



Corvallis
SCHOOL DISTRICT

NOTICE

NOTICE IS HEREBY GIVEN of a meeting of the Corvallis School District Board of Directors.

Date & Time	Meeting Type	Location	Agenda
Thursday, August 23, 2018 8:00 AM	Regular	District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333	See attached.

Accessibility: *To request accommodations for board meetings, please contact Kim Nelson at 541-757-5841 or kim.nelson@corvallis.k12.or.us at least 48 hours before the meeting.*

If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: <https://www.youtube.com/channel/UC9Jtpte5dmilZl9kySBJbVQ?>
A recording of the meeting will also be posted to that channel.

POSTED: Corvallis School District Administration Building
Hans Boyle, Education Editor, Gazette Times (Via Email)

For more information, please contact Kim Nelson at 541-757-5841 or at kimberly.nelson@corvallis.k12.or.us



Corvallis

SCHOOL DISTRICT

Thursday, August 23, 2018
8:00 AM

AGENDA
Retreat of the
BOARD OF DIRECTORS
Corvallis School District 509J

Meeting Details: Thursday, August 23, 2018, 8:00 AM in the District Office Board Room,
1555 SW 35th Street, Corvallis, OR 97333.

If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: <https://www.youtube.com/channel/UC9Jtpte5dmilZI9kySBJbVQ?> A recording of the meeting will also be posted to that channel.

- I. WELCOME AND FRAMEWORK (8:00 a.m.)
- II. STRENGTHS FINDER EXERCISE (8:05 a.m. approx.)
- III. BREAK (10:05 a.m. approx.)
- IV. DATA REVIEW (10:15 a.m. approx.)
- V. BREAK (11:50 a.m. approx.)
- VI. COLLABORATION WITH CORVALLIS PUBLIC SCHOOLS FOUNDATION BOARD (12:00 p.m. approx.)

Joint Meeting
Corvallis School District and Corvallis Public Schools Foundation
August 23, 2018

Participant Agenda

Welcome and Introductions – Vincent Adams and Mike Sheets

Discussion Regarding School Board's Five Goal Areas

1. Student Achievement
 - District Goal – Sarah Finger McDonald and Terese Jones
 - CPSF Grants/Investments That Support This Goal – Steve Kunke
2. Equitable Systems
 - District Goal – Judy Ball
 - CPSF Grants/Investments That Support This Goal – Bronwyn Evans
3. Real-World Learning
 - District Goal – Sami Al-AbdRabbuh and Vincent Adams
 - CPSF Grants/Investments That Support This Goal – Scott Spiegelberg
4. Health & Wellness
 - District Goal – Ed Junkins
 - CPSF Grants/Investments That Support This Goal – Ken Pastega
5. Long Range Facility Planning
 - District Goal – Jay Conroy
 - CPSF Grants/Investments That Support This Goal – Kyle Tegner

Budget and Key Investments For The Upcoming Year – Ryan Noss

Discussion and Closing

Corvallis Public Schools Foundation

Supporting local schools and inspiring learning for a lifetime
2017-18 Grants to the Corvallis School District



Goal 1: Student Achievement

Level	School	Teacher	Project Description	Amount	Goal
Middle	Cheldelin	Jared Callis	Math Camp	4,437.00	1
High	CHS	Bonnie Arning	English Acceleration	1,826.00	1
High	CHS	Matthew King	English Credit Recovery	1,930.00	1
High	College Hill	Kathleen Muravez	Summer Credit Recovery	10,000.00	1
High	CV	P. Buchanan and S. Blount	Essential Skills Camp	1,810.00	1
High	CV	Julie Halsey	English Passing Camp	1,630.00	1
Elementary	Garfield	Shannon Gabriel	Bringing Montessori math to classrooms	728.00	1
Elementary	Garfield	Christy Toliver	Math Growth Club	800.00	1
Elementary	Jefferson	Angela Hannigan	Expanding written expression	364.00	1
Middle	Linus Pauling	Jason Haun	Math Camp	8,075.00	1
Elementary	Wilson	Karen Howitt	Summer Skill Boost	2,208.00	1

Total Investment in Student Achievement 33,808.00

Goal 2: Equitable Systems

All	All	Chris Hawkins	Homeless Education	25,469.00	2
High	All	Paul Navarra	Students for Equity	1,000.00	2
Middle	Cheldelin	Roxie Huffaker	AVID program funding	1,300.00	2
High	CHS	Paul Navarra	AVID	2,000.00	2
High	CHS	Alexandria Luftig	AVID Summer Camp	3,350.00	2
High	CV	Sarah Blount	AVID	1,000.00	2
High	CV	Kate Fogarty	AVID Summer Camp	2,223.00	2
Elementary	Garfield	Edward Mccann	Lucha Libros	1,896.00	2
Middle	Linus Pauling	Claudia Hall	Welcome in many Languages	168.00	2
Middle	Linus Pauling	Holly Olvera	Art for All	1,628.00	2
Middle	Linus Pauling	Alicia Ward	Enriching AVID Cohorts	1,700.00	2
Elementary	Multiple	Multiple	Kindergarten Academy	20,500.00	2
Elementary	Lincoln	Julie Wilborn	Soy Porque Somos Project	1,710.00	2
Middle	Linus Pauling	Holly Deffenbacher	Active Classroom	400.00	2
All	All	Office staff/ counselors	SOS Grants	16,500.00	2

Total Investment in Equitable Systems 80,844.00

Goal 3: Real-World Learning

Middle	All	A. McBride and K. Burwell	Woodshop-Palooza	5,396.00	3
Middle	Cheldelin	Dana Monroe	Visual Arts Drying Racks	279.00	3
Middle	Cheldelin	Jeremy Adams	Surviving our Trip Home	400.00	3
Middle	Cheldelin	Katelyn Burwell	STEM 3D Printing Client Project	1,200.00	3
Middle	Cheldelin	Elizabeth Wieland	Theater Program	1,600.00	3
High	CHS	Lia Poole	Marimba	4,263.00	3
High	College Hill	Kate Beran	Env Science Probeware	1,000.00	3
High	College Hill	Anne Marie Foltz	Partners in Filmmaking	2,000.00	3
High	CV	Sherry Dickerson	Brainpop in spanish	170.00	3
High	CV	Dana Loso	Spanish Readers	280.00	3
High	CV	Keith Moses	Technical Glass Arts Tools	720.00	3
High	CV	Greg Nicol	Engineering expansion	4,675.00	3
Elementary	Garfield	Joel Inman	Green Gecko Sustainable Power	1,400.00	3
Elementary	Hoover	Jill Clarno	LEGOS Build Brains	860.00	3
Elementary	Lincoln	Kara Becerra	Rainy Day Kinder Garden Acessibility	512.00	3
Elementary	Lincoln	Samantha Arnst	Aquarium Field Trip	807.00	3
Middle	Linus Pauling	Coulter Rose	Art&Science: Human Skeletons	340.00	3
Middle	Linus Pauling	Amanda McBride	3D Printing and Design	1,200.00	3
Middle	Linus Pauling	Derek Michalski	UROV Challenge	4,960.00	3
Elementary	Mountain View	Lisa Haag	Art Program	500.00	3
Elementary	Multiple	Dow Yeh	U-can-all U-ku-le-le	1,200.00	3
Elementary	Wilson	Janelle Moss	Small but Mighty	502.00	3

