAL CIRCULATION DETAILS
A7.30 CHASE PLANS AND SECTIONS
A7.31 CHASE PLANS AND SECTIONS
A8.00 DOOR & RELITE TYPES
A8.01 DOOR & RELITE SCHEDULE
A8.10 STOREFRONT & CURTAINWALL TYPES
A8.21 FOUNDATION DETAILS
A8.31 EXTERIOR DETAILS - STOREFRONT & CURTAIN WALL
A8.32 EXTERIOR DETAILS - STOREFRONT & CURTAIN WALL
A8.33 EXTERIOR DETAILS - STOREFRONT & CURTAIN WALL
A8.34 EXTERIOR DETAILS - STOREFRONT & CURTAIN WALL
A8.35 EXTERIOR DETAILS - STOREFRONT & CURTAIN WALL
A8.40 EXTERIOR DETAILS - HOLLOW METAL
A8.61 EXTERIOR DETAILS
A8.62 EXTERIOR DETAILS
A8.63 EXTERIOR DETAILS
A8.64 EXTERIOR DETAILS
A8.65 EXTERIOR DETAILS
A8.66 EXTERIOR DETAILS - ROOF
A8.67 EXTERIOR DETAILS - ROOF
A8.68 FIRE WALL DETAILS
A8.69 FIRE WALL DETAILS

ARCHITECTURE

A9.01 CASEWORK SCHEDULES
A9.02 CASEWORK SCHEDULES
A9.10 CASEWORK DETAILS
A9.11 CASEWORK DETAILS
A9.13 CASEWORK DETAILS
A9.14 CASEWORK DETAILS
A9.15 CASEWORK DETAILS
A9.20 INTERIOR DETAILS
A9.21 INTERIOR DETAILS
A9.28 CLASSROOM COORDINATION DRAWINGS
A9.30 INTERIOR DETAILS - FLOORS
A9.40 INTERIOR DETAILS - WALLS
A9.41 INTERIOR DETAILS - WALLS AND CEILINGS
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BANKS HIGH SCHOOL - ADDITION AND REMODEL

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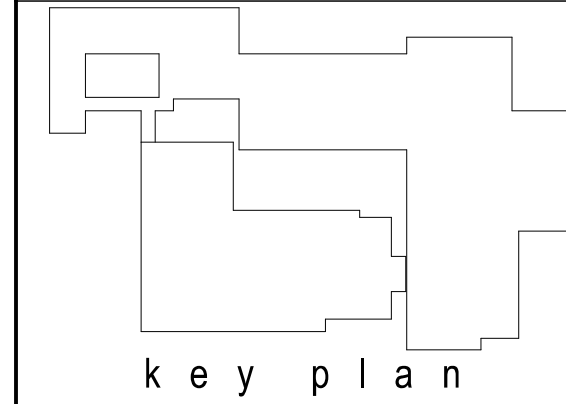
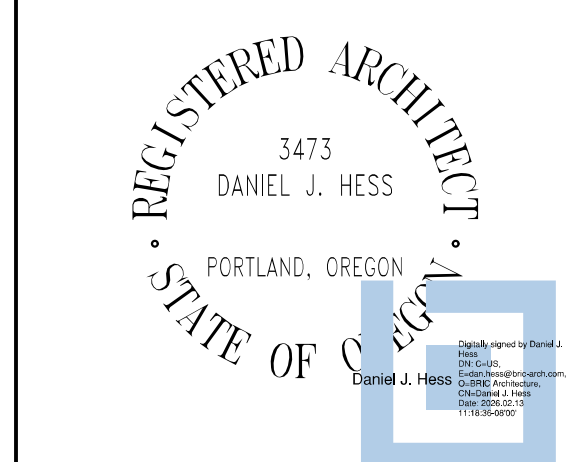


Table with 2 columns: date, revisions. Contains a list of revision entries.

Table with 2 columns: phase, date, project. Contains project information: PERMIT SET, 02/13/2026, 24018.

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# **Project Manual** for **Banks High School – Addition and Remodel**

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Volume 2 | Divisions 21-33

**Banks School District**  
42350 NW Trellis Way  
Banks, Oregon 97106

**Permit Set**  
February 13, 2026

# PROJECT MANUAL

for

## Banks High School – Addition and Remodel

**Banks School District**  
42350 NW Trellis Way  
Banks, Oregon 97106

**BRIC Architecture, Inc.**  
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February 13, 2026

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**END OF DOCUMENT**

**Architect:**

BRIC Architecture, Inc.  
1233 NW Northrup Street, Suite 100  
Portland, Oregon 97209

March 13, 2026

**ADDENDUM NUMBER ONE  
FOR  
BANKS HIGH SCHOOL ADDITION**

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated **March 13, 2026**, and any previously issued addenda as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Bidder to disqualification.

**ITEM I - PROJECT MANUAL****1. SECTION 00 01 10 - Table of Contents:**

- a. Add Section 07 46 19 – Steel Siding to the Table of Content per the attached document.
- b. Remove Section 09 54 23 – Linear Metal Ceilings from the Table of Content per the attached document.
- c. Add Section 14 21 00 – Electric Traction Elevators to the Table of Content per the attached document.
- d. Remove Section 14 24 00 – Hydraulic Elevators from the Table of Content per the attached document.

**2. SECTION 03 45 00 – Precast Architectural Concrete:**

- a. Revise paragraph 2.08.C per the attached document.
- b. Revise paragraph 2.09.K per the attached document.

**3. SECTION 07 42 13 – Metal Wall Panels:**

- a. Revise paragraph 1.02.J per the attached document.
- b. Revise paragraph 2.03.B.1, 2, 4, and 6 per the attached document.
- c. Add paragraph 2.03.C per the attached document and renumber subsequent subparagraph accordingly.
- d. Renumber former paragraph 2.03.C per the attached document.

**4. SECTION 07 46 19 – Steel Siding (Soffit):**

- a. Add Section in entirety per the attached document.

**5. SECTION 08 44 13 Glazed Aluminum Curtain Walls:**

- a. Revise paragraph 2.07.F.2, 3, and 4 per attached document.
- b. Add subparagraph 2.07F.5 per attached document.

**6. SECTION 09 00 01 – Finish Legend:**

- a. Revise Section 03 45 00 – Precast Architectural Concrete schedule item 3 PC-1 description per attached document.

- b. Add Section 06 20 00 – Finish Carpentry schedule item WCT-1 and WCT-2 tag and description for clarification per attached document.
- c. Revise Section 07 41 13 – Metal Roof Panel schedule item MRP-1 and MRP-2 per attached document.
- d. Add Section 07 42 13 – Metal Wall Panels schedule item MWP-2 per attached document.
- e. Add Section 07 42 13 – Metal Wall Panels schedule item MCP-1 and MCP-2 per attached document.
- f. Revise Section 07 62 00 – Sheet Metal Flashing and Trim schedule item description per attached document.
- g. Revise Section 08 14 16 – Flush Wood Doors schedule item description per attached document.
- h. Remove Section 09 54 23 – Linear Metal Ceilings schedule item per attached document.

7. **SECTION 09 54 23 – Linear Metal Ceilings:**

- a. Remove Section in entirety.

8. **SECTION 09 68 13 – Tile Carpeting:**

- a. Remove paragraph 1.02.C per attached document and renumber subsequent subparagraph accordingly.
- b. Remove paragraph 1.02.G per attached document.

9. **SECTION 10 51 13 – Metal Lockers:**

- a. Add paragraph 2.03.G per attached document.

10. **SECTION 11 53 13 – Laboratory Fume Hoods:**

- a. Revise paragraph 2.04.C.7 per attached document.

11. **SECTION 14 21 00 – Electric Traction Elevators**

- a. Add Section in entirety per the attached document.

12. **SECTION 14 24 00 – Hydraulic Elevators**

- a. Remove Section in entirety.

**ITEM II – DRAWINGS**

1. **SHEET C2.10 – North Demolition Plan:**

- a. Revised to add note for pipe removal.

2. **SHEET C3.00 – ESCP Cover Sheet:**

- a. Revised site information.
- b. Revised sheet list table to include sheet C3.32.

3. **SHEET C4.10 – North Site Plan:**

- a. Revised to display site lighting locations.

- b. Revised to include wheel stops at all new parking spots.
  - c. Revised to denote loading area in front of high school.
  - d. Revised to show additional canopy and long-term bike parking at school district office.
4. **SHEET C4.11 – South Site Plan:**
- a. Revised to display site lighting locations.
5. **SHEET C4.12 – East Site Plan:**
- a. Revised to include site lighting locations.
  - b. Revised to include additional gate across Wilkes Street gravel access route.
6. **SHEET C4.20 – Site Details:**
- a. Revised to include wheel stop detail.
7. **SHEET C5.11 – South Composite Utility Plan:**
- a. Revised to include FC2 keynote detail for orifice modification.
8. **SHEET C5.23 – Utility Details IV:**
- a. Revised to include FC2 Detail.
9. **SHEET C6.20 – Grading Details I:**
- a. Revised to include grading at updated bike parking at School District.
10. **SHEET C6.22 – Grading Details II:**
- a. Revised to include grading at tie in with existing pavement.
  - b. Revised to include note for contractor field verification of paving.
11. **SHEET C6.23 – Grading Details III:**
- a. Revised to include grading for curb ramp.
12. **SHEET L2.02 – Materials Plan North**
- a. Revised Long-term bike parking, adding additional rack.
  - b. Revised canopy over District Office to extend further out over bike rack.
13. **SHEET L3.01 – Layout Plan North**
- a. Revised bike parking, adding additional rack.
  - b. Revised dimensions of mow strip.
14. **SHEET L5.01 – Irrigation Plan**
- a. Revised Long-term bike parking, adding additional rack.

15. **SHEET A0.00 – Sheet Indexes**

- a. Revised to show new sheets

16. **SHEET A0.10 – Exterior Wall Types**

- a. Revise HS – Wall Types E1 and E2.

17. **SHEET A1.00 – Overall Campus Site Plan**

- a. New Call out for enlarged Monument Signs
- b. Revised layout for bike parking at District Office

18. **SHEET A1.10 – Overall Slab Plan – Level 1**

- a. Clarification and Coordination of Tilt Concrete Walls

19. **SHEET A1.11 – Slab Plan – Level 1 Sector A**

- a. Clarification and Coordination of Tilt Concrete Walls

20. **SHEET A1.12 – Slab Plan – Level 1 Sector B & C**

- a. Clarification and Coordination of Tilt Concrete Walls

21. **SHEET A1.20 – Overall Slab Plan – Level 2**

- a. Clarification and Coordination of Tilt Concrete Walls

22. **SHEET A1.21 – Slab Plan – Level 2 Sector A**

- a. Clarification and Coordination of Tilt Concrete Walls

23. **SHEET A1.22 – Slab Plan – Level 2 Sector B**

- a. Clarification and Coordination of Tilt Concrete Walls

24. **SHEET A1.31 – Tilt Concrete Elevations**

- a. New sheet of Tilt wall elevations to dimension Tilt concrete openings

25. **SHEET A1.32 – Tilt Concrete Elevations**

- a. New sheet of Tilt wall elevations to dimension Tilt concrete openings

26. **SHEET A2.11 – Floor Plan – Level 1 – Sector A:**

- a. Relocate mop sink in Custodial A106.
- b. Shifted drinking fountain in hallway A101.
- c. Modified casework in Health A127.

27. **SHEET A2.12 – Floor Plan – Level 1 Sectors B & C**

- a. Revised location of Door C017-1
- b. Revised Location of Door C101-1 and arched SF above.

28. **SHEET A2.21 – Floor Plan – Level 2 Sector A**

- a. New guardrail elevations view tags.

29. **SHEET A2.22 – Floor Plan – Level 2 Sector B**

- a. Clarification of window locations in room B204

30. **SHEET A2.31 – Sector A Roof Plan**

- a. Revise mechanical curb detail reference.

31. **SHEET A2.32 – Sector B & C Roof Plan**

- a. Removal of acoustic roof slab below district office RTU.
- b. Reduction of door canopy on north end of district office.

32. **SHEET A4.30 – Enlarged Plan - Administration:**

- a. Modified casework in Health A127.

33. **SHEET A4.54 – Enlarged Plans and Elevations – Monument Signs**

- a. New Sheet to describe the monument signs.

34. **SHEET A5.02 – Interior Elevations - Hallways:**

- a. Shifted drinking fountain on elevation 1C.

35. **SHEET A5.10 – Interior Elevations – Sector A:**

- a. Modified elevations 1B-1D for mop sink and mop rack relocation and indication of mixing station.

36. **SHEET A5.12 – Interior Elevations – Sector A:**

- a. Revised elevation (reduced countertop) 7D at Health A127. Changed sink cabinet type.

37. **SHEET A5.13 – Interior Elevations – Sector A:**

- a. Modified elevations 3A and 3B for mop sink and mop rack relocation and indication of mixing station.

38. **SHEET A5.16 – Interior Elevations – Sector A:**

- a. Modified elevations 1A and 1B for mop sink relocation and indication of mixing station.

39. **SHEET A5.20 – Interior Elevations – Sector B:**

- a. Revise sink cabinet type and adjacent cabinets (upper and lowers) in elevation 2B for Work Room B104.

40. **Sheet A6.11 – Level 1 Sector A reflected Ceiling Plan**

- a. Called out zone of MCP-2 perforated metal soffit.

41. **SHEET A6.12 – Level 1 Sectors B&C Reflected Ceiling Plan:**

- a. Corrected missing ceiling in Library B106, added control joints and dimension control joints.
- b. Add ceiling detail tags in 2 locations at Hall C112 and C118.
- c. Called out zone of MCP-2 perforated metal soffit.

42. **SHEET A6.21 – Level 2 Sector A Reflected Ceiling Plan**

- a. Called out zone of MCP-2 perforated metal soffit.

43. **SHEET A6.22 – Level 2 Sector B Reflected Ceiling Plan**

- a. Called out zone of MCP-2 perforated metal soffit.

44. **SHEET A7.11 – Vertical Circulation Stair 1**

- a. New callouts for guardrail elevations.

45. **SHEET A7.12 – Vertical Circulation Stair 2**

- a. New Callout for guardrail elevations

46. **SHEET A7.13 – Vertical Circulation – Elevator**

- a. Revised layout per accepted substitution request for traction elevator

47. **SHEET A7.23 – Guardrail elevations**

- a. New sheet of guardrail elevations.

48. **SHEET A7.24 - Guardrail elevations**

- a. New sheet of guardrail elevations.

49. **SHEET A8.00 – Door and Relite Types**

- a. New detail tag on coiling door type 3

50. **SHEET A8.31 – Exterior Details – Storefront & Curtain Wall:**

- a. Removed references to pressure treatment and added SAM at wood blocking. Typical at multiple details.
- b. Clarified membrane sequencing. Typical at multiple details.

- c. Added cavity mortar control at detail 6.
- d. Added an EPDM spacer at detail 1.

51. **SHEET A8.32 – Exterior Details – Storefront & Curtain Wall:**

- a. Replaced spray foam insulation with batt insulation at boxed stud framing. Typical at multiple details.
- b. Replaced plywood backing panels and WRB at metal panel cladding with vertical metal hat channels. Typical at multiple details.
- c. Clarified membrane sequencing. Typical at multiple details.
- d. Modified sill detail 6 to show correctly.
- e. Removed PT blocking, replaced metal panel profile, and removed plywood backing for metal cladding at detail 8.
- f. Relocated jamb detail 1 to sheet A8.35.

52. **SHEET A8.33 – Exterior Details – Storefront & Curtain Wall:**

- a. Replaced spray foam insulation with batt insulation at boxed stud framing. Typical at multiple details.
- b. Clarified membrane sequencing. Typical at multiple details.
- c. Added wood blocking and SAM, revised metal trim flashing, and revised metal wall panel profile at jamb detail 2.
- d. Replaced plywood backing panels at metal panel cladding with vertical metal hat channels at head detail 3.
- e. Revised metal trim flashing at jamb detail 4.
- f. Revised metal panel profile and trim flashing at detail 5.
- g. Revised metal soffit panel profile and support framing at head detail 6.

53. **SHEET A8.34 – Exterior Details – Storefront & Curtain Wall:**

- a. Revised metal trim flashing at jamb detail 1.
- b. Replaced spray foam insulation with batt insulation at boxed stud framing. Typical at multiple details.
- c. Clarified membrane sequencing. Typical at multiple details.

54. **SHEET A8.35 – Exterior Details – Storefront & Curtain Wall:**

- a. Replaced spray foam insulation with batt insulation at boxed stud framing. Typical at multiple details.
- b. Clarified membrane sequencing. Typical at multiple details.
- c. Added recess for downspout and extended concrete tilt panel at jamb detail 1. Detail relocated from sheet A8.32.
- d. Added jamb detail 5.

55. **SHEET A8.61 – Exterior Details:**

- a. Revised parapet anchoring.
- b. Revised metal soffit panel profile and support framing at details 1, 3, & 4.
- c. Clarified membrane sequencing. Typical at multiple details.

56. **SHEET A8.62 – Exterior Details**

- a. Replaced plywood backing panels and WRB at metal panel cladding with vertical metal hat channels at detail 20.

57. **SHEET A8.63 – Exterior Details**

- a. Revised metal soffit panel profile and support framing and removed WRB at interior side at head detail 5.

58. **SHEET A8.64 – Exterior Details**

- a. Revised metal soffit panel profile and support framing at detail 3.

59. **SHEET A8.65 – Exterior Details**

- a. New canopy detail 10
- b. New canopy detail 11

60. **SHEET A8.66 – Exterior Details:**

- a. Updated mechanical screen to conform with structural.
- b. Add mechanical curb at pad detail 5/A8.66.

61. **SHEET A8.67 – Exterior Detail – Roof**

- a. New detail for roof transition ladders

62. **SHEET A8.69 – Fire Wall Details**

- a. New sill detail 8/A8.69
- b. Clarification on details 1, 2 and 4

63. **SHEET A9.41 - Interior Details:**

- a. Modified top of wall detail at Details 1/A9.41, 11/A9.41, 13/A9.41, 26/A9.41, 26/A9.41, and 28/A9.41.

64. **S0.61 -CTE FLOOR PLANS AND DETAILS:**

- a. Detail 5 updated per bidder comments

65. **S2.01 – FOUNDATION PLAN – SECTOR A:**

- a. Elevator pit update.
- b. Footing added at stairs.

66. **S2.11 – GRADE LEVEL FRAMING PLAN – SECTOR A:**

- a. Detail cuts updated and added.
- b. Tilt-up panel joints updated,
- c. Walls updated to align with Arch.

67. **S2.12 – GRADE LEVEL FRAMING PLAN – SECTOR B & C:**

- a. Detail cuts added.
- b. Tilt-up panel joints updated,

68. **S2.21 – LEVEL 2 FRAMING PLAN – SECTOR A:**

- a. Detail cuts added and updated.
- b. Plan notes updated,

69. **S2.22 – LEVEL 2 FRAMING PLAN – SECTOR B & C:**

- a. Detail cuts added and updated.
- b. Tilt-up panel joints updated,
- c. Canopy updated at along Grid 1.
- d. Plan notes updated,

70. **S2.31 – ROOF FRAMING PLAN – SECTOR A:**

- a. Detail cuts added and updated.
- b. Framing updated under mechanical units.
- c. Framing clarified per bid comments.
- d. Plan notes updated,

71. **S2.32 – ROOF FRAMING PLAN – SECTOR B & C:**

- a. Detail cuts added and updated.
- b. Framing updated under mechanical units.
- c. Framing clarified per bid comments.
- d. Plan notes updated,

72. **S3.01 – FOUNDATION DETAILS:**

- a. Detail updated to align with plans.

73. **S3.02 – FOUNDATION DETAILS:**

- a. Detail updated to align with plans.

74. **S3.03 – FOUNDATION DETAILS:**

- a. Details updated to align with plans.
- b. Detail added to clarify plans

75. **S3.11 – CONCRETE SLAB ON GRADE DETAILS:**

- a. Detail added to align with plans.

76. **S3.21 – CONCRETE WALL ELEVATIONS:**

- a. Detail callout updated for clarity.
- b. Canopy embeds added.

- c. Elevation updated to align with plans.

77. **S3.22 – CONCRETE WALL ELEVATIONS:**

- a. Detail callout updated for clarity.
- b. Canopy embeds added.
- c. Elevation updated to align with plans.

78. **S3.23 – CONCRETE WALL ELEVATIONS:**

- a. Detail callout updated for clarity.
- b. Canopy embeds added.
- c. Elevation updated to align with plans.

79. **S3.24 – CONCRETE WALL ELEVATIONS:**

- a. Detail callout updated for clarity.
- b. Canopy embeds added.
- c. Elevation updated to align with plans.

80. **S3.25 – CONCRETE DETAILS:**

- a. Details updated for clarity.

81. **S3.26 – CONCRETE DETAILS:**

- a. Details updated for clarity.
- b. Details added to align with plans.

82. **S3.41 – STAIR FRAMING PLANS:**

- a. Partial plans updated.
- b. Details updated for clarity.
- c. Details added to align with plans.

83. **S3.42 – CANOPY FRAMING PLANS:**

- a. Partial plans updated.
- b. Details cuts added.

84. **S4.01 – WOOD FRAMING DETAILS:**

- a. Detail updated to align with plans.

85. **S4.03 – WOOD FRAMING DETAILS:**

- a. Detail updated to align with plans.

86. **S5.01 – STEEL FRAMING DETAILS:**

- a. Detail updated and added to align with plans.

87. **S5.02 – STEEL FRAMING DETAILS:**

- a. Guardrail details added.

88. **S6.01 – FLOOR FRAMING DETAILS:**

- a. Detail updated to align with plans.

89. **S6.02 – FLOOR FRAMING DETAILS:**

- a. Detail updated to align with plans.

90. **S6.03 – FLOOR FRAMING DETAILS:**

- a. Detail updated and added to align with plans.

91. **S6.11 – ROOF FRAMING DETAILS:**

- a. Detail updated to align with plans.

92. **S6.12 – ROOF FRAMING DETAILS:**

- a. Detail updated to align with plans.

93. **S6.13 – ROOF FRAMING DETAILS:**

- a. Detail updated to align with plans.

94. **S6.14 – ROOF FRAMING DETAILS:**

- a. Detail updated and added to align with plans.

95. **S6.15 – ROOF FRAMING DETAILS:**

- a. Detail sheet added to align with plans.

96. **SHEET E1.00 – Electrical – Overall Campus Site Plan:**

- a. Relocated the following equipment to exterior at north side of building:
  - 1. Panel 4MDP
  - 2. Solar CT Can
  - 3. Solar Net Meter
  - 4. Solar Panel 4S Disconnect
- b. Redirected Panel 4MDP feeder to terminate at new 4MDP location.

97. **SHEET E2.10 – Electrical – Level 1 – Overall Floor Plan:**

- a. Relocated the following equipment to exterior at north side of building:
  - 1. Panel 4MDP
  - 2. Solar CT Can
  - 3. Solar Net Meter
  - 4. Solar Panel 4S Disconnect

98. **SHEET E2.12 – Electrical – Level 1 – Sector B & C Plan:**

- a. Relocated the following equipment to exterior at north side of building:
  - 1. Panel 4MDP
  - 2. Solar CT Can
  - 3. Solar Net Meter
  - 4. Solar Panel 4S Disconnect

99. **SHEET E4.01 – Electrical – Enlarged Plans:**

- a. Relocated the following equipment to exterior at north side of building:
  - 1. Panel 4MDP
  - 2. Solar CT Can
  - 3. Solar Net Meter
  - 4. Solar Panel 4S Disconnect
- b. Relocated all panelboards and transformers within Electrical Room.
- c. Added Highschool Service Equipment Elevation Detail 2.

100. **SHEET E6.03 – Electrical Panel Schedules:**

- a. Panel 4M1 – Revised short circuit rating.

101. **SHEET E6.04 – Electrical Panel Schedules:**

- a. Panel 4MDP – Revised short circuit rating.
- b. Panel 2SDP1 – Revised short circuit rating.
- c. Panel 2SDP2 – Revised short circuit rating. Revised existing boiler circuit breaker to 200A-3P.

102. **SHEET E6.05 – Electrical Panel Schedules:**

- a. Panel 2R1A – Revised short circuit rating.
- b. Panel 2R1B – Revised short circuit rating.

103. **SHEET E6.06 – Electrical Panel Schedules:**

- a. Panel 2R1C – Revised short circuit rating.
- b. Added Panel 4MBP Schedule.

104. **SHEET E6.07 – Electrical Panel Schedules:**

- a. Panel 4S – Revised short circuit rating.

105. **SHEET E9.01 – Electrical One-Line Diagram:**

- a. Revised Main Distribution Panel 4MDP to NEMA 3R. Revised available fault current at Panel 4MDP. Revised Panel 4MDP short circuit rating. Added note to provide PGE approved housekeeping pad for Panel 4MDP.
- b. Revised available fault current at Panel 2SDP1. Revised Panel 2SDP1 short circuit rating.
- c. Revised available fault current at Panel 2SDP2. Revised Panel 2SDP2 short circuit rating.
- d. Revised available fault current at all panelboards.
- e. Added NEMA 3R 400A-3P disconnect for Panel 4S.

106. **SHEET EU1.00 – Electrical – Overall Campus Underground Site Plan:**

- a. Relocated the following equipment to exterior at north side of building:
  - 1. Panel 4MDP
  - 2. Solar CT Can
  - 3. Solar Net Meter
  - 4. Solar Panel 4S Disconnect
- b. Revised underground conduit associated with equipment relocations.

107. **SHEET EU2.11 – Electrical – Underground – Sector A Plan:**

- a. Relocated and added floor boxes for a total of (4) in Graphic Design Classroom A109. Located underground conduit associated with floor boxes.

108. **SHEET EU2.12 – Electrical – Underground – Sector B & C Plan:**

- a. Relocated the following equipment to exterior at north side of building:
  - 1. Panel 4MDP
  - 2. Solar CT Can
  - 3. Solar Net Meter
  - 4. Solar Panel 4S Disconnect
- b. Relocated all panelboards and transformers within Electrical Room.
- c. Revised underground conduit associated with equipment relocations.

109. **SHEET EU9.01 – Electrical - Underground – One-Line Diagram**

- a. Delete Sheet in it's entirety.

**ITEM III – ATTACHMENTS**

- 1. Specifications: Sections 00 01 10, 03 45 00, 07 42 13, 07 46 19 08 44 13, 09 00 01, 09 54 23, 09 8 13, 10 51 13, 11 53 13, 14 21 00, 14 24 00.
- 2. Drawings: C2.10, C3.00, C4.10, C4.11, C4.12, C4.20, C5.11, C5.23, C6.20, C6.22, C6.23, L2.02, L3.01, L5.01, A0.00, A0.10, A1.00, A1.10, A1.11, A1.12, A1.20, A1.21, A1.22, A1.31, A1.32, A2.11, A2.12, A2.21, A2.22, A2.31, A2.32, A4.30, A4.54, A5.02, A5.10, A5.12, A5.13, A5.16, A5.20, A6.12, A7.11, A7.12, A7.13, A7.23, A7.24, A8.00, A8.31, A8.32, A8.33, A8.34, A8.35, A8.61, A8.62, A8.63, A8.64, A8.65, A8.66, A8.67, A8.69, A9.41, S0.61, S2.01, S2.11, S2.12, S2.21, S2.22, S2.31, S2.32, S3.01, S3.02, S3.03, S3.11, S3.21, S3.22, S3.23, S3.24, S3.25, S3.26, S3.41, S3.42, S4.01, S4.03, S4.04, S5.01, S5.02, S6.01, S6.02, S6.03, S6.11, S6.12, S6.13, S6.14, S6.15, E1.00, E2.10, E2.12, E4.01, E6.03, E6.04, E6.05, E6.06, E6.07, E9.01, EU1.00, EU2.11, EU2.12, EU9.01.

END OF ADDENDUM NUMBER ONE

**Architect:**

BRIC Architecture, Inc.  
1233 NW Northrup Street, Suite 100  
Portland, Oregon 97209

April 3, 2026

**ADDENDUM NUMBER TWO  
FOR  
BANKS SCHOOL DISTRICT  
BANKS HIGH SCHOOL ADDITION**

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated **February 13, 2026**, and any previously issued addenda as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Bidder to disqualification.

**ITEM I - PROJECT MANUAL**

**Table of Contents:**

1. Revise Section 04 20 00 – Unit Masonry per the attached document.
2. Revise Section 10 14 00 – Signage per the attached document.
3. Revise Section 11 81 29 – Facility Fall Protection per the attached document.
4. Revise Section 12 24 00 – Window Shades per the attached document.
5. Revise Section 22 10 06 – Plumbing Piping Specialties per the attached document.
6. Revise Section 22 40 00 – Plumbing Fixtures per the attached document.

