



Wenatchee School District Regular Board Meeting

Minutes of June 28, 2013
NCESD 171

Board Members Present

Jesús Hernández
Laura Jaecks
Walter Newman
Gary Callison

Staff Present

Brian Fones, Superintendent
Cabinet

I. Regular Meeting 7 p.m.

Jesús Hernández, Board President, opened the regular board meeting at 7:18 p.m., with the Pledge of Allegiance. Kevin Gilbert had an excused absence.

II. Consent Agenda

Jesús Hernández, Board President, asked for a motion to approve the consent agenda.

MOTION MADE: Laura Jaecks made the motion to approve the consent agenda.

Discussion: Dr. Newman wanted an explanation for the hiring of OT's as mentioned in the contract. Lisa Turner explained the dilemma due to the difficulty in finding and hiring a qualified OT. She explained how the contract was going to work in order to get coverage.

SECONDED: By **Gary Callison**
PASSED UNANIMOUSLY

Consent Agenda included:

1) Minutes

MINUTES: 6/10/13 Regular Board Meeting

2) Personnel Report

PERSONNEL REPORT PREPARED BY: Lisa Turner, HR
Director: June 28, 2013 personnel report: on file

3) Vouchers/Payroll

PAYROLL PREPARED BY: Tami Hubensack, Director of Payroll: June 28 -\$5,290,690.68

VOUCHERS & CONTRACTS PREPARED BY:

Karen Walters, Director of Accounting –

June 28, 2013

General Fund

Check numbers 562727 through 562991 totaling \$693,361.61.

General Fund

Check numbers 563043 through 563044 totaling \$16,296.96.

Capital Projects Fund

Check numbers 562992 through 562995 totaling \$428,959.49.

Associated Student Body Fund

Check number 562996 through 563042 totaling \$68,578.48.

4) Surplus Report

SURPLUS REPORT PREPARED BY:

Karen Walters, Director of Accounting: 6/28/13 on file for review.

5) Contracts

Date	New or Renewal or Revision	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract has read and has recommended this contract for Board approval	Reviewed by Les?	PO Required?
06/07/13	Renewal	DigiPen Corp	Hosting & Services Agreement Summer 2013 Only	\$3,750	6/14/13 - 7/3/13	Jon Torrence	YES	YES
				Budget Code				
				4573 5000 545 3517				
06/10/13	Renewal	EPIC	Interagency Agreement for Spec Ed Services	\$8,536	2013-2014 School Year	Colleen Obergh	YES	No
				Budget Code				
06/12/13	New	Special Olympics	Hold Harmless Facility Use	N/A	7/3/13 - 8/21/13	Deb Liebert	YES	No
				Budget Code				
				N/A				
06/17/13	Renewal	NCESD	Math Leadership Alliance Membership	\$13,500	2013-2014 School Year	Nancy Duffey	YES	YES
				Budget Code				
				5500 31 7000 000				
06/17/13	New	The Fordham Street Foundation	Partial Grant Funding to maintain College Mentor Prog	\$20,000	7/1/13 - 6/30/14	Nancy Duffey	YES	No
				Budget Code				
06/05/13	New	Onward Health Care	Contract to Hire Occupational Therapist	Varies	2013-2014 School Year	Colleen Obergh	YES	YES
				Budget Code				
				2100 26 7079 000				
06/05/13	New	Sunbelt Staffing	Contract to Hire Occupational Therapist	Depend on Experience	2013-2014 School Year	Colleen Obergh	YES	YES
				Budget Code				
				2100 26 7079 000				
06/18/13	Renewal	Department of Enterprise Services	Membership in WA State Purchasing Cooperative		July 1, 2013	Karen Walters	YES	No
				Budget Code				
06/18/13	New	Elevation Healthcare	Contract to Hire Occupational Therapist	Depend on Experience	July 1 until position is filled	Colleen Obergh	Reviewed by Lisa T	YES
				Budget Code				
				2100 26 7079 000				

IV. Citizen Comments:

None

V. Old Business

1) Open Doors Program – Susan Adams were present to answer any questions from the board.
Brief conversations followed with a summary of the last board meeting board asking for additional time to review the agreement. This program will serve the students better and cost an additional \$95,000 to implement.

Original letter from Dave Peterson:

From: Dave Petersen
RE: SkillSource Learning Center Contract

Since 1992, SkillSource and Wenatchee Public Schools have collaborated to retrieve dropouts and retain at-risk students from throughout the region. About half have earned a GED Certificate or high school diploma. All are counseled to attend Wenatchee Valley Tech or Wenatchee Valley College. SkillSource is excited about the opportunity to better educate youth thru OSPI’s new Open Doors 1418 Youth Reengagement Program (Open Doors). This 2010 law established a new framework for dropout reengagement.