Total Investment in Real-World Learning 34,264.00

Goal 4: Health & Wellness

Elementary	Adams	Gerhard Behrens	Kid Friendly weightlifting	960.00	4
Middle and High	All	Multiple Counselors	Sources of Strength - Suicide Prevention	25,000.00	4
Elementary	Mountain View	Danielle Black	Tower Garden	1,311.00	4
Elementary	Wilson	Hilary Lindsey	Classroom Food Adventures	1,000.00	4

Total Investment in Health & Wellness 28,271.00



2018-2023 Board Goals - Provisional¹

(Provisionally adopted on 08-16-18.)

Goal 1: Student Achievement

All students will read grade level texts by 3rd grade and stay on grade level; successfully complete Algebra I by the end of 9th grade; be on track with required credits by the end of 9th grade; and graduate with a post-secondary plan. Student identity (race, culture, socioeconomic status, language, ability, gender, or sexual orientation) does not predict or predetermine success in school.

Strategies:

1. Monitor students' reading progress in grades pre-K - 3rd grade using a system of sound instruction, assessment, and intervention so that all students are reading at grade level by 3rd grade.
2. Prepare students to successfully complete Algebra I by the end of 9th grade.
3. Develop a system that ensures each 9th grade student is on track to graduate.
4. All students graduate with a post-secondary plan.

Goal 2: Equitable Systems

Student identity (race, culture, socioeconomic status, language, ability, gender, or sexual orientation) does not predict or predetermine success in school. Disaggregated data will be used to measure progress on goal.

Strategies:

1. Recruit and retain racially and culturally diverse staff.
2. Increase and support student voice, empowerment, and leadership in our schools.
3. Expand parent and community partnerships.
4. Increase racial consciousness of staff through professional development focused on race, culture and culturally relevant instruction.

Goal 3: Real-World Learning

All students participate in real-world learning, with a global perspective, that prepares them for an ever-changing future. Student identity (race, culture, socioeconomic status, language, ability, gender, or sexual orientation) does not predict or predetermine success in school.

Strategies:

1. Support cultural responsiveness and biliteracy in our students and staff.
2. Create additional learning pathways toward graduation and life beyond high school.
3. Integrate real-world, experiential learning in all grades.
4. Integrate communication, critical thinking, collaboration, creativity, and problem solving skills into learning experiences.
5. Integrate environmental, social, and economic-sustainability in learning experiences.

Goal 4: Health & Wellness

Improve the health and wellness of district students and staff. Student identity (race, culture, socioeconomic status, language, ability, gender, or sexual orientation) does not predict or predetermine success in school.

Strategies:

1. Support and enhance programs that promote student mental wellness and safety.
2. Support and enhance programs that promote student physical wellness and safety.
3. Support a robust worksite wellness program for district staff.

Goal 5: Long Range Facility Planning

Transform aging school facilities to provide safe, effective, efficient, innovative, and equitable learning opportunities for every student. Student identity (race, culture, socioeconomic status, language, ability, gender, or sexual orientation) does not predict or predetermine success in school.

Strategies:

1. Communicate the needs for improved infrastructure and facilities with the Corvallis community.
2. Engage staff, parents, students and community in execution of facility improvements consistent with the district's core values for educational design.
3. Complete construction projects through a voter-approved bond levy.

¹ The provisional status of this document was determined as a way for the superintendent and district staff to pursue improved outcomes for the district. These goals and strategies will be reviewed in the fall of 2018. The board will seek input from the community at that time.



Corvallis

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VII. BREAK (1:00 p.m. approx.)

VIII. PROJECT MANAGEMENT TRAINING (1:10 p.m. approx.)

Corvallis School District 2018 Bond Program

Board of Directors- Bond 101

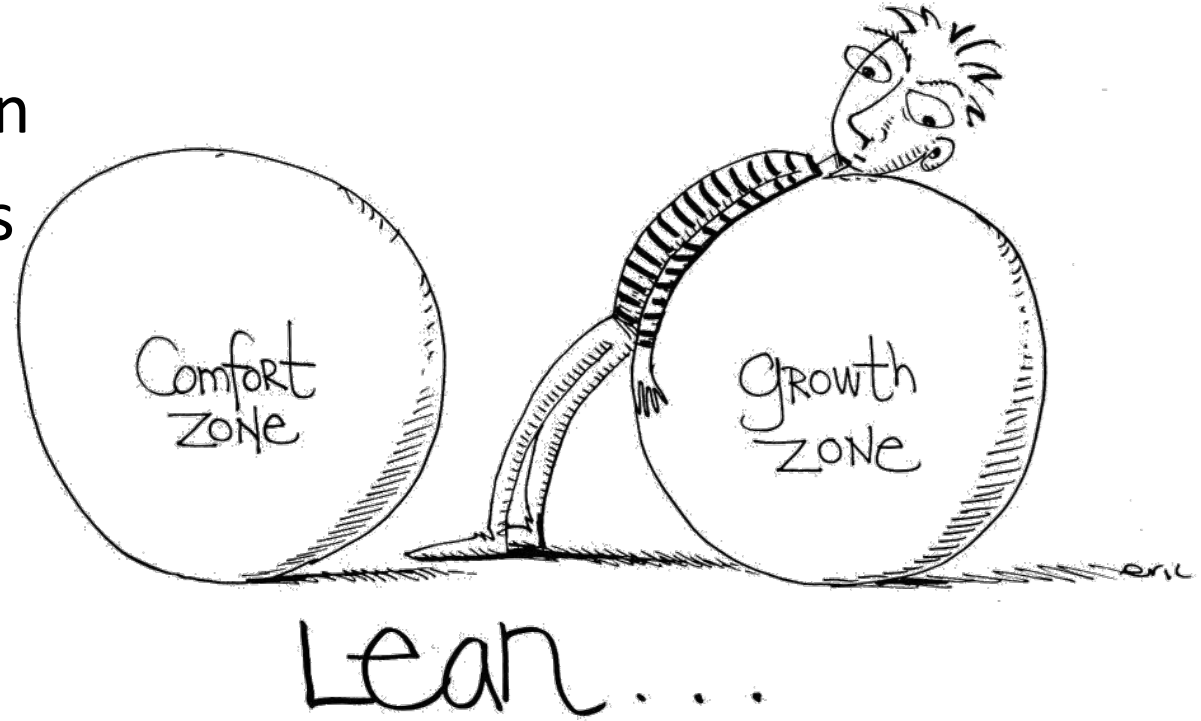


Corvallis
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Agenda

- Introductions
- Learning Targets
- Bond Management Plan
- Roles & Responsibilities
- Bond Budget
- Program Phases
- Architect Selection
- The Design Process
- Construction Phase
- Summer Updates
- Questions