**SECTION 04 20 00 – Unity Masonry:**

1. Add Paragraph 1.01.E per the attached document and renumber subsequent paragraphs.
2. Revise subparagraph 1.05.D.2 per attached document.
3. Add subparagraph 1.05.D.5 per the attached document.
4. Remove paragraph 1.05.G per the attached document and renumber subsequent paragraphs.
5. Revise subparagraph 1.07.B.1 revised per the attached document.
6. Add article 2.05 per the attached document and renumber subsequent articles.
7. Add article 3.11 pre the attached document and renumber subsequent articles.

**SECTION 10 14 00 – Signage:**

1. Revise subparagraph 2.06.A.2 per the attached document.
2. Add subparagraph 2.06.A.3 per the attached document and renumber subsequent subparagraphs.
3. Revise subparagraph 2.06.A.6 per the attached document.
4. Revise subparagraph 2.06.A.8 per the attached document.

**SECTION 11 81 29 – Facility Fall Protection:**

1. Revise subparagraph 1.05.E.3 per the attached document.
2. Revise paragraph 2.02.B per the attached document.
3. Add subparagraph 2.02.B.1 per the attached document and renumber the subsequent subparagraphs.
4. Remove subparagraph 2.02.B.2 per the attached document.
5. Revise subparagraph 2.02.D.1 per the attached document.

**SECTION 12 24 00 – Window Shades:**

1. Remove subparagraph 2.02.B.6.a.2 per the attached document and renumber subsequent subparagraphs.
2. Add subparagraph 2.02.B.6.a.2 per the attached document and renumber subsequent subparagraphs.
3. Revise subparagraph 2.02.C.6.a.2 per the attached document

**SECTION 22 10 06 – Plumbing Piping Specialties per the attached document:**

1. Add subparagraph 2.02.A.4 per the attached document and renumber subsequent subparagraph.
2. Add subparagraph 2.03.A.4 per the attached document and renumber subsequent subparagraph.

**SECTION 22 40 00 – Plumbing Fixtures per the attached document:**

1. Remove paragraphs 1.01.B and C per the attached document and renumber subsequent paragraphs.
2. Remove paragraphs 1.01.E and F per the attached document and renumber subsequent paragraphs.
3. Remove paragraphs 1.01.H and I per the attached document and renumber subsequent paragraphs.
4. Remove paragraph 1.02.H per the attached document and renumber subsequent paragraphs.
5. Revise subparagraphs 2.02.A.2 and 3 per the attached document.
6. Add subparagraph 2.02.B.1 per the attached document and renumber subsequent subparagraphs.
7. Remove article 2.05 per the attached document and renumber subsequent articles.

**ITEM II – DRAWINGS**

**SHEET C4.10 – North Site Plan:**

1. Added construction keynote 26 to reflect the added architectural/landscape feature at the District Office entrance.

**SHEET C5.10 – North Composite Utility Plan:**

1. Revised storm sewer pipe routing for revised downspout location and District Office entry canopy.
2. Added sanitary and storm pipe labels that were previously missing. No change to quantity.

**SHEET A0.00– Sheet Index:**

1. Add sheet A8.70.
2. Add sheet A8.90.

**SHEET A1.00 – Overall Campus Site Plan:**

1. New column at district office canopy.
2. Revised location of canopy downspout at district office canopy.

**SHEET A1.11 – Slab Plan – Level 1 Sector A:**

1. Relocated floor box location for relocated Conference Room.

**Sheet A1.31 – Tilt Concrete Elevations:**

1. Revised below grade portion of tilt panel, per revision to make all top of footings 2'-0" consistent.

**SHEET A2.11 – Floor Plan – Level 1 Sector A:**

1. Revised floor plan to relocate counseling offices.
2. Add Side Coiling Security Door and Fire Wall plan detail references.

**SHEET A2.12 – Floor Plan – Level 1 Sectors B & C:**

1. New column at district office canopy.
2. Revised location of canopy downspout at district office canopy.

**SHEET A2.30 – Overall Roof Plan:**

1. Addition of layout of roof anchors
2. Revision of district office main canopy, per land use requirement for covered bike parking.

**SHEET A2.31 – Sector A Roof Plan:**

1. Addition of layout of roof anchors.

**SHEET A2.32 – Sector B & C Roof Plan:**

1. Addition of layout of roof anchors
2. Revision of district office main canopy, per land use requirement for covered bike parking.

**SHEET A3.41 – Wall Sections:**

1. Wall section 1/A3.41 clarification to bottom of ledge.
2. Wall section 2/A3.41 clarification to interior glazing location.
3. Wall section 3/A3.41 clarification to rough openings and vertical datums at sunshades, window mullion, and horizontal beam; clarified HSS beam and column to be painted HPC-2; coordination of ceiling to match RCP.
4. Wall section 4/A3.41 clarification to rough openings and vertical datums at sunshades, window mullions, and horizontal beam; clarified HSS beam and column to be painted HPC-2.

**SHEET A3.42 – Wall Sections:**

1. Wall section 2/A3.42 clarification to vertical datums.

**SHEET A3.44 – Wall Sections:**

1. Wall section 3/A3.44 clarification to vertical datums.
2. Wall section 4/A3.44 tag detail that was revised in addendum 1.
3. Wall section 6/A3.44 clarification coiling door detail.

**SHEET A3.45 – Wall Sections:**

1. Wall section 4/A3.45 clarification to hollow metal rough opening.
2. Wall section 5/A3.45 tag detail that was added in addendum 1.

**SHEET A3.47 – Wall Sections:**

1. Wall section 1/A3.47 clarification to hollow metal detail.

**SHEET A.4.11 – Finish Floor Plan – Level 1 Sector A:**

1. Revised floor finishes to reflect relocation of counseling offices.
2. Revised notes regarding height of corner guards to address height and field verification of actual height prior to fabrication.

**SHEET A4.12 – Finish Floor Plan Level 1 Sectors B & C:**

1. Revised notes regarding height of corner guards to address height and field verification of actual height prior to fabrication.

**SHEET A4.21 – Finish Floor Plan Level 2 Sector A:**

1. Revised notes regarding height of corner guards to address height and field verification of actual height prior to fabrication.

**SHEET A4.22 – Finish Floor Plan Level 2 Sector B:**

1. Revised notes regarding height of corner guards to address height and field verification of actual height prior to fabrication.

**SHEET A4.30 – Enlarged Plan – Administration:**

1. Revised floor plan to relocate counseling offices.
2. Added or updated dimensions to reflect the plan changes.

**SHEET A4.52 – Enlarged Plans and Elevations – Toilet Rooms:**

1. Replaced trough sinks for single lavs in A104 and A105. Relocated toilet room accessories as needed for lavatory revisions.

**SHEET A4.53 – Enlarged Plans and Elevations – Toilet Rooms:**

1. Replaced trough sinks for single lavs in A132, A133, A209 and A210. Relocated toilet room accessories as needed for lavatory revisions.

**SHEET A5.02 – Interior Elevations – Hallways:**

1. Revised hallway finishes to reflect counseling office relocation.
2. Removed incorrect location of card reader.

**SHEET A5.11 – Interior Elevations – Sector A:**

1. Revised elevations for A113, A114, A116.
2. Relocated interior elevations for A117 to this sheet.
3. Provided correct location of lockdown button on elevation 1C.

**SHEET A5.12 – Interior Elevations – Sector A:**

1. Reorganized interior elevations on this sheet to incorporate counseling offices.

**SHEET A5.13 – Interior Elevations – Sector A:**

1. Revised interior elevations 1E and 1G to reflect changes made for counseling office relocation.
2. Relocated carder reader to correct location on elevation 1A.

**SHEET A5.21 – Interior Elevations – Sector B:**

1. Added notation about HPC color to elevation 3C and 3D.
2. Revised height of acoustic wall panels on elevation 3A.
3. Revise locations and dimensions of mechanical grilles on elevation 3B.

**SHEET A6.11 – Level 1 Sector A Reflected Ceiling Plan:**

1. Revised ceilings to accommodate the relocation of counseling offices.

**SHEET A7.13 – Vertical Circulation – Elevator:**

1. Revision to roof framing change that was triggered by change from hydraulic to traction elevation, revision is to match structural roof framing issued by structural in addendum 2.

**SHEET A8.00 – Door & Relite Types:**

1. Revised relite schedule to reflect changes made by relocation of counseling offices.

**SHEET A8.01 – Door & Relite Schedule:**

1. Revised door schedule to reflect the relocation of the counseling offices.

**SHEET A8.10 – Storefront & Curtainwall Types**

1. Detail 8/A8.10 – coordination of dimensions.

**SHEET A8.21 – Foundation Details:**

2. Revised details 1 and 2 on A8.21.

**SHEET A8.31 – Exterior Details – Storefront & Curtain Wall:**

1. Revise details to remove SAM between tilt concrete and PT blocking, typical.
2. Revision to lintel bracket system at masonry lintel.

**SHEET A8.33 – Exterior Details – Storefront & Curtain Wall:**

1. Revise details to remove SAM between tilt concrete and PT blocking, typical.

**SHEET A8.34 – Exterior Details – Storefront & Curtain Wall:**

1. Clarification in detail 3/A8.34, for structural steel location, roller shade location, and exterior sunshade location.

**SHEET A8.35 – Exterior Details – Storefront & Curtain Wall:**

1. Revise details to remove SAM between tilt concrete and PT blocking, typical.

**SHEET A8.40 – Exterior Details – Hollow Metal:**

1. Revision to lintel bracket system at masonry lintel.

**SHEET A8.61 – Exterior Details:**

1. Revision to lintel bracket system at masonry lintel.
2. Revision to knife plate detail at canopy.
3. Detail 3/A8.61 – coordination of bottom of steel and rough opening.

**SHEET A8.62 – Exterior Details:**

1. Clarifications of details.

**SHEET A8.63 – Exterior Details:**

1. Clarifications of details.

**SHEET A8.64 – Exterior Details:**

1. Clarifications of details.
2. Omitted soffit at media ceiling along exterior wall.
3. Omitted bracing for 8" metal stud screen wall.
4. Revised steel channel to CL of structural column.
5. Coordinated ceiling to match RCP and specification.

**SHEET A8.65 – Exterior Details:**

1. Revised sign type designation on detail 8.

**SHEET A8.69 – Fire Wall Details:**

1. Add Fire Wall Detail @ Interior Wall 7/A8.69.
2. Add Fire Wall Detail @ Interior Wall 9/A8.69.
3. Add Fire Wall Detail @ Inside Corner 10/A8.69.

**SHEET A8.70 – Exterior Details:**

1. New canopy gutter detail, per revised district office canopy revision.
2. New canopy rake detail at exterior wall of district office per canopy revision.
3. Coordination of bottom of steel.

**SHEET A8.90 – Exterior Mockup:**

1. New sheet with documentation of exterior mockup.

**SHEET A9.14 – Casework Details:**

1. Revised notes and dimensions on elevation 1B.

**SHEET A9.40 – Interior Details – Walls:**

1. Removed detail 4 from sheet A9.40.

**SHEET A9.50 – Interior Details - Openings:**

1. Add Side Coiling Security Door Jamb Detail 16/A9.50.
2. Add Side Coiling Security Door Jamb Detail 17/A9.50.
3. Add Side Coiling Security Door Head Detail 18/A9.50.

**SHEET A9.71 – Signage Schedules:**

1. Revised signage schedule/types to reflect the relocation of counseling offices.

**S0.61 – CTE Floor Plans and Details:**

1. Detail callouts were updated.

**S2.01 – Foundation Plan – Sector A:**

1. Foundation elevations were changed.
2. Tunnel from S2.11 was added for clarity.

**S2.02 – Foundation Plan – Sector B & C:**

1. Foundations update for revised canopy.

**S2.11 – Grade Level Framing Plan – Sector A:**

1. Tunnel location was updated and detail cut added.
2. Elevator rails were added.

**S2.12 – Grade Level Framing Plan – Sector B & C:**

1. Framing updated per revised canopy.

**S2.21 – Level 2 Framing Plan – Sector A:**

1. Elevator rails and detail cuts added.
2. Fall protection and details cuts added.

**S2.22 – Level 2 Framing Plan – Sector B & C:**

1. Elevator rails and detail cuts added.
2. Fall protection and details cuts added.
3. Framing updated per revised canopy.

**S2.31 – Roof Framing Plan – Sector A:**

1. Elevator rails and detail cuts added.
2. Fall protection and details cuts added.

**S2.32 – Roof Framing Plan – Sector B & C:**

1. Elevator rails and detail cuts added.
2. Fall protection and details cuts added.
3. Framing updated per revised canopy.

**S3.01 – Foundation Details:**

1. Detail added for tunnel.

**S3.21 – Concrete Wall Elevations:**

1. Elevation updated to align with footing change.

**S3.25 – Concrete Details:**

1. Details updated for framing changes.

**S3.32 – Masonry Details:**

1. Details updated for thermal bracket at steel ledger.
2. Details ledger over large openings removed from set.

**S3.42 – Canopy Framing Plans:**

1. Partial plan updated for revised canopy.

**S5.02 – Steel Framing Details:**

1. Detail removed and replaced for canopy framing.

**S6.11 – Roof Framing Details:**

1. Details updated to align with plans.

**S6.14 – Roof Framing Details:**

1. Details updated to align with plans.

**S6.15 – Roof Framing Details:**

1. Details added and updated to align with plans.

**S6.22 – Elevator and Fall Restraint Details:**

1. Sheet added for elevator and fall restraint details.

**S7.01 – Canopy Details:**

1. Details added to align with plans.

**SHEET M2.11 – Mechanical – HVAC - Level 1 - Sector A Plan:**

4. Revised ductwork and VAV box layout for the admin area.
5. Moved L01-VAV-03-G to over Work Room A112.
6. Deleted L01-VAV-03-F.
7. Added ductwork lining requirements and increased outlet duct sizes for L01-CAV-02-C and L01-CAV-02-E.
8. Added ductwork lining requirements for and increased outlet duct size for L01-VAV-02-G.

**SHEET M2.12 – Mechanical – HVAC - Level 1 - Sector B & C Plan:**

1. Added sound attenuator (SA-01) to AHU-01 supply duct.
2. Added flag note 6 with duct lining requirements.
3. Moved Entry/Reception C101 sidewall supply and return grilles so they are off of the transom.

**SHEET M2.21 – Mechanical – HVAC - Level 2 - Sector A Plan:**

1. Revised Sheet notes 'C' and 'D' with duct lining requirements.
2. Added Sheet note 'E' with sheet metal gauge requirement.
3. Added flag note 1 with sheet metal gauge requirements.
4. Dashed line was added around ductwork that is to be 18-gauge per acoustical requirements.
5. A dashed line was added to the supply and return duct mains to show the extent of the 2-inch internal duct lining.
6. Duct sizes were increased in the supply and return mains to accommodate the lining.
7. Added 2-inch duct lining to the ducts shown in the revision cloud.
8. Added note 4 and 6 with duct lining requirements.
9. Added note 5 for hard-ducted diffuser connections.
10. Revised duct layout for L02-VAV-03-C to accommodate noise mitigation requirements.

**SHEET M2.22 – Mechanical – HVAC - Level 2 - Sector B Plan:**

1. Added flag notes 3 and with duct lining requirements.
2. Increased terminal unit downstream ductwork sizing to accommodate 2-inches of duct lining.
3. A dashed line was added to the terminal unit downstream ductwork to show the extent of the 2-inch internal duct lining.

**SHEET M2.31 – Mechanical – HVAC - Roof - Sector A Plan:**

1. Added flag note to indicate lab exhaust duct stack height.
2. Revised noted 'D' to include EF-08 and EF-09 and reduced static deflection requirement.

**SHEET M2.32 – Mechanical – HVAC - Roof - Sector B & C Plan:**

1. Revised sheet note 'B' to change AHU tag to RTU tag.

**SHEET M3.11 – Mechanical – Piping – Level 1 - Sector A Plan:**

1. Delete branch piping since L01-VAV-03-F was removed from the project.

**SHEET M4.01 – Mechanical – Enlarged Plans:**

2. Added boiler and pump isolation requirements for vibration isolation.

**SHEET M5.03 – Mechanical – Details:**

1. Added detail for library casework ductwork.

**SHEET M6.02 – Mechanical – Schedules:**

1. Added Sound Attenuator Schedule.
2. Revised Single Duct Terminal Unit Schedule (Hot Water).
3. Revised LS-1 location to casework in the Diffuser-Grille Schedule.

**SHEET M8.11 – Mechanical – Zoning – Level 1 – Sector A Plan:**

1. Revised Zoning for in the admin area and adjusted sensors.
2. Relocated Reception A111 sensors.

**SHEET M8.12 – Mechanical – Zoning – Level 1 – Sector B & C Plan:**

1. Relocated Library 106 sensors.

**SHEET P3.11 PLUMBING WASTE & VENT- LEVEL 1 - SECTOR A PLAN:**

1. Revised A109 Graphic Design Classroom sink to S-1.
2. Added floor drain to A127 Health.
3. Relocated floor cleanout from A123 Counselor to A124 Storage.
4. Added floor cleanout to A124 Storage.
5. Added notes to clarify where point of use acid neutralizers are located.

**SHEET P3.12 PLUMBING WASTE & VENT- LEVEL 1 - SECTOR A PLAN:**

1. Relocated floor cleanout from B103 to B107.
2. Revised B108 Art sink to correctly match domestic plan as S-5.
3. Relocated floor cleanout from C112 Hall to C110 Storage.

**SHEET P4.01 PLUMBING DOMESTIC WATER - ENLARGED PLANS:**

1. Added note to provide mixing station cold water supply branch.
2. Revised multi-station lavatories to single lavatories.
3. Relocated mop sink in A106 Cust.

**SHEET P4.02 PLUMBING WASTE & VENT - ENLARGED PLANS:**

1. Revised multi-station lavatories to single lavatories.
2. Relocated mop sink in A106 Cust.

**SHEET P6.01 PLUMBING SCHEDULES:**

1. Removed multi-station lavatories.
2. Revised concealed flush valves to exposed flush valves.

**SHEET E2.10 – Electrical – Level 1 – Overall Plan:**

1. Revise notes as shown.
2. Add Panel 'T' as shown.

**SHEET E2.11 – Electrical – Level 1 – Sector A Plan:**

1. Vestibule A110: Add note for receptacle height as shown.

**SHEET E2.12 – Electrical – Level 1 – Sector B Plan:**

1. Add door power as shown.
2. Add receptacle as shown.

**SHEET E2.21 – Electrical – Level 2 – Sector A Plan:**

1. Add receptacle as shown.

**SHEET E2.22 – Electrical – Level 2 – Sector B Plan:**

1. Add receptacle as shown.

**SHEET E3.11 – Electrical Lighting – Level 1 – Sector A Plan:**

2. Revised lighting layouts and relocated controls.

**SHEET E3.12 – Electrical Lighting – Level 1 – Sector B & C Plan:**

1. Relocated lighting controls in Library.

**SHEET E9.01 – Electrical – One-Line Diagram:**

1. Add connections for existing Gym HVAC units.

**SHEET T0.00 – Symbol List and General Notes – Technology:**

1. Revised sheet keynote 1.

**SHEET T2.11 – Floor Plan – Level 1 Sector A – Technology:**

1. Deleted (1) lockdown button from reception desk.
2. Relocated (1) lockdown button reception desk to south wall.
3. Add data drop on west wall in Ad Secretary A117.
4. Revised areas affected by architectural model updates.
5. Revised General Note A.

**SHEET T2.12 – Floor Plan – Level 1 Sector B&C – Technology:**

1. Revised flat screen location in Entry/Reception C101.
2. Add AV (HDMI) from floor box to flat screen in Conference C117.
3. Revised wall mounted IP speaker and wireless access point to ceiling mount in Library B106.
4. Revised General Note A.

**SHEET T2.21 – Floor Plan – Level 2 Sector A – Technology:**

1. Revised General Note A.

**SHEET T2.22 – Floor Plan – Level 2 Sector B – Technology:**

1. Revised General Note A.

**ITEM III – ATTACHMENTS**

1. Specifications: Table of Contents, Section 04 20 00, Section 10 14 00, Section 11 81 29, Section 12 24 00, Section 22 10 06, Section 22 40 00.
2. Drawings: C4.10, C5.10, A0.00, A1.00, A1.31, A1.11, A2.11, A2.30, A2.31, A2.32, A3.41, A3.42, A3.44, A3.45, A3.47, A4.11, A4.12, A4.21, A4.22, A4.30, A4.52, A4.53, A5.02, A5.11, A5.12, A5.13, A5.21, A6.11, A7.13, A8.00, A8.01, A8.10, A8.21, A8.31, A8.33, A8.34, A8.35, A8.40, A8.61, A8.62, A8.63, A8.64, A8.65, A8.70, A8.90, A9.14, A9.40, A9.71, S0.61, S2.01, S2.02, S2.11, S2.12, S2.21, S2.22, S2.31, S2.32, S3.01, S3.21, S3.25, S3.32, S3.42, S5.02, S6.11, S6.14, S6.15, S6.22, S7.01, M2.11, M2.12, M2.21, M2.22, M2.31, M2.32, M3.11, M4.01, M5.03, M6.02, M8.11, M8.12, P3.11, P3.12, P4.01, P4.02, P6.01, E2.10, E2.11, E2.12, E2.21, E2.22, E3.11, E3.12, E9.01, T0.00, T2.11, T2.12, T2.21, T2.22.

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END OF ADDENDUM NUMBER TWO



# BANKS HIGH SCHOOL LOCKER ROOM RENOVATION

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**ARCHITECTURE**

A0.05F	CODE PLAN
A0.90F	LOCKER ROOM DEMO PLAN
A2.31F	SLAB PLAN - SECTOR F
A2.45F	ENLARGED PLAN - SECTOR F
A2.46F	ENLARGED PLAN - SECTOR F
A2.51F	ROOF PLAN - SECTOR F
A4.35F	FINISH PLAN AND RCP - SECTOR F
A4.55F	ENLARGED PLANS AND ELEVATIONS - TOILET ROOMS
A4.56F	ENLARGED PLANS AND ELEVATIONS - TOILET ROOMS
A5.60F	INTERIOR ELEVATIONS - SECTOR F
A5.61F	INTERIOR ELEVATIONS - SECTOR F
A5.62F	INTERIOR ELEVATIONS - SECTOR F
A6.35F	ENLARGED CEILING PLAN - SECTOR F
A7.25F	VERTICAL CIRCULATION - SECTOR F
A8.02F	DOOR & RELITE SCHEDULE - SECTOR F
A9.25F	INTERIOR DETAILS - SECTOR F
A9.75F	SIGNAGE SCHEDULE AND TYPES - SECTOR F

**STRUCTURAL**

S0.01F	GENERAL NOTES
S0.02F	GENERAL NOTES
S0.03F	GENERAL NOTES
S0.04F	GENERAL NOTES
S2.45F	GRADE LEVEL FRAMING PLAN - LOCKER ROOM
S2.51F	ROOF & MEZZANINE - LOCKER ROOM
S3.01F	CONCRETE SLAB ON GRADE DETAILS AND FOUNDATIONS
S4.01F	CMU DETAILS
S5.01F	CFS DETAILS
S5.02F	CFS DETAILS
S5.03F	CFS DETAILS
S7.01F	WOOD DETAILS

**MECHANICAL**

M0.00F	GENERAL NOTES, ABBREVIATIONS AND SHEET INDEX
M0.01F	MECHANICAL LEGEND
MD1.00F	MECHANICAL DEMOLITION - ENLARGED LOCKER ROOM PLAN
M2.45F	MECHANICAL FOUNDATION - ENLARGED LOCKER ROOM PLAN
M2.46F	MECHANICAL - EXISTING WEIGHT ROOM
M2.51F	MECHANICAL - ENLARGED LOCKER ROOM ROOF PLAN
M8.25F	MECHANICAL SCHEDULES
M9.25F	MECHANICAL DETAILS

**PLUMBING**

P0.00F	GENERAL NOTES, ABBREVIATIONS AND SHEET INDEX
PD1.00F	PLUMBING DEMOLITION - ENLARGED LOCKER ROOM PLAN
P2.45F	PLUMBING DOMESTIC WATER - ENLARGED LOCKER ROOM PLAN
P2.46F	PLUMBING WASTE & VENT - ENLARGED LOCKER ROOM PLAN
P8.25F	PLUMBING SCHEDULES
P9.25F	PLUMBING DETAILS

**ELECTRICAL**

E0.00F	GENERAL NOTES, ABBREVIATIONS AND SHEET INDEX
E0.01F	ELECTRICAL LEGEND
E1.45F	ELECTRICAL LEGEND
E2.25F	ELECTRICAL POWER - ENLARGED LOCKER ROOM PLAN
E2.46F	ELECTRICAL POWER - EXISTING WEIGHT ROOM
E2.51F	ELECTRICAL - ENLARGED LOCKER ROOM ROOF PLAN
E8.26F	ELECTRICAL LIGHTING SCHEDULES
E9.05F	ELECTRICAL ONE-LINE DIAGRAM

**TECHNOLOGY**

T0.00F	SYMBOL LIST AND GENERAL NOTES - TECHNOLOGY
T1.00F	OVERALL FLOOR PLAN - TECHNOLOGY
T2.45F	ENLARGED LOCKER ROOM PLAN - TECHNOLOGY
T7.01F	DETAILS - TECHNOLOGY

**ARCHITECTURAL ABBREVIATIONS**

*LIST IS NOT INCLUSIVE; OTHER ABBREVIATIONS MAY BE DEFINED BY DISCIPLINE OR BY INDIVIDUAL SHEET. WHERE IN CONFLICT, SUCH ABBREVIATIONS SUPERCEDE THOSE INDICATED IN THIS LIST.*

∠	ANGLE	EJ	EXPANSION JOINT	JT	JOINT	SAHTS	SELF ADHERED HIGH TEMPERATURE SHEET
&	AND	ELEC	ELECTRICAL	JST	JOIST	SAM	SELF-ADHERED MEMBRANE
ACT	ACoustical CEILING TILE	EJEC	EXPANSION JOINT COVER	LAV	LAVATORY	SC	SOLID CORE
ADA	AMERICANS WITH DISABILITY ACT STANDARDS (2010)	EDS	EDGE OF SLAB	LKR	LOCKER	SECT	SECTION
ADD	ADDENDUM	ENGR	ENGINEER	LVR	LOUVER	SF	SQUARE FOOT
AESS	ARCHITECTURAL EXPOSED	EQ	EQUAL	SFRM	SPRAY-APPLIED FIRE RESISTIVE MATERIALS	SHTG	SHEATHING
AFF	STRUCTURAL STEEL ABOVE FINISH FLOOR	EQUIP	EQUIPMENT	MATL	MATERIAL	SHT	SHOWER
AHJ	AUTHORITY HAVING JURISDICTION	ES	EACH SIDE	MB	MARKERBOARD	SHT	SHEET
ALUM	ALUMINUM	EXP	EXPANSION	MECH	MECHANICAL	SM	SIMILAR
ANOD	ANODIZED	EXT	EXTERIOR	MEZZ	MEZZANINE	SNI	SEISMIC JOINT
BD	BOARD	FA	FIRE ALARM	MFR	MANUFACTURER	SOG	SLAB ON GRADE
BLDG	BUILDING	FD	FLOOR DRAIN	MIN	MINIMUM	SO	SQUARE
BLKG	BLOCKING	FDN	FOUNDATION	MISC	MISCELLANEOUS	SS	STAINLESS STEEL
BM	BENCH MARK	FE	FIRE EXTINGUISHER	MTD	MOUNTED	STD	STANDARD
BO	BOTTOM OF	FECB	FIRE EXTINGUISHER CABINET	MO	MASONRY OPENING	STL	STEEL
BOT	BOTTOM OF DECK	FF	WI BLANKET	MTL	METAL	STRUC	STRUCTURAL
BTWN	BETWEEN	FIN	FINISH FLOOR	(N)	NEW	SUSP	SUSPENDED
CAB	CONTINUOUS AIR BARRIER	FL	FLOOR	NA	NOT APPLICABLE	TM	TO MATCH
CAS	CORNER GUARD	FD	FACE OF	NIC	NOT IN CONTRACT	THK	THICK
CIP	CAST IN PLACE CONCRETE	FOC	FACE OF CONCRETE	NOM	NOMINAL	TLT	TOILET
CL	CENTERLINE	FOF	FACE OF FINISH	NTR	NOT TO SCALE	TO	TOP OF
CLG	CEILING	FDM	FACE OF MASONRY	OA	OVERALL	TOC	TOP OF CURB
CLR	CLEAR	FOS	FACE OF STRUCTURE	OC	ON CENTER	TOP	TOP OF DECK
CJ	CONTROL JOINT	FRT	FIRE RETARDANT TREATED	OD	OUTSIDE DIAMETER	TOS	TOP OF STRUCTURE
CMU	CONCRETE MASONRY UNIT	FTG	FOOTING	OFD	OWNER FURNISHED CONTRACTOR INSTALLED	TJ	TOOL JOINT
CONT	CONTINUOUS	FURR	FURRING	OFI	OWNER FURNISHED	TR	TOILET PAPER
CSJ	CONSTRUCTION JOINT	GA	GAUGE/GAGE	OFI	OWNER FURNISHED OWNER INSTALLED	TS	TUBE STEEL
CSMT	CASHEMENT	GALV	GALVANIZED	OFOW	OWNER FURNISHED OWNER INSTALLED	TYP	TYPICAL
CT	CERAMIC TILE	GB	GRAB BAR	OP	OPENING	U	UTILITY
CTR	CENTER	GC	GENERAL CONTRACTOR	OPNG	OPENING	V	VESTIBULE
CE	CENTERLINE	GL	GLASS/GLAZING	OPP	OPPOSITE	UND	UNLESS NOTED OTHERWISE
DBL	DOUBLE	GND	GROUND	OS	OUTSIDE	VB	VAPOR BARRIER
DTL	DETAIL	GVP	GYP/SUM VENEER PLASTER	PL	PROPERTY LINE	VERT	VERTICAL
DF	DRINKING FOUNTAIN	GYP	GYP/SUM	PLAM	PLASTIC LAMINATE	VIF	VERIFY IN FIELD
DIA	DIAMETER	HB	HOSE BIBB	PLAS	PLASTER	VR	VAPOR RETARDER
DIAG	DIAGONAL	HM	HOLLOW METAL	PLYWD	PLYWOOD	VFY	VERIFY
DIM	DIMENSION	HPC	HIGH PERFORMANCE COATING	PT	PRESSURE TREATED	WI	WITH
DN	DOWN	HVAC	HEATING, VENTILATION AND AIR CONDITIONING	PVMT	PAVEMENT	WID	WITHOUT
DR	DOOR	HW	HOT WATER	R	RADIUS	WC	WATER CLOSET
DS	DOWNSPOUT	INSUL	INSULATION	RD	ROOF DRAIN	WD	WOOD
DW	DISHWASHER	INT	INTERIOR	REF	REFERENCE	WF	WIDE FLANGE
DWG	DRAWING	IPF	INTUMESCENT FIRE PROTECTION	REFR	REFRIGERATOR	WH	WATER HEATER
(E)	EXISTING			REQD	REQUIRED	WP	WATERPROOFING
EA	EXHAUST			REV	REVISE OR REVISION	WRB	WATER-RESISTIVE BARRIER
EF	EXHAUST FAN			RO	ROUGH OPENING	WT	WEIGHT
				RT	ROOF TIE-OFF		
				RCP	REFLECTED CEILING PLAN		

