



## West Linn – Wilsonville Schools

**Bond Oversight & Long Range Planning Committee Meeting**  
**Administration Building**  
**22210 SW Stafford Rd, Tualatin, OR 97062**  
**January 17, 2018, 6:00 PM**

### Agenda

1. Call to Order                      6:05 pm Admin Boardroom
2. Roll Call:  

<b>David Lake</b>	<b>Samy Nada</b>
Doris Wehler	R. B. Brandvold
<b>Kent Wyatt</b>	Grady Nelson
<b>Mike Jones</b>	Chelsea Martin (Board Liaison)
<b>Kathy Ludwig</b>	<b>Tim Woodley</b>
<b>Remo Douglas</b>	Tony Vandenberg
<b>Amy Berger</b>	<b>Andrew Kilstrom</b>
3. The Bond Oversight Quarterly Report, Quarter 4, 2017 was handed out as a draft. Tim walked the group through the draft of the report.
  - a. The program financial summary was reviewed. Currently the bond has paid out about 82.5 million dollars to date. 85% of funding has been committed with 83% spent out. Just about \$3 million was spent this quarter.
4. There are some new projects in design. Interior projects at Bolton and Beockman Creek Primary Schools as well as new baseball synthetic turf at West Linn and Wilsonville High Schools. A lighting package for new energy efficiency lighting across 5 schools is currently out to bid. Also, Inza Wood Middle School will have a project to install synthetic turf on the football field and lighting upgrades in partnership with the construction excise tax funds as well as the bond.
5. Meridian Creek Middle School
  - a. This project is currently in closeout. The city has made the first payment of their portion of the street improvements project. Final true up is continuing to be reviewed.
6. Sunset Primary School
  - a. This project is currently in closeout. The playfield still needs to be finished and will happen when the weather improves.
7. Tech
  - a. Technology continues to make purchases and has spent out \$5.6 of \$7 million. They have received rebates for some work which makes the spending rate look slower than it actually is.

- b. The district will be purchasing some wireless handheld radios to help in the case of an emergency if cell towers go down and road conditions are poor, communication will still be possible.
- 8. Safety and Security
  - a. Some of the money from this project will help with the secure entry part of the remodels at both Boeckman Creek and Bolton Primary Schools.
- 9. District-Wide Projects
  - a. The projects for this summer include the remodels at Boeckman Creek, Bolton Primary, lighting across several schools, and synthetic turf projects mentioned above.

#### Long Range Planning:

- 10. A handout was passed around about school capacity. Tim researched different school districts in the area to determine how they calculate school capacities. Included in the research is Beaverton, Lake Oswego, Portland Public, Oregon City, Sherwood, North Clackamas, Hillsboro and Seattle Public as well as West Linn – Wilsonville School District.
  - a. These districts fall into one of two methodologies: Student capacity based on building area (square feet/student) or based on teaching stations (instructional space).
  - b. Utilization rate is something that comes up a lot, it is the recognition that schools at the middle and high levels every classroom isn't used every minute every day. Schedules dictate this lower level of efficiency. The utilization rates vary based on primary, middle or high school.
    - i. Example is Sherwood School District. Primary utilization rate is 1.0, Middle School is 0.83, and High School 0.80. They take number of teaching stations multiplied by class size and then multiply by the utilization rate to determine capacity.
  - c. What is needed as a takeaway from these numbers is to see when we might be at a tipping point where we need to add more room, classroom additions or new buildings.
  - d. Research across the United States shows capacity seems to be decreasing due to how students are taught. Rooms are not uniform anymore, there are breakout spaces and small group learning areas, more flexible space where the physical space might be available but the space is being utilized differently based on best practices for student learning styles.
  - e. As this district moves forward with investigating our district capacity model, terms will need to be defined. Utilization factor, educational capacity, class size, core space, teaching stations, etc.

11. Based on discussions of the different district capacity models The Long Range Planning Committee next steps is to examine West Linn – Wilsonville School District numbers based on the examples of how Lake Oswego and Sherwood Districts calculate their capacities. These two districts use calculable numbers one based on the Building Area Method (Lake Oswego) and the other based on Teaching Station Method (Sherwood).
12. District staff will test the two methods using West Linn High School, Meridian Creek Middle School, Sunset Primary School and Stafford Primary School and report results back to Long Range Planning Committee at their next meeting in anticipation of a report to the School Board this spring.
13. Adjourn               7:28 pm
14. Mike Jones will present the 4<sup>th</sup> Quarter Report to the School Board at the February 5<sup>th</sup> Board Meeting.
15. Next Meeting                                                  Long Range Planning March 21<sup>st</sup>.



