



West Linn – Wilsonville Schools

LONG RANGE PLANNING COMMITTEE

AGENDA

February 24, 2015

7:00 pm, District Administration Building-Board Room

1. Check-In
2. Roll Call
3. LRPC Vacancy
4. 2014 Bond Program
 - a. Bond Management Plan
 - b. Bond Team
 - i. Construction Management-Approved Heery Intl
 - ii. Architect Selection-Board Action DOWA-IBI
 - c. Bond Web Site
 - d. Bond Sale
5. Roll of LRPC in 2015 Bond Oversight [handout]
 - a. Ensure bond revenues are used for the purposes consistent with the 2014 LRP, voter-approved ballot measure 3-456 and state law.
 - b. Provide annual (quarterly) written report and presentation of capital bond progress and finances to the Board at a regularly scheduled School Board meeting.
 - c. Communicate key 2014 Capital Bond information to community stakeholders through a variety of methods.
6. Enrollment/demographic update by Davis Demographics
7. 2014/15 Meeting Schedule To be determined



West Linn – Wilsonville Schools

To: Bill Rhoades, Superintendent
School Board

From: Tim Woodley, Director of Operations

Date: February 2, 2015

Subject: **Regular Board Meeting**
Long Range Planning Committee
Notice of Vacancy

Following successful passage of the 2014 Bond, Jerri Bohard, a long-term member of the District Long Range Planning Committee respectfully submitted her resignation reflecting that she joined the group in 2000/01 when her son started school at the newly opened Boones Ferry Primary School. He has graduated from Wilsonville High and is now enrolled at Oregon State. Jerri is a Planner with Oregon Department of Transportation and is taking on new professional development opportunities that required an assessment of her personal commitments. Jerri was an extraordinary participant in District long range planning and played an important role in stewarding the District mission and vision through three separate and successful capital bond elections that have allowed the District to respond to student enrollment growth and other necessary capital improvements at all District sites over her 15-years of continuous service. Her role in Long Range Planning will be missed.

As this position comes vacant, it would be appropriate for the Board to recognize Jerri's contributions and open the vacancy on the Long Range Planning Committee to publicly invite interested patrons with this opportunity to apply.

As provided in Board Policy BCEA, the Long Range Planning Committee is a Board appointed group of seven (7) District residents who each serve a 3-year term. Jerri's term ends June 30, 2016; therefore, the open position will be an appointment to fulfill that term, and be renewed for an additional 3-years if the successful applicant wishes (contingent on reappointment by the Board).

Staff recommends the Board publicly open this position and invite applications from interested District residents.

Attachments:
Email of resignation from Jerri Bohard
Current LRPC roster
Board Policy BCEA

2014 Capital Construction Bond - Consultant Selection Checklist

[illegible]



West Linn – Wilsonville Schools

To: Bill Rhoades, Superintendent
School Board

From: Tim Woodley, Director of Operations

Date: February 2, 2015

Subject: **Regular School Board Meeting**
Bond Oversight: Long Range Planning Committee Guidelines

At the January 5th Board Meeting, the Board assigned 2014 Bond Citizens Oversight to the Long Range Planning Committee, and asked staff to develop a draft set of responsibilities for the Board to consider as guidance for the Long Range Planning Committee in this role.

At the January 20th Study Session, the Board again discussed the role of the Long Range Planning Committee serving as Bond Oversight. Several guidelines were provided by staff and board members with a discussion to assist in further clarification.

On Tuesday evening, January 27th, the Long Range Planning Committee met and were briefed on board action to assign 2014 Bond Citizens Oversight to the Committee, and reviewed and discussed the oversight guidelines developed to that point. The following guidelines are provided as a draft for Board consideration:

Bond Oversight Committee Guidelines

The Long Range Planning Committee, in providing 2014 Bond Oversight, will actively monitor and regularly report to the School Board on the progress of the bond program. Responsibilities include the following:

1. Ensure bond revenues are used for the purposes consistent with the 2014 Long Range Plan, voter-approved ballot measure 3-456 and state law.
2. Provide annual (quarterly) written report and presentation of capital bond progress and finances to the Board at a regularly scheduled School Board meeting.
3. Communicate key 2014 Capital Bond information to community stakeholders through a variety of methods.