Learning Targets

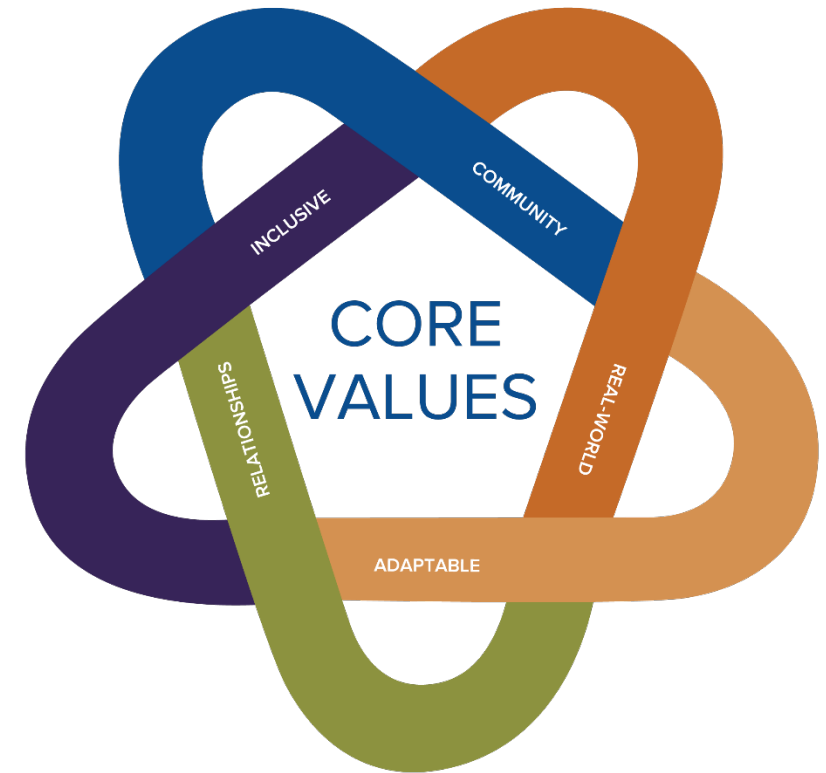
- You will learn how our school bond program aligns to and supports our Core Values.
- You will be able to communicate key ideas regarding the bond program.
- You will be able to better understand your role and responsibilities as school board directors specific to a bond program.



Core Values – Bond Impact

The District's Core Values provide the basis of process and decisions.

The District and Wenaha will ensure all partners in the work are aligned to these education and equity outcomes.





- Dave Fishel, Co-Owner, Bond Program Director

- Dr. Melanie Quaempts, Director of Educational Planning



- Dale Kuykendall, Senior Project Manager

- Eric Eckfield, Project Manager



- Kaliska Day, Project Manager



What Does a Project Management Firm Do?

- Equity leadership support
- Schedule preparation and management
- Master bond budget and cost management
- Process facilitation
- Public and staff outreach
- Procurement management
- Design process management
- Construction oversight – Schedule, Budget & Quality
- Coordinate with school operations
- Learning opportunities
- Move/start-up management
- Project management versus construction management



Consider Wenaha Group an extension of your staff.



What is the Facilities Department role?

- Ensure Core Values alignment
- Lead for equity-driven decision making processes
- Bond program communication to all stakeholder groups
- Procurement oversight and signing authority
- Liaison for project manager and district staff
- Infrastructure choices / continuity of design
- Ensure adherence to bond commitments
- Tim Trivett and Paul Jennison will be deeply involved through-out the process.



Bond Program Goals



- Develop and renovate facilities to ensure that our school environments are aligned with the district's core values for education design.
- Manage bond proceeds diligently and prudently.
- Create equitable opportunities in public purchasing and contracting.
- Integrate real-world learning opportunities for students into the bond program.
- Establish a Bond Oversight Committee to monitor bond program execution and to report its observations to the School Board.
- Engage stakeholders throughout the bond program.



Bond Program Management Plan

Strategies and procedures implemented to successfully execute the Bond Program

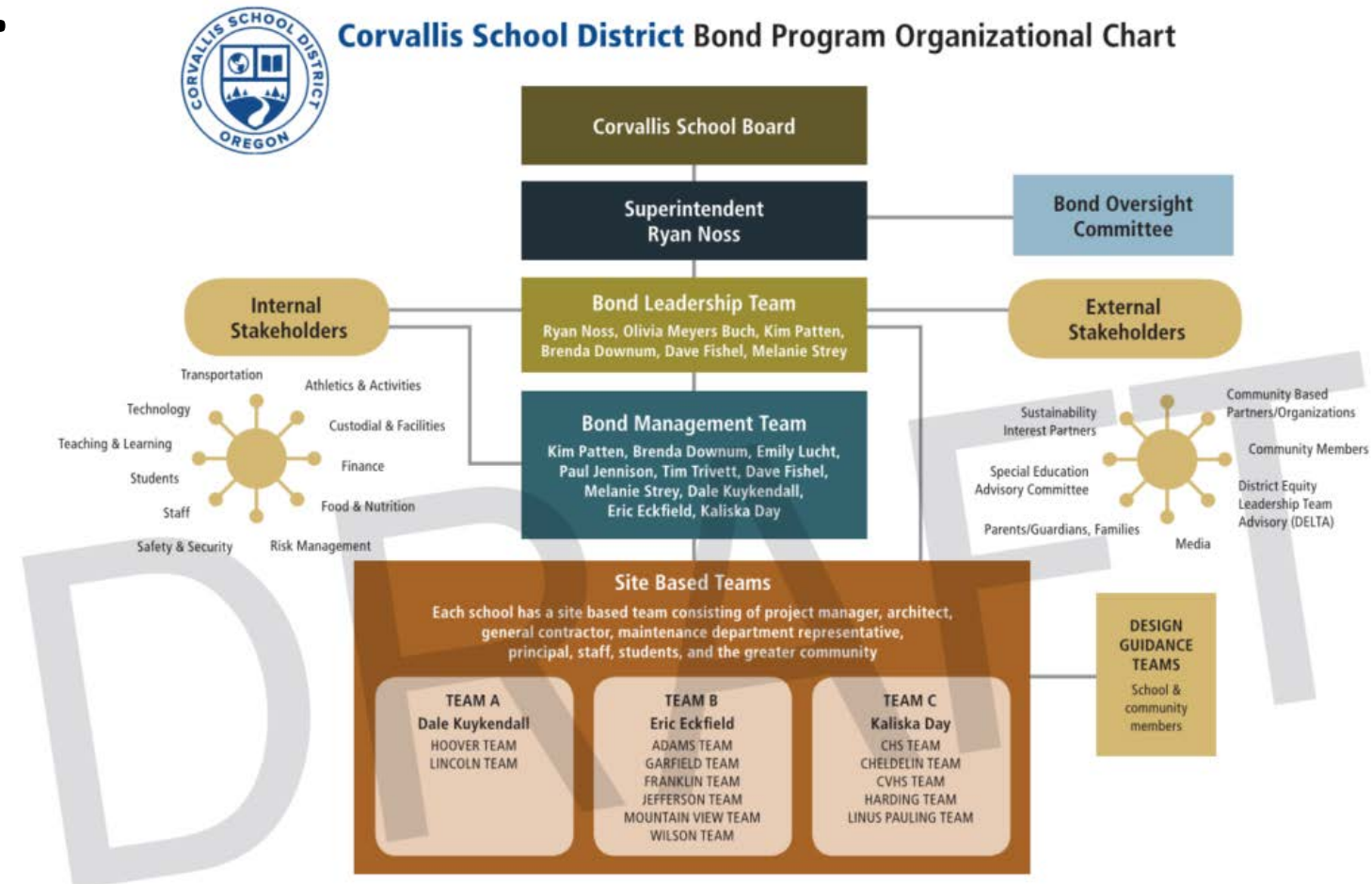
- Organizational framework
- Roles and responsibilities of key participants
- Decision making protocols
- Cost management strategies
- Reporting requirements