## **West Linn – Wilsonville Schools**

**Long Range Planning Committee Meeting  
Administration Building  
22210 SW Stafford Rd, Tualatin, OR 97062  
Wednesday, January 17, 2018 6:00 PM**

### **Bond Oversight/Long Range Planning Committee Meeting**

#### **Agenda**

1. Call to Order
2. Roll Call

Mike Jones	Samy Nada
David Lake	RB Brandvold
Doris Wehler	Kent Wyatt
Grady Nelson	Chelsea Martin, Board Liaison
3. 4<sup>th</sup> Quarter 2017 Bond Report (presentation & hand-out)
4. Re-calibrate School Capacity (presentation & hand-out)
5. Next Steps

#### **Adjourn**

January 17, 2018

Long Range Planning Committee

## School Capacity

“Capacity” measures the ability of a school facility to meet the space needs of the student population. There are a number of different methodologies used by school districts to calculate school capacity based on operational approaches, educational goals and class size targets.

These methodologies fall into two categories:

1. Student capacity based on building area (square feet/student)
2. Student capacity based on teaching stations (instructional space)

### BUILDING AREA METHOD

Beaverton School District: Gross square footage of building minus special education square footage equals Net Square Footage divided by square footage per student factor equals Permanent Capacity plus Adjusted Portable Capacity (the number of portable classrooms times the staffing ration at that level minus 20% core facility factor) equals Total Available Capacity

Lake Oswego School District: Two methods were used to compare and assess:

1. School Classroom Capacity: Total square footage of all teaching stations divided by recommended building area per student (32sf)
2. Building Area Capacity: Total square footage of all spaces within the school divided by recommended building area per student (125sf)

Note: In this case, school buildings were assessed for both teaching space and for core facilities. Also the district uses 24 students per classroom at primary level and 29 students per classroom at middle/high level

Portland Public: Instructional Area Model divides instructional areas (spaces with teachers assigned to them) by a square foot per student factor to determine the student capacity of each space. Then multiplied by a “utilization” factor to account for all spaces not being used 100% of the time. Each school is assessed individually.

### TEACHING STATION METHOD

Oregon City School District: Number of teaching stations times target class size (elem=28; mid/high=30)

Sherwood School District: Elementary home room classrooms times 25 students/classroom time utilization rate (1.0). Middle level teaching stations times average class size (30) times

utilization rate (0.83). High level teaching stations times average class size (32) times utilization rate (0.80) Note: Some larger areas for PE, band, choir, etc have larger average class sizes.

North Clackamas School District: Teaching station times class size times utilization rate. Class size is: Primary “target/ideal”=25, “practical”=28; Middle/High “target/ideal”=28, “practical”=32. Did not publish utilization rates.

Hillsboro School District: Methodology for determining Permanent School Capacity is based upon multiplying the number of regular classrooms in a school building by the specified student-per-classroom ratio. Elementary=28, Middle/High=32

Seattle Public Schools: Capacity is calculated by multiplying the number of teaching spaces times the class size limit stated in the negotiated agreement times utilization factor (elem=95%, middle/high=83%)

West Linn-Wilsonville School District: Educational Capacity is calculated:

- Primary: Homeroom classrooms times class size (K-3=22, 4-5=25)
- Middle: Teaching station times class size. Regular classrooms = 25 with larger class size for specialized spaces like band, choir, PE. (Generated utilization factor = 80%)
- High: Teaching station times class size. Regular classrooms = 27.5 with larger class size for specialized spaces like band, choir, PE. (Generated utilization factor = 93%)

Note: This capacity was calculated with each individual principal recognizing unique building features and class schedules.



