



Wenatchee School District

Regular Board Meeting

Minutes of February 12, 2013

Orchard Middle School

Board Members Present

Jesús Hernández, President
Laura Jaecks, V.P.
Kevin Gilbert
Walter Newman

Staff Present

Brian Fones, Superintendent
Cabinet

I. Regular Meeting 7 p.m.

Jesús Hernández, Board President, opened the regular board meeting at 7:07 p.m., with the Pledge of Allegiance. Mr. Gary Callison was excused from the meeting.

President Hernández asked for a motion to approve the consent agenda. Motion made by Laura Jaecks seconded by Kevin Gilbert, the motion carried unanimously.

Consent Agenda included:

1) Minutes

MINUTES: 2/12/13 Regular Board Meeting

2) Personnel Report

PERSONNEL REPORT PREPARED BY: Lisa Turner, HR Director: February, 2013 personnel report is on file:

3) Vouchers/Payroll

PAYROLL PREPARED BY: Tami Hubensack, Director of Payroll: **\$4,821,937.31**

VOUCHERS PREPARED BY:
Karen Walters, Director of Accounting –
January 22, 2013

General Fund:
Check # 560039 through 560253 totaling \$445,384.73
Capital Projects:
Check #: 560254 through 560258 totaling \$28,189.57
ASB Fund:
Check # 560259 through 560312 totaling \$46,361.76

4) 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?
01/24/13	New	Pacific Security	Guard service for new WestSide High School Bldg	\$300.00 Mo Budget Code 9700-67-7079-000	2/1/13-1/31/2014	Bob King	YES	YES
01/31/13	Revision	State of Washington Health Care Authority (HCA)	Subsection 1.b Administrative Fee is amended by striking the phrase " . . . A rate of up to (3) percent.	\$0 Budget Code	Thru 6/30/13	Les Vandervort	YES	NO
02/01/13	Renewal	DigiPen Corp	Hosting & Service Agreement	\$2,500 Budget Code 4500-27-5050-545-3517	1/23/13 - 6/30/13	Jon Torrence	YES	YES
02/04/13	Renewal	Cashmere Convelascent Center	Student Clinicals for WHS Health Occupations Program	N/A Budget Code	2012-2013 School Year	Eleanor Sellers	YES	NO
02/04/13	Renewal	Colonial Vista Care Center	Student Clinicals for WHS Health Occupations Program	N/A Budget Code	2012-2013 School Year	Eleanor Sellers	YES	NO
02/04/13	Renewal	Highline Convelascent Center	Student Clinicals for WHS Health Occupations Program	N/A Budget Code	2012-2013 School Year	Eleanor Sellers	YES	NO
01/24/13	New	Hurst Construction	Irrigation Main Line Replacement along Miller St to Russell St.	\$121,700 Budget Code 9705-64-7000-000	2/13/13 - 4/30/13	Bryan Visscher	YES	YES
02/04/13	Amendment #3	Hill International, Inc.	Fire Alarm Design and Project Management WHS	\$64,761 Budget Code 9705-64-7000-402	2/13/13 - 10/1/13	Bryan Visscher	YES	YES

5) Surplus Report

SURPLUS REPORT PREPARED BY: Karen Walters, Director of Accounting – February 12, 2013, on file for review.

VI. School Presentations:

Orchard Middle School: Principal Mike Hopkins introduced Jacob Bucholz, Tech Lab and AVID teacher. Mr. Bucholz presented a powerpoint about a class where the students build and maintain a website that opens up communication for the students with each other and builds community. This project provides a lot for the students:

- Builds Connections
- Advertising
- Student success
- Recognitions
- Random Acts of Kindness
- Teacher events
- After school activities
- Art work
- AVID field trip to colleges and universities
- Healthy and Active life styles
- Engagement
- Gives students choices and able to make an impact at school M.S. level
- Opens door for students to work with software

The board was very impressed and thanked Mr. Bucholz for sharing this great opportunity for our students.

VI. Citizen Comments:

1) PSE President, Tina Herron, highlighted some of the outstanding classified employees in WSD. Tonight she introduced part of the Security Team; Don Durden, Janine Owyen and Wendy Barker. The board asked questions and congratulated them on a jobs well done for WSD.