Updated on a regular basis



Roles & Responsibility Chart

Developed to ensure an equitable, inclusive and effective process.



Group Descriptions and Responsibilities

School Board GOVERNANCE

Advisory to the Superintendent Oversight of Policy *Meets twice a month

- Reviews regular superintendent bond program updates
- Provides governance to board policies
- Supports superintendent compliance with voter approved bond program
- Reviews and approves bond program procurements
- Key communicators to and from general public
- Approves/rejects increase of budget or new projects from additional sources of funds



LAST UPDATED 07/10/2018



Group Descriptions and Responsibilities

Bond Oversight Committee MONITORS

Advisory to the Superintendent Monitors Bond Program *Meets quarterly

- Consists of members representing areas of expertise and various stakeholder groups
- Monitors overall budget, schedule, scope, and funding to ensure compliance with voter approved bond program
- Advisory to the superintendent on major bond-related issues requiring board action
- Reviews alignment with core values



LAST UPDATED 07/10/2018



Decision-Making Process

Bond Management Plan provides strategies and procedures that establish an organizational framework, decision-making protocols, and reporting requirements.

Board of Directors
Approves Major Contracts, Budget and Scope Changes

Bond Leadership Team
Oversight and Development of Bond Management Plan and Recommendations to Superintendent on Changes to Overall Program

Bond Management Team
Decisions Impacting Budget & Scope Within Overall Bond Program

Site Based Teams
Decisions Impacting Individual Schools Within Budget and Scope



Bond Program Decision Making Protocols

Budget Management Controls Matrix

Budget Change Category	Responsibilities				
	PM	DFT	BLT	SUP	SB
Use of Budgeted Contingencies	P	R	A		
Transfer of Budgeted Amounts Between Schools	P	R	A		
Increases to Budgets from Additional Sources of Funds	P/R	P/R	P/R	P/R	A
New Projects from Additional Sources of Funds	P/R	P/R	R	R	A

Definitions

Roles

PM	Project Manager
DFT	Director of Facilities and Transportation
BLT	Bond Leadership Team
SUP	Superintendent
SB	School Board

Responsibilities

A	Approval
P	Propose or Initiate
R	Review and Forward with a Recommendation



Bond Program Decision Making Protocols

		FUNDING	SCOPE
Bond Leadership Team	BOND BUDGET	Bond Proceeds OCSIM Grant Seismic Grant Energy Trust	Bond Promise of "Approved List"
Board	RESERVE FUNDS	Bond Premium Bond Interest	Scope Changes



Financial Decisions

- Site Teams

- Each Site Team must live within the budget allocation established in the bond campaign for their individual school.

- Bond Leadership Team

- Authority to increase or decrease individual school allocations to maintain intended scope of work so long as total does not exceed \$199.9 million.
 - Authority over seismic grant and OSCIM grant amounts, and Oregon Energy Trust incentives.
 - Authority over Program Contingency funds.

- School Board

- Authority to allocate bond premium amount and interest income .
 - Authority to change scope from what was included in bond campaign.



Bond Program Cost Management Strategies

- Project quality, maintainability, and life cycle cost considerations are **more important** than the first cost to construct.
- The project management team will use strategies such as **value engineering, alternative procurement methods, and bid package sizing and timing** to maximize the budget.
- Project budget **surpluses will be placed in contingency budget** to ensure that all voter promises are met. Once promises met, contingency will be placed in program reserves.