January 2018



# **WEST LINN - WILSONVILLE SCHOOL DISTRICT**

## 2014 Capital Bond Program

### Quarterly Report

Q4 2017

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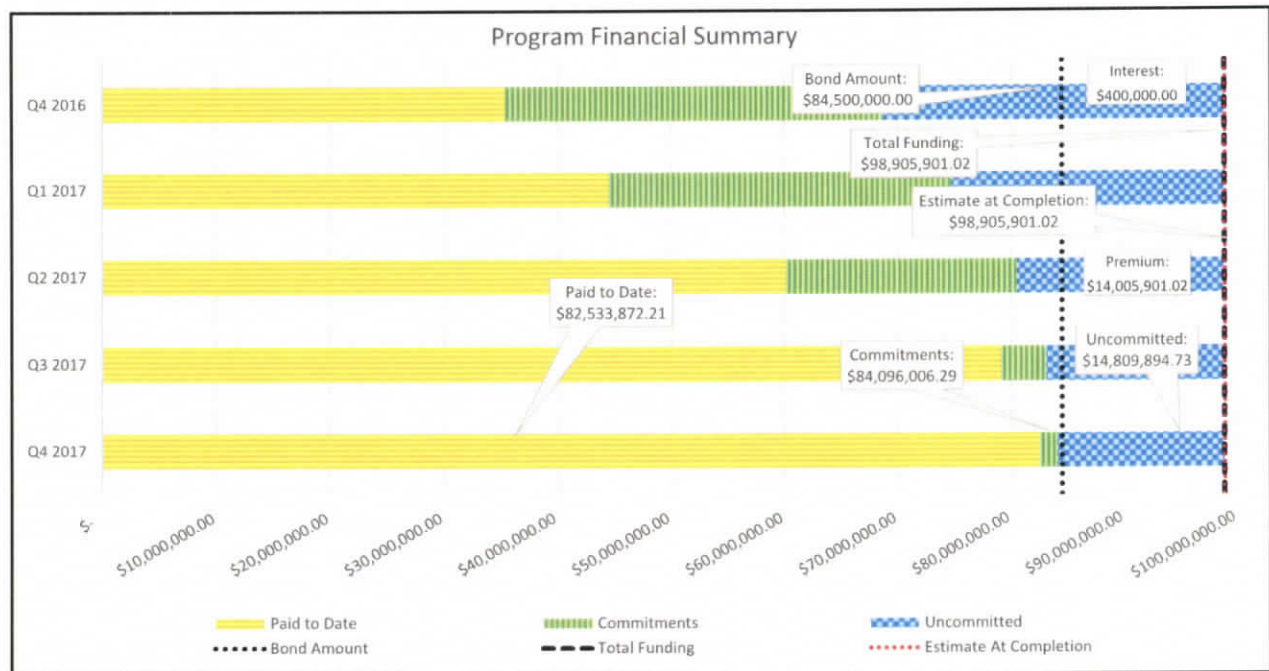


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# PROGRAM SUMMARY

Q4 2017



	Original Funding	Approved Changes	Current Funding	Current Commitments	Paid to Date	Estimate At Completion	Forecasted Over/(Under)
New Middle School in Wilsonville	40,000,000.00	774,253.92	40,774,253.92	38,446,467.65	37,871,137.52	40,774,253.92	0.00
Sunset Primary School Replacement	24,000,000.00	2,460,332.19	26,460,332.19	24,117,806.60	23,660,186.22	26,460,332.19	0.00
700 Building Renovation & Addition @ WLHS	3,000,000.00	678,040.95	3,678,040.95	3,583,940.73	3,580,950.64	3,678,040.95	0.00
Performing Arts Renovation & Addition @ WHS	3,000,000.00	265,003.72	3,265,003.72	3,166,372.47	3,160,582.38	3,265,003.72	0.00
Technology @ D-W	7,000,000.00	0.00	7,000,000.00	5,640,524.25	5,609,630.90	7,000,000.00	0.00
Safety & Security @ D-W	500,000.00	1,500,000.00	2,000,000.00	901,123.94	874,368.80	2,000,000.00	0.00
Improvements @ D-W	7,000,000.00	8,275,251.00	15,275,251.00	7,982,306.23	7,519,551.33	15,275,251.00	0.00
Subtotals	84,500,000.00	13,952,881.78	98,452,881.78	83,838,541.87	82,276,407.79	98,452,881.78	0.00
*Bond Premium	14,005,901.02	-13,952,881.78	353,019.24	257,464.42	257,464.42	353,019.24	0.00
Estimated Interest Earnings	400,000.00	-300,000.00	100,000.00	0.00	0.00	100,000.00	0.00
Subtotals	14,405,901.02	-13,952,881.78	453,019.24	257,464.42	257,464.42	453,019.24	0.00
Grand Totals	98,905,901.02	0.00	98,905,901.02	84,096,006.29	82,533,872.21	98,905,901.02	0.00

\*Includes \$4,505,000.00 in as-yet unsold bonds.