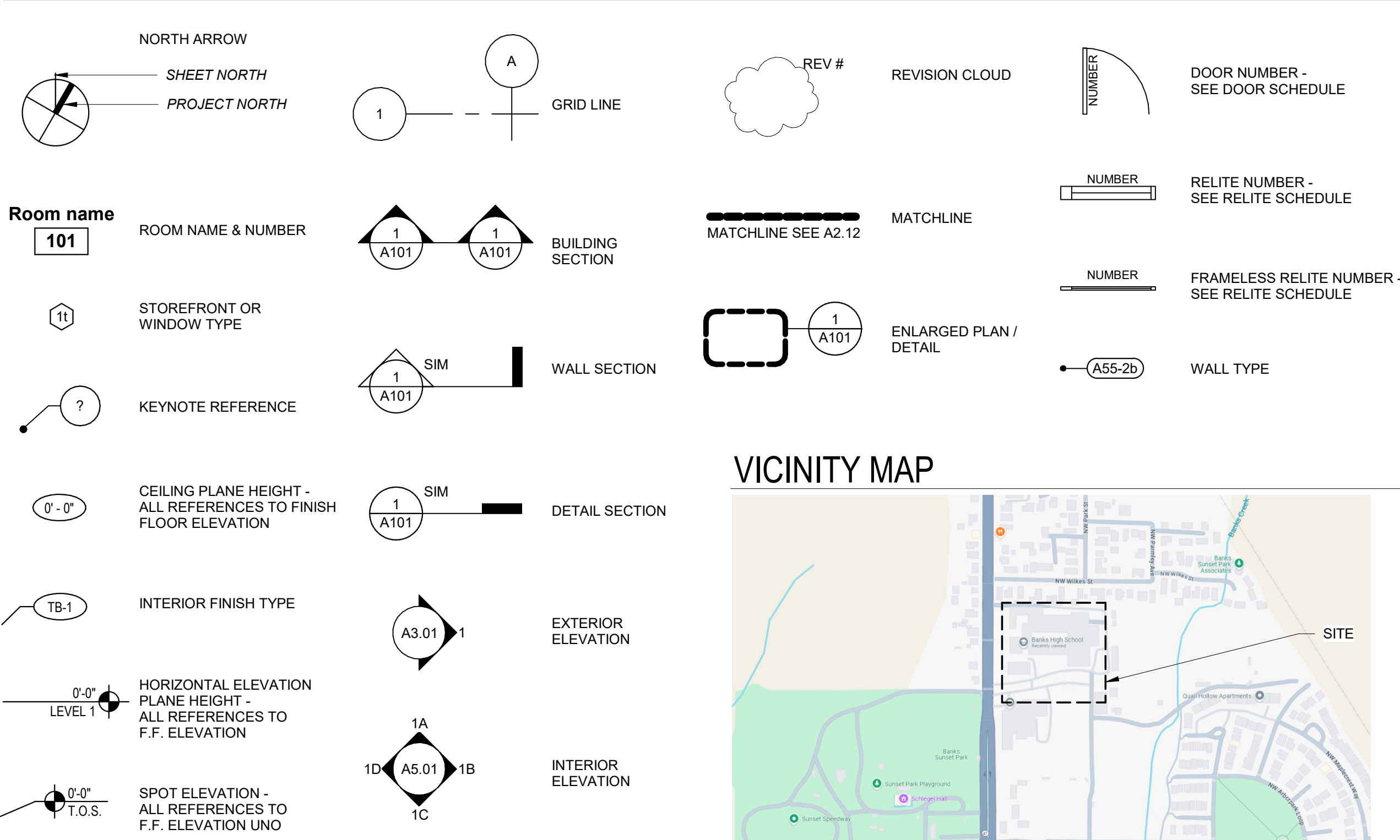
**ROOM ABBREVIATIONS**

AD	ADMINISTRATIVE	AD	ADMINISTRATIVE
CIRC	CIRCULATION	CIRC	CIRCULATION
CNS	COUNSELOR	CNS	COUNSELOR
CONF	CONFERENCE	CONF	CONFERENCE
CR	CLASSROOM	CR	CLASSROOM
CORR	CORRIDOR	CORR	CORRIDOR
CUST	CUSTODIAN	CUST	CUSTODIAN
ELEC	ELECTRICAL	ELEC	ELECTRICAL
ELEV	ELEVATOR	ELEV	ELEVATOR
EXO	EXTENDED	EXO	EXTENDED
GEN-ED	GENERAL EDUCATION	GEN-ED	GENERAL EDUCATION
GN	GENERER NEUTRAL	GN	GENERER NEUTRAL
GNT	GENERAL NEUTRAL TOILET	GNT	GENERAL NEUTRAL TOILET
IDF	INTERMEDIATE DISTRIBUTION FRAME	IDF	INTERMEDIATE DISTRIBUTION FRAME
ISS	IN SCHOOL SUSPENSION	ISS	IN SCHOOL SUSPENSION
JAN	JANITOR/CUSTODIAL	JAN	JANITOR/CUSTODIAL
LG	LARGE	LG	LARGE
MDF	MAIN DISTRIBUTION FRAME	MDF	MAIN DISTRIBUTION FRAME
MP	MULTI-PURPOSE	MP	MULTI-PURPOSE
OFC	OFFICE	OFC	OFFICE
PRINC	PRINCIPAL	PRINC	PRINCIPAL
PRAC	PRACTICE	PRAC	PRACTICE
REG	REGISTRAR	REG	REGISTRAR
REST	RESTROOM	REST	RESTROOM
RR	RESTROOM	RR	RESTROOM
RM	ROOM	RM	ROOM
SRO	SCHOOL RESOURCE OFFICE	SRO	SCHOOL RESOURCE OFFICE
SM	SMALL	SM	SMALL
STOR	STORAGE	STOR	STORAGE
STR	STAIR	STR	STAIR
SUPT	SUPERINTENDENT	SUPT	SUPERINTENDENT
TELE	TELECOMMUNICATIONS	TELE	TELECOMMUNICATIONS
U	UTILITY	U	UTILITY
V	VICE	V	VICE

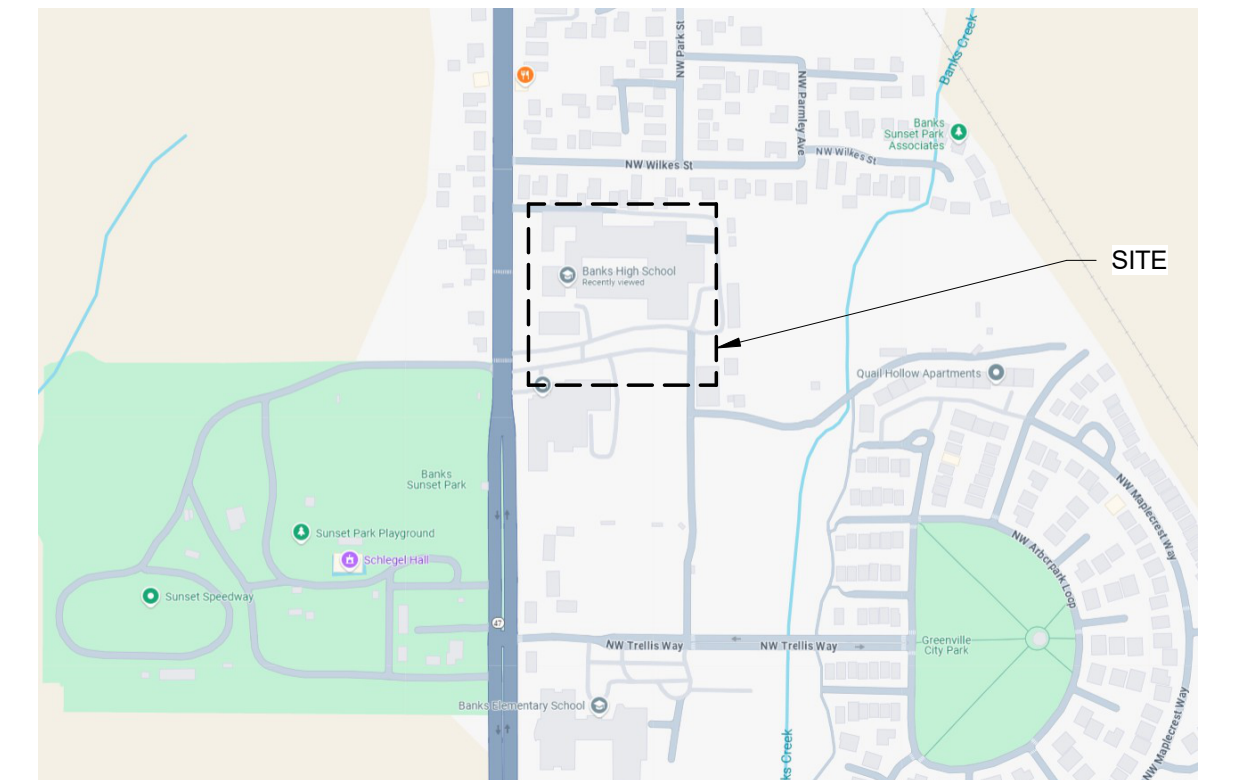
**DELEGATED DESIGN**

- DEFERRED SUBMITTAL ITEMS SHALL NOT BE INSTALLED UNTIL THE DEFERRED SUBMITTAL DOCUMENTS HAVE BEEN APPROVED BY THE BUILDING OFFICIAL. DELEGATED DESIGN COMPONENTS WHICH REQUIRE DEFERRED SUBMITTALS INCLUDE, BUT ARE NOT LIMITED, TO THE FOLLOWING:
- Firestopping, Section 07 84 00.
  - Seismic Anchorage for Mechanical, Plumbing, and Electrical Equipment and Components, Divisions 21, 22, 23, 26, 27, and 28.
  - Seismic Anchorage for Acoustic Ceilings, Section 09 51 00
  - Fire Alarm Systems, Division 28.
  - Seismic Anchorage of Architectural Wood Casework, Section 06 41 00.

**ARCHITECTURAL SYMBOLS**



**VICINITY MAP**



# **Project Manual**

for

# **Banks High School – Locker Room Remodel**

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Divisions 00-28

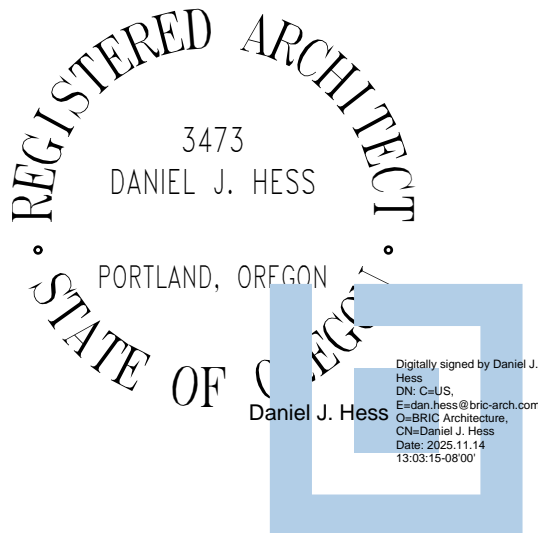
**Banks School District**  
42350 NW Trellis Way  
Banks, Oregon 97106

**Permit Set**  
November 14, 2025

# Project Manual for Banks High School – Locker Room Remodel

**Banks School District**  
42350 NW Trellis Way  
Banks, Oregon 97106

**BRIC Architecture, Inc.**  
1233 NW Northrup Street, Suite 100  
Portland, OR 97209 T 503 595 4900



November 10, 2025

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**DOCUMENT 00 31 00**  
**AVAILABLE PROJECT INFORMATION**

**PART 1 GENERAL**

**1.01 EXISTING CONDITIONS**

- A Certain information relating to existing surface and subsurface conditions and structures is available to bidders but will not be part of Contract Documents, as follows:

**1.02 HAZARDOUS MATERIALS SURVEY**

- A The Owner has furnished, at its expense, Drawings and Specifications required for performance of the Work of this Article.
- B Architect shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Owner and/or the Owner's consultants and contractors.
- C Documents pertaining to Hazardous Materials include the following:
  - 1. Specification entitled:
    - a. Report prepared by: Kelsay Environmental Consulting
    - b. Submitted: April 2025

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF DOCUMENT**

GMP Budget Summary  
**Banks High School Addition & Remodel**  
 Banks School District  
 May 1, 2026



**A.0 Contract Summary**

A.1 PRE-CONSTRUCTION FEE	\$	155,000
A.2 EWA #1 - PC 1 - 3	\$	1,985,052
A.3 EWA #2 - PC 4	\$	2,496,628
A.2 EWA #3 - PC 5	\$	2,561,055
A.2 GMP Amend 1	\$	31,017,252
A.3 CURRENT GMP	\$	38,214,987
<b>Current PROJECT TOTAL</b>	<b>\$</b>	<b>38,214,987</b>

<b>B.0 Cost Summary</b>	<b>TOTAL</b>	<b>Building</b>	<b>Site</b>	<b>Locker Rooms</b>
B.1 Signed Bid Awards	\$ 24,988,633	\$ 21,063,661	\$ 2,545,078	\$ 1,379,894
B.2 General Conditions/General Requirements	\$ 5,153,792	\$ 5,012,406	\$ 36,285	\$ 105,101
<b>B.3 Cost of Work</b>	<b>\$ 30,142,425</b>	<b>\$ 26,076,067</b>	<b>\$ 2,581,363</b>	<b>\$ 1,484,995</b>
B.4 Bond	\$ 363,970	\$ 260,109	\$ 25,749	\$ 14,813
B.5 Insurance	\$ 300,671	\$ 314,869	\$ 31,170	\$ 17,931
B.6 Fee	\$ 775,540	\$ 670,916	\$ 66,416	\$ 38,208
<b>B.7 Total Cost + Fee</b>	<b>\$ 31,582,606</b>	<b>\$ 27,321,961</b>	<b>\$ 2,704,698</b>	<b>\$ 1,555,947</b>
<b>C.0 Contingency</b>	<b>\$ 1,507,121</b>	<b>\$ 1,303,803</b>	<b>\$ 129,068</b>	<b>\$ 74,250</b>
C.1 Signed COR's GC Contingency	\$ -			\$ -
C.2 Remaining GC Contingency	\$ 1,507,121	\$ 1,303,803	\$ 129,068	\$ 74,250
<b>ESTABLISHED GMP</b>	<b>\$ 33,089,727</b>	<b>\$ 28,625,764</b>	<b>\$ 2,833,767</b>	<b>\$ 1,630,197</b>
<b>To be included in GMP Contract</b>	<b>\$ -</b>			
C.3 Owner: GET Bduget	\$ 650,000	\$ -	\$ -	\$ -
C.4 EWA 1	\$ 1,985,052			
C.5 Owner: EWA 2	\$ 2,496,628			
C.3 Contractor Credit Back for Retention Bond	\$ (6,420)	\$ -	\$ -	\$ -
<b>CURRENT GMP</b>	<b>\$ 38,214,987</b>	<b>\$ 28,625,764</b>	<b>\$ 2,833,767</b>	<b>\$ 1,630,197</b>

*GMP Budget*

<b>Total Allowance in Contract</b>	\$ 307,000
D.1 Signed COR's Allowance	\$ -
D.2 Remaining Allowance	\$ 307,000

# ADDITION AND RENOVATION WORK **BANKS HIGH SCHOOL**

GMP ESTIMATE PACKAGE  
April 22nd, 2026





**Banks High School  
Addition and Renovation Work  
GMP Estimate Package**

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1. Clarifications and Assumptions
2. GMP Estimate
3. Schedule
4. Logistics
5. Alternates
6. Allowances
7. Budget Tracking Log Post GMP



# 1. CLARIFICATIONS AND ASSUMPTIONS



04/29/2026

Banks School District  
42350 NW Trellis Way  
Banks, Oregon 97106

**Re: Banks High School Addition and Remodel GMP Estimate & Clarifications Dated 04/29/2026**

Dear Client:

The following GMP estimate and clarifications are provided for the Banks High School Addition and Remodel project and are based upon BRIC Architecture's permit set dated February 13<sup>th</sup>, 2026, Addenda No. 01 and No. 2, and the Locker Room permit set dated November 14<sup>th</sup>, 2025.

**GMP Estimate Building Addition & Remodel: \$38,214,987**

Please note the following **Specific Qualifications & Clarifications**:

**Division 1 - General**

1. In accordance with the CM/GC contract, all contingencies identified in the GMP Cost Estimate are considered Cost of the Work (COW). Applicable CM/GC fee, insurance, and bonds markups are applied to these amounts.
2. The GMP includes a construction contingency for P&C's exclusive use to address unanticipated costs, including, but not limited to: trade buyout variances, overtime or acceleration, material escalation, correction of damaged or nonconforming work, Subcontractor default, or other events of the extend Contract Time without increasing Contract Price.
3. The Owner is responsible for maintaining a separate Owner contingency for added scope and changes in scope, systems, kinds and quality of materials, finishes, equipment, or unforeseen conditions (Paragraphs 1(y) and 6(d)(ii) of the CM/GC Construction Contract).
4. The GMP Cost Estimate is itemized into distinct areas of work. This breakdown is provided for reference only and is not intended to define separate scopes of Work or contract divisions.
5. Builder's risk insurance is excluded and shall be provided by the Owner. The Owner shall provide a complete copy of the policy to the Construction Manager for review prior to the start of work.
6. The GMP estimate includes 0.48% for CM/GC Corporate Activity Tax only. Subcontractor taxes are included in their respective proposals.
7. Insurance and bond costs will be invoiced prior to mobilization.
8. Due to the tariffs and ongoing market volatility, material pricing may be subject to change. This estimate excludes abnormal or unforeseen price increases resulting from tariffs or supply chain disruptions. Such increases and/or refunds will be addressed in accordance with the Escalation provisions below.



### **Escalation**

#### **Tariff -Related Material Pricing**

The owner acknowledges that certain materials incorporated into the Project may be subject to abnormal price volatility due to tariffs. Accordingly, the Construction Manager cannot guarantee material pricing beyond thirty (30) days following execution of the GMP Amendment or the date materials are purchased, whichever occurs first.

The GMP is based on subcontractor pricing received at the time of proposal. If, prior to subcontract award or within thirty (30) days of the GMP Amendment Date, updated bids for a trade reflect material cost increases above the GMP estimate, the Owner may elect to revise scope, materials, or methods to mitigate the increase.

If the Owner elects not to revise scope and the Construction Manager proceeds with the increased pricing, the Construction Manager may request use of construction contingency to cover the difference between the GMP estimate and actual cost (the "Price Escalation Amount"), subject to the terms of the Contract.

If cumulative Price Escalation Amounts exceed thirty percent (30%) of the available construction contingency, the Construction Manager shall be entitled to a Change Order for additional escalation costs, provided:

- (1) The total value of such Change Order does not exceed the value of accepted value engineering savings, and
- (2) The Construction Manager provides documentation demonstrating the increases are directly attributable to tariffs.

The Construction Manager will make reasonable efforts to mitigate escalation risk through early procurement.

#### **Tariff-Related Refunds or Credits**

In the event that, after procurement of materials, the Construction Manager, its subcontractors, or suppliers receive any refund, rebate, credit, or other price reduction attributable to the reduction, removal, or reimbursement of tariffs (a "Tariff Refund"), the Construction Manager shall promptly pass through such Tariff Refund to the Owner to the extent such materials were previously charged to the Project. Any such Tariff Refund shall be credited against the Cost of the Work or otherwise returned to the Owner, net of any reasonable and documented administrative costs incurred in securing such refund.

9. The GMP includes provisions for CM/GC Field Work, as defined in the Contract and restated below:

"CM/GC Field Work will mean customary layout, clean-up, supervision, and portions of the Work of a minor nature and not feasibly part of the subcontracted work due to: exclusions by the Subcontractor not resolved through the process described in Section 11.c.iii, undeveloped design owing to deviations in Work performed or materials delivered by Subcontractors or suppliers that do not represent defective or nonconforming work, a breach or failure to perform by the Subcontractor or supplier, complexity of coordination of the Work, and other similar



reasons typically providing cause for "pick-up" or GC Work under industry standards; provided, however, that (i) the CM/GC has reasonably determined that doing such portion of the Work itself is in the best interests of the Owner, (ii) such Work is identified as CM/GC Field Work in monthly billings and (iii) the CM/GC receives prior approval of the Owner's Authorized Representative as to the scope of such CM/GC Field Work."

10. Where scope is listed as excluded, such costs are not included in this estimate and shall be the responsibility of the Owner if later incorporated into the Project.
11. List of alternates, in section 5 of this packet, are provided for owner/client to potentially add to the GMP contract through separate amendments. Pricing provided is Rough Order of Magnitude pricing. Design and timing of acceptance may impact the overall cost of the alternate.
12. List of Allowances, in section 6 of this packet, are intended to reconcile cost of undefined or unquantifiable work and will be tracked and reconciled with the project team. P&C Project Management team will notify the team of any projected allowance overages. Dollars may be moved between allowances. If there is an overrun of an allowance(s), a change order may be issued to the GMP.
13. An additional list of Accepted Value Engineered Allowances is included in section 6 of this packet. This list **excludes** any additional design service that would be required to incorporate changes into the design documents. VE Allowances are subject to change depending on design adjustments, submittal reviews, and procurement issues. Such conditions, but not limited to, may result in a change in the overall allowance pricing. Such changes could result in a contract amendment to the GMP.
14. Section 7 of this packet includes revised Budget Tracking Log. Scope items listed in the log are not included in the GMP. Items list are subject to change in pricing.

#### **Division 2 – Existing Conditions**

1. Includes early work packages for summer 2025.
2. Excludes relocation or storage of furniture, equipment, or classroom materials.
3. Includes allowance for salvaged materials for use in art installations.

#### **Division 3 – Concrete**

1. Excludes precast landings; landings are assumed to be cast-in-place.
2. Excludes concrete at monument signs indicated in Addendum #2; allowance is included.

#### **Division 4 – Masonry**

1. Assumes standard grout colors; excludes white grout.
2. Includes stainless steel anchor ties for brick veneer; excludes hot-dip galvanized anchors.
3. Excludes restoration or reuse of salvaged brick.



### **Division 5 – Metals**

1. Includes SP6 surface preparation of exposed steel for high-performance coatings.
2. Excludes structural steel framing for mechanical screens at the District Office (accepted value engineering item).
3. Excludes Truss tie steel per Detail 5/S3.32, as removed in Addendum No. 2.

### **Division 6 – Woods & Plastics**

1. Excludes blocking associated with mechanical screen structural framing.
2. DLT includes factory installed WRB and chase covers.
3. Excludes cabinet locks except at qty (12) teacher cabinets. Additional locks may be added during submittal review process. Additional locks will be \$100 per lock.
4. Exclude FRL wall paneling at existing Corridor.
5. DLT is procured as a sole-sourced product from StructureCraft. Contractor has executed StructureCraft's terms and conditions for procurement, which shall govern the DLT scope for this project in lieu of the Contractor's standard subcontract terms.

### **Division 7 – Thermal & Moisture Protection**

1. Sheet metal is assumed to be standard color.
2. Unit screening is based on specified Envisor system; includes ABS screening and excludes aluminum.
3. Include fiber cement siding at locations indicated.
4. WRB is priced as Henry VP-160.
5. Includes new roof assembly at corridor and roof patching at locker room.
6. Excludes Armstrong metal panel soffit system; includes Lux soffit panels per Addendum No. 1.
7. Assumes mineral insulation at frames; excludes spray foam insulation.

### **Division 8 – Openings**

1. Includes ArmorGarde security glazing up to 7'- 0" where indicate for IT-3 & IT-4.
2. Radius break metal is non-thermal (not manufactured as a thermal product).

### **Division 9 – Finishes**

1. Excludes staining of concrete.
2. Existing corridor scope includes polished concrete and painting; excludes new ACT.
3. Excludes mural painting, large wall graphics, and Level 5 finish requirements.
4. Includes allowance for patching ceilings, walls, and floors. This allowance is established, but not limited to, the use for trade damage, repair of adjacent finishes surfaces that are impacted by



construction activity. Such cost is to assist with repairs as it pertains to gyp assemblies, paint, acoustic ceilings, hard lid ceilings, polished concrete, carpet, resilient flooring, base, and other such finishes as they relate to ceilings, walls, and floors.

5. Includes allowance for intumescent coating of structural steel.

**Division 10/11/12/14 – Specialties/Equipment/Furnishings**

1. Excludes Chromebook carts (Owner Furnished, Owner Installed).
2. Excludes specialty classrooms/workroom equipment (kiln, sublimation printer, vinyl cutter, heat presses, etc.).
3. Excludes wire shelving.
4. Includes undercounter dishwashers, washers/dryers, and range hood as Contractor Furnish, Contractor Install.
5. Assumes full height refrigerator, under counter refrigerator, range/oven, microwave, and copier are Owner Furnish, Owner Install.
6. Excludes monument sign and reader boards per A4.54 in Addendum No. 2; allowance included.
7. Excludes Scranton Products Aria Traditional 1000 toilet compartments; includes phenolic toilet compartments
8. Includes Schindler elevator; excludes TKE elevator.

**Division 21/22/23 – Fire Protection/Plumbing/Mechanical**

1. Excludes upsizing water feed into locker room. Current plans and documents show existing feed serving all new scheduled fixtures for new locker room.
2. Assumes Floor mounted back outlet toilet fixtures in lieu of what is specified.
3. Assume acid neutralization tanks for each science sink.
4. Excludes trough sinks; includes individual wall-mount lavatory sinks (to match L-1 lavs) with metering faucets in lieu of trough style lavs at gang restrooms (22 wall mount lavatory sinks/faucets replace 6 three station lavs and 2 two station lavs)
5. Includes Sioux Chief systems for floor drains/floor sinks, roof/overflow drains, and cleanouts per accepted VE.
6. Includes Sioux Chief 695-ES01 electronic trap primers in lieu of specified electronic PPP models.
7. Includes PVC piping for below-grade drain, waste, and vent.

**Division 26/27/28 – Electrical & Low Voltage**

1. Excludes photovoltaic system and canopies. Budget of \$650,000 is being carried in the GMP for Green Energy Trust requirements.
2. Includes aluminum feeders for 100A & more, in lieu of copper. Copper to be utilized for less than 100amps.