Bond Program Master Budget

Area	Description	Funding & Administration (loc 011)			Parkdale Elementary (134)			Mid Valley Elementary (122)			May Street Elementary (119)			Pine Grove Elementary	
		Original Allocation	Forecast Total	Original vs. Forecast	Original Allocation	Forecast Total	Original vs. Forecast	Original Allocation	Forecast Total	Original vs. Forecast	Original Allocation	Forecast Total	Original vs. Forecast	Original Allocation	Forecast Total
	BOND & LEGAL RELATED														
521	• Bond Sales	\$356,319	\$312,786	\$43,533	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
522	• Bond Counsel	\$0	\$43,533	(\$43,533)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
523	• Insurance - Builder's Risk	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
524	• Other Legal Costs	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$436,319	\$436,319	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	ADMINISTRATION & APPROVALS														
531	• Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
532	• District Project Staff Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	• Pre-Bond Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
533	• Testing & Inspection / Special Inspe	\$0	\$0	\$0	\$30,000	\$30,000	\$0	\$40,000	\$40,000	\$0	\$90,000	\$90,000	\$0	\$5,000	\$5,000
534	• Plan Check, Building Permits (1.5%)	\$0	\$0	\$0	\$31,397	\$31,397	\$0	\$23,394	\$23,394	\$0	\$282,473	\$282,473	\$0	\$992	\$992
	• Other AHJ Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
535	• Electrical / Utility Fees	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$6,000	\$6,000	\$0	\$40,000	\$40,000	\$0	\$1,000	\$1,000
536	• Printing, Reprographics and Postage	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
537	• Other Admin Costs	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$20,000	\$20,000	\$0	\$71,397	\$71,397	\$0	\$69,394	\$69,394	\$0	\$412,473	\$412,473	\$0	\$6,992	\$6,992
	OFF-SITE RELATED COSTS														
541	• Temporary Classrooms/Offices	\$0	\$0	\$0	\$0	\$0	\$0	\$113,420	\$0	\$113,420	\$0	\$0	\$0	\$0	\$0
542	• Other Off-site Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$113,420	\$0	\$113,420	\$0	\$0	\$0	\$0	\$0
	PROFESSIONAL FEES														
571	• Project Management (1,425,620)	\$1,425,620	\$1,425,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
572	• Architectural & Engineering Fees	\$0	\$0	\$0	\$310,713	\$310,713	\$0	\$302,933	\$302,933	\$0	\$1,778,000	\$1,778,000	\$0	\$7,559	\$7,559
573	• Survey	\$0	\$0	\$0	\$4,200	\$4,200	\$0	\$3,000	\$3,000	\$0	\$15,090	\$15,090	\$0	\$2,000	\$2,000
574	• Geotechnical Engineer	\$0	\$0	\$0	\$2,000	\$2,000	\$0	\$2,000	\$2,000	\$0	\$20,000	\$20,000	\$0	\$2,000	\$2,000
575	• Hazardous Materials Consultants	\$0	\$0	\$0	\$20,000	\$20,000	\$0	\$5,000	\$5,000	\$0	\$45,000	\$45,000	\$0	\$1,000	\$1,000
576	• Bldg. Envelope Consultant	\$0	\$0	\$0	\$20,908	\$20,908	\$0	\$34,192	\$34,192	\$0	\$53,536	\$53,536	\$0	\$20,022	\$20,022
577	• Commissioning	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$5,000	\$5,000	\$0	\$68,128	\$68,128	\$0	\$1,000	\$1,000
578	• FF&E and Move Consultant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$0
579	• Other Professional Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$1,425,620	\$1,425,620	\$0	\$367,821	\$367,821	\$0	\$352,125	\$352,125	\$0	\$2,009,754	\$2,009,754	\$0	\$33,581	\$33,581
	BUILDING CONSTRUCTION														
581	• CMGC Pre-construction Fees	\$0	\$0	\$0	\$4,373	\$4,373	\$0	\$3,400	\$3,400	\$0	\$60,000	\$16,860	\$43,140	\$0	\$0
582	• Construction Costs	\$0	\$0	\$0	\$1,983,792	\$1,983,792	\$0	\$1,474,567	\$1,875,258	(\$400,691)	\$17,934,770	\$24,881,600	(\$7,046,830)	\$62,995	\$62,995
583	• Const & Estimating Contingency	\$0	\$0	\$0	\$109,314	\$109,314	\$0	\$85,012	\$0	\$85,012	\$896,739	\$0	\$896,739	\$3,150	\$3,150
	• Field Work (in District-wide Master	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$2,097,479	\$2,097,479	\$0	\$1,562,979	\$1,878,658	(\$315,679)	\$18,891,509	\$24,998,460	(\$6,106,951)	\$66,145	\$66,145

Bond Program Reporting

Monthly Bond Financial Status Report

- Current forecasted costs of the total Bond Program matched up with the current total amount of funding available
- Bond Program Reserve balance (funding available but not yet allocated to any project budget)
- Combination of Program Reserve and Project Contingencies also reported to provide a key perspective of the financial status of the overall Bond Program



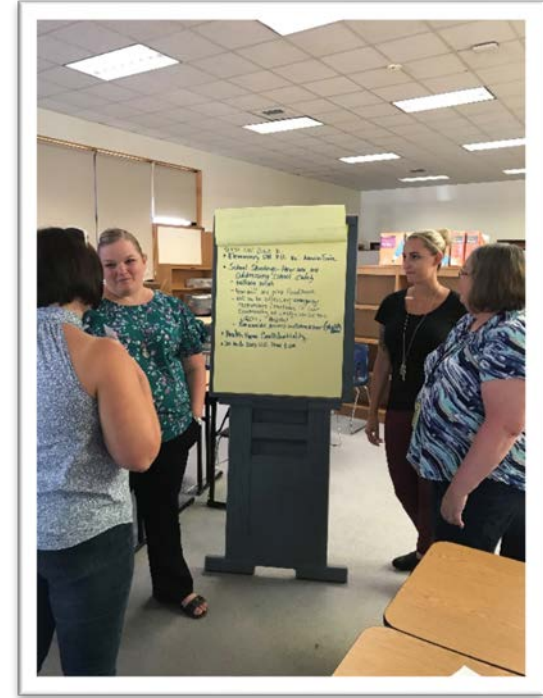
Draft Master Bond Schedule

- PROGRAM – Refers to the Bond Program and includes all packages and projects. (Dave Fishel)
- PACKAGE A, B, C – All school are divided into three groups:
 - Package A: New Schools (Dale Kuykendall)
 - Package B: Elementary Renovations (Eric Eckfield)
 - Package C: Middle & High School Renovations (Kaliska Day)

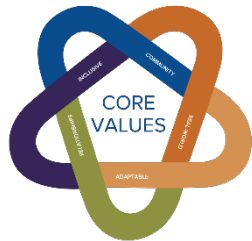
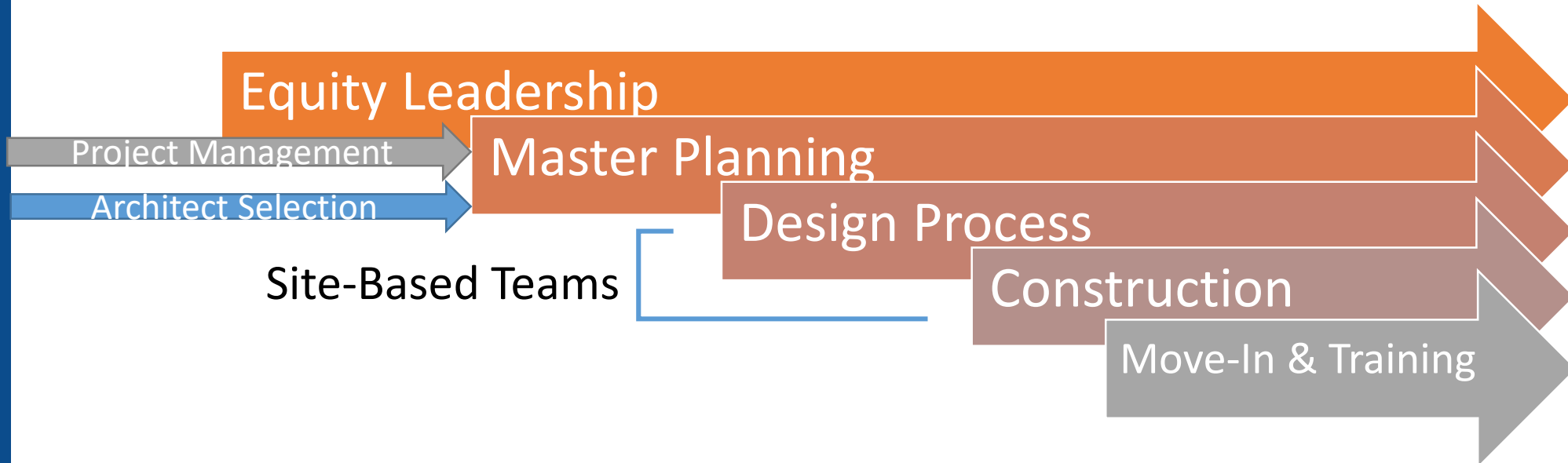