I’ve attached a proposed contract between the Wenatchee School District and SkillSource to enhance SkillSource Learning Center’s dropout re-engagement program. This contract will implement OSPI’s Open Doors program (WAC 392-700), providing increased funding and flexibility to increase skills and improve learning outcomes for reengaged students at SkillSource Learning Center.

Under the existing contract, the Learning Center educates dropouts ages 15-21. They mostly prepare for the GED certificate but, also earn credit which may be accepted if they return to high school. Additionally, our federal Workforce Investment Act (WIA) funds provide work-readiness training and career planning for eligible low-income youth. The population we serve includes students who are basic skills deficient, low-income, offenders, homeless, disabled, with drug abuse issues, and various other barriers to success. Due to funding limitations, only 25 percent of Learning Center students receive case management and work-readiness training.

For the last several years, we have offered an Alternative Learning Experience (ALE) program which generates 10 to 20 percent less per FTE than Open Doors and Basic Education programs. However, Open Doors students are not penalized, and crucial services, such as academic advising, career guidance, employment assistance, and connection to community resources are funded. Replacing ALE programming with Open Doors programming eliminates this penalty and adds case management for all Reengagement students (age 16 thru 20).

Since Reengagement students must be age 16 by September 1, I request maintaining our current contract for dropouts and at-risk youth who fall below this age requirement.

Wenatchee School District has been dedicated to re-engaging dropouts despite the negative impact on District outcomes. Open Doors has taken this negative impact or “ding” away from school districts by reporting Open Doors students as a separate cohort. Additionally, Open Doors is an outcome-based program. Student outcomes, known as Measures of Academic Progress (MAP’s), include attaining significant gains in math and/or reading on a standardized assessment, passing a high school equivalency certificate measure, completing job search and retention coursework, completing a 45 hour paid or unpaid work based learning experience, enrolling in a postsecondary class, and other academic achievements approved by OSPI. Students maintain satisfactory progress and are reportable as a 1.0 FTE by attaining at least one MAP or credential every 3 months, increasing the reportable program FTE.

Center Manager Susan Adams and I are available to present additional information to the School Board and answer any questions. Susan or I can be reached by telephone at 663-3091 or email us at Dave@skillsource.org or Susana@skillsource.org. Thank you.

At end of the discussion and the board had no other questions. But asked for a report after one year of implementation when they make a report to OSPI of their results. The board would like to see that report.

MOTION MADE: Gary Callison made the motion to approve the Open Doors Program as presented by Skill Source personnel.
SECONDED: By Walter Newman
PASSED UNANIMOUSLY

IV. New Business

- 1) **Pacific Engineering & Design Letter of Support:** Kara Zupke presented a sample letter of support from the board for their application for additional funds for the Mission View Elementary School Pedestrian Safety & Parking Lot Enhancement Project. She asked for their signatures and support.
Sample letter:

To Whom It May Concern,

It is my pleasure to write a letter in support of the Mission View Elementary School Pedestrian Safety and Parking Lot Enhancement Project.

This project is important to (Name of Organization) and the community specifically because it addresses the many safety concerns surrounding the school site and connecting pedestrian routes.

I (we) fully support the efforts of the Wenatchee School District as they seek funding to support this project designed to improve pedestrian, bicycle, and vehicular safety at Mission View Elementary School. Any project that can help the students, parents, and school staff travel safely to and from school will benefit the children, school campus, and the local neighborhood.