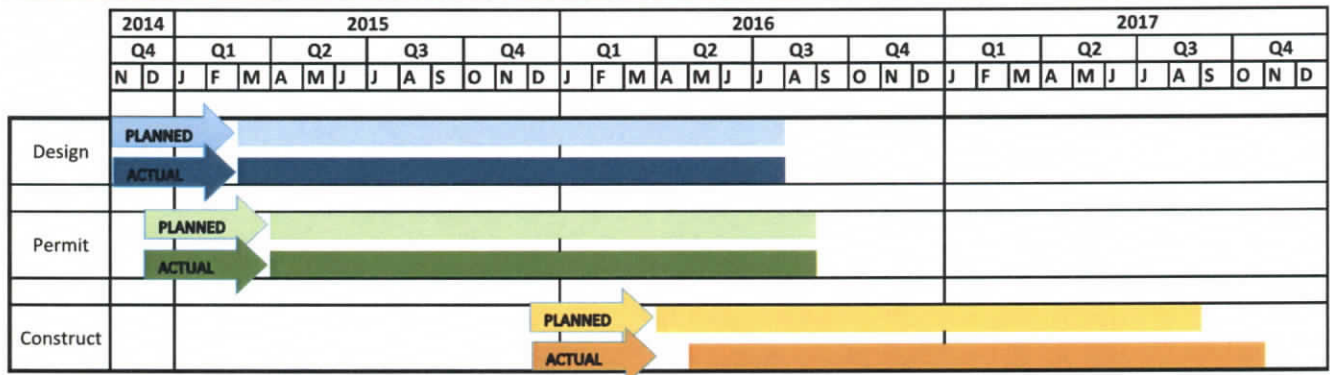
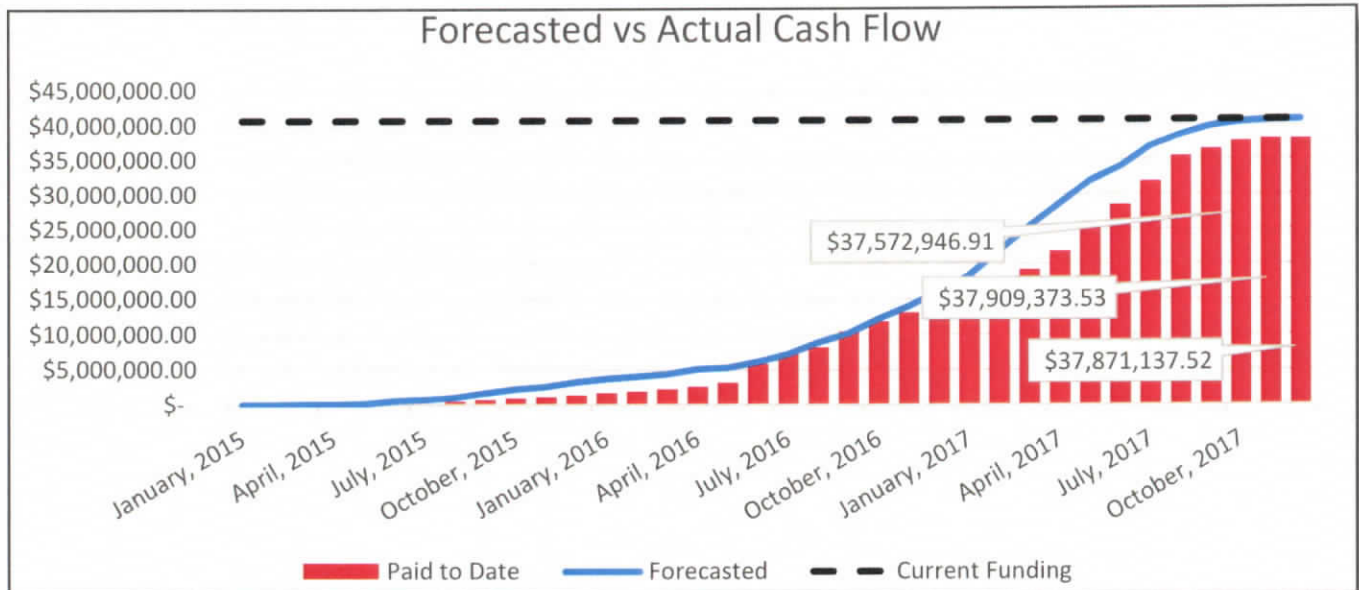
- The two new school projects are in closeout.
- Expenditures during this quarter exceeded three million dollars.
- 85% of current funding has been committed.
- 83% of current funding has been spent.
- Several projects are in the design and permit phases in anticipation of construction during summer 2018.
- Bolton Primary School
  - Interior renovations, lighting upgrades, secure entry and office remodel
- Boeckman Creek Primary School
  - Classroom and porch improvements, lighting upgrades, fire sprinkler replacement, carpet replacement, secure entry, and office remodel
- West Linn and Wilsonville High School
  - Baseball field synthetic turf replacement
- Wood Middle School
  - Football field synthetic turf and lighting upgrade funded by construction excise tax receipts
- Cedaroak Park Primary, Rosemont Ridge Middle, Stafford Primary, Willamette Primary and Wood Middle
  - Energy efficient lighting upgrade at seven gyms and one commons

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\*Includes \$4,505,000.00 in as-yet unsold bonds.