Communication Methods

- Year-long activities that include the following:
 - Regular Bond Program Updates
 - Staff meetings
 - Monthly School Board Meetings
 - District Families
 - Greater Community
 - Bond program details on website-including procurement
 - Social Media – highlight school projects
 - Press releases to local media
 - Signage – school sites



Community Engagement Opportunities



In partnership with our Architects, we will design a community engagement process for design.



Criteria for Selecting Architect Firm(s)

- Core Value Alignment
- Bonding Capacity & Required Certifications
- Past & Current K12 Projects
- Firm's Staffing Capacity
- Firm's Approach to Design and Construction
- Firm's References Regarding Strengths and Concerns

Methods for Selecting Architect Firm(s)

- RFP Proposal
- Interview Question & Answer
- Community Engagement
- Reference Checks
- Additional Follow-Up Questions & Clarification with Firm(s)
- Selection Committee Recommendation
- Board Approval



Architect Selection Process

• Issue RFP	Monday, July 16, 2018
• Pre-proposal meeting and building tours	Friday, July 20, 2018
• Last day for questions	Thursday, July 26, 2018
• Proposals due	Thursday, August 2, 2018
• Selection committee convenes to choose firms for interviews	Tuesday, August 7, 2018
• Community Engagement Interviews	Monday, August 13, 2018
• Time: 4-8pm;	Tuesday, August 14, 2018
• Selection Team Present Each Night	Wednesday, August 15, 2018
• 90 Actual Community Participants ★	
• Selection committee reviews firms for superintendent recommendation	Thursday, August 16, 2018
• School Board Update	Thursday, August 23, 2018
• School Board Award of Contracts	Thursday, September 13, 2018



Design Phases – Board Reviews Each Phase

Educational Specifications – Ed Specs

- Establishes design parameters for different building types

Schematic Design – SD

- SD documents are based on upon program, schedule, and budget. The conceptual design of the project is established showing a conceptual site plan and preliminary building plans, sections and elevations. This is the phase of maximum input and feedback.

Design Development – DD

- DD documents are based on the SD documents and updated budget. These documents shall show the refinement of the design by means of plans, sections and elevations, typical construction details, and equipment layouts. This phase is where you'll really get into the nuts & bolts details.

Construction Documents – CD

- CD documents are finished design product and consist of drawings and specifications with the details of materials and systems. This is the set that Contractors will bid and build from, and the City will review for permits. There is reduced input and feedback during this phase as all major decisions have been made.

Always remember: “The cost of change always increases as you get further into the process.”



The Design Process – Engaging Community

- Typical Design Timeline 9-12 months
- Establish Site Team at each school to represent school needs through design to construction.
- Design Guidance Team provide specialty feedback through the design process.

For example:

- ✓ Classroom
- ✓ Food Service
- ✓ Library/Media
- ✓ SPED
- ✓ CTE / STEM
- ✓ Community Usage



The Realities of Construction

- Safety and security
- Student learning opportunities
- Impact to on-going school operations



Summer Updates

• Building Roles & Responsibilities	• Creating Bond Management Plan
• Establishing Teams	• Committing to Shared Values & Courageous Conversations
• Creating Master Schedule	• Identifying Procurement Procedures
• Refining Master Budget • Accounting Procedures and Structures	• Conversations with City Planning Department
• Assist DLR with Elementary Education Specifications	• School Leadership Support & Bond 101 Training (School Board, Leadership Team, Principals, Assistant Principals, Office Managers)
• Bond Sale	• Replace CHS Artificial Turf Field
• Establish and Conduct Architect Selection Process	• Refine Bond Website
• Create Communication Plan	• Planning for CHS Softball Improvements