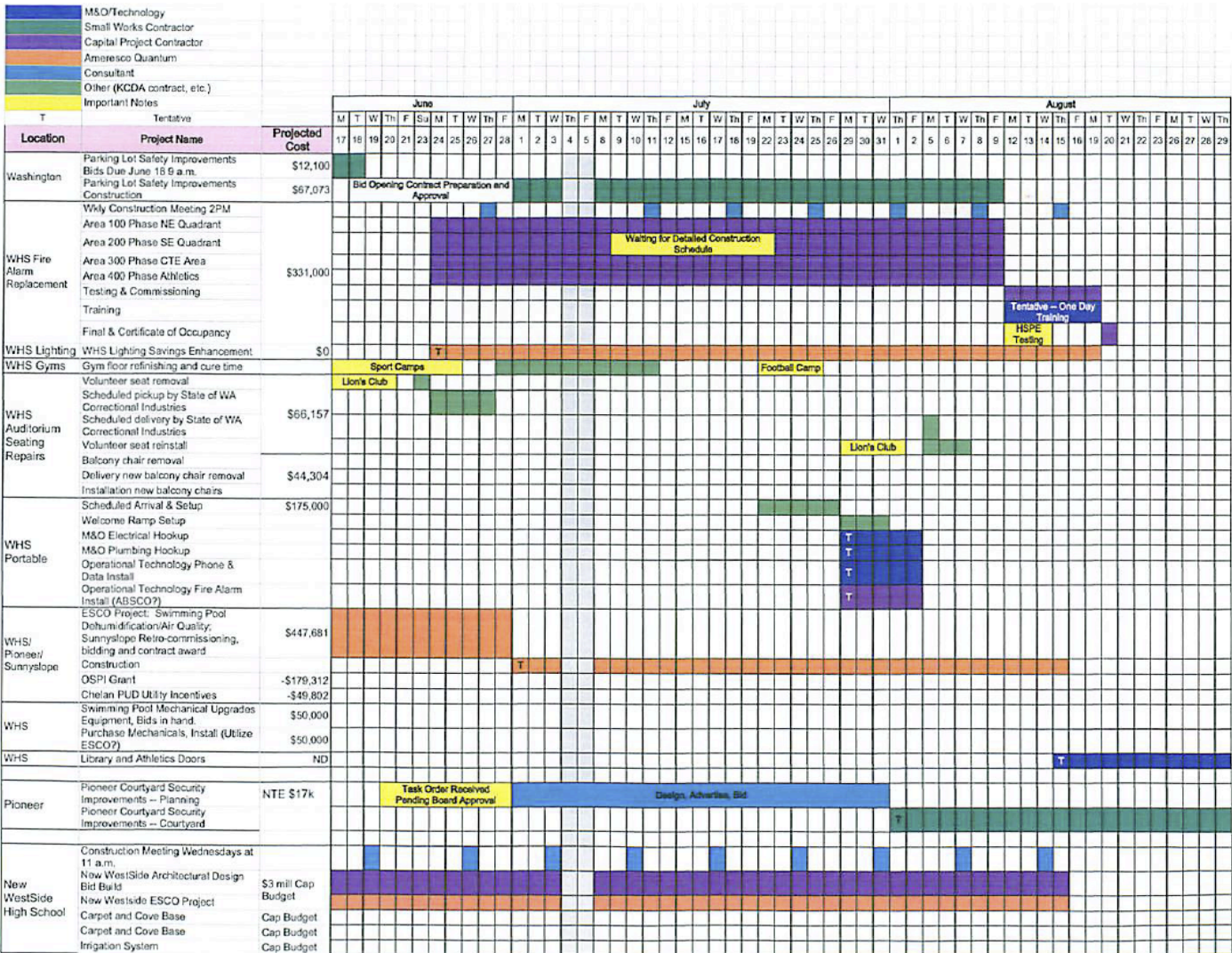
I (we) look forward to partnering with Pacific Engineering & Design and endorsing the Mission View Elementary School Pedestrian Safety and Parking Lot Enhancement Project.

