



North Mason School District

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Capital Project Advisory Team

May 29, 2013

Meeting Summary

I. Welcome & Introductions

Members Present: Joanne Baldwin, Anne Crosby, Christy Garner, Bill Green, Renee Hicks, Jody Olson, Carrie Porter, Mark Swofford, Thom Worlund, Mike Young.

Staff Present: David Peterson, Paula Bailey, Wayne Lerch, Wade Jensen, Ray Mow

Visitors Present: Stace Doré, Tim Wing, Ed Lucas

II. Committee Charge: overview, discussion, revision (David Peterson)

Superintendent Peterson provided a brief overview of the Committee Charge (attached). Project Advisory Team membership may change over time as the focus of the team's work will change. The initial focus is the locating and construction of the new high school and related facilities.

The group discussed the schedule for meetings. We anticipate that the next meeting will be scheduled for mid to late August, when decisions regarding the site master plan must be made.

III. The Overall Project Scope (Peterson)

Superintendent Peterson quickly reviewed the projects funded by the bond and distributed the language from the board resolution (and ballot language) identified what the bond money can be spent on.

IV. Status Report: The New NMHS (Mark Swofford, Wayne Lerch)

A. General Parameters

We are currently anticipating the new high school to open with classroom space for 800 to 850 students, and core facilities for 1000 students. Additionally, the design will anticipate a near-term addition of eight to ten classrooms and have mechanical, electrical, water and other systems "ready to go" for the additional rooms.

B. Current Activities

Mark is coordinating the input sessions, focusing on input from staff and students in how each space in the building needs to function, and preferences for features of general spaces and specialized spaces, including “adjacencies.” Wayne and Wade have joined Mark for meetings with staff. Meetings with students are scheduled. The end result will be a collection of very detailed preferences that will serve as the foundation for the initial design.

Wayne distributed and described NMHS budget information and a tentative construction schedule.

C. Next Steps

Committee members recommend the following “open house” input sessions and/or digital surveys:

- a. former students
- b. athletic facility users, focusing on community groups
- c. performing arts
- d. regional employers (especially focusing on CTE)
- e. Olympic College

V. Meeting Time Preferences

The group agreed to a meeting start time of 5:00, with a target end time of 6:00. Some meetings may go longer, and David will attempt to provide fair warning when staff anticipate a meeting of more than one hour.

The Committee Planner/Charge

Committee Name:	NMSD Capital Project Advisory Team
Purpose:	To provide guidance and advice to the North Mason School District Superintendent regarding the voter-approved bond projects.
Functions:	Members will gain knowledge of the projects through meetings, readings, and other activities so each may participate fully in team discussions. The Advisory Team will consider questions asked, from time to time, and advise the superintendent. Questions will likely include: determining sites of buildings and fields; recommending general design features as developed and modified by project architects; recommending specifications prior to requesting construction bids; establishing the sequence of projects; and allocating any residual once major projects are complete or near completion.
Relationship to Policy:	NMSD Board Resolution 08-G-13
Jurisdiction:	Jurisdiction includes the specific projects identified in Resolution 08-G-13 and other work, projects, or decisions related to or required for said projects.
Limitations:	It is the intent of the Superintendent to rely on the consensus of the Advisory Team. However, the Superintendent cannot delegate final decisions. The Superintendent must also consider guidance from project architects, project management, and general contractors.
Products:	While the architects, project manager(s) and others will create and share many documents and other products, it is not anticipated that the Advisory Team itself will create products.
Timetable/Deadline:	Estimated May 2013 through September 2016.
Resources:	Clerical support and requested information/materials from the architects, project management, and district.
Membership:	HS program facilitator and NMHS administrator Mark Swofford; PSE representatives (2); NMEA representative; parents and community members (3+); youth sports representatives (2); Alternative Education and CTE administrator Anne Crosby; HMS Principal Thom Worlund; Boys and Girls Club Representative; others as appropriate and needed.
Staff/Support	David Peterson, Superintendent; Paula Bailey, Executive Director of Business and Operations; Wayne Lerch; Wade Jensen & Ray Mow, Erickson-McGovern Architects; Project Manager (TBD).
Reporting To	Superintendent

From NMSD Resolution 08-G-13
Adopted February 21, 2013

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF NORTH MASON SCHOOL DISTRICT NO. 403, MASON AND KITSAP COUNTIES, WASHINGTON, as follows:

Section 1. Findings. This Board of Directors (the "Board") hereby finds and declares that the best interest of the students and other inhabitants of the District require the District to carry out the plans hereinafter provided at the time or times and in the order deemed most necessary and advisable by the Board.

Section 2. Capital Improvements. The District shall make the following capital improvements (the "Improvements"):

- Construction of a new high school;
- Renovation/modernization of existing high school to become middle school;
- Facility improvements, including replacement roofs for existing schools;
- Convert existing middle school to district offices;
- Undertake improvements to playfields; and
- Mechanical, safety and security upgrades throughout the district;

The cost of all necessary architectural, engineering, and other consulting services, inspection and testing, administrative and relocation expenses, on and off-site utilities, site acquisition, related improvements and other costs incurred in connection with the making of the foregoing capital Improvements shall be deemed a part of the costs of such Improvements. Such Improvements shall be complete with all necessary furniture, equipment and appurtenances.

If available funds are sufficient from the proceeds of Bonds authorized for the above purposes, and state or local circumstances require, the District shall use such funds to pay the principal of or interest on the bonds or acquire, construct, equip and make other capital improvements to the facilities of the District, all as the Board of Directors may determine, after holding a public hearing thereon pursuant to RCW 28A.530.020.

The District shall determine the application of available moneys as between the various Improvements set forth above so as to accomplish, as nearly as may be, all of the Improvements described or provided for in this section. The District shall determine the exact extent and specifications for construction of structures or other improvements.

If the Board shall determine that it has become impractical to accomplish any of such Improvements or portions thereof by reason of state or local circumstances, including changed conditions, incompatible development or costs substantially in excess of those estimated, the District shall not be required to accomplish such Improvements and may apply the Bond proceeds or any portion thereof to other portions of the Improvements, to other capital improvements, or to payment of principal of or interest on the Bonds, as the Board may determine after holding a public hearing thereon pursuant to RCW 28A.530.020.

In the event that the proceeds of sale of the Bonds, plus any other moneys of the District legally available, are insufficient to accomplish all of the Improvements provided by this section, the District shall use the available funds for paying the cost of those Improvements for which the Bonds were approved deemed by the Board most necessary and in the best interest of the District.