3. Assumes MC cable wiring method for branch circuits with conduit homeruns to the areas.
4. Includes VE allowance deduct for lighting fixture package.
5. Includes Stage Ninja cord reels; excludes Hubbel.
6. Includes DAS, PA, AV, wireless clocks, and AOR systems.
7. Includes fire alarm system (Potter basis of design).
8. Includes VE allowance deduct for AV redesign.
9. Assumes J-hooks in lieu of cable trays for low voltage.
10. Includes intrusion, access control, and video surveillance systems.
11. Includes replacement of existing branch panels.
12. Assumes Panelboard and Switchboard SCCR to be Series Rated.

### **Division 32 – Asphalt Paving**

1. Subcontractor's base bid for asphalt materials is based on the Oregon Department of Transportation Monthly Asphalt Cement Material Price (MACMP) for February 2026. Liquid asphalt costs shall be subject to adjustment in accordance with ODOT's asphalt price escalation provisions.

At the time of asphalt paving, the applicable ODOT MACMP in effect for the month of placement will be compared to the February 2026 index. The difference shall be applied to the eligible quantity of liquid asphalt and as direct additive or deductive change to the Contract.

2. Subcontractor has included costs associated with a temporary construction access approach from Main Street permitted through ODOT. An allowance is included for removal of the temporary approach and for patching and/or repair of asphalt, curb, and sidewalk in accordance with ODOT standards following removal.

### **Division 31/33 – Earthwork & Site Utilities**

1. Excavation and removal of solid or nested boulders 24 inches in diameter or larger will be considered change order work.
2. Includes provisions for radon piping or mitigation. Assumes trenching for radon piping with radon rock. Excludes radon rock with the entire slab.
3. Excludes sub-foundation systems (shoring, piling, geopiers, etc.).
4. Excludes earthwork, sidewalk prep, and utilities within 5 feet of new gymnasium; includes work beyond 5 feet (and/or distance needed for sidewalk prep grading).
5. Excludes gymnasium detention system; include system filters.
6. Excludes Phase 02 work at Wilkes; includes AC path and landscape per 2/L2.02.



Please note the following **Standard Exclusions**:

- a. Building Permit, SDCs, water meter and associated fees.
- b. Architect and consultant fees.
- c. Permits other than MEP permits.
- d. Special inspections, testing, and bonds.
- e. Utility company fees (e.g., NW Natural, water department, power).
- f. Franchise utility work or removal/relocation of overhead lines.
- g. Work to existing power poles, transformers, or underground utility infrastructure.
- h. Testing or removal of contaminated soil.
- i. Over-excavation or unsuitable soil remediation.
- j. Testing or removal of hazardous materials.
- k. Building engineering for roof tie-offs.
- l. Adjacent property access costs and any costs associated with renting adjacent property for use during construction/staging.
- m. Tree grates.
- n. ROW/street improvements.
- o. LEED Provisions until final determination.

Thank you for giving P&C Construction the opportunity to work with you on this project. Please let me know if you have any questions.

Sincerely,  
P&C Construction Team

Derrick Dingman, Sr. Estimator  
Parker Verhaeghe, Pre-Construction Manager  
Jared Steagall, Project Management



## 2. GMP ESTIMATE



Project: Banks High School Addition & Remodel  
 Location: Banks, OR

**BHS Modernization Permit Estimate**

**Cost Breakdown by AREA**  
 (For Reference ONLY included in TOTAL)

Line #	Division	Description	TOTAL COST	New Building	Locker Rooms	Site
1	00	PRECONSTRUCTION	\$168,954	\$168,954	\$0	\$0
2	01	GENERAL REQUIREMENTS	\$3,361,060	\$3,361,060	\$0	\$0
3	02	EXISTING CONDITIONS	\$1,792,732	\$1,651,346	\$105,101	\$36,285
4	03	CONCRETE	\$1,731,476	\$1,671,412	\$60,064	\$0
5	04	MASONRY	\$861,762	\$832,340	\$29,422	\$0
6	05	METALS	\$903,925	\$891,945	\$11,980	\$0
7	06	WOOD, PLASTICS, & COMPOSITES	\$3,292,645	\$3,255,065	\$37,580	\$0
8	07	THERMAL & MOISTURE PROTECTION	\$2,705,795	\$2,682,295	\$23,500	\$0
9	08	DOORS & WINDOWS	\$1,683,475	\$1,597,563	\$85,912	\$0
10	09	FINISHES	\$2,439,937	\$2,241,021	\$169,477	\$29,439
11	10	SPECIALTIES	\$624,516	\$409,462	\$150,054	\$65,000
12	11	EQUIPMENT	\$92,277	\$92,277	\$0	\$0
13	12	FURNISHINGS	\$139,261	\$112,729	\$0	\$26,532
14	14	CONVEYING EQUIPMENT	\$144,500	\$144,500	\$0	\$0
15	21	FIRE SUPPRESSION	\$304,000	\$304,000	\$0	\$0
16	22	PLUMBING	\$1,185,486	\$928,918	\$256,568	\$0
17	23	HEATING, VENTILLATING & AIR CONDITIONING	\$2,734,199	\$2,477,212	\$256,987	\$0
18	26	ELECTRICAL	\$3,552,318	\$3,253,968	\$298,350	\$0
19	31	EARTHWORK	\$1,526,261	\$0	\$0	\$1,526,261
20	32	EXTERIOR IMPROVEMENTS	\$897,846	\$0	\$0	\$897,846
21		<b>SUBTOTAL</b>	<b>\$30,142,425</b>	<b>\$26,076,067</b>	<b>\$1,484,995</b>	<b>\$2,581,363</b>
22		Evolution of Design Contingency @ 0.00%	\$0	\$0	\$0	\$0
23		Bidding/Tariff Contingency @ 0.00%	\$0	\$0	\$0	\$0
24		Construction Contingency @ 5.00%	\$1,507,121	\$1,303,803	\$74,250	\$129,068
25		<b>Subtotal - Cost of Work</b>	<b>\$31,649,546</b>	<b>\$27,379,870</b>	<b>\$1,559,245</b>	<b>\$2,710,431</b>
26		Retention Bond @ 0.00%	\$0	\$0	\$0	\$0
27		CMGC Liability Insurance @ 1.15%	\$363,970	\$314,869	\$17,931	\$31,170
28		CMGC Payment and Performance Bonds @ 0.95%	\$300,671	\$260,109	\$14,813	\$25,749
29		<b>Total Cost of Work</b>	<b>\$32,314,187</b>	<b>\$27,954,848</b>	<b>\$1,591,989</b>	<b>\$2,767,350</b>
30		CM/GC Fee (excl. Insurance & Bonds) @ 2.40%	\$775,540	\$670,916	\$38,208	\$66,416
31		<b>Subtotal</b>	<b>\$33,089,727</b>	<b>\$28,625,764</b>	<b>\$1,630,197</b>	<b>\$2,833,767</b>
32		GET Budget	\$650,000	\$650,000		
33		BHS Contract Amendment 1	\$1,985,052	\$1,985,052		
34		Contract Amendment 2	\$2,496,628	\$2,496,628		
35		Retention Bond Credit for Contract Amendment 1 & 2	-\$6,420	-\$6,420		
36		<b>TOTAL GMP ESTIMATE AMOUNT</b>	<b>\$38,214,987</b>	<b>\$33,751,024</b>	<b>\$1,630,197</b>	<b>\$2,833,767</b>
37		Unit Cost per S.F.	\$754.85	\$742.60	\$314.95	\$62.35
38		S.F. of Area	50,626	45,450	5,176	45,450
39		<b>OWNER'S STATED BUDGET FOR CONSTRUCTION</b>	<b>\$38,216,850</b>			

Group	Phase	Description	Takeoff Quantity	Labor Amount	Material Amount	Sub Price	Sub Amount	Total Amount
1	00 00 00.00	<b>PRECONSTRUCTION</b>						
2	00 10 00.00	<b>Preconstruction Services</b>						
3		Preconstruction Services per RFP Response	1.00 Is			168,954.00 /Is	168,954	168,954
		<b>Preconstruction Services</b>					168,954	168,954
		<b>PRECONSTRUCTION</b>					168,954	168,954
4	01 00 00.00	<b>GENERAL REQUIREMENTS</b>						
5	01 10 00.00	<b>General Conditions</b>						
6		General Conditions April 26-Nov 27	1.00 Is	-	-	3,116,398.00 /Is	3,116,398	3,116,398
7		Schedule Acceleration Phase 1	1.00 Allow			81,554.00 /Allow	81,554	81,554
8		Schedule Acceleration Phase 2	1.00 Allow			81,554.00 /Allow	81,554	81,554
9		Schedule Acceleration Phase 3	1.00 Allow			81,554.00 /Allow	81,554	81,554
		<b>General Conditions</b>					3,361,060	3,361,060
		<b>GENERAL REQUIREMENTS</b>					3,361,060	3,361,060
10	02 00 00.00	<b>EXISTING CONDITIONS</b>						
11	02 00 10.00	<b>Site Logistics</b>						
12		General Requirements & Logistics -	1.00 Is	-	-	1,438,554.00 /Is	1,438,554	1,438,554
13		Modular Restroom and Service	1.00 Is	-	-	40,680.00 /Is	40,680	40,680
14		Surveillance Cameras	1.00 Is	-	-	52,568.00 /Is	52,568	52,568
		<b>Site Logistics</b>					1,531,802	1,531,802
15	02 21 00.00	<b>Survey</b>						
16		Survey	1.00 Is			36,285.00 /Is	36,285	36,285
		<b>Survey</b>					36,285	36,285
17	02 41 19.00	<b>Selective Demolition</b>						
18		Demolition Locker Room	1.00 Is			105,101.00 /Is	105,101	105,101
19		Demolition CTE & Corridor Gym	1.00 Is			19,544.00 /Is	19,544	19,544
		<b>Selective Demolition</b>					124,645	124,645
20	02 42 00.00	<b>Removal, Salvage &amp; Repair</b>						
21		Salvage Material for Art Installation ALLOW	1.00 Allow			100,000.00 /Allow	100,000	100,000
		<b>Removal, Salvage &amp; Repair</b>					100,000	100,000
		<b>EXISTING CONDITIONS</b>					1,792,732	1,792,732
22	03 00 00.00	<b>CONCRETE</b>						
23	03 30 00.00	<b>Footings, Foundations &amp; Slabs</b>						
24		Structural Concrete and Concrete Tilt Walls	1.00 Is			1,579,027.00 /Is	1,579,027	1,579,027
25		Structural Concrete Locker Room Work	1.00 Is			60,064.00 /Is	60,064	60,064
		<b>Footings, Foundations &amp; Slabs</b>					1,639,091	1,639,091
26	03 54 13.00	<b>Gypsum Cement Underlayment</b>						
27		Gypsum Cement Underlayment	1.00 Is			92,385.00 /Is	92,385	92,385
		<b>Gypsum Cement Underlayment</b>					92,385	92,385
		<b>CONCRETE</b>					1,731,476	1,731,476
28	04 00 00.00	<b>MASONRY</b>						
29	04 22 00.00	<b>CMU</b>						
30		Building Addition CMU Masonry	1.00 Is			817,318.00 /Is	817,318	817,318
31		Locker Room CMU Masonry	1.00 Is			29,422.00 /Is	29,422	29,422
32		GC Field Work	1.00 Is			15,022.00 /Is	15,022	15,022
		<b>CMU</b>					861,762	861,762
		<b>MASONRY</b>					861,762	861,762
33	05 00 00.00	<b>METALS</b>						
34	05 12 00.00	<b>Structural Steel Framing</b>						
35		Structural Steel - Erection	1.00 Is			214,557.00 /Is	214,557	214,557
36		Structural Steel - Erection	1.00 Is			3,160.00 /Is	3,160	3,160
37		Structural Steel - Fabricate, Supply	1.00 Is			633,828.00 /Is	633,828	633,828
38		Structural Steel - Fabricate, Supply	1.00 Is			8,820.00 /Is	8,820	8,820

Group	Phase	Description	Takeoff Quantity	Labor Amount	Material Amount	Sub Price	Sub Amount	Total Amount
39	05 12 00.00	<b>Structural Steel Framing</b> GC Field Work <b>Structural Steel Framing</b> <b>METALS</b>	1.00 ls			43,560.00 /ls	43,560 903,925 903,925	43,560 903,925 903,925
40	06 00 00.00	<b>WOOD, PLASTICS, &amp; COMPOSITES</b>						
41	06 10 00.00	<b>Rough Carpentry Framing</b>						
42		Rough Carpentry & DLT	1.00 ls			2,270,190.00 /ls	2,270,190	2,270,190
43		Rough Carpentry <b>Rough Carpentry Framing</b>	1.00 ls			13,195.00 /ls	13,195 2,283,385	13,195 2,283,385
44	06 22 00.00	<b>Miscellaneous Finish Carpentry (Trims)</b>						
45		Building Addition Finish Carpentry	1.00 ls			752,259.00 /ls	752,259	752,259
46		Locker Room Finish Carpentry <b>Miscellaneous Finish Carpentry (Trims)</b>	1.00 ls			24,385.00 /ls	24,385 776,644	24,385 776,644
47	06 25 00.00	<b>Paneling</b>						
48		Wall Paneling (FRL/FRP) <b>Paneling</b> <b>WOOD, PLASTICS, &amp; COMPOSITES</b>	1.00 ls			232,616.00 /ls	232,616 232,616 3,292,645	232,616 232,616 3,292,645
49	07 00 00.00	<b>THERMAL &amp; MOISTURE PROTECTION</b>						
50	07 00 10.00	<b>Mockups</b>						
51		Mockup <b>Mockups</b>	1.00 Allow			10,000.00 /Allow	10,000 10,000	10,000 10,000
52	07 17 13.00	<b>Waterproofing</b>						
53		Waterproofing <b>Waterproofing</b>	1.00 ls			106,590.00 /ls	106,590 106,590	106,590 106,590
54	07 21 00.00	<b>Insulation</b>						
55		Below Grade Insulation <b>Insulation</b>	1.00 ls			27,455.00 /ls	27,455 27,455	27,455 27,455
56	07 25 10.00	<b>Weather Barriers</b>						
57		Fiber Cement Siding & Weather Barriers <b>Weather Barriers</b>	1.00 ls			225,206.00 /ls	225,206 225,206	225,206 225,206
58	07 42 13.00	<b>Sheet Metal Wall &amp; Soffit Panels</b>						
59		Sheet Metal Roof & Wall Panels <b>Sheet Metal Wall &amp; Soffit Panels</b>	1.00 ls			1,147,000.00 /ls	1,147,000 1,147,000	1,147,000 1,147,000
60	07 51 00.00	<b>Built-Up Bituminous Roofing</b>						
61		Built Up Roofing	1.00 ls			760,075.00 /ls	760,075	760,075
62		Built Up Roofing (Corridor/Locker) <b>Built-Up Bituminous Roofing</b>	1.00 ls			23,500.00 /ls	23,500 783,575	23,500 783,575
63	07 54 23.00	<b>Thermoplastic Membrane Roofing</b>						
64		GC Field Work <b>Thermoplastic Membrane Roofing</b>	1.00 ls			46,048.00 /ls	46,048 46,048	46,048 46,048
65	07 71 00.00	<b>Roof Specialties</b>						
66		Manufactured Roof Expansion Joints <b>Roof Specialties</b>	1.00 ls			102,290.00 /ls	102,290 102,290	102,290 102,290
67	07 72 00.00	<b>Roof Accessories</b>						
68		Roof Tie Off Points	1.00 ls			51,116.00 /ls	51,116	51,116
69		Roof Hatch <b>Roof Accessories</b>	1.00 ls			10,000.00 /ls	10,000 61,116	10,000 61,116
70	07 92 00.00	<b>Joint Sealants</b>						
71		Joint Sealants	1.00 ls			90,675.00 /ls	90,675	90,675
72		Fire Caulking	1.00 LS			77,140.00 /LS	77,140	77,140
73		Tilt Panel Caulking & Insulation <b>Joint Sealants</b>	1.00 LS			28,700.00 /LS	28,700 196,515	28,700 196,515

Group	Phase	Description	Takeoff Quantity	Labor Amount	Material Amount	Sub Price	Sub Amount	Total Amount
		<b>THERMAL &amp; MOISTURE PROTECTION</b>					2,705,795	2,705,795
74	<b>08 00 00.00</b>	<b>DOORS &amp; WINDOWS</b>						
75	08 11 13.00	<b>Doors &amp; Hardware</b>						
76		Building Addition Doors, Frames & Hardware - Supply Only	1.00	Is		358,318.00 /Is	358,318	358,318
77		Locker Room Doors, Frames & Hardware - Supply Only	1.00	Is		67,235.00 /Is	67,235	67,235
78		Building Addition Doors, Frames & Hardware - Install Only	1.00	Is		75,985.00 /Is	75,985	75,985
79		Locker Room Doors, Frames & Hardware - Install Only	1.00	Is		16,677.00 /Is	16,677	16,677
		<b>Doors &amp; Hardware</b>					518,215	518,215
80	08 33 23.00	<b>Overhead Doors</b>						
81		Overhead Doors	1.00	Is		28,120.00 /Is	28,120	28,120
82		Accordion Doors	1.00	Is		149,612.00 /Is	149,612	149,612
		<b>Overhead Doors</b>					177,732	177,732
83	08 41 13.00	<b>Aluminum Storefront Systems</b>						
84		Aluminum Storefront	1.00	Is		867,928.00 /Is	867,928	867,928
85		Aluminum Storefront	1.00	Is		2,000.00 /Is	2,000	2,000
		<b>Aluminum Storefront Systems</b>					869,928	869,928
86	08 63 00.00	<b>Skylights</b>						
87		Metal Framed Skylights	1.00	Is		117,600.00 /Is	117,600	117,600
		<b>Skylights</b>					117,600	117,600
		<b>DOORS &amp; WINDOWS</b>					1,683,475	1,683,475
88	<b>09 00 00.00</b>	<b>FINISHES</b>						
89	09 00 10.00	<b>Final Cleaning</b>						
90		Building Addition Final Cleaning	1.00	Is		46,000.00 /Is	46,000	46,000
91		Locker Room Final Cleaning	1.00	Is		2,200.00 /Is	2,200	2,200
92		Site Final Cleaning	1.00	Is		29,439.00 /Is	29,439	29,439
		<b>Final Cleaning</b>					77,639	77,639
93	09 21 16.00	<b>Gypsum Board Assemblies</b>						
94		Building Addition Gypsum Board Assemblies	1.00	Is		1,405,559.00 /Is	1,405,559	1,405,559
95		Locker Room Gypsum Board Assemblies	1.00	Is		123,110.00 /Is	123,110	123,110
96		GC Field Work	1.00	Is		52,450.00 /Is	52,450	52,450
		<b>Gypsum Board Assemblies</b>					1,581,119	1,581,119
97	09 30 00.00	<b>Tiling</b>						
98		Building Addition Tile	1.00	Is		88,398.00 /Is	88,398	88,398
		<b>Tiling</b>					88,398	88,398
99	09 65 00.00	<b>Resilient Flooring</b>						
100		Resilient Flooring	1.00	Is		157,800.00 /Is	157,800	157,800
		<b>Resilient Flooring</b>					157,800	157,800
101	09 67 00.00	<b>Fluid Applied Flooring</b>						
102		Polished Concrete	1.00	Is		175,496.00 /Is	175,496	175,496
103		Polished Concrete	1.00	Is		15,623.00 /Is	15,623	15,623
		<b>Fluid Applied Flooring</b>					191,119	191,119
104	09 68 00.00	<b>Carpeting</b>						
105		Building Addition Carpeting	1.00	Is		41,000.00 /Is	41,000	41,000
		<b>Carpeting</b>					41,000	41,000
106	09 91 23.00	<b>Painting</b>						
107		Building Addition Painting	1.00	Is		274,318.00 /Is	274,318	274,318
108		Locker Room Painting	1.00	Is		28,544.00 /Is	28,544	28,544
		<b>Painting</b>					302,862	302,862
		<b>FINISHES</b>					2,439,937	2,439,937
109	<b>10 00 00.00</b>	<b>SPECIALTIES</b>						
110	10 11 00.00	<b>Visual Display Units</b>						
111		Building Addition Visual Display Units & Corner Guards	1.00	Is		96,093.00 /Is	96,093	96,093
112		Locker Room Visual Display Units & Corner Guards	1.00	Is		6,407.00 /Is	6,407	6,407

Group	Phase	Description	Takeoff Quantity	Labor Amount	Material Amount	Sub Price	Sub Amount	Total Amount
		<b>Visual Display Units</b>					102,500	102,500
113	10 14 00.00	<b>Signage</b>						
114		Signage	1.00	Is		68,546.00 /Is	68,546	68,546
115		Signage	1.00	Is		4,577.00 /Is	4,577	4,577
116		Reader Board Sign Allow	1.00	Allow		65,000.00 /Allow	65,000	65,000
		<b>Signage</b>					138,123	138,123
117	10 21 13.00	<b>Toilet Partitions &amp; Cubicles</b>						
118		Building Addition Toilet Partitions	1.00	Is		40,499.00 /Is	40,499	40,499
119		Locker Room Toilet Partitions	1.00	Is		12,648.00 /Is	12,648	12,648
		<b>Toilet Partitions &amp; Cubicles</b>					53,147	53,147
120	10 28 13.00	<b>Toilet Accessories</b>						
121		Building Addition Toilet Accessories & Specialties Install	1.00	Is		78,726.00 /Is	78,726	78,726
122		Locker Room Toilet Accessories	1.00	Is		5,445.00 /Is	5,445	5,445
		<b>Toilet Accessories</b>					84,171	84,171
123	10 44 00.00	<b>Fire Protection Specialties</b>						
124		Fire Extinguishers & Cabinets	1.00	Is		9,119.00 /Is	9,119	9,119
125		Fire Extinguishers & Cabinets	1.00	Is		565.00 /Is	565	565
		<b>Fire Protection Specialties</b>					9,684	9,684
126	10 51 13.00	<b>Lockers</b>						
127		Building Addition Lockers - Metal	1.00	Is		116,479.00 /Is	116,479	116,479
128		Locker Room Lockers - Metal	1.00	Is		120,412.00 /Is	120,412	120,412
		<b>Lockers</b>					236,891	236,891
		<b>SPECIALTIES</b>					624,516	624,516
129	11 00 00.00	<b>EQUIPMENT</b>						
130	11 30 13.00	<b>Residential Appliances</b>						
131		Residential Appliances (CFCI)	1.00	Is		27,300.00 /Is	27,300	27,300
		<b>Residential Appliances</b>					27,300	27,300
132	11 53 13.00	<b>Laboratory Equipment</b>						
133		Laboratory Equipment	1.00	Is		64,977.00 /Is	64,977	64,977
		<b>Laboratory Equipment</b>					64,977	64,977
		<b>EQUIPMENT</b>					92,277	92,277
134	12 00 00.00	<b>FURNISHINGS</b>						
135	12 24 13.00	<b>Window Shades</b>						
136		Building Addition Shades	1.00	Is		112,729.00 /Is	112,729	112,729
		<b>Window Shades</b>					112,729	112,729
137	12 93 00.00	<b>Miscellaneous Furnishings</b>						
138		Site Furnishings	1.00	Is		26,532.00 /Is	26,532	26,532
		<b>Miscellaneous Furnishings</b>					26,532	26,532
		<b>FURNISHINGS</b>					139,261	139,261
139	14 00 00.00	<b>CONVEYING EQUIPMENT</b>						
140	14 10 00.00	<b>Conveying Equipment</b>						
141		Elevator	1.00	Is		144,500.00 /Is	144,500	144,500
		<b>Conveying Equipment</b>					144,500	144,500
		<b>CONVEYING EQUIPMENT</b>					144,500	144,500
142	21 00 00.00	<b>FIRE SUPPRESSION</b>						
143	21 13 13.00	<b>Fire Suppression Systems</b>						
144		Fire Protection	1.00	Is		304,000.00 /Is	304,000	304,000
		<b>Fire Suppression Systems</b>					304,000	304,000
		<b>FIRE SUPPRESSION</b>					304,000	304,000
145	22 00 00.00	<b>PLUMBING</b>						
146	22 10 00.00	<b>Plumbing</b>						
147		Building Addition Plumbing	1.00	Is		899,878.00 /Is	899,878	899,878

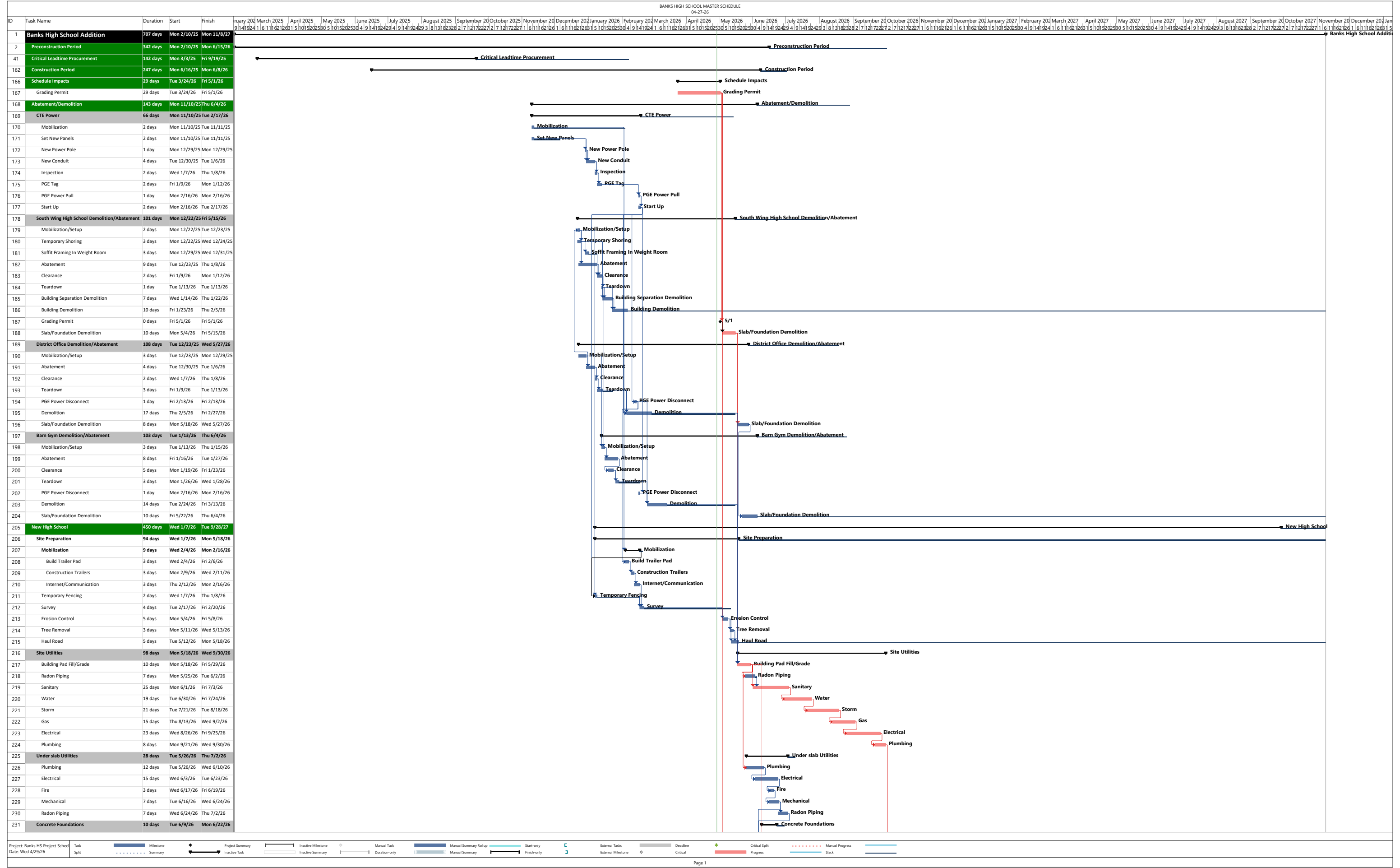
Group	Phase	Description	Takeoff Quantity	Labor Amount	Material Amount	Sub Price	Sub Amount	Total Amount
	22 10 00.00	<b>Plumbing</b>						
148		Locker Room Plumbing	1.00 ls			256,568.00 /ls	256,568	256,568
149		GC Field Work	1.00 ls			29,040.00 /ls	29,040	29,040
		<b>Plumbing</b>					1,185,486	1,185,486
		<b>PLUMBING</b>					1,185,486	1,185,486
150	23 00 00.00	<b>HEATING, VENTILLATING &amp; AIR CONDITIONING</b>						
151	23 10 00.00	<b>HVAC</b>						
152		Building Addition HVAC	1.00 ls			2,422,762.00 /ls	2,422,762	2,422,762
153		Locker Room HVAC	1.00 ls			256,987.00 /ls	256,987	256,987
154		GC Field Work	1.00 ls			54,450.00 /ls	54,450	54,450
		<b>HVAC</b>					2,734,199	2,734,199
		<b>HEATING, VENTILLATING &amp; AIR CONDITIONING</b>					2,734,199	2,734,199
155	26 00 00.00	<b>ELECTRICAL</b>						
156	26 10 00.00	<b>Electrical</b>						
157		Building Addition Electrical/Comm/Security/FA	1.00 ls			3,193,550.00 /ls	3,193,550	3,193,550
158		Locker Room Electrical/Comm/Security/FA	1.00 ls			298,350.00 /ls	298,350	298,350
159		GC Field Work	1.00 ls			60,418.00 /ls	60,418	60,418
		<b>Electrical</b>					3,552,318	3,552,318
		<b>ELECTRICAL</b>					3,552,318	3,552,318
160	31 00 00.00	<b>EARTHWORK</b>						
161	31 20 00.00	<b>Earthwork</b>						
162		Earthwork	1.00 ls			1,489,960.00 /ls	1,489,960	1,489,960
163		GC Field Work	1.00 ls			36,301.00 /ls	36,301	36,301
		<b>Earthwork</b>					1,526,261	1,526,261
		<b>EARTHWORK</b>					1,526,261	1,526,261
164	32 00 00.00	<b>EXTERIOR IMPROVEMENTS</b>						
165	32 12 16.00	<b>Asphalt Concrete Paving</b>						
166		Asphalt Paving	1.00 ls			243,730.00 /ls	243,730	243,730
		<b>Asphalt Concrete Paving</b>					243,730	243,730
167	32 16 00.00	<b>Site Concrete</b>						
168		Site Concrete	1.00 ls			314,181.00 /ls	314,181	314,181
169		ODOT Repair (Temp Const Access)	1.00 allow			15,000.00 /allow	15,000	15,000
170		GC Field Work	1.00 ls			25,410.00 /ls	25,410	25,410
		<b>Site Concrete</b>					354,591	354,591
171	32 17 00.00	<b>Pavement Specialties &amp; Markings</b>						
172		Striping And Signage	1.00 ls			23,770.00 /ls	23,770	23,770
		<b>Pavement Specialties &amp; Markings</b>					23,770	23,770
173	32 31 00.00	<b>Fences &amp; Gates</b>						
174		Fencing & Gates	1.00 ls			123,550.00 /ls	123,550	123,550
		<b>Fences &amp; Gates</b>					123,550	123,550
175	32 90 00.00	<b>Landscape &amp; Irrigation - Planting Areas</b>						
176		Landscape & Irrigation	1.00 ls			152,205.00 /ls	152,205	152,205
		<b>Landscape &amp; Irrigation - Planting Areas</b>					152,205	152,205
		<b>EXTERIOR IMPROVEMENTS</b>					897,846	897,846