V. ASB Reports

WHS: Jesse Reyes, ASB officer, reported:

- Janitor appreciation week.
- Blue Spoon Fundraiser for Janice Frans
- Royal Yogurt 20% fundraiser
- Chula Vista Mariachi visit
- In district finals with Eastmont

WSHS: Principal Kory Kalahar reported:

- 27 students earned more than 1.5 credits
- March 2nd WSHS at Wenatchee Wild & are selling tickets
- Success - raised \$1800 – “No Child left Inside”
- Blue Spoon fundraiser for WSHS

The board thanked them for the reports.

IX. Special Presentations/Reports

1) **The Coalition for Children and Families of NCW and North Central Early Learning Collaborative:** Alan Walker & Nancy Spurgeon Presented a powerpoint of the program and how it is in alignment with *Wenatchee Learns*.

- Importance of the first three years of a child’s life
- Wenatchee Learns Proposes.....

Our students need 21st century skills.

context	creativity	flexibility	unity
ethics	collaboration	technology	synthesis
relationships	diversity	leadership	communication

A Whole Learning Community ...

... invests more in learning success – including in the educational system.	... benefits from long-term collaborative relationships with community members.
... supports the education system more – and more consistently.	... nurtures joint efforts between citizens, businesses and the school system.
... has greater political will to create change and do extraordinary work..	... offers ways for everyone in the community to help students learn.

Building a Shared Future

<div>1</div> <div></div> <div>IDENTITY</div> <div>Nothing affects what we do more than the way we think about who we are – what we care about, and why, and our purpose – our identity. Knowing who we are at our best allows us to aim for a future that plays to our strengths and gets us more of what we want most.</div>	<div>2</div> <div></div> <div>DIRECTION</div> <div>Before we embark on a course of change, we must know where we are going – and just as importantly, our vision for a thriving future must be shared by our whole community. A unified view of what the future can and must hold enables us to work together to make our vision a reality.</div>	<div>3</div> <div></div> <div>PATH</div> <div>In a world of rapid change, knowing which challenges and opportunities to tackle (and how) is key to success. We know our schools cannot do it alone. As a whole community, we will identify the innovations and reforms that will yield not only change – but the right change.</div>	<div>4</div> <div></div> <div>ACTION</div> <div>Learning impacts students, and our students impact our community. In turn, our whole community has an impact on learning. The success of learning belongs to all of us. This is our chance not only to talk together but to work together as a whole learning community with a shared vision.</div>
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Wenatchee Learns™

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There are 2000 days between the time a child is BORN and the day they start KINDERGARTEN.

THE VISION

In Washington, we work together so that all children start life with a solid foundation for success, based on strong families and a world-class early learning system for all children prenatal through third grade.

Accessible, accountable, and developmentally and culturally appropriate, our system partners with families to ensure that every child is healthy, capable, and confident in school and in life.

Washington State Early Learning Plan

September 2010

Discussion continued about the importance of early childhood development and the work that WSD has put into WL to help from the beginning of a child’s life is commendable and in alignment with their vision. The importance of getting the parents involved and engaged with their child’s development is imperative for their success later on in life. Discussion also on graduation rates continued and Gov. Christine Gregoire’s statement:

Gregoire applauds award of
Race to the Top-Early Learning
Challenge grant
Today, Washington was awarded a *Race to the Top-Early Learning Challenge* (RTT-ELC) grant, which will bring up to \$60 million to our State over the next four years to help ensure all children start school ready to succeed.

The board thanked Mr. Walker and Ms. Spurgeon for the excellent presentation.

2) WHS Fire Alarm Project – Project Management Design Contract - Bryan Visscher, Director of M&O presented the WHS Fire Alarm Project for information. The contract was approved in the consent agenda and moved from the board workshop earlier to the regular board meeting.

ATTACHMENT A Scope of Work

Principal-in-Charge: Rusty Pritchard, CCM

- Responsible for overall Hill team and its subconsultants 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.

Project Manager: John Hultman, P.E.