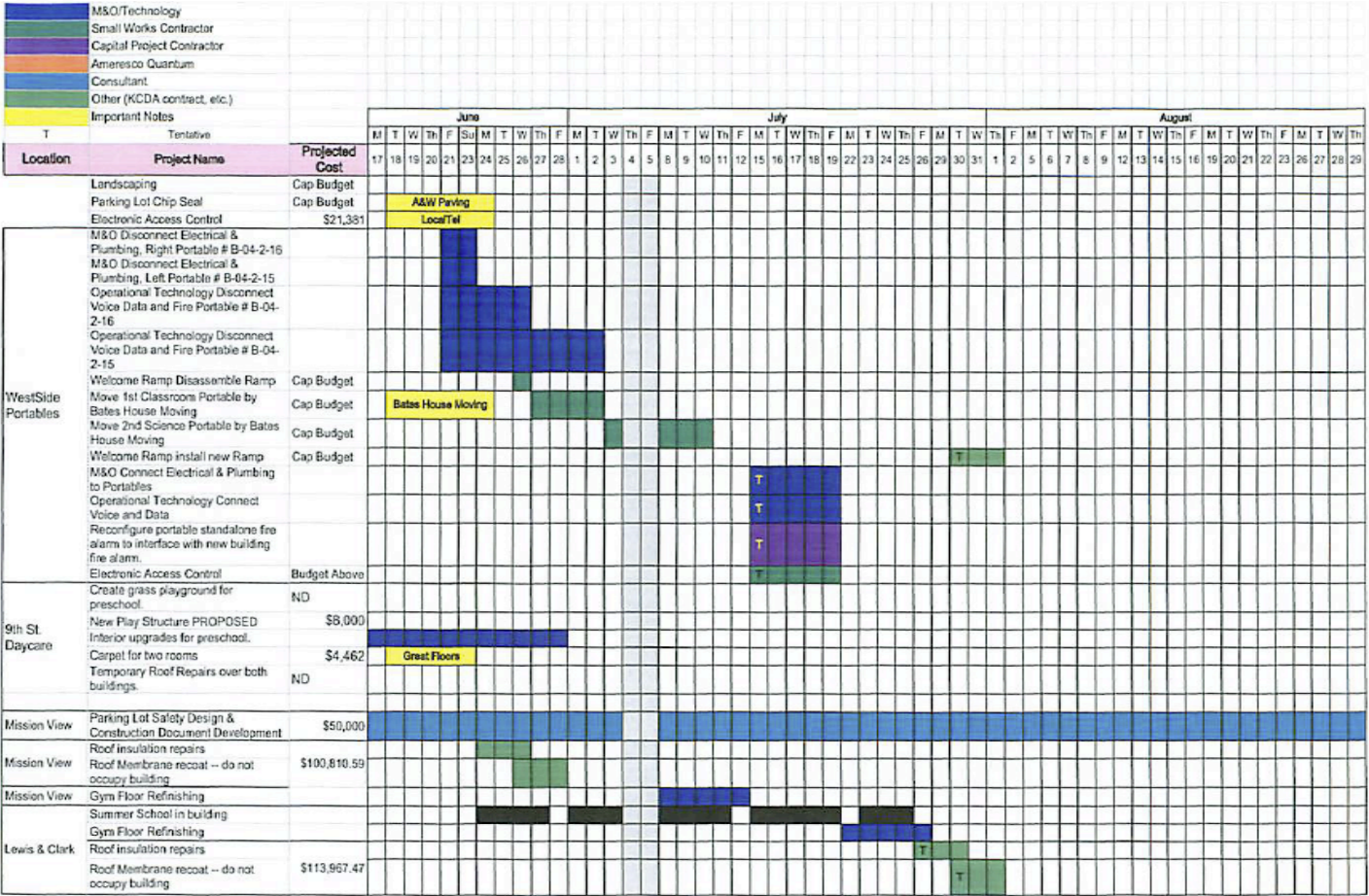
Sincerely,

After discussion it was decided that all the board members would sign the letter.

MOTION MADE: Laura Jaecks made the motion to approve the letter of support for Pacific Engineering & Design.
SECONDED: By Walter Newman
PASSED UNANIMOUSLY

- 2) M&O Director Bryan Visscher presented the following Summer Projects Schedule:





Bryan Visscher covered the above summer maintenance and operations schedule with the board. He clarified the various jobs and gave an update on those that have been completed. Discussion followed on these projects:

- Alarm replacement at the high school
 - Lyons Clubs auditorium project covered the auditorium seats; The board suggested sending a thank you note to the Lyons Club for their volunteer work.
 - WHS lighting enhancement updates and natural lighting at WSHS
 - Swimming pool air dehumidifier at the high school
 - Library security at the high school and unsecured doors at the high school
 - Athletic department entrance security doors and sound proofing – mushroom button, board concern about open and unlocked doors. The high school has worked on that and it is much better than in the past. The PE doors are now secured.
 - Barrier design at Pioneer for courtyard security
 - Parking lot upgrades at Washington –
 - AW Paving
 - WSHS portables moving process
 - 9th Street Day Care and rental agreement with WVC -no additional cost
 - Mission View parking lot safety design, roof and gym floor repair
 - Lewis and Clark gym floor and roof repair
 - WHS Auditorium finished before the Aug. 26-27 Instructional Training
- The board thanked Mr. Visscher for the update.

3) Allemandi Const. Inc. Contract – Mike Allemandi

M&O Director Bryan Visscher presented the following bid documents for the Washington Elementary School Parking lot expansion:

Bid Opening June 18, 2013 9:00 a.m.