Questions



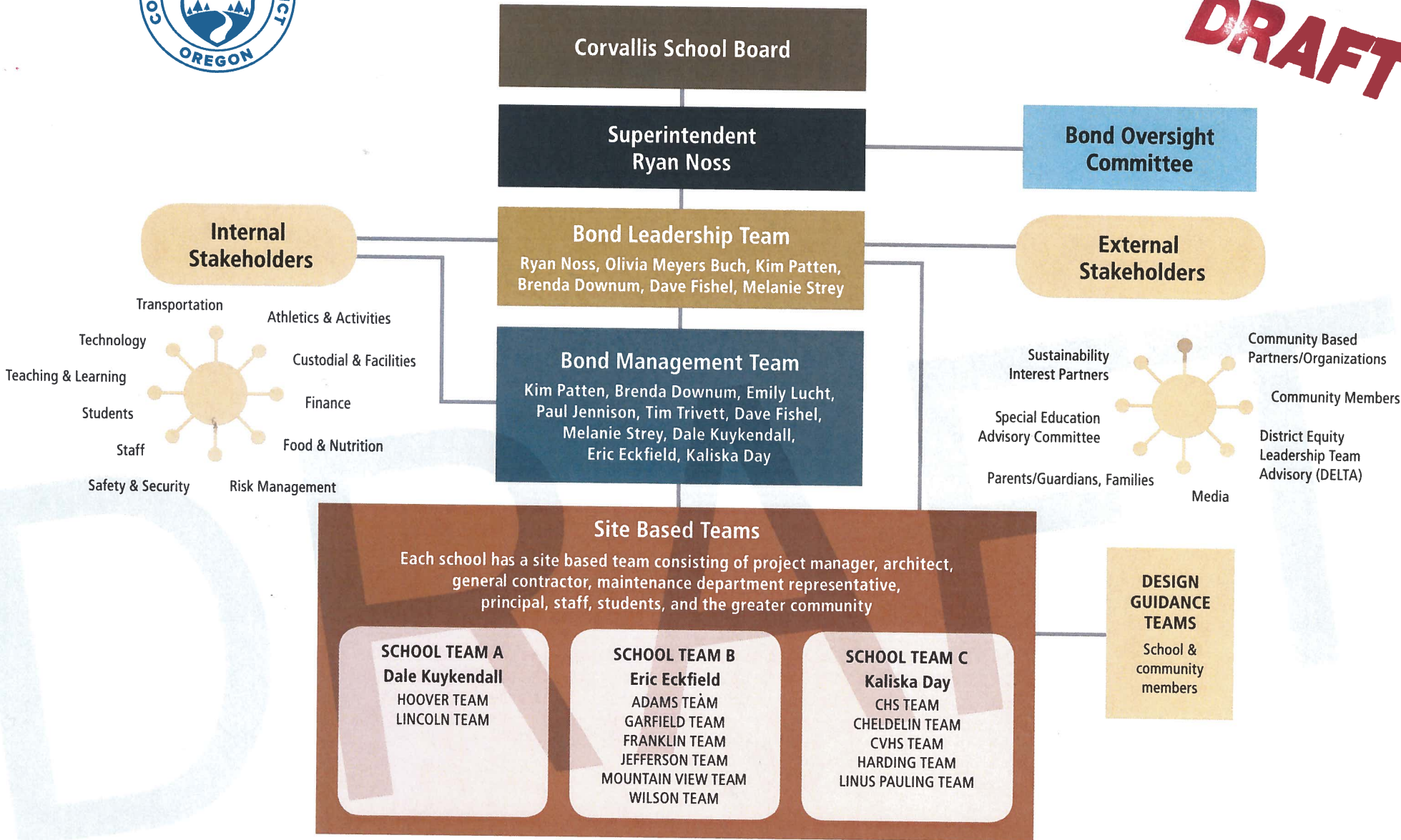
Corvallis
SCHOOL DISTRICT





Corvallis School District Bond Program Organizational Chart

DRAFT



School Board
GOVERNANCE

Advisory to the Superintendent
Oversight of Policy
*Meets twice a month

- Reviews regular superintendent bond program updates
- Provides governance to board policies
- Supports superintendent compliance with voter approved bond program
- Reviews and approves bond program procurements
- Key communicators to and from general public
- Approves/rejects increase of budget or new projects from additional sources of funds

Bond Oversight Committee
MONITORS

Advisory to the Superintendent
Monitors Bond Program
*Meets quarterly

- Consists of members representing areas of expertise and various stakeholder groups
- Monitors overall budget, schedule, scope, and funding to ensure compliance with voter approved bond program
- Advisory to the superintendent on major bond-related issues requiring board action
- Reviews alignment with core values

Bond Leadership Team
DECISION MAKING PROCESS

Advisory to the Superintendent
Oversight of Bond Management Team
*Meets weekly

- Monitors overall budget, schedule, and scope of work to ensure compliance with voter approved bond program
- Advisory to the superintendent on major bond-related philosophy and strategy approaches
- Ensures strategic path alignment to core values and sustainability efforts
- Reviews and approves contracts and issues that affect the overall program
- Makes recommendations to the superintendent on changes to overall program and/or scope

Bond Management Team
OVERSIGHT & MANAGEMENT

Advisory to the Superintendent & Bond Leadership Team
Oversight of Site Based Teams
*Meets weekly

- Provides overall project management and oversight of school board approved bond program
- Recommends procurement within approved overall program
- Provides ongoing communication with stakeholders
- Monitors and maintains project schedule and budget
- Makes recommendations to the superintendent on major contracts for the architect(s) and general contractor(s)
- Monitors and reviews school site team recommendations on design and construction phases in alignment with the education specifications
- Establishes weekly project priorities within scope
- Recommends change orders that do not change overall program budget and scope to the Director of Facilities and Transportation
- Ensures safety and security throughout all projects

Site Based Teams
RECOMMENDING BODY

Advisory to the Project Management Team | Oversight of Focus Groups
*Meets monthly or as needed

- Aligns recommendations to core values, education specifications, and bond goals
- Provides input and recommendations to the bond management team on design and construction elements aligned to the education specifications
- Serves as a liaison to students, families, staff, and the greater community
- Assists with recommendations on project priorities
- Monitors construction project, budget, schedule, and quality
- Project managers attend weekly bond management team meetings on behalf of the site teams
- Architect(s) and general contractor(s) attend bond management team meetings upon request
- Recommends to bond management team change orders that do not change overall program budget and scope

Design Guidance Teams
STAKEHOLDER INPUT

Advisory to the Site Based Teams

- Consist of various stakeholder group(s) that provide ideas and feedback throughout the school-specific packages
- Provide ongoing two-way communication ensuring project information is shared with all stakeholders
- Examples of Design Guidance Teams:
 - Food and Nutrition
 - Information Services
 - Office Managers
 - Safety and Security
 - Special Education
 - Sustainability
 - Teaching & Learning
 - Transportation

Updated on 7-27-18

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Corvallis

SCHOOL DISTRICT

IX. BREAK (2:40 p.m. approx.)

X. ELEMENTARY EDUCATION SPECIFICATIONS (2:50 p.m. approx.)

Agenda

Date August 23, 2018

Project Corvallis School District – Elementary Education Specifications

Project No. 74-18128-00

Subject Ed Spec Review

Topics

1. Introductions

2. Overview

- *What is an Education Specification?*
- *How does it inform the design of new and/or existing buildings?*
- *What elements of earlier studies are reflected in the education specification document?*
- *Why do staff across the district need to be involved in the education specification process now?*

3. Schedule

4. Numeric program update

5. Engagement Activity

- Community Use of Space
- Collaboration Space
- Early Learning Space

6. Where we are going

- *The format and content of the Education Specification*

7. Reflections

Schedule



Architecture Planning Interiors

DLR Group Architecture & Planning
421 SW Sixth Avenue
Suite 1212
Portland, OR 97204

o: 503/274-2675
f: 503/274-0313

Date	August 23, 2018
Project	Corvallis School District – Elementary Educational Specifications
Project No.	74-18128-00

Pre-Bond	Innovation Team Workshops Staff & Administration Interviews
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June 27-28	Interviews: • Sustainability • Facilities & Maintenance • Transportation • Food & Nutrition Services • Technology Services • Teaching & Learning
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July 26	Core Team Review Meeting
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July 31	Administrator Workshop
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August 23	Board Workshop
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August 29	All Staff Workshop
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September tbd	Innovation Team Meeting
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September 27	School Board Presentation
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LEARNING SUITES	QTY	SF Each	SF Total	Occupants	Student Total
Pre-K / Early Learning	1	960	960	20	
Pre-K Toilet Room	1	65	65		
Pre-K Storage	1	65	incl		
Kindergarten Classroom	3	960	2,880	27	81
Kindergarten Toilet Room	3	65	65		
Kindergarten Storage	3	65	incl		
First Grade Classroom	3	960	2,880	27	81
Second Grade Classroom	3	960	2,880	27	81
Third Grade Classroom	3	960	2,880	27	81
Fourth Grade Classroom	3	960	2,880	27	81
Fifth Grade Classroom	3	960	2,880	27	81
Collaborative Commons	2	960	1,920	60	
Small Group Gathering		120	incl	2-4	
Large Group Gathering		180	incl	4-8	
Commons Storage	3	100	300		
Sub Total			20,590		486