Estimate Totals

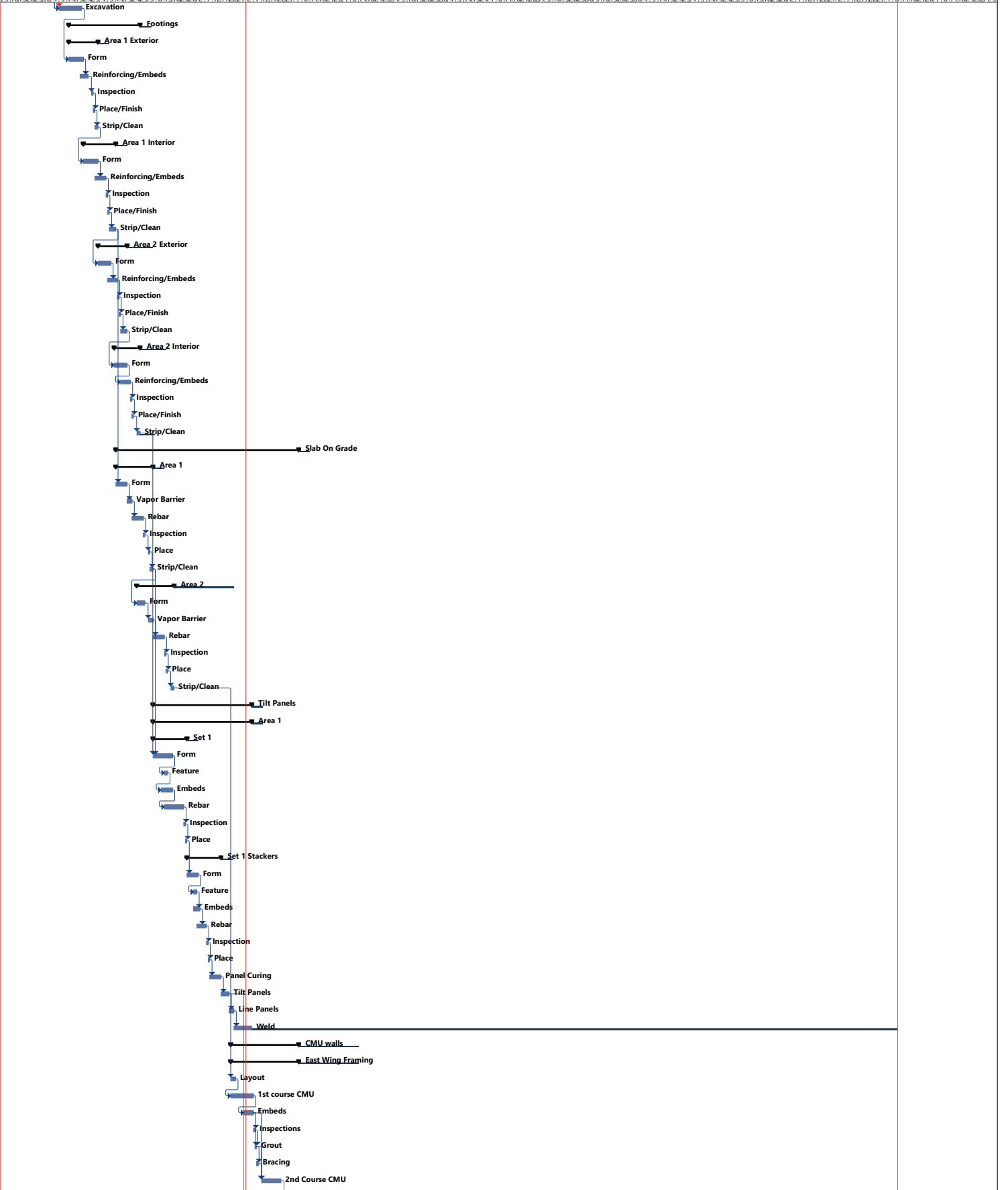
Description	Amount	Hours	Rate	Totals
Labor				
Material				
Subcontract	30,142,425			
Equipment				
Other				
<b>Subtotal</b>	<b>30,142,425</b>			<b>30,142,425</b>
Evolution of Design Contingency				
Bidding/Tariff Contingency				
Construction Contingency	1,507,121		5.000 %	
<b>Subtotal - Cost of Work</b>	<b>1,507,121</b>			<b>31,649,546</b>
Retention Bond				
CMGC Liability Insurance	363,970		1.150 %	
CMGC Payment and Performance Bonds	300,671		0.950 %	
<b>Total Cost of Work</b>	<b>664,641</b>			<b>32,314,187</b>
CM/GC Fee (excl. Insurance & Bonds)	775,540		2.400 %	
<b>Subtotal</b>	<b>775,540</b>			<b>33,089,727</b>
GET Budget	650,000			
BHS Contract Amendment 1	1,985,052			
Contract Amendment 2	2,496,628			
Retention Bond Credit for Contract Amendment 1 & 2	(6,420)			
<b>Total</b>				<b>38,214,987</b>



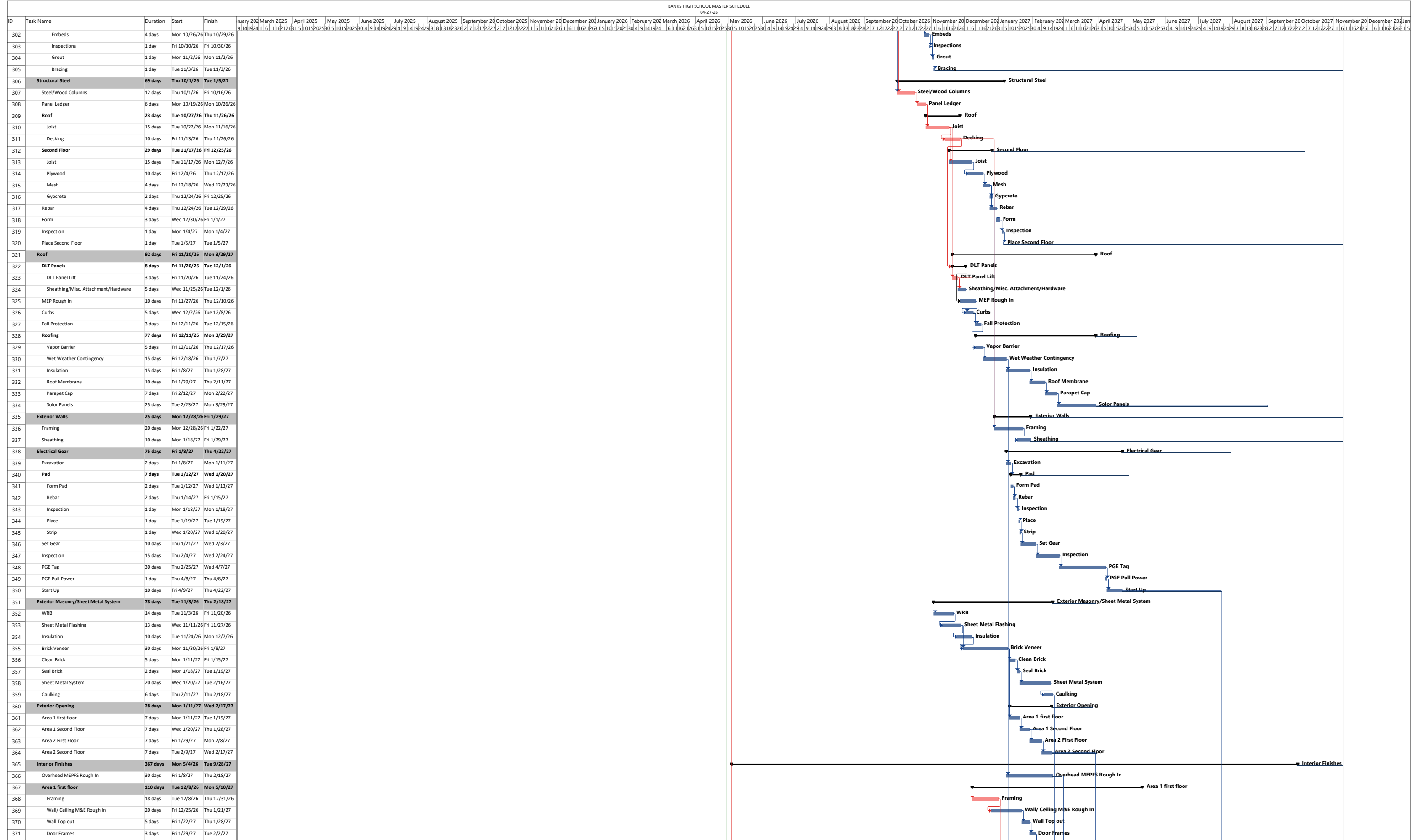
## 3. SCHEDULE



ID	Task Name	Duration	Start	Finish
232	Excavation	10 days	Tue 6/9/26	Mon 6/22/26
233	Footings	32 days	Mon 6/15/26	Tue 7/28/26
234	Area 1 Exterior	14 days	Mon 6/15/26	Thu 7/2/26
235	Form	7 days	Mon 6/15/26	Tue 6/23/26
236	Reinforcing/Embeds	5 days	Mon 6/22/26	Fri 6/26/26
237	Inspection	1 day	Mon 6/29/26	Mon 6/29/26
238	Place/Finish	1 day	Tue 6/30/26	Tue 6/30/26
239	Strip/Clean	2 days	Wed 7/1/26	Thu 7/2/26
240	Area 1 Interior	14 days	Wed 6/24/26	Mon 7/13/26
241	Form	7 days	Wed 6/24/26	Thu 7/2/26
242	Reinforcing/Embeds	5 days	Wed 7/1/26	Tue 7/7/26
243	Inspection	1 day	Wed 7/8/26	Wed 7/8/26
244	Place/Finish	1 day	Thu 7/9/26	Thu 7/9/26
245	Strip/Clean	2 days	Fri 7/10/26	Mon 7/13/26
246	Area 2 Exterior	12 days	Fri 7/3/26	Mon 7/20/26
247	Form	6 days	Fri 7/3/26	Fri 7/10/26
248	Reinforcing/Embeds	4 days	Thu 7/9/26	Tue 7/14/26
249	Inspection	1 day	Wed 7/15/26	Wed 7/15/26
250	Place/Finish	1 day	Thu 7/16/26	Thu 7/16/26
251	Strip/Clean	2 days	Fri 7/17/26	Mon 7/20/26
252	Area 2 Interior	12 days	Mon 7/13/26	Tue 7/28/26
253	Form	6 days	Mon 7/13/26	Mon 7/20/26
254	Reinforcing/Embeds	4 days	Fri 7/17/26	Wed 7/22/26
255	Inspection	1 day	Thu 7/23/26	Thu 7/23/26
256	Place/Finish	1 day	Fri 7/24/26	Fri 7/24/26
257	Strip/Clean	2 days	Mon 7/27/26	Tue 7/28/26
258	Slab On Grade	81 days	Tue 7/14/26	Tue 11/3/26
259	Area 1	17 days	Tue 7/14/26	Wed 8/5/26
260	Form	5 days	Tue 7/14/26	Mon 7/20/26
261	Vapor Barrier	3 days	Tue 7/21/26	Thu 7/23/26
262	Rebar	5 days	Fri 7/24/26	Thu 7/30/26
263	Inspection	1 day	Fri 7/31/26	Fri 7/31/26
264	Place	1 day	Mon 8/3/26	Mon 8/3/26
265	Strip/Clean	2 days	Tue 8/4/26	Wed 8/5/26
266	Area 2	17 days	Mon 7/27/26	Tue 8/18/26
267	Form	5 days	Mon 7/27/26	Fri 7/31/26
268	Vapor Barrier	3 days	Mon 8/3/26	Wed 8/5/26
269	Rebar	5 days	Thu 8/6/26	Wed 8/12/26
270	Inspection	1 day	Thu 8/13/26	Thu 8/13/26
271	Place	1 day	Fri 8/14/26	Fri 8/14/26
272	Strip/Clean	2 days	Mon 8/17/26	Tue 8/18/26
273	Tilt Panels	43 days	Thu 8/6/26	Mon 10/5/26
274	Area 1	43 days	Thu 8/6/26	Mon 10/5/26
275	Set 1	15 days	Thu 8/6/26	Wed 8/26/26
276	Form	8 days	Thu 8/6/26	Mon 8/17/26
277	Feature	2 days	Thu 8/13/26	Fri 8/14/26
278	Embeds	5 days	Tue 8/11/26	Mon 8/17/26
279	Rebar	8 days	Thu 8/13/26	Mon 8/24/26
280	Inspection	1 day	Tue 8/25/26	Tue 8/25/26
281	Place	1 day	Wed 8/26/26	Wed 8/26/26
282	Set 1 Stackers	15 days	Thu 8/27/26	Wed 9/16/26
283	Form	5 days	Thu 8/27/26	Wed 9/2/26
284	Feature	2 days	Mon 8/31/26	Tue 9/1/26
285	Embeds	4 days	Mon 8/31/26	Thu 9/3/26
286	Rebar	4 days	Wed 9/2/26	Mon 9/7/26
287	Inspection	1 day	Tue 9/8/26	Tue 9/8/26
288	Place	1 day	Wed 9/9/26	Wed 9/9/26
289	Panel Curing	5 days	Thu 9/10/26	Wed 9/16/26
290	Tilt Panels	3 days	Thu 9/17/26	Mon 9/21/26
291	Line Panels	3 days	Tue 9/22/26	Thu 9/24/26
292	Weld	7 days	Fri 9/25/26	Mon 10/5/26
293	CMU walls	30 days	Wed 9/23/26	Tue 11/3/26
294	East Wing Framing	30 days	Wed 9/23/26	Tue 11/3/26
295	Layout	3 days	Wed 9/23/26	Fri 9/25/26
296	1st course CMU	10 days	Wed 9/23/26	Tue 10/6/26
297	Embeds	4 days	Thu 10/1/26	Tue 10/6/26
298	Inspections	1 day	Wed 10/7/26	Wed 10/7/26
299	Grout	1 day	Thu 10/8/26	Thu 10/8/26
300	Bracing	1 day	Fri 10/9/26	Fri 10/9/26
301	2nd Course CMU	10 days	Mon 10/12/26	Fri 10/23/26



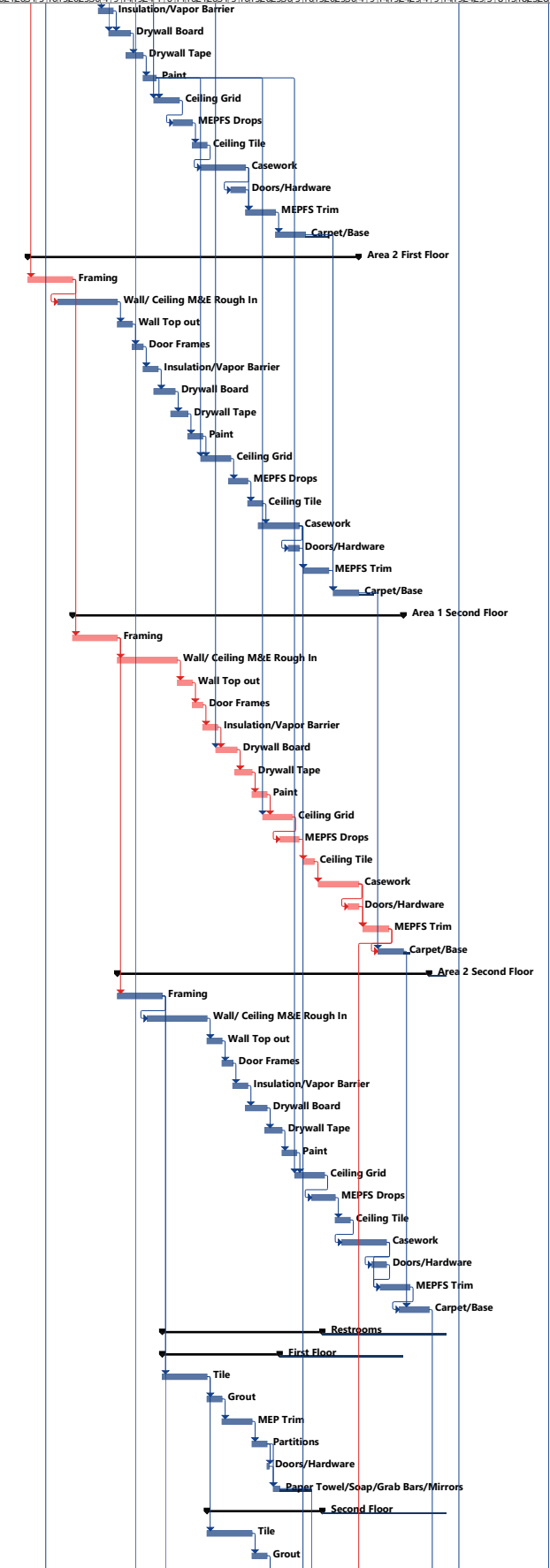
BANKS HIGH SCHOOL MASTER SCHEDULE  
04-27-26



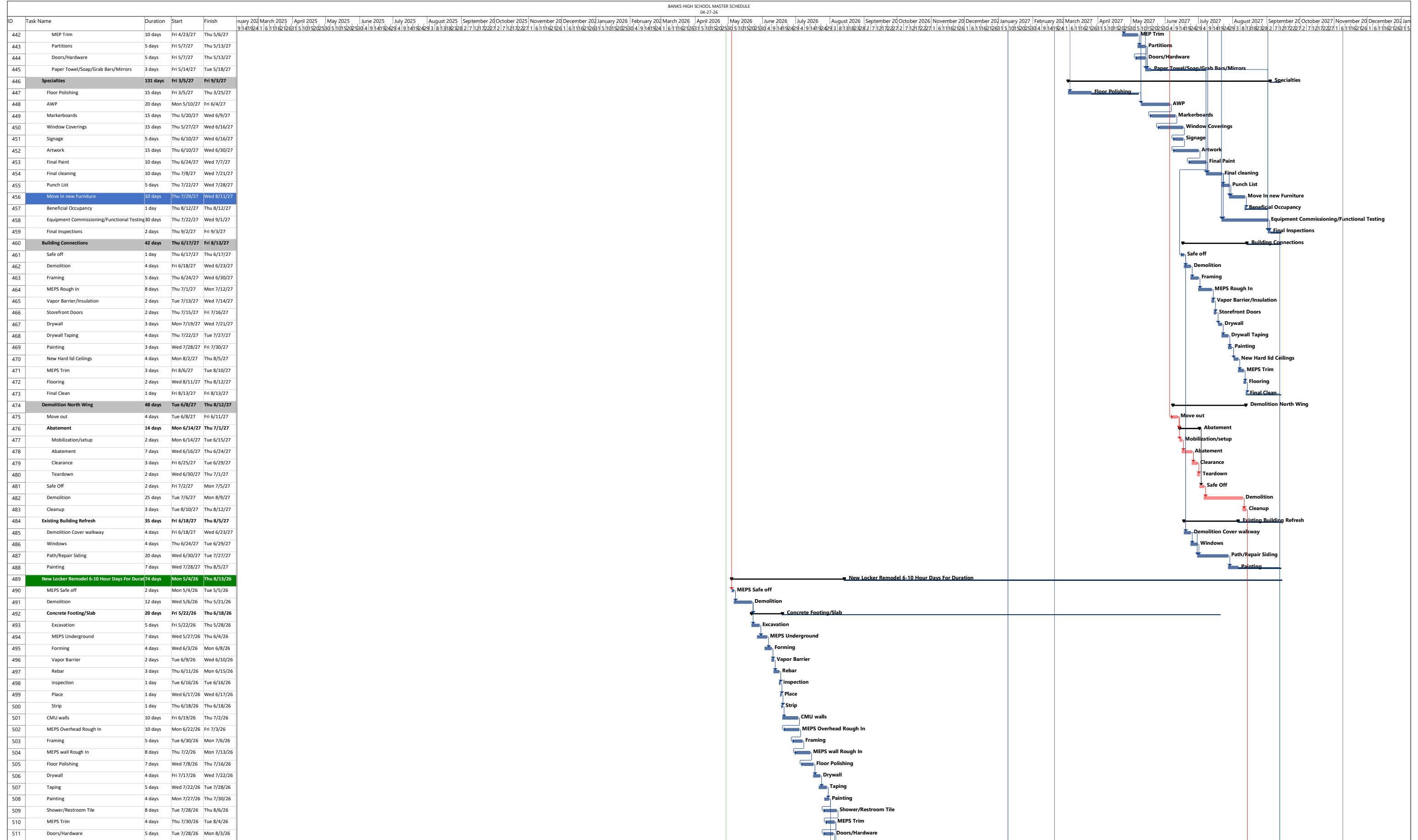
Project: Banks HS Project Sched	Task	Milestone	Project Summary	Inactive Milestone	Manual Task	Manual Summary Rollup	Start only	External Tasks	Deadline	Critical Split	Manual Progress	Stack
Date: Wed 4/29/26	Split	Summary	Inactive Task	Inactive Summary	Duration only	Manual Summary	Finish only	External Milestone	Critical	Progress	Stack	

BANKS HIGH SCHOOL MASTER SCHEDULE  
04-27-26

ID	Task Name	Duration	Start	Finish
372	Insulation/Vapor Barrier	5 days	Wed 2/3/27	Tue 2/9/27
373	Drywall Board	8 days	Mon 2/8/27	Wed 2/17/27
374	Drywall Tape	6 days	Tue 2/16/27	Tue 2/23/27
375	Paint	4 days	Wed 2/24/27	Mon 3/1/27
376	Ceiling Grid	10 days	Mon 3/1/27	Fri 3/12/27
377	MEPFS Drops	7 days	Wed 3/10/27	Thu 3/18/27
378	Ceiling Tile	5 days	Fri 3/19/27	Thu 3/25/27
379	Casework	15 days	Tue 3/23/27	Mon 4/12/27
380	Doors/Hardware	5 days	Tue 4/6/27	Mon 4/12/27
381	MEPFS Trim	10 days	Tue 4/13/27	Mon 4/26/27
382	Carpet/Base	10 days	Tue 4/27/27	Mon 5/10/27
383	<b>Area 2 First Floor</b>	<b>111 days</b>	<b>Fri 1/1/27</b>	<b>Fri 6/4/27</b>
384	Framing	15 days	Fri 1/1/27	Thu 1/21/27
385	Wall/ Ceiling M&E Rough In	20 days	Fri 1/15/27	Thu 2/11/27
386	Wall Top out	5 days	Fri 2/12/27	Thu 2/18/27
387	Door Frames	3 days	Fri 2/19/27	Tue 2/23/27
388	Insulation/Vapor Barrier	5 days	Wed 2/24/27	Tue 3/2/27
389	Drywall Board	8 days	Mon 3/1/27	Wed 3/10/27
390	Drywall Tape	6 days	Tue 3/9/27	Tue 3/16/27
391	Paint	5 days	Wed 3/17/27	Tue 3/23/27
392	Ceiling Grid	10 days	Tue 3/23/27	Mon 4/5/27
393	MEPFS Drops	7 days	Mon 4/5/27	Tue 4/13/27
394	Ceiling Tile	5 days	Wed 4/14/27	Tue 4/20/27
395	Casework	15 days	Mon 4/19/27	Fri 5/7/27
396	Doors/Hardware	5 days	Mon 5/3/27	Fri 5/7/27
397	MEPFS Trim	10 days	Mon 5/10/27	Fri 5/21/27
398	Carpet/Base	10 days	Mon 5/24/27	Fri 6/4/27
399	<b>Area 1 Second Floor</b>	<b>111 days</b>	<b>Fri 1/22/27</b>	<b>Fri 6/25/27</b>
400	Framing	15 days	Fri 1/22/27	Thu 2/11/27
401	Wall/ Ceiling M&E Rough In	20 days	Fri 2/12/27	Thu 3/11/27
402	Wall Top out	5 days	Fri 3/12/27	Thu 3/18/27
403	Door Frames	3 days	Fri 3/19/27	Tue 3/23/27
404	Insulation/Vapor Barrier	5 days	Wed 3/24/27	Tue 3/30/27
405	Drywall Board	8 days	Tue 3/30/27	Thu 4/8/27
406	Drywall Tape	6 days	Thu 4/8/27	Thu 4/15/27
407	Paint	5 days	Fri 4/16/27	Thu 4/22/27
408	Ceiling Grid	10 days	Wed 4/21/27	Tue 5/4/27
409	MEPFS Drops	7 days	Thu 4/29/27	Fri 5/7/27
410	Ceiling Tile	5 days	Mon 5/10/27	Fri 5/14/27
411	Casework	15 days	Mon 5/17/27	Fri 6/4/27
412	Doors/Hardware	5 days	Mon 5/31/27	Fri 6/4/27
413	MEPFS Trim	10 days	Mon 6/7/27	Fri 6/18/27
414	Carpet/Base	10 days	Mon 6/14/27	Fri 6/25/27
415	<b>Area 2 Second Floor</b>	<b>104 days</b>	<b>Fri 2/12/27</b>	<b>Wed 7/7/27</b>
416	Framing	15 days	Fri 2/12/27	Thu 3/4/27
417	Wall/ Ceiling M&E Rough In	20 days	Fri 2/26/27	Thu 3/25/27
418	Wall Top out	5 days	Fri 3/26/27	Thu 4/1/27
419	Door Frames	3 days	Fri 4/2/27	Tue 4/6/27
420	Insulation/Vapor Barrier	5 days	Wed 4/7/27	Tue 4/13/27
421	Drywall Board	8 days	Tue 4/13/27	Thu 4/22/27
422	Drywall Tape	6 days	Thu 4/22/27	Thu 4/29/27
423	Paint	5 days	Fri 4/30/27	Thu 5/6/27
424	Ceiling Grid	10 days	Thu 5/6/27	Wed 5/19/27
425	MEPFS Drops	7 days	Fri 5/14/27	Mon 5/24/27
426	Ceiling Tile	5 days	Tue 5/25/27	Mon 5/31/27
427	Casework	15 days	Fri 5/28/27	Thu 6/17/27
428	Doors/Hardware	5 days	Fri 6/11/27	Thu 6/17/27
429	MEPFS Trim	10 days	Tue 6/15/27	Mon 6/28/27
430	Carpet/Base	10 days	Thu 6/24/27	Wed 7/7/27
431	<b>Restrooms</b>	<b>53 days</b>	<b>Fri 3/5/27</b>	<b>Tue 5/18/27</b>
432	<b>First Floor</b>	<b>39 days</b>	<b>Fri 3/5/27</b>	<b>Wed 4/28/27</b>
433	Tile	15 days	Fri 3/5/27	Thu 3/25/27
434	Grout	5 days	Fri 3/26/27	Thu 4/1/27
435	MEP Trim	10 days	Fri 4/2/27	Thu 4/15/27
436	Partitions	5 days	Fri 4/16/27	Thu 4/22/27
437	Doors/Hardware	1 day	Fri 4/23/27	Fri 4/23/27
438	Paper Towel/Soap/Grab Bars/Mirrors	3 days	Mon 4/26/27	Wed 4/28/27
439	<b>Second Floor</b>	<b>38 days</b>	<b>Fri 3/26/27</b>	<b>Tue 5/18/27</b>
440	Tile	15 days	Fri 3/26/27	Thu 4/15/27
441	Grout	5 days	Fri 4/16/27	Thu 4/22/27