Bidder Name	Base Bid	Alternate 1	Total with Alternate	Addendum 1?
Allamandi	\$ 56,250.00	\$ 2,193.00	\$ 58,443.00	Yes
Smith Excavation	\$ 56,905.65	\$ 1,500.00	\$ 58,405.65	Yes
KRCI	\$ 61,600.00	\$ 1,000.00	\$ 62,600.00	Yes
Rayfield Brothers	\$ 62,700.00	Non Responsive	\$ 62,700.00	Yes
Pipkin Construction	\$ 65,644.00	\$ 1,240.00	\$ 66,884.00	Yes
Bremmer	Non Responsive	Non Responsive	\$ -	N/A
Hurst Construction	Non Responsive	Non Responsive	\$ -	N/A

Mr. Visscher recommended Allemandi Const. Inc. and introduced Mike Allemandi, owner. Below is the final contract costs for the project. The board reviewed the contract.

Total Lump Sum Price		\$56,250.00
Contingency	10%	\$ 5,625.00
Sub-Total		\$61,875.00
Washington State Sales Tax @ 8.4%		\$ 5,197.50
TOTAL CONTRACT PRICE		\$67,072.50

Mr. Visscher asked for approval after answering all the board’s questions.

MOTION MADE: Walter Newman made the motion to approve the Allemandi Const. Inc. for the Washington Elementary parking lot upgrade.

SECONDED: By Laura Jaecks

PASSED UNANIMOUSLY

- 4) **Hill International Inc.:** M&O Director Bryan Visscher presented the following contract for the approval of the board for Superintendent Flones to approve all change orders under Policy No. 5967.

***Pioneer Middle School Security Initiative
ATTACHMENT A***

Scope of Work

Principal-in-Charge: Rusty Pritchard, CCM

- *Responsible for overall Hill team and its sub consultants quality of performance and is the single point of contact for the **District and Director of Facilities on contract matters.***
- *Is available at no cost to the District for consultation and visits as requested by the District.*

Senior Project Manager: John Hultman, P.E.

- *Responsible for overall Hill team to assure that the needs of WSD Director of Facilities are being met.*
- *Meet with WSD Director of Facilities as required by client.*
- *Provide direction to the Hill team and its sub consultants.*
- *Provide bi-weekly Executive Summary written reports to the Facilities Director addressing key activities of the Hill team of the previous weeks and any significant outstanding issues.*

Senior Estimator/Construction Manager: Todd Smith

- *Reviews and provides comments on general contractor’s bid proposal, schedule of values and construction progress schedule.*
- *Reviews and provides comments on change orders for scope and pricing.*
- *Assists the Construction Manager as required and serves as an additional resource to the Project Manager to provide on-site services as required.*

Project Controls Manager: Katharyn Getchell, CCC, PSP

- *Assists the Construction Manager in development of the overall project budget.*
- *Assists with monthly budget reconciliations and financial reports.*
- *Provides WSD Facilities Director with monthly Hill invoices.*

Document Control: Kelly Reynolds

- *Assists the Construction Manager to develop and maintain the project record file structure and system.*
- *At project completion transfer all project files to WSD Facilities Director.*

Forte Architecture: Designer of Record and Sub consultant

- *Provide design, bid and construction administration services related to their design*

Design Phase:

- *Attend project design and development meetings with WSD stakeholders and design consultant.*
- *Review design and provide coordination comments to WSD Facilities Director and design consultant.*
- *Coordinate with local jurisdiction as needed.*
- *Prepare RFP in association with Facilities Director, advertise and assist in contractor selection.*
- *Assist in coordination of facility access plan prior to construction.*

Bid & Construction Phase:

- *Oversee bid phase of project and assist the District with advertisement for solicitation of bids and the bid process.*
- *Coordinate and attend mandatory pre-bid site walk for all prospective bidders.*
- *Assumes weekly on site construction meetings/visits to document construction progress and attend weekly construction meetings during construction phase from May to September 2013.*
- *Assist in review of construction schedule.*
- *Monitor contractor’s design and permitting progress.*
- *Assist in quality assurance monitoring to verify that the work is done in conformance with the contract documents.*
- *Expedite and track RFI’s, ASI’s and submittals for coordination and client responses.*
- *Prepare and electronically transmit records of work performed on site including site observation reports and photographs.*
- *Review and provide comments to general contractor safety and quality control plans.*
- *Review and provide comments on change orders for scope and pricing.*
- *Review consultant and general contractor invoices or applications for payment and make recommendations for payment.*
- *Coordinate with local AHJ as needed. Verify his issues & concerns are being appropriately addressed.*
- *Attend final system testing and inspection by AHJ.*