- o Responsible for overall Hill team to assure that the needs of WSD Director of Facilities are being met.
- o Meet with WSD Director of Facilities as required by client.
- o Provide direction to the Hill team and its subconsultants.
- o 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.

Construction Manager: Tim Farley, P.E.

- o Reports directly to the Project Manager or a designated representative.
- o Develop communication protocol and work with the project team to implement same.
- o Responsible for all aspects of the construction project from development of the preliminary to final design to completion of the project closeout. (See phases and anticipated scopes of work attached).

Senior Estimator/Construction Manager: Todd Smith

- o Provides rough order of magnitude estimates for removal of existing fire alarm system, purchase and install of new system.
- o Reviews and provides comments on general contractor's bid proposal, schedule of values and construction progress schedule.
- o Reviews and provides comments on change orders for scope and pricing.
- o 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

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

Document Control: Kelly Reynolds

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

Design Phase:

- o Attend project design and development meetings with WSD stakeholders and design consultant. Assumes at least two on site meetings a month from February to April 2013 during the design phase.
- o Review design and provide coordination comments to WSD Facilities Director and design consultant.
- o Coordinate with local AHJ as needed.
- o Prepare RFP in association with Facilities Director, advertise and assist in contractor selection.
- o Assist in coordination of facility access plan prior to construction.

Bid & Construction Phase:

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

Final Closeout:

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

**AGREEMENT
BETWEEN
WENATCHEE SCHOOL DISTRICT NO. 246
AND
HILL INTERNATIONAL, INC.
FOR
PROFESSIONAL CONSULTING SERVICES**

FEB 04 2013
BY: _____

**Amendment No. 3
February 1, 2013**

This **Amendment No. 3** to the Agreement between Wenatchee School District No. 246 and Hill International, Inc., executed on July 1, 2011 is made for the purpose of expanding the scope of services provided by Hill International to include: *Provide project, construction and design services for the Wenatchee High School Fire Alarm Modernization project.*

The following changes are made to the base agreed by the Articles noted below:

**ARTICLE 3
TERM OF AGREEMENT**

This agreement shall be effective from February 1, 2012 to October 14, 2013 or until terminated in accordance with the applicable provisions of this Agreement.


**ARTICLE 4
COMPENSTION AND PAYMENT**

Compensation under this Amendment shall not exceed \$64,761 dollars unless authorized in writing by Owner. This value is a not to exceed amount for the term of the agreement. Compensation beyond that term is subject to negotiation.

For the satisfactory performance of services the Owner shall pay the Consultant, on a monthly basis, in accordance with the tasks and rates identified in Attachments A and B. Labor shall be compensated on an hourly basis.

The hourly rates stated in Attachment B are subject to an escalation of up to 4% on January 1st of each year of this Agreement.

Mr. Visscher wanted to make the board award of certain elements of this agreement including the scope of work. He asked Tim Bowen to be present along with Dave Yancey, who are district technology experts who have put all the effort into this project to bring the fire alarm system up to specifications and standards for safety. The project manager is Hill International, John Hultman. The system was from 1972, updated in 1994 and again in 2006.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract	Approved by Les?	PO Required?
2/4/2013	Amd #3	Hill International, Inc.	Fire Alarm Designand Project Management, Wenatchee High School	\$64,761, not to exceed Budget Code 9705-64-7000 - 402	2/13/2013 thru 10/1/2013	Bryan Visscher I have read this contract and recommend for board approval. Initials BV Date 2/4/2013		Yes

- The system from 1972 was put in with insight for the future, not required at that time.
- The design of the fire alarm to bid out and hire is projected before school is out and by summer.
- It will have a fully integrated system.
- Hill International will carry it through the project.
- Design is April/May timeframe
- 24 hour support available

After answering the boards questions the board thanked Mr. Visscher and Mr. Hultman for the update.

3) WestSide Building Plan – Forte Architects – Tom Bassett, presented the building plans to the board and explained them in detail. He answered their questions and clarified:

- Conditional permit with the City
- Pave or lawn area – lawn more reasonable
- Continuous path
- Portables
- Athletic Facilities
- 2 Multi-purpose rooms
- Learning commons
- Library
- Sense of Community in open spaces
- Open window walls in classrooms
- Lots of sky-lights
- Learning Center
- Open concept office space

- More storage space, made moveable
- Cupboards made multi-uses/white boards
- 900 sq ft classrooms 20-30 students
- Several exits without outside access into the building
- Entrance options with security in mind
- All classrooms have windows

Much discussion on artist's renderings, on file.