BANKS HIGH SCHOOL MASTER SCHEDULE  
04-27-26



Project: Banks HS Project Sched Date: Wed 4/29/26

Task Split

Milestone Summary

Project Summary Inactive Task

Inactive Milestone Inactive Summary

Manual Task Duration-only

Manual Summary Rollup Manual Summary

Start only Finish-only

External Tasks External Milestone

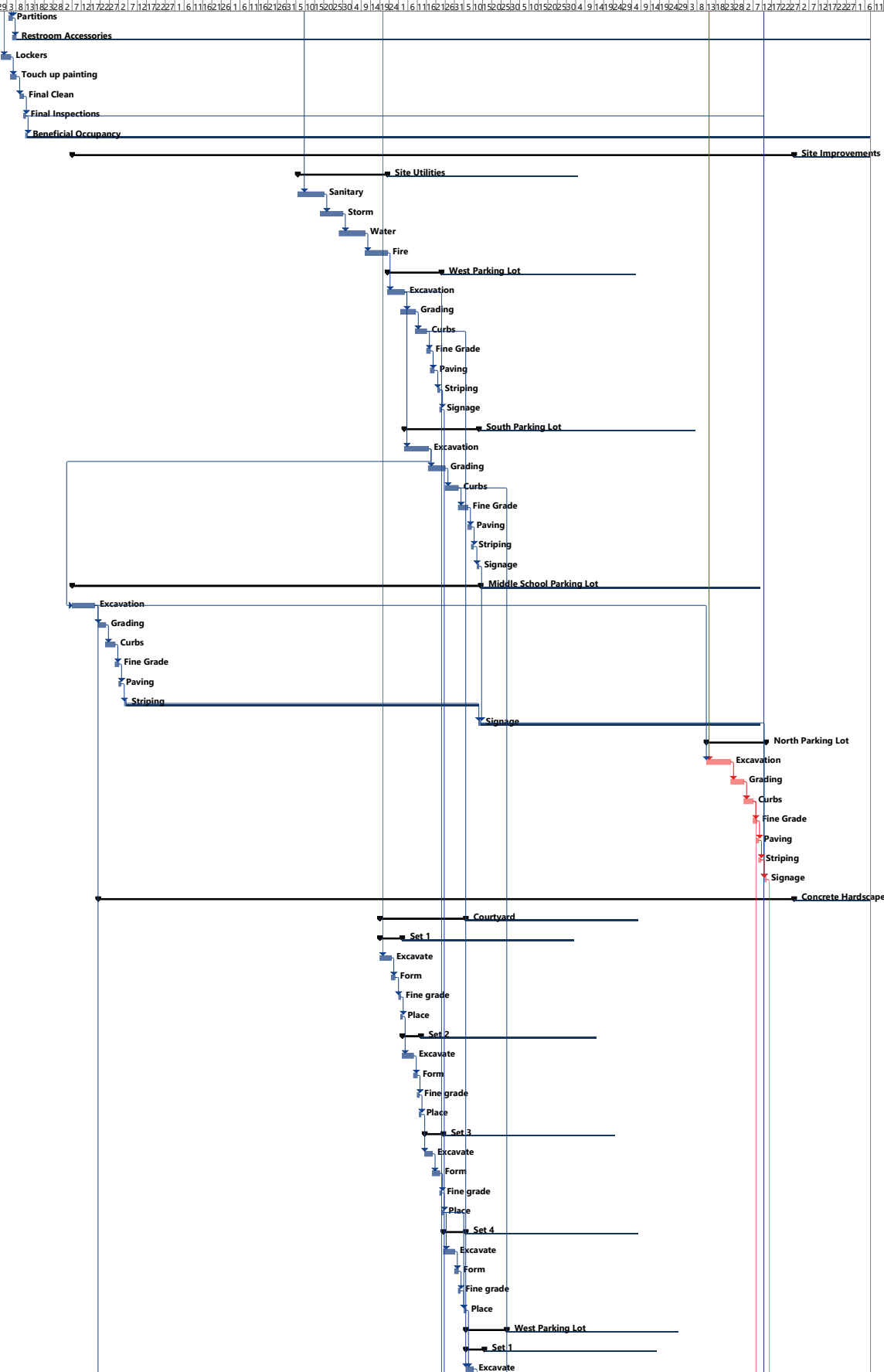
Deadline Critical

Critical Split Progress

Manual Progress Slack

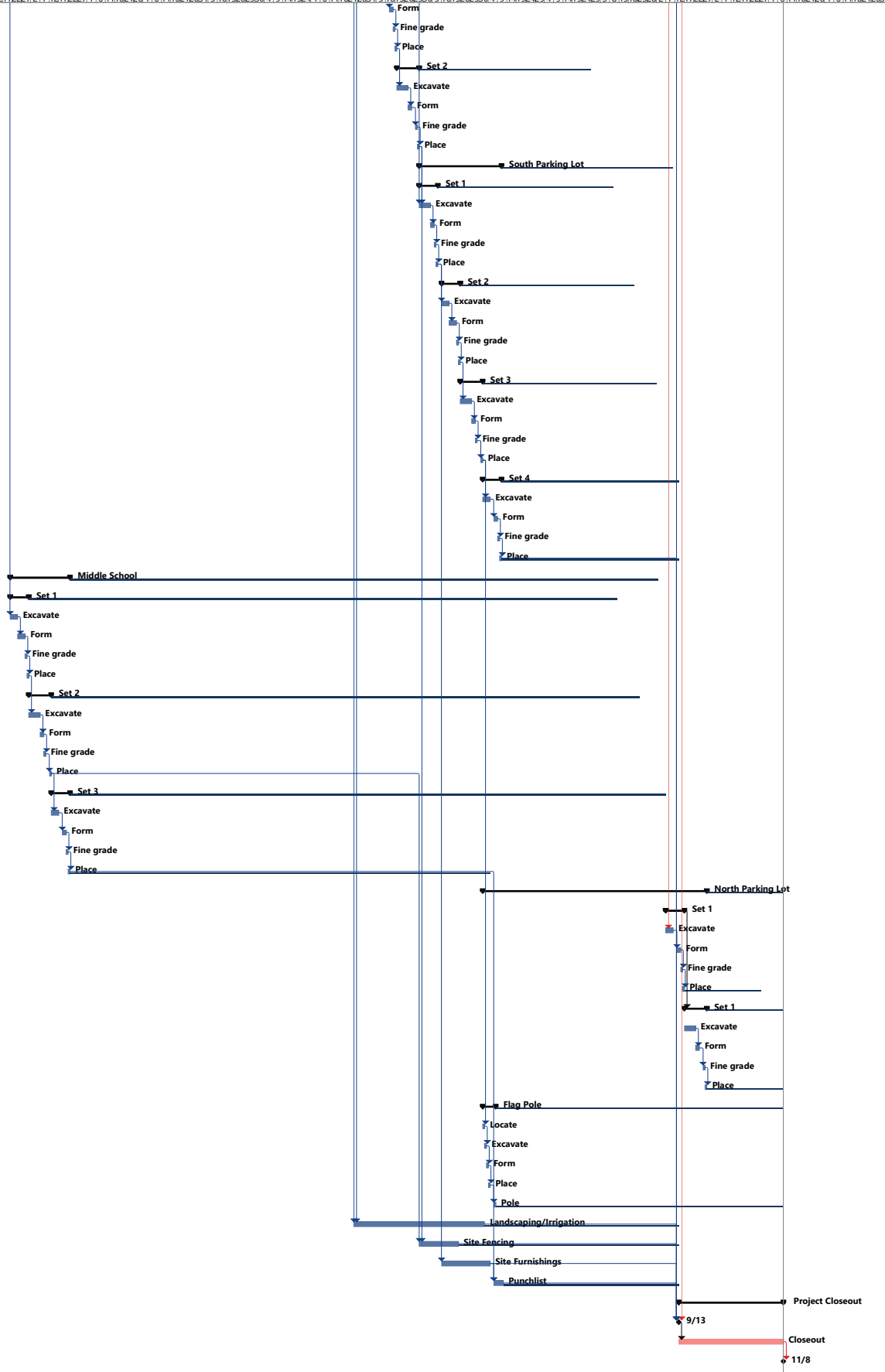
BANKS HIGH SCHOOL MASTER SCHEDULE  
04-27-26

ID	Task Name	Duration	Start	Finish
512	Partitions	2 days	Tue 8/4/26	Wed 8/5/26
513	Restroom Accessories	2 days	Thu 8/6/26	Fri 8/7/26
514	Lockers	3 days	Fri 7/31/26	Tue 8/4/26
515	Touch up painting	3 days	Wed 8/5/26	Fri 8/7/26
516	Final Clean	2 days	Mon 8/10/26	Tue 8/11/26
517	Final Inspections	1 day	Wed 8/12/26	Wed 8/12/26
518	Beneficial Occupancy	1 day	Thu 8/13/26	Thu 8/13/26
519	Site Improvements	277 days	Mon 9/7/26	Tue 9/28/27
520	Site Utilities	34 days	Wed 1/6/27	Mon 2/22/27
521	Sanitary	10 days	Wed 1/6/27	Tue 1/19/27
522	Storm	10 days	Mon 1/18/27	Fri 1/29/27
523	Water	10 days	Thu 1/28/27	Wed 2/10/27
524	Fire	8 days	Thu 2/11/27	Mon 2/22/27
525	West Parking Lot	21 days	Tue 2/23/27	Tue 3/23/27
526	Excavation	7 days	Tue 2/23/27	Wed 3/3/27
527	Grading	6 days	Tue 3/2/27	Tue 3/9/27
528	Curbs	4 days	Wed 3/10/27	Mon 3/15/27
529	Fine Grade	2 days	Tue 3/16/27	Wed 3/17/27
530	Paving	2 days	Thu 3/18/27	Fri 3/19/27
531	Striping	1 day	Mon 3/22/27	Mon 3/22/27
532	Signage	1 day	Tue 3/23/27	Tue 3/23/27
533	South Parking Lot	28 days	Thu 3/4/27	Mon 4/12/27
534	Excavation	9 days	Thu 3/4/27	Tue 3/16/27
535	Grading	7 days	Wed 3/17/27	Thu 3/25/27
536	Curbs	5 days	Fri 3/26/27	Thu 4/1/27
537	Fine Grade	3 days	Fri 4/2/27	Tue 4/6/27
538	Paving	2 days	Wed 4/7/27	Thu 4/8/27
539	Striping	1 day	Fri 4/9/27	Fri 4/9/27
540	Signage	1 day	Mon 4/12/27	Mon 4/12/27
541	Middle School Parking Lot	157 days	Mon 9/7/26	Tue 4/13/27
542	Excavation	10 days	Mon 9/7/26	Fri 9/18/26
543	Grading	4 days	Mon 9/21/26	Thu 9/24/26
544	Curbs	3 days	Fri 9/25/26	Tue 9/29/26
545	Fine Grade	2 days	Wed 9/30/26	Thu 10/1/26
546	Paving	1 day	Fri 10/2/26	Fri 10/2/26
547	Striping	1 day	Mon 10/5/26	Mon 10/5/26
548	Signage	1 day	Tue 4/13/27	Tue 4/13/27
549	North Parking Lot	22 days	Fri 8/13/27	Mon 9/13/27
550	Excavation	9 days	Fri 8/13/27	Wed 8/25/27
551	Grading	5 days	Thu 8/26/27	Wed 9/1/27
552	Curbs	3 days	Thu 9/2/27	Mon 9/6/27
553	Fine Grade	2 days	Tue 9/7/27	Wed 9/8/27
554	Paving	1 day	Thu 9/9/27	Thu 9/9/27
555	Striping	1 day	Fri 9/10/27	Fri 9/10/27
556	Signage	1 day	Mon 9/13/27	Mon 9/13/27
557	Concrete Hardscapes	267 days	Mon 9/21/26	Tue 9/28/27
558	Courtyard	32 days	Fri 2/19/27	Mon 4/5/27
559	Set 1	8 days	Fri 2/19/27	Tue 3/2/27
560	Excavate	4 days	Fri 2/19/27	Wed 2/24/27
561	Form	2 days	Thu 2/25/27	Fri 2/26/27
562	Fine grade	1 day	Mon 3/1/27	Mon 3/1/27
563	Place	1 day	Tue 3/2/27	Tue 3/2/27
564	Set 2	8 days	Wed 3/3/27	Fri 3/12/27
565	Excavate	4 days	Wed 3/3/27	Mon 3/8/27
566	Form	2 days	Tue 3/9/27	Wed 3/10/27
567	Fine grade	1 day	Thu 3/11/27	Thu 3/11/27
568	Place	1 day	Fri 3/12/27	Fri 3/12/27
569	Set 3	8 days	Mon 3/15/27	Wed 3/24/27
570	Excavate	4 days	Mon 3/15/27	Thu 3/18/27
571	Form	2 days	Fri 3/19/27	Mon 3/22/27
572	Fine grade	1 day	Tue 3/23/27	Tue 3/23/27
573	Place	1 day	Wed 3/24/27	Wed 3/24/27
574	Set 4	8 days	Thu 3/25/27	Mon 4/5/27
575	Excavate	4 days	Thu 3/25/27	Tue 3/30/27
576	Form	2 days	Wed 3/31/27	Thu 4/1/27
577	Fine grade	1 day	Fri 4/2/27	Fri 4/2/27
578	Place	1 day	Mon 4/5/27	Mon 4/5/27
579	West Parking Lot	16 days	Tue 4/6/27	Tue 4/27/27
580	Set 1	8 days	Tue 4/6/27	Thu 4/15/27
581	Excavate	4 days	Tue 4/6/27	Fri 4/9/27



BANKS HIGH SCHOOL MASTER SCHEDULE  
04-27-26

ID	Task Name	Duration	Start	Finish
582	Form	2 days	Mon 4/12/27	Tue 4/13/27
583	Fine grade	1 day	Wed 4/14/27	Wed 4/14/27
584	Place	1 day	Thu 4/15/27	Thu 4/15/27
585	Set 2	8 days	Fri 4/16/27	Tue 4/27/27
586	Excavate	4 days	Fri 4/16/27	Wed 4/21/27
587	Form	2 days	Thu 4/22/27	Fri 4/23/27
588	Fine grade	1 day	Mon 4/26/27	Mon 4/26/27
589	Place	1 day	Tue 4/27/27	Tue 4/27/27
590	South Parking Lot	32 days	Wed 4/28/27	Thu 6/10/27
591	Set 1	8 days	Wed 4/28/27	Fri 5/7/27
592	Excavate	4 days	Wed 4/28/27	Mon 5/3/27
593	Form	2 days	Tue 5/4/27	Wed 5/5/27
594	Fine grade	1 day	Thu 5/6/27	Thu 5/6/27
595	Place	1 day	Fri 5/7/27	Fri 5/7/27
596	Set 2	8 days	Mon 5/10/27	Wed 5/19/27
597	Excavate	4 days	Mon 5/10/27	Thu 5/13/27
598	Form	2 days	Fri 5/14/27	Mon 5/17/27
599	Fine grade	1 day	Tue 5/18/27	Tue 5/18/27
600	Place	1 day	Wed 5/19/27	Wed 5/19/27
601	Set 3	8 days	Thu 5/20/27	Mon 5/31/27
602	Excavate	4 days	Thu 5/20/27	Tue 5/25/27
603	Form	2 days	Wed 5/26/27	Thu 5/27/27
604	Fine grade	1 day	Fri 5/28/27	Fri 5/28/27
605	Place	1 day	Mon 5/31/27	Mon 5/31/27
606	Set 4	8 days	Tue 6/1/27	Thu 6/10/27
607	Excavate	4 days	Tue 6/1/27	Fri 6/4/27
608	Form	2 days	Mon 6/7/27	Tue 6/8/27
609	Fine grade	1 day	Wed 6/9/27	Wed 6/9/27
610	Place	1 day	Thu 6/10/27	Thu 6/10/27
611	Middle School	24 days	Mon 9/21/26	Thu 10/22/26
612	Set 1	8 days	Mon 9/21/26	Wed 9/30/26
613	Excavate	4 days	Mon 9/21/26	Thu 9/24/26
614	Form	2 days	Fri 9/25/26	Mon 9/28/26
615	Fine grade	1 day	Tue 9/29/26	Tue 9/29/26
616	Place	1 day	Wed 9/30/26	Wed 9/30/26
617	Set 2	8 days	Thu 10/1/26	Mon 10/12/26
618	Excavate	4 days	Thu 10/1/26	Tue 10/6/26
619	Form	2 days	Wed 10/7/26	Thu 10/8/26
620	Fine grade	1 day	Fri 10/9/26	Fri 10/9/26
621	Place	1 day	Mon 10/12/26	Mon 10/12/26
622	Set 3	8 days	Tue 10/13/26	Thu 10/22/26
623	Excavate	4 days	Tue 10/13/26	Fri 10/16/26
624	Form	2 days	Mon 10/19/26	Tue 10/20/26
625	Fine grade	1 day	Wed 10/21/26	Wed 10/21/26
626	Place	1 day	Thu 10/22/26	Thu 10/22/26
627	North Parking Lot	86 days	Tue 6/1/27	Tue 9/28/27
628	Set 1	8 days	Tue 9/7/27	Thu 9/16/27
629	Excavate	4 days	Tue 9/7/27	Fri 9/10/27
630	Form	2 days	Mon 9/13/27	Tue 9/14/27
631	Fine grade	1 day	Wed 9/15/27	Wed 9/15/27
632	Place	1 day	Thu 9/16/27	Thu 9/16/27
633	Set 1	8 days	Fri 9/17/27	Tue 9/28/27
634	Excavate	4 days	Fri 9/17/27	Wed 9/22/27
635	Form	2 days	Thu 9/23/27	Fri 9/24/27
636	Fine grade	1 day	Mon 9/27/27	Mon 9/27/27
637	Place	1 day	Tue 9/28/27	Tue 9/28/27
638	Flag Pole	5 days	Tue 6/1/27	Mon 6/7/27
639	Locate	1 day	Tue 6/1/27	Tue 6/1/27
640	Excavate	1 day	Wed 6/2/27	Wed 6/2/27
641	Form	1 day	Thu 6/3/27	Thu 6/3/27
642	Place	1 day	Fri 6/4/27	Fri 6/4/27
643	Pole	1 day	Mon 6/7/27	Mon 6/7/27
644	Landscaping/Irrigation	50 days	Wed 3/24/27	Tue 6/1/27
645	Site Fencing	15 days	Wed 4/28/27	Tue 5/18/27
646	Site Furnishings	20 days	Mon 5/10/27	Fri 6/4/27
647	Punchlist	5 days	Mon 6/7/27	Fri 6/11/27
648	Project Closeout	40 days	Mon 9/13/27	Mon 11/8/27
649	Substantial Completion	0 days	Mon 9/13/27	Mon 9/13/27
650	Closeout	40 days	Tue 9/14/27	Mon 11/8/27
651	Final Completion	0 days	Mon 11/8/27	Mon 11/8/27





## 4. LOGISTICS



405

Construction Trailers

Emergency Egress Path

Temp Administration Office

Entrance

Banks High School

New High School Building

2/20/26-8/26/27

Haul Road/ Lay down Area

New High School Entrance

Temp Fencing

432

Secondary Entrance

Temp Crosswalk for Modulares

Vehicle Entrance



## 5. ALTERNATES



**Banks School District  
Banks High School: Sitework  
GMP Estimate**

**Alternates -Potential POST GMP ADDs**

*Costs below are Rough Order of Magnitudes (ROM)*

*Includes Markups*

*(Not Included in Estimate )*

<b>ALTERNATE No.</b>	<b>DESCRIPTION</b>	<b>VALUE</b>
1	Additional Hallway Reno Scope (lights/ceilings/FRL)	\$ 96,041.00
2	Salvage Material for Art Budget Overage	\$ 15,000.00
3	CTE Covered Walk Way ROM Allowance	\$ 240,000.00
4	Cast in Place Site Stairs and Rails at CTE	\$ 24,129.00
5	Change Unit Attached Mech Screening to Aluminum form ABS	\$ 33,300.00
6	AHU-5 Sound Lined Return Elbow	\$ 8,576.00
7	AHU-2 Supply Duct Replacement	\$ 21,956.00
8	History and Graphic Wall	TBD
9	Seat Walls in Front of District Office	TBD
10	Add Mechanical Unit Attached Screens to RTU at District Office	TBD
	<b>Total Alternates</b>	<b>\$ 439,002.00</b>



## 6. ALLOWANCES



**Banks School District**  
**Banks High School: Building Addition & Remodel**  
**GMP Estimate**

**Allowances**

*Excludes Markups*

*(Included in Cost Estimate)*

ALLOWANCE No.	DESCRIPTION	VALUE
1	Reclaimed Material for Art/Benches Installation	\$ 100,000
2	Ceilings/Wall/Floor Patching	\$ 85,000
3	Intumescent Fire Protection at Steel	\$ 10,000
4	ODOT Curb and Concrete Approach Repair	\$ 15,000
	<b>Total Allowances</b>	<b>\$ 210,000</b>



**Banks School District  
Banks High School: Building Addition & Remodel  
GMP Estimate**

**VE Allowances**

*Excludes Markups & Additional Design Services from BRIC  
(Included in Cost Estimate)*

ALLOWANCE No.	DESCRIPTION	VALUE
1	Mutual Materials CMU 4x4x16 Veneer Castle White	\$ (39,883)
2	Omit Locks at Cabinets (Except at Teachers Cabinet 12 Classrooms)	\$ (28,000)
3	Omit Mechanical Screen (District Office)	\$ (63,680)
4	Unit Attached Mechanical Screen with ABS Panels	\$ (30,000)
5	ABS In Lieu Of Cast Iron for DWV Belowground (Addition & Locker)	\$ (45,190)
6	Point Of Use Acid Neutralization Traps	\$ 44,770
7	Locker Room & Addition: Use Floor Mount Toilets with Back Outlet In Lieu Of Wall Mount.	\$ (30,010)
8	Locker Room: Use Exposed Manual Flush Valves for Water Closets In Lieu Of Concealed Manual Flush Valve.	\$ (6,670)
9	Addition: Use Exposed Manual Flush Valves for Water Closets In Lieu Of Concealed Manual Flush Valve.	\$ (19,260)
10	Locker Room: Use Sioux Chief Floor Drains/Floor Sinks, Roof/Overflow Drains, And Cleanouts In Lieu Of Specified	\$ (3,938)
11	Addition: Use Sioux Chief Floor Drains/Floor Sinks, Roof/Overflow Drains, And Cleanouts In Lieu Of Specified	\$ (19,492)
12	Locker Room: Use Sioux Chief 695-ES01 Electronic Trap Primers In Lieu Of Specified Electronic PPP Models	\$ (3,767)
13	Addition: Use Sioux Chief 695-ES01 Electronic Trap Primers In Lieu Of Specified Electronic PPP Models	\$ (6,165)
14	Addition: Use Individual Wall Mount Lavatory Sinks (To Match L-1 Lavs) With Metering Faucets In Lieu Of Trough Style Lavs at Gang Restrooms	\$ (39,550)
15	Branch Panel Replacement	\$ 33,650
16	Aluminum Feeders For 100A	\$ (31,300)
17	MC Cable Wiring Method For Branch Circuits	\$ (64,620)
18	Revise Cord Reels	\$ (13,400)
19	Revised Lighting Selections	\$ (25,000)
20	Eliminate All / 200' Of 12"x4" Cable Tray *Utilize J-Hooks Above Ceiling	\$ (4,600)
21	Allow Panelboard and Switchboard SCCR To Be Series Rated	\$ (5,500)
22	Allow Hammond Transformers	\$ (20,000)
23	Reduce A/V Scope in Library (ROM)	\$ (14,200)
<b>Total Allowances</b>		<b>\$ (435,805)</b>



## 7. Budget Tracking Log



## BUDGET TRACKING LOG (BTL) BANKS HIGH SCHOOL MODERNIZATION Permit Construction Documents

Prepared By: Derrick Dingman  
Issue Date: 04/22/2026  
Version 4.0

REF	DESCRIPTION	ESTIMATED COST	BSD APPROVAL	BRIC/P&C Recommendations			Wish List	Decision Deadline	
Banks Highschool GMP		\$38,214,987	Accepted	Recommended/ In Design	Likely - Needs Further Study	Unlikely - Needs Further Study	Declined	Post GMP ADD	Month
07-04	Expansion Joint Alternate (use sheet metal on horizontals)	TBD Deduct				TBD Deduct			July
09-04	DTM Paint for Interior Steel painted item.	\$ (30,000)				\$ (30,000)			Nov
22-08	<b>Locker Room:</b> Use centered floor drains for SH-1 showers in lieu of trench drains (4 locations total)	\$ (4,426)				\$ (4,426)			N/A
22-14	<b>Addition:</b> Use combined storm/overflow system in lieu of separate piping systems. Overflow drains would tie into roof drains where piping goes vertically into wall. This is allowed by code and is used quite often in these types of projects. Downspout nozzles would be eliminated.	\$ (23,622)				\$ (23,622)			May
23-02	Alternate air curtain (non-heated) with electric wall/unit heaters for entry areas	\$ (8,000)			\$ (8,000)				N/A
23-04	Flex duct for classrooms	TBD Deduct					TBD Deduct		May
23-05	VE Controls in Locker Room (hybrid)	\$ (40,000)			\$ (40,000)				May
23-06	Support ERV in Ceiling with allthread/strut anchored to beams in lieu of platform assembly. located at 2nd floor Locker Room in weight room	TBD Deduct					TBD Deduct		
26-05	Lighting Selections (revised after comments)	\$ (25,000)				\$ (10,000)			May
26-06	Reduce site lighting pole lights	\$ (16,792)			\$ (8,396)	\$ (8,396)			May
28-02	Utilize Cache Valley Elec. for E- Rate Scope at Admin	\$ (7,500)				\$ (7,500)			
32-03	C900 PVC for fire line (listed as approved w/ city of Banks)	\$ (5,040)			\$ (5,040)				
<b>TOTALS</b>		\$ (290,168)	\$ -	\$ -	\$ (61,436)	\$ (83,944)	\$ (174,082)	\$ 368,806	
<b>Current Estimate</b>		\$38,214,987							
<b>Accepted Design Modifications</b>		\$ -							
<b>Current Estimate including all Accepted Design Modifications</b>		\$38,214,987							
<b>Target Budget (Including GET)</b>		\$38,216,850							
<b>Variance from Target Budget</b>		(\$1,863)							

## **SUMMARY OF OSBA POLICY UPDATES - PROPOSED 2.11.26**

BBAA – Individual Board Member’s Authority and Responsibilities - Delete

BBAA – Board Member’s Authority and Responsibilities - New

BD – Board Meetings, Notices and Communications - New

BD/BDA – Board Meetings - Delete

BDC – Executive Sessions - New

BDC – Executive Sessions - Delete

BDDG – Minutes of Board Meetings - Delete

BDDG – Recordings and Minutes of Board Meetings - New

CBA – Qualifications and Duties of the Superintendent

CBG – Evaluation of the Superintendent

### **Summary**

There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. In 2026, the Legislature passed House Bill 4177, but it will not go into effect as it was vetoed by the governor. The policies included in this update include language that matches the new laws.

DBEA – Budget Committee

### **Summary**

The Oregon Legislature passed House Bill 4066, modifying the requirement requiring a member of the educational equity advisory committee serve on the district’s budget committee. The amendment clarifies that this requirement does not apply if no member of the educational equity advisory committee is willing or eligible to serve on the budget committee.

EBB – Integrated Pest Management

### **Summary**

House Bill 2684 (2025) added some new requirements to law for Integrated Pest Management Plan requirements. The first requires posting the Integrated Pest Management Plan and list of low-impact pesticides to the website (can be included in the Healthy and Safe Schools Plan); the second requires a review of a IPM plan every five years to identify updates, if any, and readoption.