# MERIDIAN CREEK MIDDLE SCHOOL

## Q4 2017



### Recent Activities:

- The project is in closeout

### Upcoming Activities:

- Completion of punch list scope
- Completion of closeout documentation



# NEW MIDDLE SCHOOL IN WILSONVILLE

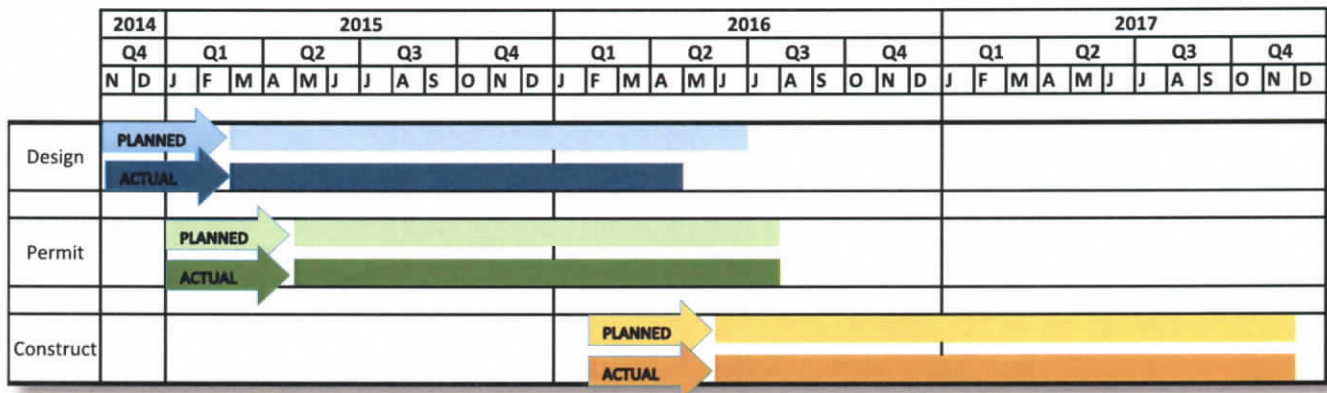
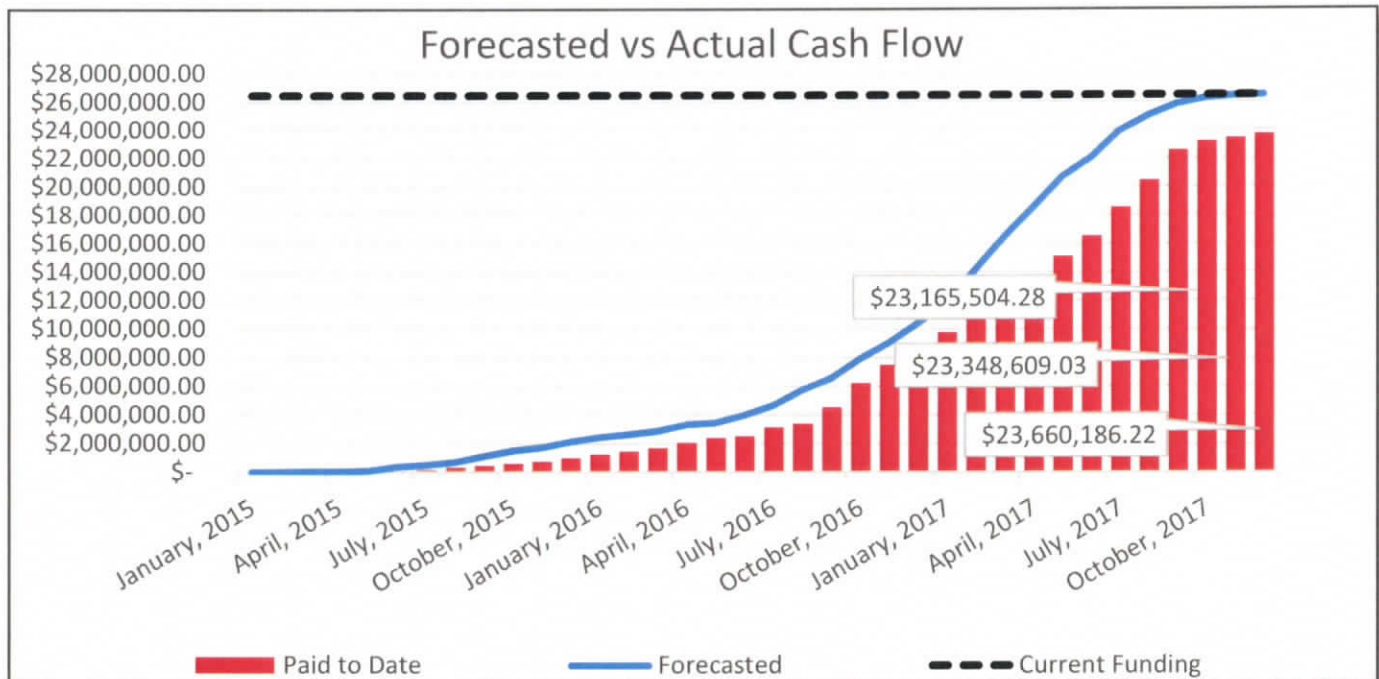
Q4 2017