A) WestSide General Construction Contract –

Forte Architects and General Contractor TW Clark Construction– Tom Clark owner:

- Bid went out January 29th
- TW Clark Construction Low Bidder
- 1.9 mil was low bid, but over our 1.7 estimates, took out and replaced ceiling tiles in bid request specs and bid dropped \$330,000.

Mr. Visscher introduced TW Clark General Contractor owner, Mr. Tom Clark. Mr. Clark answered clarifying questions for the board, including the roof's quality and safety not being compromised due to tile change, lowering bid. The board thanked him and complimented them on a good job in bringing project together and moving forward.

The board thanked Mr. Bassett, Mr. Visscher and Mr. Clark for the updated information.

MOTION MADE: By Walter Newman to approve TW Clark's General Contractor Contract for the WSHS construction project as presented.

SECONDED & APPROVED: Unanimously by the board.

B) DES WestSide OSPI grant related contracts --

Alysa Wyrick, Washington State DES, (Shelly Pittman & Paul Ristow, Ameresco Quantum) presented the following.

a) OSPI Board Resolution # 02-13

2012 Jobs Now Act Energy Operational Cost Savings Grants

**WENATCHEE SCHOOL DISTRICT
City, State
Resolution # 02-13**

WHEREAS, the Office of Superintendent of Public Instruction (OSPI) has announced that Wenatchee School District is awarded project funding of \$810,000 for WestSide High School HVAC and Lighting Improvements based on an OSPI 2012 Jobs Now Act Energy Operational Cost Savings grant application submitted by the district;

WHEREAS, the OSPI requires districts who are awarded Energy Operational Cost Savings Grants to approve and submit evidence of the following before the final award, release or availability of the award funds:

- Signatures of individual(s) authorized by the district to sign documents for said project;
- Assurance that the district will follow all applicable laws and regulations pertaining to energy performance contracting and applicable public works laws;
- Certification that all funds will be used as intended in the grant award and as identified in the grant application;
- Assurance that project schedule milestones, as indicated in the grant application, for design completion February 1, 2013, start of construction February 15, 2013 and project completion August 1, 2013 will be adhered to, to the best of the district's ability;
- Commitment to provide to the OSPI the Energy Service Proposal for ESCO projects for the work to be done under this grant;
- Commitment to provide to the OSPI the executed contract for design and construction services for the work to be done under this grant;
- Commitment to provide to the OSPI the following two documents from the Energy Services Company or the Energy Consultant:
 - The "Notice of Commencement of Energy Savings" immediately following project acceptance, and;
 - The "Monitoring and Verification Report" within four months following the end of the performance period.

THEREFORE BE IT RESOLVED that the Board of Directors (Board) of Wenatchee School District intends to comply with all OSPI requirements as set forth above; and

furthermore, BE IT RESOLVED that the Board authorizes Brian Fones or Bryan Visscher to sign documents relating to the Energy Operational Cost Saving Improvement Grants project, and

further, BE IT RESOLVED that the Board assures the OSPI that the district will follow all applicable laws and regulations pertaining to energy savings performance contracting and public works projects, and

further, BE IT RESOLVED that the Board certifies that all funds will be used as intended in the grant award and as identified in the grant application; and

further **BE IT RESOLVED** that the Board assures that the project schedule milestones, design completion February 1, 2013, start of construction February 15, 2013 and project completion, August 2013 will be adhered to, to the best of the district’s ability; and

further **BE IT RESOLVED** that the Board commits to provide to the OSPI the Energy Service Proposal for ESCO projects and copies of the executed contracts for design and construction services for the work done under this grant; and

further **BE IT RESOLVED** that the Board commits to provide to the OSPI the following documents:

- 1. the “Notice of Commencement of Energy Savings” immediately following project acceptance, and;
- 2. the “Monitoring and Verification Report” within four months following the end of the performance period.