EBBA – Student Health Services

## **Summary**

Senate Bill 2948 (2025, now in ORS 342.458) added language regarding nurse delegation. This update reflects the new language.

## GAA – Personnel Definitions - Delete

### **Summary**

GAA – Personnel Definitions \* has been reviewed recently and the recommendation is to delete this policy from the board's policy manual, if present. This policy is largely definitions already found in statute under ORS Chapter 342 and/or outlined in an agreement. A recent change to ORS 342.815 includes a modification to the definition of "contract teacher"; the change is reflected in House Bill 2900 (2025) and is effective January 1, 2026. The most noticeable change adds an additional category to the definition of "contract teacher" to include "any teacher who has been regularly employed by a fair dismissal district for two successive years, who has already satisfied the initial three-year probationary term in another Oregon school district, and who has been retained for the next succeeding school year."

## GBA – Equal Employment Opportunity

### **Summary**

Senate Bill 808 (2025) amended ORS 408.225, 408.230 and 408.235, which discusses issuing preferences to veterans and disabled veterans during a hiring or promotion process, and defined and added state servicemembers and former state servicemembers. These are servicemembers who are current servicemembers of the Oregon National Guard or former servicemembers of the Oregon National Guard, and who meet the new provisions.

As a result, board policy GBA – Equal Employment Opportunity and administrative regulation GBA-AR – Veteran and State Servicemember Preference has been updated to reflect SB 808 and to account for the four different employment preferences now allowed under Oregon law effective January 1, 2026.

## GBN/JBA – Sexual Harassment

## JBA/GBN – Sexual Harassment

### **Summary**

Multiple laws address sexual harassment in Oregon schools. Oregon laws include requirements to provide notice to individuals involved in reports of sexual harassment. This update is to clarify these notice requirements.

## GCBDA/GDBDA-AR(1) – Family and Medical Leave

## GCBDD/GDBDD – Sick Time

**Summary**

Many changes have been made to leave laws over the last few years. This update reflects those changes.

## **Executive Sessions**

The Board may meet in executive session to discuss subjects allowed by statute under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 but may not take final action in executive session except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student in accordance with ORS 332.061.

An executive session may be included as an agenda item of a meeting open to the public in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Public notice is required as outlined in Board policy BD – Board Meetings, Notices and Communications.

If an executive session is held as part of a meeting open to the public, the Board chair will announce the executive session in compliance with Board policy BD – Board Meetings, Notices and Communications and include and identify the appropriate statutory citation, appropriate subsection and the paragraph authorizing the session under ORS 192.660 or ORS 332.061 for holding such session and by noting the general subject of the executive session.

Example:

“The Board will now meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.”

Prior to or at the beginning of the executive session, the Board chair may read the following:

“Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.”

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing; may not include a discussion or negotiation of compensation (including salaries and benefits or a general evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Recordings or minutes shall be kept for all executive sessions in accordance with state law and Board policy – BDDG – Recordings and Minutes of Board Meetings.

Content discussed in executive sessions and recordings or minutes for executive sessions are confidential except as provided by law. Board members, district employees and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required or allowed by law.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)  
[ORS 192.685](#)  
[ORS 192.705](#)  
[ORS 332.045](#)  
[ORS 332.061](#)  
[OAR 199-040-0015 - 0060](#)  
[OAR 199-050-0015](#)  
[OAR 199-050-0040](#)  
[OAR 199-050-0050](#)  
[OAR 199-050-0060](#)

OR. ATTY. GEN. *Public Records and Meetings Manual*.

8/30/23 | SL

Executive Sessions – BDC  
2-3

[1] This statement should be amended if ORS 192.660 does not require that representatives of the news media be allowed to attend, ORS 332.061 allows the Board to vote in executive session, or the Board will not be returning to open session following the executive session. This statement can also be included on the agenda.

[2] This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless:

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
- d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

[3] To determine whether the individual involved is considered a public officer, consult with legal counsel.

[4] Notice must be provided to the public officer, employee, staff member or individual agent in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the governing body before which the matter will be considered (the Board);
- b. The time, date and location of the meeting;
- c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
- d. Information on how the public official may make a request for an open hearing.

[5] Consider including a reference to the law that exempts the information or records from public inspection in the notice.

[6] Legal counsel must be present in the executive session, either in-person or via electronic or telephonic communications.

[7] Notice must be provided to the chief executive officer, public officer, employee or staff member in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the governing body before which the matter will be considered (the Board);
- b. The time, date and location of the meeting;
- c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
- d. Information on how the public official may make a request for an open hearing.

### **Recordings and Minutes of Board Meetings**

The Board will ensure a video recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district's website or social media site within seven days following the meeting.

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form.

The official record must give a true reflection of the matters discussed at the meeting and the views of the participants, and must include the following information:

1. All members of the Board present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

If written minutes are created for meetings which do not take place in executive session, those minutes shall be available to the public within a reasonable time after the meeting. These minutes will be published to the district website and may be requested from the district office.

Recordings or minutes of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive session minutes of a hearing held under ORS 332.061 shall contain only material not excluded under ORS 332.061(2) and information will not be disclosed in accordance with ORS 332.061.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

**Legal Reference(s):**

[ORS 192.610 - 192.705](#)

[ORS 332.061](#)

[OAR 166-017-0005 - 0095](#)

[OAR 166-400-0010\(9\)](#)

[OAR 199-050-0060](#)

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

PROPOSED

## **Qualifications and Duties of the Superintendent**

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district;
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

### **General Functions**

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.

2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

### **Specific Functions**

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the district's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Support the Board with scheduling meeting places, providing for required notices, prepare an agenda and ensuring any required recordings or minutes for all Board meetings and for all other committee meetings authorized by the Board, as appropriate;
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Regularly review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;

19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. ~~Evaluate~~ Provide for the performance evaluations of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;

36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.075](#)  
[ORS 342.143](#)  
[ORS 342.173](#)

[ORS 342.850](#)  
[OAR 584-02.0000 - 0035](#)  
[OAR 584-04.0003 - 0024](#)

[OAR 584-08.151](#)  
[OAR 584-08.152](#)  
[OAR 584-08.161](#)

DRAFT

## Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance at least once each year. The evaluation will be based on the Superintendent's job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and his/her performance will be conducted in an executive session, unless the superintendent requests a session open to the public. Such an executive session will not include a general evaluation of any district goal, objective or operation, [or of any directive to personnel concerning district goals, objectives, operations or programs](#). Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(i\), \(8\)](#)

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 199-040-0027](#)

[OAR 199-040-0030](#)

## **Budget Committee**

### **Organization, Membership and Terms of Office**

The district budget committee will consist of the five members of the Board and five electors appointed by the Board as required by law. Terms of the appointed members will be three years each with appointments made so that, as nearly as possible, the terms of one-third of the members expire each year. [The appointive members of a budget committee in a district that prepares a biennial budget shall be appointed to four-year terms. The terms shall be staggered so that as near as practicable, one-fourth of the terms of the appointive members end each year.](#) At least one member of the budget committee must be a member of the district's educational equity advisory committee. The Board will establish appropriate timelines and procedures for appointment of budget committee members.

A majority of the constituted committee is required for passing an action item. Majority for a 10-member budget committee is 6. Therefore, if only 6 members are present, a unanimous vote is needed for passing an action item.

### **Presiding Officer and Orientation of Budget Committee**

1. Organization: The budget committee will hold its first regular organizational meeting on a day set by the Board. A presiding officer shall be elected from among its members at this meeting. Such meeting may be prior to or on the date the budget message and document are presented.
2. Background Information: Budget committee members will be provided with data for the ensuing year, such as the Board's educational plan, and other pertinent material bearing on the preparation of a school budget.

### **Meetings of the Budget Committee**

The budget committee shall hold one or more meetings to receive the budget message, the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget committee shall announce the time and place for all such meetings, as provided by law. All meetings of the budget committee are open to the public.

### **Function of the Budget Committee**

It is the function of the budget committee to approve budget estimates for an educational plan previously determined by the Board. No new program should be considered for the budget estimate that has not previously been submitted to the Board and approved as a part of the educational plan. The budget committee will determine levels of spending, but will not determine programs.

**Final Action**

The budget committee will approve an estimated budget document for submission to the Board.

END OF POLICY

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Legal Reference(s):

[ORS 174.130](#)

[ORS 192.610 - 192.695](#)

[ORS 294.305 - 294.565](#)

[ORS 328.542](#)

[ORS 329.711](#)

[ORS 433.835 - 433.875](#)

[OAR 581-022-2307](#)

House Bill 4066 (2026)

### **Minutes of Board Meetings**

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of minutes from the district office. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The district will maintain a hard copy<sup>1</sup> of the meeting minutes and make them available to staff and other interested patrons.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon’s Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student’s confidential records; the discussion; and each Board member’s vote on the issue.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

House Bill 2514 (2019)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

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<sup>1</sup> Oregon Administrative Rule 166-400-0010(9)

## Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the ~~district~~ Board shall adopt an integrated pest management plan (IPM)<sup>1</sup> which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan. [The IPM plan and list shall be available to the public through the district's website.](#)

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
  - a. Protect the health and safety of students and staff;
  - b. Protect the integrity of district buildings and grounds;
  - c. Maintain a productive learning environment; and
  - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;

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<sup>1</sup>See Model Integrated Pest Management Plan for Oregon Schools at [http://www.ipmnet.org/tim/IPM\\_in\\_Schools/Model\\_School\\_IPM\\_Plan\\_Main\\_Page.html](http://www.ipmnet.org/tim/IPM_in_Schools/Model_School_IPM_Plan_Main_Page.html)

9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

~~The district shall designate~~ The maintenance supervisor **is designated** as the Integrated Pest Management Plan Coordinator and ~~give them~~ **has** the authority for overall implementation and evaluation of the IPM plan.

### **Integrated Pest Management Plan Coordinator**

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. Ensuring identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; and
8. Keep for at least four years following the application date, records of applied pesticides that include:
  - a. A copy of the label;
  - b. A copy of the Material Data Safety Sheet;
  - c. The brand name and USEPA registration number of the product;
  - d. **The pest condition that prompted the application;**
  - e. The approximate amount and concentration of pesticide applied;
  - f. The location **and description** of the area where the pesticide was applied;
  - g. The type of application and whether the application was effective;
  - h. The name(s) of the person(s) applying the pesticide;
  - i. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
  - j. The dates and times for the placement and removal of warning signs; and
  - k. Copies of all required notices given, including the dates the IPM Coordinator gave the notices.

9. Respond to inquires about the IPM plan and refer complainants to [Board policy KL - Public Complaints](#); and ~~the superintendent~~;

10. Conduct outreach to district staff about the district's IPM plan.

At least once every five years, the Board shall review the IPM plan, make any necessary updates and readopt the IPM plan. The final IPM plan shall include the day, month and year the Board adopted or readopted the plan.

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END OF POLICY

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Legal Reference(s):

[ORS 634.116](#)  
[ORS 634.700 - 634.750](#)

DRAFT

## Student Health Services

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;
2. Refer to available communicable disease prevention and management plan that includes school-level protocols;
3. Outline a district-to-school communication plan;
4. Provide information about health screenings, including immunizations and TB certificate requirements;
5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed;
6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;
7. Describe how hearing, vision and dental screenings are managed and/or verified for required students;
8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more

new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school;

9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities; and
12. Instructional Assistants and Coaches shall be required to obtain and maintain a first-aid/CPR/AED card in accordance with OAR 581-022-2220(3).

Any nurse(s) employed by the district and providing services to students on behalf of the district shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

A nurse employed by the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of a student prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.

An administrator or other staff who is not a nurse may supervise, evaluate or direct a school nurse or registered nurse for purposes related to the nurse's role as a school employee, including but not limited to assigning the nurse's work hours, locations and workload and other matters addressed through a collective bargaining agreement. An administrator may not direct the school nurse or registered nurse in the practice of nursing.

A nurse employed by the district will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

The district provides a menstrual product dispenser with a variety of products in every student bathroom which meets the requirements of law.

END OF POLICY

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**Legal Reference(s):**

[ORS 329.025](#)  
[ORS 332.107](#)  
[ORS 336.201](#)  
[ORS 336.204](#)

[ORS 336.211 – 336.214](#)  
[OAR 581-021-0017](#)  
[OAR 581-021-0031](#)  
[OAR 581-021-0587](#)

[OAR 581-021-0590](#)  
[OAR 581-022-2050](#)  
[OAR 581-022-2220](#)  
[OAR 581-022-2515](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

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<sup>6</sup> For definitions for this policy see ORS 336.201.

<sup>7</sup> OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

<sup>8</sup> Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

<sup>9</sup> For guideline requirements see OAR 581-022-2220(1)(k).

PROPOSED

## **Equal Employment Opportunity**

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, religion, sex, sexual orientation, national origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008 (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments of 1972. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be ~~provided to all students and employees~~; communicated to all students, parents of students and employees through handbooks and will be published on the district website.

The superintendent will develop other specific recruitment, interviewing and evaluation procedures as are necessary to implement this policy. These procedures will seek to provide an equal employment opportunity and eliminate the effects of past and present discrimination[, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status or physical or mental disabilities.

END OF POLICY

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### **Legal Reference(s):**

<a href="#">ORS 174.100</a>	<a href="#">ORS 659A.029</a>	<a href="#">OAR 581-022-2405</a>
<a href="#">ORS 326.051</a>	<a href="#">ORS 659A.030</a>	<a href="#">OAR 839-003-0000</a>
<a href="#">ORS 332.505</a>	<a href="#">ORS 659A.040</a>	<a href="#">OAR 839-006-0435</a>
<a href="#">ORS 342.934</a>	<a href="#">ORS 659A.082</a>	<a href="#">OAR 839-006-0440</a>
<a href="#">ORS 408.225</a>	<a href="#">ORS 659A.109</a>	<a href="#">OAR 839-006-0450</a>
<a href="#">ORS 408.230</a>	<a href="#">ORS 659A.112</a>	<a href="#">OAR 839-006-0455</a>
<a href="#">ORS 408.235</a>	<a href="#">ORS 659A.233</a>	<a href="#">OAR 839-006-0460</a>
<a href="#">ORS 652.210 - 652.220</a>	<a href="#">ORS 659A.236</a>	<a href="#">OAR 839-006-0465</a>
<a href="#">ORS 659.850</a>	<a href="#">ORS 659A.309</a>	
<a href="#">ORS 659.870</a>	<a href="#">ORS 659A.321</a>	House Bill 2341 (2019)
<a href="#">ORS 659A.003</a>	<a href="#">ORS 659A.409</a>	Senate Bill 479 (2019)
<a href="#">ORS 659A.006</a>	<a href="#">ORS 659A.820</a>	
<a href="#">ORS 659A.009</a>	<a href="#">OAR 581-021-0045</a>	

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (20182024).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (20182024).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (20182024); 29 C.F.R Part 1626 (20192025).  
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (20182024).  
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (20182024).  
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (20182024); 34 C.F.R. Part 104 (20192025).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (20182024);  
Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).  
Americans with Disabilities Act of 1990/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (20182-2024); 29 C.F.R. Part 1630 (20192025); 28 C.F.R. Part 35 (20192025).  
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).  
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (20182024).  
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (20182024).  
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).  
Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).  
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303, 4311 (20182024).

PROPOSED

**Family and Medical Leave \***

**Employee Eligibility**

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days<sup>1</sup> immediately prior to the first day of the start of the requested leave. [In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.](#)

[In determining average workweek, under FMLA and OFLA, the employer must count the actual hours worked using the Fair Labor Standards Act \(FLSA\) guidelines.](#) An employee is eligible to take leave for any purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

[An employee of the district who has separated and is reemployed within 180 days, or experiences a temporary cessation of schedule hours may be eligible for OFLA in accordance with ORS 659A.156.](#)

An employee of the district is eligible to take leave for purposes of OFLA if the employee:

1. Separates from employment with the district, irrespective of any reason:
  - a. Is eligible to take OFLA leave at the time the employee separates; and
  - b. Is reemployed by the district within 180 days of separation from employment; or
2. Is eligible to take OFLA leave:
  - a. At the beginning of a temporary cessation of scheduled hours of 180 days or less; and
  - b. Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

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<sup>1</sup> Thirty days during a declared public health emergency.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

When an employee requests OFLA leave, or when the district acquires knowledge that an employee's leave may be for a purpose that constitutes OFLA leave, the district will notify the employee of the employee's eligibility to take OFLA leave within five business days, absent extenuating circumstances. Whether an employee is an "eligible employee" as defined in OAR 839-009-0210 is determined, a notice must be provided, at the commencement of the first instance of each purpose for leave listed in OAR 839-009-0240 during the OFLA leave year. If an employee is an "eligible employee" as defined in OAR 839-009-0210 for the purpose listed in OAR 839-009-0240, the employee's eligibility for that purpose does not change during the applicable 12-month period. In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA leave within the same leave year;
2. An employee who has taken 2 weeks of OFLA child placement leave need not requalify for up to an additional 12 weeks of leave within the same leave year when used for the purposes of OFLA sick child leave;
3. An employee unable to work because of a disabling compensable injury<sup>2</sup> need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.

Leave under the Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining average workweek, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

### **Qualifying Reason**

Eligible employees may access FMLA leave entitlements for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care[1] or continuing treatment by a health care provider[2].

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<sup>2</sup> As defined in ORS 656.005.

2. Parental leave<sup>[3]</sup> (separate from eligible leave as a result of a child's serious health condition):
  - a. Bonding with and caring for the employee's newborn child (within 12 months following birth);
  - b. Bonding with and caring for a newly adopted child or newly placed child in foster care<sup>{[4]}</sup> under the age of 18 (within 12 months of placement);
  - c. Caring for a newly adopted child or newly placed child in foster care 18 years of age or older who is incapable of self-care because of a mental or physical disability (within 12 months of placement);
  - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military caregiver leave: leave for the care for a covered servicemember if the eligible employee is the spouse, child or next-of-kin who is a covered of the servicemember with a serious injury or illness;
4. Qualifying exigency leave: leave arising out of deployment to a foreign country of the employee's spouse, child or parent who is a military member on active duty or call to covered active duty status.

Eligible employees may access OFLA leave entitlements for the following reasons:

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.
  2. Sick child leave: leave taken to care for an employee's child who is suffering from an illness, injury, or condition that requires home care. Under OFLA, sick child leave includes; or leave taken to care for an employee's child whose school or child care provider has been closed<sup>[5]</sup> in conjunction with a statewide public health emergency declared by a public health official.<sup>[6]</sup>
  3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member. When such leave is used for a family member who is related by affinity, the district requires an attestation form signed and submitted by the employee.
1. Child placement leave: leave taken under OFLA before January 1, 2025, to effectuate the legal process required for placement of a foster child or the adoption of a child.
1. Leave previously protected by OFLA: 1) leave to which an eligible employee was entitled under ORS 659A.150 - ORS 659A.186 on June 30, 2024; and 2) leave to which an eligible employee would not be entitled under ORS 659A.150 - ORS 659A.186 on July 1, 2024 and may now be entitled leave under Paid Family Medical Leave (ORS 657B).

Eligible employees may also access OMFLA under OFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

## Definitions

1. Family member:
  - a. For the purposes of FMLA, “family member” means:
    - (1) Spouse;
    - (2) Parent; or
    - (3) Child; or
    - ~~(4) Persons who are “in loco parentis.”~~
  - b. For the purposes of OFLA, “family member” means an eligible employee’s:
    - (1) Spouse or domestic partner;
    - (2) Child or the child’s spouse or domestic partner;
    - (3) Parent or the parent’s spouse or domestic partner;
    - (4) Sibling or stepsibling, or the sibling’s or stepsibling’s spouse or domestic partner;
    - (5) Grandparent or the grandparent’s spouse or domestic partner;
    - (6) Grandchild or the grandchild’s spouse or domestic partner; or
    - (7) Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.
2. Child:
  - a. For the purposes of FMLA, “child” means the eligible employee’s biological or adopted child, a child the employee is fostering, a stepchild, a legal ward or a child of a person standing “in loco parentis”, who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
  - b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, “child” means the employee’s child on covered active duty regardless of that child’s age.
  - c. For the purposes of OFLA, “child” means the eligible employee’s biological or adopted child, a child the employee is fostering, a stepchild, the child of the employee’s spouse or domestic partner, or a child with whom the employee is or was in a relationship of “in loco parentis.”
  - d. For the purposes of child placement leave and sick child leave only under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment [as described in ORS 659A.104](#).
3. In loco parentis:
  - a. For the purposes of FMLA, “in loco parentis” means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
  - b. For the purposes of OFLA, “in loco parentis” means person in the place of the parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.
4. Next of kin:

For the purposes of FMLA , “next of kin” means the nearest blood relative other than the covered servicemember’s spouse, parent or child in the following order of priority (unless otherwise designated in writing by the servicemember):

- a. Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions;
- b. Siblings;
- c. Grandparents;
- d. Siblings of parents and their spouses; and
- e. First cousins.

5. Covered servicemembers:

For the purposes of FMLA, “covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

For the purposes of FMLA, “covered servicemember” means:

- a. A current member of the Armed Forces, including a member of the National Guard or Reserves, who:
  - (1) Is undergoing medical treatment, recuperation or therapy;
  - (2) Is otherwise in outpatient status; or
  - (3) Is otherwise on the temporary disability retired list for a serious injury or illness;or
- b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

For the purposes of FMLA, “covered veteran” means an individual who was:

- a. A member of the Armed Forces (including a member of the National Guard or Reserves);
- b. Discharged or released under conditions other than dishonorable; and
- c. Discharged within the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

7. Public health emergency:

For OFLA a “public health emergency” means;

- a. A public health emergency declared under ORS 433.441.
- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

## **Leave Period**

For the purposes of calculating an employee's leave period for FMLA, the district will use the 12-month period measured forward from the date the employee's leave begins.

For the purposes of calculating an employee's leave period for OFLA, the district will use a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

The methods for calculating the leave period for FMLA or OFLA leave entitlement shall be used for all employees.

The leave period for the purposes of Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district's designated leave period described above.

## **Leave Duration**

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period (12-month period). Spouses who work for the district and are eligible for FMLA leave may be limited to a combined total of 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for:

1. Birth of a child or to care for a child after birth;
2. Placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement; or
3. Care of the employee's parent with a serious medical condition.

Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of up to 12 weeks of OFLA leave, for sick child leave and bereavement leave, during the designated leave period. An eligible employee is entitled to a total of two weeks of bereavement leave upon the death of each family member of the employee within a leave year, except that the eligible employee may not take more than four weeks of bereavement leave within a leave year.

An employee may also be entitled to take a total of 12 weeks of OFLA pregnancy disability leave within the same leave year.

## **Qualifying Reason**

Eligible employees may access OFLA leave entitlements for the following reasons:

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.
2. Sick child leave: leave taken to care for an employee's child suffering from an illness, injury, or condition that requires home care. Under OFLA, sick child leave includes leave to care for an employee's child whose school or child care provider has been closed in conjunction with a statewide public health emergency declared by a public health official.
3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member. When such leave is used for a family member who is related by affinity, the district requires an attestation form signed and submitted by the employee.
4. Child placement leave: leave taken under OFLA before January 1, 2025, to effectuate the legal process required for placement of a foster child or the adoption of a child.
5. Leave previously protected by OFLA: 1) leave to which an eligible employee was entitled under ORS 659A.150 - ORS 659A.186 on June 30, 2024; and 2) leave to which an eligible employee would not be entitled under ORS 659A.150 - ORS 659A.186 on July 1, 2024 and may now be entitled leave under Paid Family Medical Leave (ORS 657B).

Eligible employees may access OMFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

### **Definitions**

1. Family member:

For the purposes of OFLA, "family member" means an eligible employee's:

- a. Spouse or domestic partner;
  - b. Child or the child's spouse or domestic partner;
  - c. Parent or the parent's spouse or domestic partner;
  - d. Sibling or stepsibling, or the sibling's or stepsibling's spouse or domestic partner;
  - e. Grandparent or the grandparent's spouse or domestic partner;
  - f. Grandchild or the grandchild's spouse or domestic partner; or
  - g. Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.
2. Child:
    - a. For the purposes of OFLA, "child" means the eligible employee's biological or adopted child, a child the employee is fostering, a stepchild, the child of the employee's spouse or domestic partner, or a child with whom the employee is or was in a relationship of "in loco parentis."

- b. For the purposes of child placement leave and sick child leave only under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

3. In loco parentis:

For the purposes of OFLA, “in loco parentis” means a person in the place of the parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Public health emergency:

For OFLA a public health emergency means:

- a. A public health emergency declared under ORS 433.441.
- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

**Leave Period**

For the purposes of calculating an employee’s leave period, the district uses a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences. The same method for calculating the leave period for OFLA leave entitlement shall be used for all employees.

**Leave Duration**

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of OFLA leave, for sick child leave and bereavement leave, during the designated leave period. An eligible employee is entitled to a total of two weeks of bereavement leave upon the death of each family member of the employee within a leave year, except that the eligible employee may not take more than four weeks of bereavement leave within a leave year.

An employee may also be entitled to take a total of 12 weeks of OFLA pregnancy disability leave within the same leave year.

The employee may use all or part of the 12 weeks of family leave and all or part of the 12 weeks of pregnancy disability leave in any order.

In addition to the 24 weeks of possible OFLA leave identified above, an eligible employee is entitled to a total of two weeks of child placement leave within an OFLA leave year until January 1, 2025. The adoption or foster placement of multiple children at one time entitles the employee to take only one two-week period of child placement leave.

OFLA does not combine the leave entitlement when two or more family members work for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements

of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the designated leave period.

Qualified leave under OFLA may run concurrently with available leave taken under ORS 653.601 - 653.661, but does not run concurrent with leave taken under Paid Family and Medical Leave Insurance (PFMLI).

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward OFLA leave to which the employee is entitled.

Under OFLA, days in which the district is not in operation, are not counted toward intermittent or reduced work schedule OFLA leave.

### **Intermittent Leave**

An eligible employee is permitted under OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (i.e., hours, days, weeks, etc.), rather than in one continuous block of time, and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for OFLA but not FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the part-day absence.

An employee's intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

### **Alternate Work Assignment**

Under FMLA, the district may transfer an employee taking intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment to an alternate position for which the employee is qualified and which better accommodates an employee's recovery from a serious health condition, a serious health condition of a spouse, parent, son, or daughter or child, or a serious injury of illness of a covered servicemember. However, the district may not transfer the employee to an alternative position in order to discourage the employee from taking leave or otherwise work a hardship on the employee.

Under FMLA, when an employee who is taking leave intermittently or on a reduced leave schedule and has been transferred to an alternative position no longer needs to continue on leave and is able to return to

full-time work, the employee will be placed in the same or equivalent job as the job they left when the leave commenced. An employee may not be required to take more leave than necessary to address the circumstance that precipitated the need for leave.

Under OFLA, the district may transfer an employee on intermittent OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate leave, provided:

The district may transfer an employee on intermittent OFLA leave or a reduced work schedule into an alternate position with the same or different duties to accommodate leave, provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement, as well as with state and federal law;
4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

An employee transferred to an alternate position for the purpose of a reduced work schedule must be returned to the employee's former position when the employee notifies the employer that the employee is ready to return to the former position at the end of the alternate duty leave.

The district may transfer an eligible employee to an alternate position that accommodates OFLA pregnancy disability leave provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;
4. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position and as a result the employee works fewer hours than the employee worked in the original position, the employee's OFLA leave time is determined by calculating the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternate position.

An employee is not on OFLA leave if the employee has been transferred – as provided for in OAR 839-009-0245 (5) – to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's pregnancy disability, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's

original position at any time during the employee's OFLA leave. This does not impair the right of an employee to a reasonable accommodation or the application of any other state or federal law.

### **Special Rules for School Employees**

For the purposes of OFLA leave, if an employee begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

### **Paid/Unpaid Leave**

OFLA does not require the district to pay an eligible employee who is on a qualified leave. Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will not run concurrently with OFLA but may run concurrently with leave available under ORS 653.601 - 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period, to the extent that the total combined amount of accrued paid leave and benefits received from PFMLI does not exceed an amount equal to the employee's full wage replacement during the period of leave. The total combined amount received by using accrued leave and PFMLI may exceed the employee's full wage replacement during the period of leave. The district will notify the eligible employee when the requested leave has been designated as OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees who request OMFLA leave are entitled to use available accrued paid time off during the OMFLA leave period.