Final Closeout:

- *Assist generate punch list. Track and coordinate punch list until all items are satisfactorily closed.*
- *Review and comment on As-Built drawings and O&M manuals. Facilitate review of this documentation by design consultant.*
- *Facilitate implementation of warranty plan and developing a tracking plan to assist the District with warranty issues and closeout.*
- *Assist in obtaining final sign-off from AHJ.*
- *Verify proper training is provided to School District personnel.*
- *Review and coordinate final pay application.*

Estimated Man-Hours (does not include travel)						
Personnel/Man-hours	Hourly Rate	Jun	Jul	Aug	Sep	Estimated Fee
Rusty Pritchard, PIC	\$149	\$ -	\$ -	\$ -	\$ -	\$0
John Hultman, Senior PM	\$114	\$456	\$228	\$228	\$228	\$684.00
Todd Smith, Estimator/CM	\$84	\$ 1,344	\$ 1,344	\$ 1,344	\$ 1,344	\$4,032.00
Katharyn Getchell, Project Controls	\$101	\$ 202	\$ 202	\$ 202	\$ 202	\$606.00
Kelly Reynolds, Document Controls	\$56	\$ 112	\$ 112	\$ 112	\$ 112	\$336.96
Direct Labor Costs		\$ 2,114	\$ 1,886	\$ 1,886	\$ 1,886	\$5,658.96
Other Direct Costs		\$ 620	\$ 620	\$ 620	\$ 620	\$1,860.00
Total Per Month Estimated Fee		\$ 2,734	\$ 2,506	\$ 2,506	\$ 2,506	\$7,518.96
Forte Fee Proposal for Professional Design Services						\$9,024.00
Hill Mark up on subconsultant fee at 10%						\$902.40
Estimated Hill Fee for Amendment No. 3						\$17,445

Other Direct Costs
Rental Car \$ 70.00 Per One Day Rental/Round Trip
Gas \$ 50.00 Per R/T
Parking \$ 10.00 One Day at SIA
Meals \$ 20.00 Per Day
Printing/Mailings \$ 20.00 Monthly Allowance
Assumes 4 trips/month from June to Sep
Assumes no hotel overnight stays; but if needed due to operational requirements those charges will be invoiced as an additional charge

	Jun	Jul	Aug	Sep
Rental Car	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00
Gas	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Parking	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
Meals	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00
Printing/Mailings	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
Total Estimated ODCs	\$ 620.00	\$ 620.00	\$ 620.00	\$ 620.00

MOTION MADE: Gary Callison made the motion to approve the change order for Hill International for the Pioneer Middle School Security Initiative and approve the Superintendent’s ability to sign off and approve change orders not to exceed \$25,000 on this project.
SECONDED: By **Laura Jaecks**
PASSED UNANIMOUSLY

5) **Policy # 5967 – Change Orders:** Superintendent Flones presented the policy to the board for approval.

CHANGE ORDERS

Change orders which arise during construction shall be individually considered by the board provided, however, that for each project the board may grant the superintendent authority to authorize change orders if additional cost to the district does not exceed \$25,000.00 and provided that the total cost of all change orders approved has not exceeded five (5) percent of the approved total construction cost of the project.

The superintendent shall advise the board of all change orders executed in such cases. In the event a change order request exceeding the authority of the superintendent or exceeding five percent (5%) of the total construction cost of the project must be considered between board meetings, the president of the board may provide interim authorization. The board shall take formal action on such requests at the next board meeting.

Mr. Flones asked for approval to put Policy No. 5967 into action for the following summer months as needed.

MOTION MADE: Gary Callison made the motion to approve and put into action the Change Order Policy No. 5967 giving the Superintendent’s for each project authority to authorize change orders if additional cost to the district does not exceed \$25,000.00 and provided that the total cost of all change orders approved has not exceeded five (5) percent of the approved total construction cost of the project. Ability to sign off and approve change orders not to exceed \$25,000 on this project.
SECONDED: By **Walter Newman**
PASSED UNANIMOUSLY

VIII. Communications

- Ms. Jaecks informed the board that there is a lot of bare land around the Port of Chelan that is available for lease. Ms. Jaecks thought the district may want to use it for the CTE agricultural classes. She asked everyone to pass the word around within the district and on to the new CTE Director.

IX. Superintendent’s Report

None

MEETING ADJOURNED: At 9:00 a.m. Board President Jesús Hernández adjourned the meeting.

President

Superintendent

Date