APPROVED by the Board of Directors of Wenatchee School District, Chelan County, Washington, in a meeting thereof held on February 12, 2013.

MOTION MADE: Kevin Gilbert made the motion to approve Resolution No. 02-13 as presented by Bryan Visscher and Alysa Wiyrick.

SECONDED: By Walter Newman

APPROVED: Unanimously

b) Inter-Agency Agreement Amendment

Date	New or Renewal or Revision	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract		PO Required?
1/29/2013	New	Washington State Department of Enterprise Services	Inter-Agency Agreement Ammendment	\$35,200	2/12/2013	Bryan Visscher I have read this contract and recommend for board approval.		Yes.
				Budget Code		Initials BV		
						Date 1/29/2013		

Contract Details (Give a brief description of the contract):

Ammdement to 2011 Inter-Agency Agreement between Wenatchee School Distric (WSD) and Washington State Department of Enterprise Services (DES) to provide project management services related to the Performance Contract project at WestSide High School. This agreement originated with the Wenatchee High School lighting upgrade project. In 2012 the agreement was ammdented to add the Wenatchee High School Swimming Pool HVAC/Pioneer Lighting project. This ammdement brings the total cumulative value of the agreement to \$91,900.

It should be noted that DES agreed to combine the WestSide project with the WHS/Pioneer project, effectively reducing project management fees by by approximately \$20,000.

MOTION MADE: Laura Jaecks made the motion to approve WA State Dept. Enterprise Services Inter –Agency Agreement Amendment as presented by Bryan Visscher.

SECONDED: By Walter Newman

APPROVED: Unanimously


c) Funding Authorization for Investment Grade Audit

Date	New or Renewal or Revision	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract		PO Required?
1/29/2013	New	Washington State Department of Enterprise Services	Funding Authorization	\$15,095	2/12/2013	Bryan Visscher I have read this contract and recommend for board approval.		Yes.
				Budget Code		Initials BV		
						Date 1/29/2013		

Contract Details (Give a brief description of the contract):

Funding Authorization for the energy audit and energy services proposal required for application to OSPI for the 2012 Jobs Now Act Energy Operational Cost Savings grant.


d) Funding Authorization for ESCO Design Fees

Date	New or Renewal or Revision	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract	pproved by Les?	PO Required?
1/29/2013	New	Washington State Department of Enterprise Services	Funding Authorization	\$265,538.89	2/12/2013	Bryan Visscher I have read this contract and recommend for board approval.		Yes.
				Budget Code		Initials BV		
						Date 1/29/2013		

Contract Details (Give a brief description of the contract):

Funding Authorization for the design and implementation, first year measurement & verification of energy savings, and related sales tax for the WestSide high school Energy & Operational Savings ESCo project for which the district received a 2012 Jobs Now Energy Operational Savings grant of \$810,000.

e) Funding Authorization for ESCO Construction

Date	How or Renewal or Revision	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract	Approved by Les?	PG Required?
1/29/2013	New	Washington State Department of Enterprise Services	Funding Authorization	\$888,483.11	2/12/2013	Bryan Visscher (I have read this contract and recommend for board approval.)		Yes.
				Budget Code		Initials		
						Date: 1/29/2013		

Contract Details (Give a brief description of the contract):

Funding Authorization for the ESCo contract for construction of HVAC and Lightin Upgrades at WestSide High School, and related sales tax for which the district received a 2012 Jobs Now Energy Operational Savings grant of \$810,000.

MOTION MADE: Kevin Gilbert made the motion to approve the three Funding Authorization for Investment Grade Audit, ESCO Design Fees and ESCO Construction as presented by Bryan Visscher.
SECONDED: By Laura Jaecks
APPROVED: Unanimously

Bryan Visscher answered questions about natural lighting, energy conservation grants, skylights, windows, interior lighting, LED lighting and fixtures.
The board thanked them for all the work that has gone into these projects.

IX. Communications

NONE

X. Superintendent’s Report

- o Reminder of Chamber of Commerce Banquet

MEETING ADJOURNED: Board President Jesús Hernández adjourned the meeting at 8:55 p.m.

President

Superintendent

Date