### **Benefits and Insurance**

When an eligible employee returns to work following FMLA, OFLA or OMFLA qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise. The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

### **Application**

An eligible employee shall provide at least 30 days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; the closure of the school or child care provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

The district may request additional information to determine that the requested leave qualifies as FMLA or OFLA leave as provided by law. The district may designate the employee as provisionally on OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take such leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

If an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice within 24 hours before or after commencement of the leave. In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

For purposes of OMFLA, an employee must provide the district with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

### **Verification**

Under FMLA, the district may require an eligible employee to provide medical certification, when appropriate[1], to support the stated reason for such leave. In most cases, the district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Under OFLA, the district may require an eligible employee to provide medical verification, when appropriate[2], to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

For the purposes of OFLA qualified leave, costs associated with obtaining the medical verification shall be borne by the district, or be paid as otherwise allowed by law. The district will not delay the use of

qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The district may not require an employee to obtain a second opinion,

~~The district may require an eligible employee to provide medical verification, when appropriate, to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.~~

~~For the purposes of OFLA qualified leave, any costs associated with obtaining the medical verification shall be borne by the district, or be paid as otherwise allowed by law. The district will not delay the use of qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The district may not require an employee to obtain a second opinion.~~

Under OFLA, the district may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. A request for verification may include a request for:

1. The name of the child requiring home care;
2. The name of the school or child care provider that is subject to the closure;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

### **Posted Notice**

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees.<sup>3</sup> The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.<sup>4</sup>

### **Record Keeping**

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific

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<sup>3</sup> [https://www.oregon.gov/boli/employers/Documents/BOLI\\_Printable\\_FamilyMedLv.pdf](https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf); electronic posting is not sufficient to satisfy this requirement, but may be used to supplement the physical posting.

<sup>4</sup> <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>; electronic posting is sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.

notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

### **Federal vs. State Law**

Both federal and state law contain provisions for family and medical leave. Federal regulations state an employer must comply with all leave laws; that the federal law does not supersede any provision of state law that provides greater family or medical leave rights than those established pursuant to federal law; and if leave qualifies for FMLA and OFLA leave, the leave used counts against the employee's entitlement under both laws. State law requires that FMLA and OFLA or other state leave entitlements run concurrently when for the same purpose.

PROPOSED

## **Sick Time**

“Employee” means an individual renders personal services at a fixed rate to the district if the district either pays or agrees to pay for personal services or permits the individual to perform personal services. The definition does not include volunteers or independent contractors, [or others excluded by law](#).

Employees qualify to begin earning and accruing sick time on the first day of employment with the district.

A district employing 10 or more employees shall allow an eligible employee to access up to 40 hours of paid sick time per year. Any unused sick time left over at the last day of the expiring year goes away, and paid sick time of 40 hours shall be front-loaded to an employee at the beginning of each year.

[Sick time earned by an employee may also be used for the following reasons:](#)

1. [In the event of a public health emergency or compliant with Oregon Revised Statute \(ORS\) 653.616;](#)
2. [To donate accrued sick time to another employee if the other employee uses the donated sick time for a purpose consistent with OR](#)
3. [To donate blood in connection with a voluntary program for the donation of blood that is approved or accredited by the American Association of Blood Banks or the American Red Cross; or](#)
4. [for For leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A.272 \(safe leave\).](#)

Sick time shall be taken in hourly increments and may be used for the employee’s or a family member’s mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with qualifying Family Medical Leave (FMLA) , Paid Family and Medical Leave Insurance (PFMLI) or Oregon Family Leave (OFLA). Sick time may also be used in the event of a public health emergency.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right after an employee uses sick time for more than five consecutive days of, to require proof of personal illness or injury from an employee, including a medical verification or certification and paid for by the district. If an employee fails to provide verification or certification or fails to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district may require the employee to provide advance notice of the intention to use sick time within 10 days prior to when of the requested sick time is to begin, or as soon as otherwise practicable. When an employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district at least 24 hours in advance, before the start of the employee's shift, or when circumstances prevent the employee from providing notice as required, or as soon as practicable.

The district may discipline an employee for violating workplace policies and procedures if the employee fails to provide notice as required.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.507](#)  
[ORS 342.545](#)

[ORS 342.610](#)  
[ORS 653.601 to -653.661](#)

[ORS 659A.150 to -659A.186](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).  
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2012); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2016).  
Americans with Disabilities Act Amendments Act of 2008.

## **Board Meetings, Notices and Communications**

### **Definitions**

“Communication” means the expression or transmission of information from one person to another through verbal, non-verbal, written, or electronic means. Non-verbal means include gestures, such as thumbs-up and thumbs-down, as well as sign language.

“Convening” means gathering in a physical location, using electronic, video or telephonic technology to be able to communicate contemporaneously among participants, using serial electronic written communication among participants, or using an intermediary to communicate among participants.

“Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of the Board is required, at any meeting at which a quorum is present.

“Decision-making process” means the process the Board engages in to make a decision, such as: (a) identifying or selecting the nature of the decision to be made; (b) gathering information related to the decision to be made; (c) identifying and assessing alternatives; (d) weighing information; and (e) making a decision.

“Deliberation” means discussion or communication that is part of a decision-making process.

“Executive session” means any meeting or part of a meeting of the Board that is closed to certain persons for deliberation on certain matters.

“Intermediary” means a person who is used to facilitate communications among members of the Board about a matter subject to deliberation or decision by the Board, by sharing information received from a member of the Board with other members of the Board. The term “intermediary” can include a member of the Board.

“Meeting” means the convening of the Board for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or the members belong.

“Public Meetings Law” means Oregon Revised Statutes (ORS) 192.610 – 192.705 and Oregon Administrative Rules (OAR) 199-040 and 199-050.

“Quorum” means the minimum number of members of the Board required to legally transact business. For the Board, a quorum is three Board members.

“Work session” or “workshop” means meetings held for the purpose of either presenting information to the Board to prepare for a regular or special meeting, or to allow the Board to engage in preliminary discussions or deliberations.

## **Board Authority at Meetings**

The Board has the authority to act only when a quorum is present at a properly noticed regular, special or emergency meeting. The affirmative vote of three members of the Board is required to transact any business.

## **Types of Meetings**

The Public Meetings Law applies to all regular, special, emergency, executive session and work session meetings of the Board.

### **1. Regular Meetings**

The regular meeting schedule will be established at the annual organizational meeting each year and may be changed by the Board with public notice. The purpose of each regular meeting will be to conduct the regular Board business.

### **2. Special Meetings**

A special meeting may be scheduled when less than a quorum is present at a regular meeting and therefore no business may be conducted, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district, or other reasons. Special meetings may be convened by the Board chair, upon request of three Board members, or by common consent of the Board.

### **3. Emergency Meetings**

Emergency meetings may be called in the case of an actual emergency upon appropriate notice under the circumstances. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

### **4. Work Sessions**

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with Public Meetings Law. The Board may make official decisions during a work session.

### **5. Executive Sessions**

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC – Executive Sessions).

## **Communications Outside of a Board Meeting (Serial Meetings Prohibited)**

Private meetings where a quorum of the Board engages in discussions or communications that are part of the Board's decision-making process on matters within the authority of the Board violate Public Meetings Law, except as part of an executive session.

A quorum of Board members shall not, outside of a meeting conducted in compliance with Public Meetings Laws, use a series of communications of any kind, directly or through intermediates, for the

purpose of deliberating or deciding on any matter that is within the jurisdiction of the Board. This prohibition applies to using any one or a combination of the following methods of communication:

1. In-person;
2. Telephone calls;
3. Videos, videoconferencing, or electronic video applications;
4. Written communication, including electronic written communications, such as email, texts, and other electronic applications;
5. Use of one or more intermediaries to convey information among members; and
6. Any other means of conveying information.

Communications outside of a Board meeting may contain communications between or among members of the Board, including a quorum, that are:

1. Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board;
2. Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
3. Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.

E-mails sent to other Board members are encouraged to have the following notice:

*Important: Please do not reply or forward this communication if this communication could constitute a decision or deliberation toward a decision between and among members of the district board. Board member electronic communications on district business are subject to Public Meetings and Public Records Law.*

A quorum of Board members may attend social meetings or gatherings so long as no discussions or deliberations are had.

### **Meeting Location, Public Accommodations and Logistical Requirements**

All meetings will be open to the public except as provided by law.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law<sup>1</sup>. The Board may attend training sessions outside the district boundaries but may not deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced. Meeting locations shall be accessible to persons with disabilities.

<sup>1</sup> ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

Any Board meeting may be held in person, through the use of electronic or telephonic means, or in some combination of in-person, electronic or telephonic means.

Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. For Board meetings (excluding executive session) held by telephone or other electronic means of communication, the district shall make available a place or an electronic means by which the public can listen to or view the meetings in real time. The place provided may be a place where no Board member is present.

For executive sessions where the media are statutorily authorized to be present, if any person, including any Board member, is attending the executive session by telephone, video, or other electronic means, the district shall provide members of the media the same attendance option. The district may establish reasonable security measures to ensure the media's attendance by telephone, video, or other electronic means is conducted through a secure connection or method.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for persons who are deaf or hard of hearing. The request should include the name of the requester, sign language preference and any other relevant information requested. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate aids and services may be provided upon request and appropriate advance notice.

If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.

Recordings or minutes will be kept for all meetings in accordance with state law and Board policy BDDG – Recordings or Minutes of Board Meetings.

All meetings shall comply with applicable provisions of the Oregon Indoor Clean Air Act.

The possession of a firearm, deadly weapon or any other instrument used as a dangerous weapon is prohibited at Board meetings, except as authorized by law.

### **Public Notice Requirements**

The district posts public notice of its meetings on the district's website or on a publicly accessible website hosted by a third-party that is linked to the district's website.

The public notice shall identify the following:

1. The time, date, location of the meeting, and, to the extent reasonably possible, will include the electronic link or telephone access information to allow members of the public to attend the meeting by telephone or electronic means;
2. The agenda or list of the principal subjects anticipated to be considered at the meeting and will be specific enough to permit the public to recognize matters in which they are interested. The Board may amend the agenda or may add or remove items from the list of principal subjects prior to or during a meeting. See Board policy BDDC – Board Meeting Agenda for additional meeting agenda information; and

3. The name, telephone number, and email address of a person at the district office to contact to request an interpreter or other communication aids or a statement that the district will provide a sign language interpreter or other communication aids at the meeting.

The district will provide notice to interested persons and news representatives who have requested notice through means reasonably calculated to provide actual notice to interested persons known to the Board.

For all regular meetings, the meeting notice shall be provided with as much advance notice as reasonably possible, but no less than 48 hours' advance notice.

For all special meetings, the meeting notice shall be provided with no less than 24 hours' advance notice.

For an emergency meeting, public notice shall be provided with as much advance notice as reasonably possible given the emergency circumstances. The district shall attempt to contact the media and other interested persons to inform them of the emergency meeting by telephone, email, social media, or other method reasonably calculated to provide actual notice. If reasonably possible under the emergency circumstances, the emergency meeting notice shall be conspicuously displayed on the district's website or on a publicly accessible website hosted by a third-party hosted and linked to the district's website.

If a meeting will include an executive session, the notice shall comply with the above notice requirements and the notice shall also identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. Example:

“The Board will meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.”

If an executive session is to be part of an open regular, special, or emergency meeting, the notice shall comply with the above notice requirements and prior to entering the executive session, the Board chair shall make a public announcement and identify in open session the specific statutory provision and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization (See Board policy BDC – Executive Sessions for additional information on executive sessions.)

## **Complaints**

Complaints regarding Public Meetings Laws can be filed in accordance with Public Meetings Law complaint procedures outlined in Board policy KL – Public Complaints. Complaints must be filed within 30 days of the alleged violation.

## **Mandatory Training**

Every member of the Board shall attend or view a training on Public Meetings Law as required by ORS 192.700 and Board policy BBAA – Board Member's Authority and Responsibilities.]

END OF POLICY

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### **Legal Reference(s):**

[ORS Chapter 192](#)

[ORS 332.040 - 332.061](#)

[ORS 332.107](#)

PROPOSED

## **Board Member’s Authority and Responsibilities**

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon’s Public Meetings Law. A Board member has the authority to act in the name of the Board only when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business.

When authorized to act as the district’s designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

Board members may speak on behalf of the Board or district only when specifically authorized to do so. Any other statements do not represent the position of the Board or district. When expressing personal opinions in public, Board members are encouraged to clearly identify the opinions as their own.

All Board members shall maintain awareness of relevant district information and participate in Board functions and professional Board development activities.

All members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Records

Any individual Board member who desires a copy of an existing record may make such a request to the superintendent. Requests involving confidential records or significant staff time will be referred to the Board for approval.

2. Requests for Legal Opinions {1}

Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to a Board Member

When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member’s Communication with Administration

No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board member will intervene in the administration of the district or its schools.

5. Contracts or Agreements

All district contracts must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

6. Visits to Schools

A Board members may visit schools in accordance with Board policy BG – Board–Staff Communications.

7. Public Meetings Law

All Board members will comply with Public Meetings Law[, including participating in an approved[2] training at least once during each term of office{[3]}].

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services[4] or local law enforcement.

9. Oregon Ethics Laws

All Board members will adhere to Oregon Government Ethics laws, including filing the statement of economic interest as required by Oregon Revised Statute (ORS) 244.

10. Confidential Information

All Board members will not disclose confidential information received as part of Board service.

11. Other Laws, Policies, Agreements and Procedures

All Board members will follow all laws, Board policies, working agreements, and any other procedures established by the district.

END OF POLICY

Legal Reference(s):

[ORS 192.311 – 192.478](#)  
[ORS 192.610 – 192.705](#)  
[ORS Chapter 244](#)  
[ORS 332.045](#)  
[ORS 332.055](#)  
[ORS 332.057](#)  
[ORS 332.075](#)  
[ORS 332.107](#)  
[ORS 419B.010](#)

38 OR. ATTY. GEN. OP. 1995 (1978)  
S. Benton Educ. Ass’n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

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[1] {Consider how board members obtain legal advice and whether a cost is associated with that. Does the Board want individual board members to be able to contact attorneys at PACE or OSBA (no bill accrued) on their own, or does the Board want them to get Board approval first? Do you want individual Board members to be able to contact attorneys that will bill the district on their own, or do you want them to get board approval first?}

[2] Approved by the Oregon Government Ethics Commission.

[3] {Training is only required for districts with annual fiscal expenditures of \$1M or more. See ORS 192.700.}

DRAFT

## **Board Meetings**

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening of a quorum of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board, i.e. a work session. The affirmative vote of the majority of members of the Board is required to transact any business. “Meeting” does not include any on-site inspection of any project or program the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law<sup>1</sup>. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they are not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours’ notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

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<sup>1</sup>

“Convening” means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

“Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

“Deliberation” means discussion or communication that is part of a decision-making process.

ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

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## 1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual organizational meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year’s schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may be scheduled if less than a quorum is present at a meeting, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district or other reasons. At least 24 hours’ notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

## 2. Communications Outside of Board Meetings Communications outside of a Board meeting may contain:

- a. Communications to, between or among members of a governing body that are:
  - (1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
  - (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
  - (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

a. Individual responses to questions posed by community members, subject to other limitations in Board policy.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by public meetings law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. The Board is discouraged from making official decisions during a work session/ executive session.

5. Executive Sessions

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law.

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.<sup>2</sup>

**{3}[Mandatory Training**

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member’s term of office and shall verify attendance in accordance with OGEC procedures.

END OF POLICY

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**Legal Reference(s)**

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<sup>2</sup> See House Bill 2805 (2023) Section 5(2) for requirements of the response.

<sup>3</sup> This is required for Board members in districts with total expenditures for a fiscal year of \$1 million or more. This number will be reviewed by OGEC at least once every five years. If the district has total expenditures of less than \$1 million, this language can be kept, but “shall” should be replaced with “is encouraged to.”

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual.

House Bill 2805 (2023)

DELETED

## **Individual Board Member's Authority and Responsibilities**

An individual Board member exercises the authority and responsibility of their position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

When expressing personal opinions in public, the Board member should clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

2. Requests for Legal Opinions

Requests for legal opinions by a Board member must be approved by a majority vote of the Board before the request is made to legal counsel. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent.

4. Board Member’s Relationship to Administration

Individual Board members will be informed about the district’s educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.045](#)  
[ORS 332.055](#)

[ORS 332.057](#)  
[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass’n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

DELETED

## **Executive Sessions**

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student.

An executive session may be included as an agenda item of an existing meeting in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Proper notice is required.

If open session is held prior to the executive session the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))

10. To consider matters relating to cyber security infrastructure and responses to cyber security threats.  
(ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school.  
(ORS 332.061(1)(a))
12. To review matters pertaining to or examination of the confidential records of a student(ORS  
332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student;  
and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the  
litigation or is an employee, agent or contractor of a news media organization that is a party to the  
litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name  
of the minor student; the issue, including the student's confidential records; the discussion; and each Board  
member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential except as provided by law. Board members and the  
media are instructed not to disclose information obtained in executive session except when specifically  
authorized to do so or as required by law.

END OF POLICY

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**Legal Reference(s):**

ORS 192.660

ORS 332.061

House Bill 2514 (2019)

ORS 332.045

OR. ATTY. GEN. Public Records and Meetings Manual.

Oregon Government Ethics Commission, Staff Advisory Opinion No. 22-106S

House Bill 2806 (2023)



# Science Adoption Board Report

Banks School District 13, May 11, 2026



<b>District Team Members</b>	BES: Becky Wallace, Leslie Curran, Jonathan Pearson, Tasha Blatner, Marjorie Salter BMS: Marlee Zakrevsky, Glenn Smith, Caitlin Everett BHS: Tony Richeson, Carol Pallett, Jacob Pence District Level: Caitlin Everett and Darla Waite-Larkin	
<b>CCAC Members</b>	Sarah Trussell, Jodi Hailey, Mike Blok, Rhonda King, Vanessa Hancock, Curtis Updike	
<b>School</b>	<b>School Specific Priorities and Feedback</b>	<b>Curriculum Adoption Proposal</b>
<b>BES</b>	<p>Our selection of materials for this curriculum adoption is guided by the elementary school’s vision for student learning:  <i>Banks Elementary School students are actively engaged in a safe, structured, inclusive learning environment where they make connections to build their academic and socio-emotional skills. By taking ownership of their learning, students will feel empowered to take academic risks and persevere through challenges during their time at BES and beyond.</i></p> <p>Feedback from Twig review and classroom pilots:</p> <ul style="list-style-type: none"> <li>○ Aligned with BES vision for student learning, highly engaging, student centered, and promotes ownership of learning through active engagement in the science and engineering practices.</li> <li>○ Teachers found it easy to follow with clear and well supported lesson plans</li> <li>○ Strong literacy and math integration</li> <li>○ Has a “fast track” option that still meets standards to support teacher flexibility with instructional time</li> <li>○ Lots of hands on investigations with high interest phenomena</li> <li>○ Engaging and scaffolded student-facing materials</li> <li>○ Many opportunities to learn and practice vocabulary.</li> <li>○ On ODE approved science adoption list</li> </ul>	<p>Curriculum: <b>Twig Science K-5</b>          Publisher: Imagine Learning          Includes:</p> <ul style="list-style-type: none"> <li>● 3-hour professional development during inservice + option for PLC time PD</li> <li>● 7 years student digital licenses</li> <li>● 7 years teacher digital licenses</li> <li>● Non-consumable lab kits</li> <li>● Consumable refill kits</li> <li>● Trade books connected to the curriculum (literacy connection)</li> <li>● Printable workbook files for paper/pencil student work</li> <li>● Teacher guides</li> </ul>



# Science Adoption Board Report



Banks School District 13, May 11, 2026

School	School Specific Priorities and Feedback	Curriculum Adoption Proposal
<b>BMS</b>	<p>Our selection of materials for this curriculum adoption is guided by the middle school’s vision for student learning:  <i>BMS Students are independent thinkers and problem solvers who engage with and take ownership of their learning.</i></p> <p>Feedback from OpenSciEd review and classroom pilots:</p> <ul style="list-style-type: none"> <li>● Aligned with BMS vision for student learning, with many student talk opportunities, engaging hands-on investigations, and high quality assessments that promote ownership of learning.</li> <li>● Has a high level of rigor paired with differentiated supports and scaffolds for support.</li> <li>● Teachers had positive feedback on usability and customizability.</li> <li>● Lab supply kits available for purchase that are aligned to the curriculum</li> <li>● Curriculum is open-source, with no cost to the district, and is licensed under a <a href="#">Creative Commons Attribution 4.0 International License</a></li> <li>● Topics/phenomena used in the curriculum were engaging for our students, students provided feedback that they found the lessons relevant and interesting.</li> <li>● Rated as meeting all expectations on <a href="#">Edreports</a>, a national curriculum review organization.</li> </ul>	<p>Curriculum: OpenSciEd Middle School  Publisher: OpenSciEd  Includes:</p> <ul style="list-style-type: none"> <li>● Full digital curriculum access for teachers and students</li> <li>● Consumable and nonconsumable lab kits aligned to the curriculum, available from AquaPhoenix</li> <li>● 3 day summer virtual professional development for teachers</li> <li>● On-demand teacher PD videos for each unit as well as an instructional strategies video library.</li> </ul> <p>Curriculum Supplement: Newsela STEM</p> <ul style="list-style-type: none"> <li>● Newsela STEM provides a library of relevant, engaging science texts, articles, embedded assessments, and videos that provide enhanced literacy opportunities for our students. We propose adopting this as a supplement to the OpenSciEd curriculum.</li> </ul> <p>Note: OpenSciEd is not on the ODE adoption list. In order to adopt OpenSciEd middle school, we will need to apply for an independent adoption through ODE. This will be done in May/June 2026 after Board approval.</p>



# Science Adoption Board Report



Banks School District 13, May 11, 2026

<p><b>BHS</b></p>	<p>Our selection of materials for this curriculum adoption is guided by the high school’s vision for student learning:  <i>Our vision for learning is to create an environment where students are engaged, collaborative, and take ownership of their education. Through hands-on activities and personal exploration, students develop a deep understanding and passion for learning. We believe in empowering students to shape their educational journey, preparing them for the challenges of the future.</i></p> <p>Feedback from Patterns review and classroom pilots:</p> <ul style="list-style-type: none"> <li>● Aligned with BHS vision for student learning, with many student talk opportunities, relevant phenomena, engaging hands-on investigations, rigorous assessments that promote ownership of learning, and student collaboration opportunities.</li> <li>● Has a high level of rigor paired with differentiated supports and scaffolds for support.</li> <li>● Three year sequence (Physics →Chemistry →Biology) provides access to all standards for all students.</li> <li>● Third year in sequence can be substituted for AP Biology, improving access to AP science courses.</li> <li>● The freshman Patterns Physics class is aligned to Algebra 1 standards, supporting student math achievement.</li> <li>● Teachers had positive feedback on usability and customizability.</li> <li>● Lab supply equipment lists are well organized. Lab supplies</li> </ul>	<p>Curriculum: Patterns High School Science for All  Publisher: Portland Metro STEM Partnership  Includes:</p> <ul style="list-style-type: none"> <li>● Full digital curriculum access for teachers and students</li> <li>● Consumable and nonconsumable lab equipment lists</li> <li>● Teacher support for equipment ordering and lab reorganization.</li> <li>● Summer professional development</li> <li>● On-demand teacher PD videos for each unit.</li> </ul> <p>Note: Patterns is not on the ODE adoption list. In order to adopt Patterns, we will need to apply for an independent adoption through ODE. This will be done in May/June 2026 after Board approval.</p>
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# Science Adoption Board Report



Banks School District 13, May 11, 2026

	<p>will enhance our overall science program.</p> <ul style="list-style-type: none"><li>• Curriculum is open-source, with no cost to the district, and is licensed under a <a href="#">Creative Commons Attribution 4.0 International License</a></li><li>• Topics/phenomena used in the curriculum were engaging for our students, students provided feedback that they found the lessons relevant and interesting.</li><li>• Many other districts in Oregon have adopted Patterns, providing local collaboration partners. Additionally, surrounding districts (e.g. Beaverton, Hillsboro) also use Patterns, which supports students being able to transfer seamlessly between districts</li></ul>	
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# Science Adoption Board Report

May 11, 2026



**BANKS SCHOOL DISTRICT**

# Banks Adoption Timeline



BANKS SCHOOL DISTRICT

## Sept

Kickoff Meeting

## Dec

CCAC receives Teacher input on top choices

## April

CCAC + teachers analyze feedback and pilot data to develop recommendations

Teachers review curricular options

CCAC review top options and give feedback.

Curriculum recommended to the Board

## Oct-Nov

Teachers pilot lessons

## Jan-March

## May-June

# Science Adoption Team Members

- BES: Becky Wallace, Leslie Curran, Jonathan Pearson, Tasha Blatner, Marjorie Salter
- BMS: Marlee Zakrevsky, Glenn Smith, Caitlin Everett
- BHS: Tony Richeson, Carol Pallett, Jacob Penc
- District Level: Caitlin Everett and Darla Waite-Larkin
- Community Curriculum Advisory Committee: Sarah Trussell, Jodi Hailey, Mike Blok, Rhonda King, Vanessa Hancock, Curtis Updike

# Importance of a High Quality Science Education

## **1. Builds critical thinking and problem-solving skills**

Science teaches students how to ask questions, evaluate evidence, and think logically.

## **2. Prepares students for future careers**

Many high-demand, high wage careers are in STEM fields (science, technology, engineering, and math).

## **3. Helps students understand the world around them**

From weather patterns to human health to technology, science explains everyday phenomena and helps students make sense of their environment.

## **4. Promotes informed citizenship**

Science literacy enables students to understand important societal issues—like climate change, public health, and energy use, so they can make informed decisions as voters and community members.

## **5. Encourages curiosity and lifelong learning**

Science naturally sparks curiosity. Engaging science education fosters a mindset of exploration, creativity, and a desire to keep learning beyond the classroom.

# Banks Elementary School

## Feedback from Review & Pilots

- Aligned with BES vision
- Teachers found it easy to follow with clear and well supported lesson plans
- Strong literacy and math integration
- Has a “fast track” option that still meets standards to support teacher flexibility with instructional time
- Lots of hands on investigations with high interest phenomena
- Engaging and scaffolded student-facing materials
- On ODE approved science adoption list

## Adoption Selection

Curriculum: **Twig Science K-5**

Publisher: Imagine Learning

Includes:

- 3-hour professional development during inservice + option for PLC time PD
- 7 years student digital licenses
- 7 years teacher digital licenses
- Non-consumable lab kits
- Consumable refill kits
- Trade books connected to the curriculum (literacy connection)
- Printable workbook files for paper/pencil student work
- Teacher guides

# Banks Middle School

## Feedback from Review & Pilots

- Aligned with BMS vision
- Has a high level of rigor paired with differentiated supports and scaffolds for support.
- Teacher positive feedback
- Curriculum is open-source, with no cost to the district, and is licensed under a [Creative Commons Attribution 4.0 International License](#)
- Topics/phenomena used in the curriculum were engaging for our students
- students provided feedback that they found the lessons relevant and interesting.
- Rated as meeting all expectations on [Edreports](#), a national curriculum review organization.

## Adoption Selection

Curriculum: OpenSciEd Middle School

Publisher: OpenSciEd

Includes:

- Full digital curriculum access for teachers and students
- Consumable and nonconsumable lab kits aligned to the curriculum, available from AquaPhoenix
- 3 day summer virtual professional development for teachers
- On-demand teacher PD videos for each unit as well as an instructional strategies video library.

Curriculum Supplement: Newsela STEM

- Newsela STEM provides a library of relevant, engaging science texts, articles, embedded assessments, and videos that provide enhanced literacy opportunities for our students. We propose adopting this as a supplement to the OpenSciEd curriculum.

# Banks High School

## Feedback from Review & Pilots

- Aligned with BHS vision
- Three year sequence (Physics → Chemistry → Biology) provides access to all standards for all students.
- Option for AP Biology for 3rd course.
- Patterns Physics class aligned to Algebra
- Teacher positive feedback.
- No cost to the district, licensed under a [Creative Commons Attribution 4.0 International License](#)
- Engaging and relevant topics phenomena used in the curriculum were engaging for our students
- Had the most positive student feedback
- Many other districts in Oregon have adopted Patterns, providing local collaboration partners.
- Surrounding districts (e.g. Beaverton, Hillsboro) also use Patterns, students can transfer seamlessly between districts.

# Banks High School

## Adoption Selection

Curriculum: Patterns High School Science for All

Sponsor: Portland Metro STEM Partnership

Includes:

- Full digital curriculum access for teachers and students
- Consumable and nonconsumable lab equipment
- Teacher support for equipment ordering and lab reorganization.
- Summer professional development
- On-demand teacher PD videos for each unit.

# Independent Adoption

Patterns and OpenSciEd were not on the ODE adoption list. In order to adopt these curricula, we will need to apply for an independent adoption through ODE. This will be done in May/June 2026 after Board approval.

Many districts in the state have independently adopted these two specific curricula in Oregon, and we do not foresee challenges with this process.

Note: When ODE was accepting submissions for adoption review, they were at that time still charging fees for publishers to submit materials. Both of the developers for Patterns and OpenSciEd are non profit organizations, and so do not participate in fee-based state submission processes. ODE changed this rule after the science adoption was over.

**Questions or Comments?**