# SUNSET PRIMARY SCHOOL REPLACEMENT

## Q4 2017



### Recent Activities:

- The project is in closeout

### Upcoming Activities:

- Completion of punchlist scope
- Completion of closeout documentation

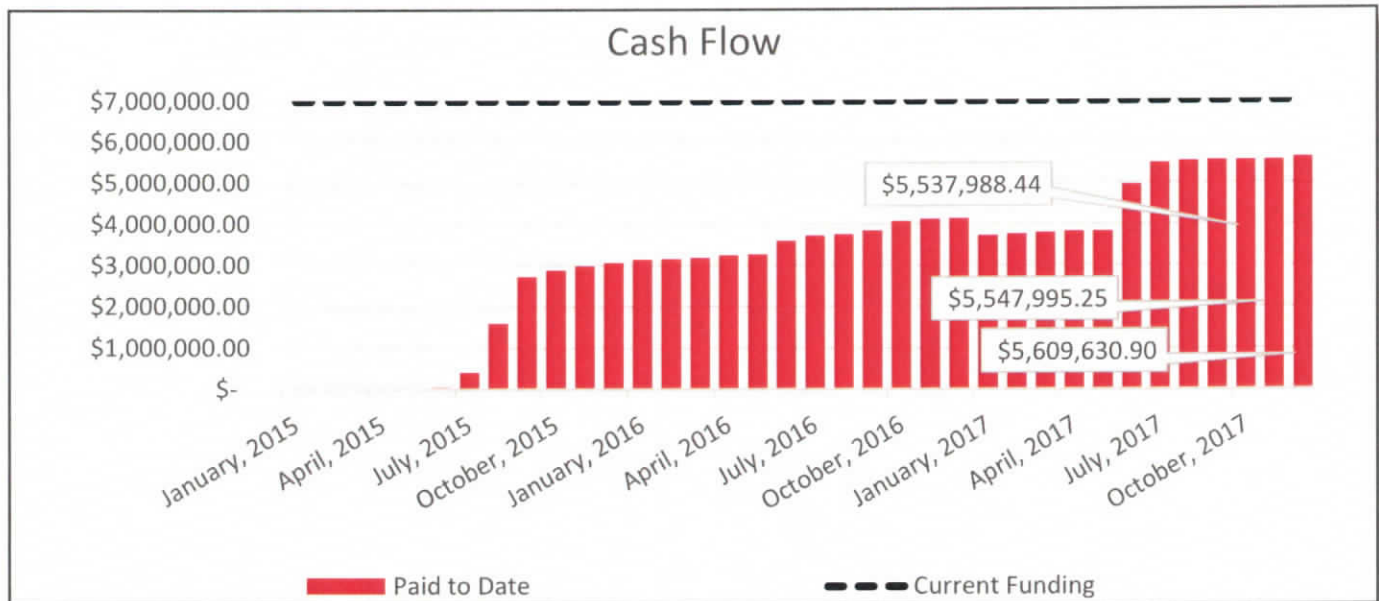
SUNSET PRIMARY SCHOOL REPLACEMENT  
Q4 2017





## LEARNING WITH TECHNOLOGY

Q4 2017



The second major wave of student device updates was completed in the summer of 2017, increasing device accessibility at all schools and replacing some aging devices. Building wiring upgrades and installation of additional wireless access points were also completed strengthening the backbone of the IT infrastructure.

#### Recent Activities:

- Finalize summer 2017 rollout.

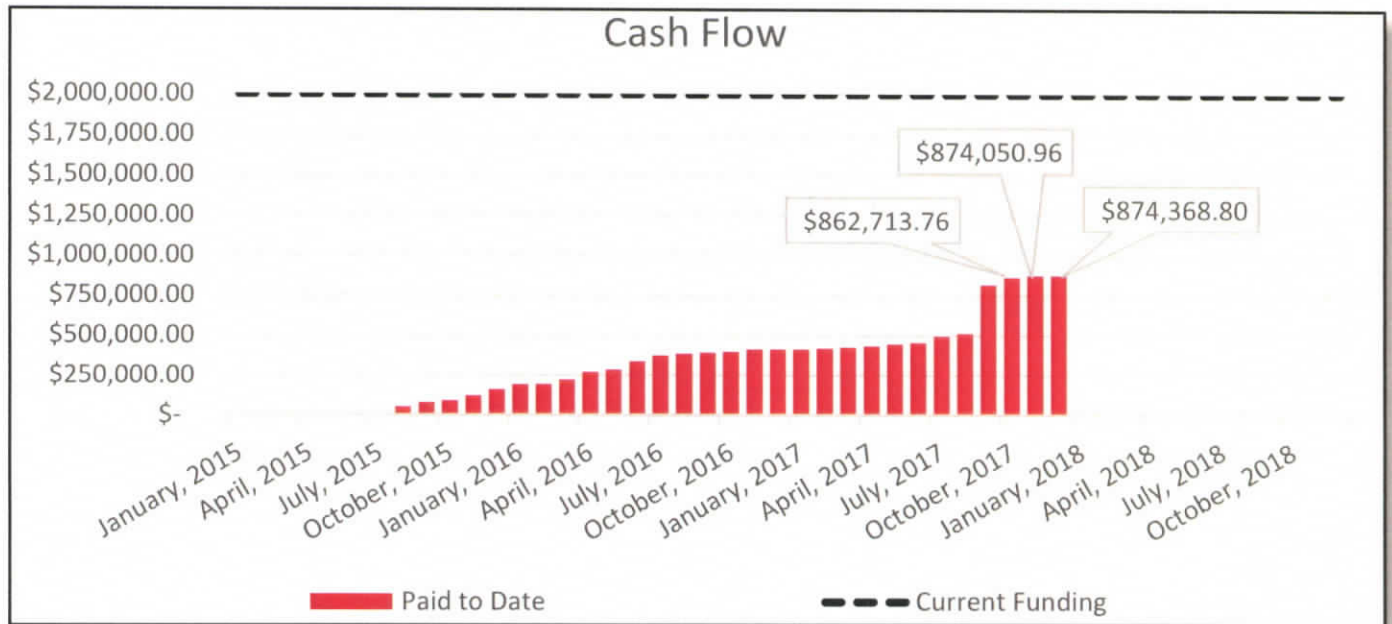
#### Upcoming Activities:

- Plan for next rollout.



## SAFETY & SECURITY

### Q4 2017



West Linn-Wilsonville School District is committed to creating and maintaining safe, secure facilities for students, staff and patrons as a partnership with our community, neighboring school districts, area law enforcement and emergency responders. Our schools have been assessed for safety related corrections and has identified the following specific improvements for each unique school facility.

- Building Communication Systems
- School Entrance Security
- Door Hardware and Locking
- Safe Classroom Accommodations
- School-grounds Exterior Security Measures
- Limited Video Surveillance
- Lighting and Controls

#### Recent Activities:

- Launched design of Boeckman Primary secure entry
- Launched design of Bolton Primary secure entry

#### Upcoming Activities:

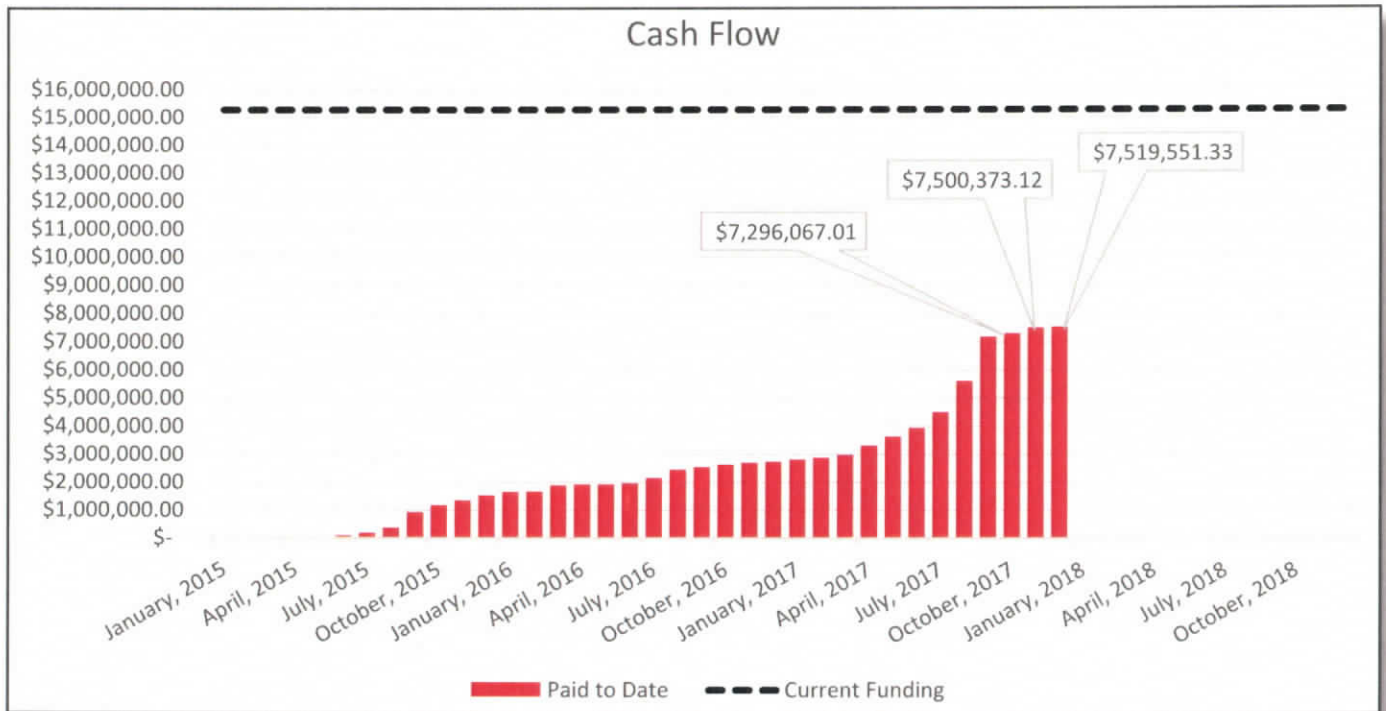
- Complete design of Boeckman Primary secure entry
- Complete design of Bolton Primary secure entry
- Continue creation and implementation of district-wide safety plan
- Continue review of Federal and State law and policy around school safety