STUDENT SUPPORT SERVICES	QTY	SF Each	SF Total	Occupants
Learning Resource Center / Classroom	1	960	960	20
Special Ed Toilet Room	1	220	220	
Special Ed Storage	1	120	incl.	
Special Instruction -small	1	120	incl.	4
Special Instruction -large	1	180	incl.	8
Speech Pathologist.	1	120	120	4
Community / Flex Classroom	1	960	960	25
Wellness area/room	1	200	200	1
Sub Total			2,460	

SPECIALIZED LEARNING	QTY	SF Each	SF Total	Occupants
Innovation Lab	1	1,400	1,400	35
Art / Science Materials Storage	2	100	200	
Kiln Room	1	120	120	
Music Classroom	1	1,100	1,100	35
Instrument Storage	1	200	200	
Sub Total			3,020	

MEDIA CENTER	QTY	SF Each	SF Total	Occupants
Library / Learning Commons	1	1,800	1,800	35
Library Storage / Work Room	1	200	200	1
Testing Center	1	960	960	35
Sub Total			2,960	

PHYSICAL EDUCATION	QTY	SF Each	SF Total	Occupants
Gym / Multipurpose Room	1	5,640	5,640	500
Stage	1	200	200	
PE Office	1	120	120	1
PE Storage	1	250	250	
Community Storage	1	250	250	
Sub Total			6,460	

Covered Play	1	3,500	3,500
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CORVALLIS SCHOOL DISTRICT**District-Wide Elementary Education Specification**

FOOD SERVICE / COMMONS	QTY	SF Each	SF Total	Occupants
Cafeteria / Commons	1	2,500	2,500	165
Table / Chair Storage	1	450	450	
Kitchen	1	1,200	1,200	
Office / Desk Area	1	50	50	
Storage	1	150	150	
Servery	1		incl.	
Sub Total			4,350	
ADMINISTRATION	QTY	SF Each	SF Total	Occupants
Staff Open Office / Reception	1	350	350	2
Storage / Records	1	75	75	
Health Room	1	220	220	3
Health Toilet Room	1	65	65	
Principal Office	1	185	185	4
Manager Office	1	125	125	2
Conference Room	1	275	275	10-12
Staff Workroom / Volunteers	1	475	475	
Mailboxes			incl.	
Staff Break Room	1	500	500	25
Mother's Room	1	80	80	1
Counselor	1	200	200	
Behavior Specialist	1	200	200	2
Sub Total			2,750	
BUILDING SUPPORT	QTY	SF Each	SF Total	Occupants
General Storage	1	350	350	
Mechanical/Boiler Room/Fire systems	1	750	750	
Electrical Room	1	200	200	
Electrical Closet	1	120	120	
MDF	1	200	200	
IDF Room	1	80	80	
Laptop/Tablet Cart Storage	2	120	240	
Custodial Office	1	80	80	
Custodial Building Storage	1	200	200	
Custodial Closet	2	65	130	
Public/Family Toilet Rooms	2	75	150	
Boys Toilet Rooms	2	340	680	
Girls Toilet Rooms	2	340	680	
Gender Neutral Toilets			incl	
Staff Toilet Rooms	4	65	260	
Emergency Supplies	1	80	80	
Outdoor Play Storage	1	80	80	
Sub Total			4,280	
TOTAL NET SF			46,870	
circulations and walls (30% nsf)			14,061	
TOTAL GROSS SF			60,931	



Corvallis

SCHOOL DISTRICT

XI. CLOSING COMMENTS (3:50 p.m. approx.)

XII. ADJOURNMENT (4:00 p.m. approx.)

*All times are approximate.

Note: The Chair of the Board may alter the order of business as they deem proper and necessary.



Corvallis

SCHOOL DISTRICT

Agendas – Agendas and supporting materials are available online at <https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000829> a few days before each School Board meeting. For more information, please contact Kim Nelson at kimberly.nelson@corvallis.k12.or.us.

Communication With The School Board – Communication with the Board can be made by telephone, letter, e-mail and public testimony. Letters may be addressed to individual Board members or the Board as a whole and sent to 1555 SW 35th Street, Corvallis, OR 97333. E-mail may be sent to schoolboard@corvallis.k12.or.us and will be sent to all board members simultaneously as well as to key District Office staff. For more information, please contact Kim Nelson at kimberly.nelson@corvallis.k12.or.us.

Consolidated Action Agenda – The purpose of the consolidated action agenda is to expedite action on routine agenda items. All agenda items that are not held for discussion at the request of a Board member or staff member will be approved/accepted as written as part of the consolidated motion. Items designated or held for discussion will be acted upon individually.

Public Comment –

Guidelines are at: <https://www.csd509j.net/about-us/school-board/provide-input-and-be-informed/>

Executive Session – Permissible purposes of Executive Sessions include: ORS 192.660(2)(a) – Employment of Public Officers, Employees and Agents; ORS 192.660(2)(b) – Discipline of Public Officers and Employees; ORS 192.660(2)(d) – Labor Negotiator Consultations; ORS 192.660(2)(e) – Real Property Transactions; ORS 192.660(2)(f) – Exempt Public Records; ORS 192.660(2)(h) – Legal Counsel; ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees; ORS 192.660(2)(j) – Public Investments.

Grievance Process - ORS 192.705

Grievances alleging a violation by a governing body of provisions in Public Meetings Law may be submitted in writing to Kim Nelson at kim.nelson@corvallis.k12.or.us or submitted between 8:00 am – 5:00 pm Monday through Friday at 1555 SW 35th Street, Corvallis, OR 97333. Additional information is available on the district website.

SCHOOL BOARD MEMBERS			
Judah Largent	541-231-8415	Terese Jones, Co-Vice Chair	541-230-1673
Sami Al-Abdrabbuh	541-283-6611	Shauna Tominey, Co-Vice Chair	541-829-8411
Chris Hawkins	541-602-2045	Luhui Whitebear, Chair	541-714.3305
Bernie Wang	541-704-7298		

EXECUTIVE STAFF MEMBERS	
Ryan Noss, Superintendent	541-757-5841
Melissa Harder, Assistant Superintendent / Human Resources Director	541-766-4857
Lauren Wolfe, Finance Director	541-757-5874
Byron Bethards, Student Growth & Experience Director	541-757-5470
Kim Patten, Operations Director	541-757-3849
Kim Nelson, Executive Assistant to the Superintendent; Board Secretary	541-757-5841