West Linn – Wilsonville Schools

MEMO

DATE: January 13, 2015
TO: Bill Rhoades
FROM: Tim Woodley
RE: Bond Oversight: Long Range Planning Committee Guidelines

It is considered good practice for School Districts and Boards to assign a committee of appointed citizens to meet regularly for the purpose of providing oversight of Capital Bond Management. The West Linn - Wilsonville School District Board has appointed a Long Range Planning Committee to advise them regarding long range facilities planning and capital improvement project planning. It is recommended that the Long Range Planning Committee be formally assigned the duties of the Citizen's Bond Oversight Committee. APPROVED 1/5/15

At the January 5th School Board Meeting, the Board agreed to assign 2014 Bond oversight to the District Long Range Planning Committee, and, asked staff to prepare a set of responsibilities for the Board to consider as guidance for the Long Range Planning Committee in their role in bond oversight. The following list is representative of suggested guidelines:

The Committee will actively monitor and regularly report to the School Board on the progress of the bond program including:

- Ensure bond revenues are used only for the purposes consistent with the voter-approved bond measure ballot and consistent with state law.
- Communicate key information related to the bond to all stakeholders.
- Review bond program performance and financial audits.
- Review quarterly reports produced by the District each year the bond proceeds are being spent in order to assess general compliance with the bond program approved by voters.
- Ensure alignment with the 2014 Long Range Plan approved by the School Board and with Board Policies.
- The committee should meet at least once a quarter during the year to review expenditures
- Provide an annual report to the Board at a regularly scheduled meeting.
- Review of bond management plans and bond project progress reports.
- Communications on key information related to the bond with the School Board, public groups, organizations, and networks.
- Periodic project site tours.

West Linn – Wilsonville School District

Long Range Planning Committee Meeting

Administration Building

22210 SW Stafford Rd – Tualatin, OR 97062



Project: LONG RANGE PLANNING COMMITTEE

Date: February 24, 2015 – 7:00 PM

Recorded by: Remo Douglas

Meeting Minutes

Attendees: Tim Woodley Tony Vandenberg
Keith Liden
Kent Wyatt

New Business

Mtg – Item *Discussion/Action Item*

1. Check-In: Tim Woodley called the meeting to order at 7:06 pm.
2. Roll Call
3. 2014 Bond Management Plan:
 1. Has been reviewed by Superintendent and Board. Discusses how the district expects to manage the bond.
 2. It is a living document that will be posted to the website. It continues to be developed as processes are solidified.
 3. It will contain organizational charts, details of processes etc that will be honed over time. This will be a resource to help determine if the activity in the bond is following the intended course.
4. Bond Team:
 1. Tim briefly discussed the consultant selection sheet handout. This sheet lists the consultants that will be needed for the bond, and the progress in selection of each. It is expected that most consultants will be selected in the next two to three months.
 2. Heery was hired as the construction program manager, Tony Vandenberg will be working as the Program Manger.
 3. The selection committee for the Architecture and Engineering Consultant Services Request for Proposals has a recommendation that will go to Board March 2nd.

Department of Operations
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2755 SW Borland Road, Tualatin, Oregon 97062

4. Three other Request for Proposals are currently underway including: Data Engineering, Safety & Security Consultant, and Environmental Consultant.
5. As the market reacts to several large K-12 capital bond programs in the Portland metro area, a major factor in these procurements is the candidates' workload. It will be important that these firms have the capacity to respond to the needs of our schedule. This is a criteria in each of the consultant selection processes.

5. Bond Website:

1. The general layout of the bond website was discussed. The website will be incorporated into the general district website system. This should help many users navigate the bond website more easily because it will operate in much the same way as the district and school websites.
2. The calendar portion of the website was also discussed. This has the potential to be a powerful tool for transparency. Meetings and milestones can be posted, and associated documents can be linked to them as appropriate.
3. The bond team is actively working to make updates to the website and make it ready for public use.

6. Bond Sales:

1. The business office and department of operations have been coordinating with bond council.

7. LRPC Role - Bond Oversight:

1. The February 2, 2015 memo in the agenda packet regarding bond oversight was discussed. It was noted that the three guidelines for the LRPC's oversight activities could be accomplished, in part, through activities listed on the January 13, 2015 memo that was also part of the agenda packet for this meeting. For example, periodic site tours would provide information useful to pursuing all three of the guidelines.

8. Enrollment – Demographics Update:

1. Primary classroom space is filling at a rapid rate, and needs to be reassessed. Davis Demographics has been commissioned to do this.
2. It was noted that the eventual development of the Frog Pond area could pose a challenge to providing primary school space in Wilsonville.

9. LRPC Vacancy

1. It was noted that the Board has publicly opened the recently vacant position on the LRPC.

Next
Meeting:

TBD