## DISTRICT-WIDE IMPROVEMENTS

Q4 2017



This category of projects represents work at all district sites that has been identified over time as improvements that respond to life-cycle replacement, upgrades required by code, changes in instructional models, growth in activity participation and obsolescence. Active and upcoming projects under this bond component will be listed below.

### **16024 – Renovation @ BO**

#### **Project Status:**

This project includes interior renovation, lighting upgrades, secure entry and office remodel. The project is currently in design and will be bid in the coming months. Construction planned for summer 2018.

### **16025 – Renovation @ BC**

#### **Project Status:**

This project includes classroom and porch improvements, lighting upgrades, fire sprinkler replacement, carpet replacement, secure entry, and office remodel. The project is currently in design and will be bid in the coming months. Construction planned for summer 2018.

### **16047 – Synthetic Baseball Turf @ WHS, WLHS**

#### **Project Status:**

This project includes the replacement of the existing baseball field synthetic turf at the high schools. One field at West Linn High School and two at Wilsonville High School. The project will be out for bid in January 2018 ahead of summer construction.

### **17031 – Lighting Replacement @ D-W**

#### **Project Status:**

This project includes energy efficient lighting replacements at several schools across the school district. The emphasis is on replacing outdated and inefficient gymnasium and commons lighting with new LED fixtures which have proven successful at the high schools. This project will be bid this winter in preparation for completion summer 2018.

### **17050 – Football Field Replacement @ WD**

#### **Project Status:**

This project includes rebuilding the existing football field at Wood Middle School to include synthetic turf and field lights. This project is in design and will be bid in early 2018 for intended construction during summer 2018.

# CONSTRUCTION TERMINOLOGY

Q4 2017

## **Design Phases:**

Education Specification Group Planning: This phase involves activities that focus on research and preliminary concept studies to develop a course for the project design to follow. Examples of activities include the Design Team developing an understanding of the District and needs of the project through:

Confirmation of existing conditions, preliminary concepts and visioning, Lessons learned, and refinement of project scope, space requirements, schedule and budgets.

The role of the Ed Spec Group is to provide input to the Design and Management Team during early Design phases on projects that involve significant changes to the existing facilities or are new construction. The Group is made up of both internal and external stakeholders such as Teachers, Parents, and community members.

Schematic Design (SD): Schematic Design centers around refinement of design options developed from conceptual ideas into preliminary designs. During SD, preliminary design elements are developed include general building orientation, gross square footage and initial internal configurations, and overall project scope continues to be refined.

Design Development (DD): The firming up of the design takes place during the DD phase. Major systems are thoroughly designed/engineered, internal elevations are developed, coordination between building systems and components are coordinated, major conflicts are identified and resolved, a detail cost estimate is developed, and schedule evaluations are conducted.

Construction Documents (CD): The purpose of CDs is to finalize all the technical aspects of the design. Major design changes should be complete at this point and the Design Team should be focused on the details in order to ensure conflicts in the design are resolved before the project is put out for public bidding.

## **Contractor Selection Methods:**

Prequalification: Qualifications based selection is a method that allows a public agency to pre-select qualified contractors that will be allowed to participate in the competitive bidding process for a project. A qualifications based process will provide a select pool of bidders that demonstrate all the key qualities the District feels are critical to a successful contractor, such a K-12 experience, knowledgeable and skilled site staff and solid background in working on intricate and complex projects. This pool of bidders would then compete in a traditional bid process to select the firm to build the project.

Design-Bid-Build: The preferred procurement method of the District is a traditional method to select a general contractor. The contractor with the lowest complete bid will be awarded the project.

## **Permit Phases:**

Permitting: The permitting phase of a project begins early in the project design and continues into construction.

Land Use Process: Major developments must go through a land use process. This phase of permitting typically involves a submittal of a planned development to a governing body such as a development review board through a land use or conditional use permit application. During this process the community is encouraged to comment in public session and staff creates recommendations and conditions for the approval.

General Building Permit: Following the land use process, the building permit will include compliance conditions received and accepted during land use process. The building design is reviewed for compliance with city building code and a permit is issued when comments have been addressed and the design approved.