

**Meeting of the School Board  
David Douglas School District No. 40  
October 25, 2018**

A Board Workshop of the David Douglas School Board was held on Thursday, October 25, 2018 at 6:00pm in the David Douglas School District Training Room, 11300 NE Halsey St, Portland, OR 97220.

School Board Members present were:

Frieda Christopher, Board Chair

Andrea Valderrama

Also present were Ken Richardson, Superintendent/Clerk; Candy Wallace, Assistant Superintendent; Patt Komar, Director of Administrative Services; Brooke O'Neill, Director of Curriculum & Instruction; Kelly Devlin, Director of ESL & Equity; Mary Pearson, Director of Student Services; Andy Long, Director of PK-12 Education; David Callaway, Operations Manager; Donna Barber, Appointed Board Member, and Laurie Brunelle, Board Secretary.

The agenda will include consideration of the following:

**School District Facility Condition Assessments/Bond Planning Presentation** – Doug Pruitt and Lang Bates, BBL Architects and Adam Cormack, R & C Management.

**Introductions Nov 2018-Nov 2019** – Ms. Komar introduced the presenters and stated that part of going out for a bond is to do a facility assessment if we were to apply for the OSCIM Grant. Part of this process is to hire an architect firm and we have contracted with BBL Architects. The target date for the bond is November 2019. The presenters discussed bond planning and preparation.

**Identification of Needs, Vision, Goals** – Items to take into account when planning for a bond. They identify the needs, vision and goals of the District and take into account the following:

- The capacity per school versus current enrollment
- Enrollment projection
- Program accommodations
- Equity of facilities across the District
- Facility improvements

**Facility Conditions** – BBL went through every building looking at building systems, mechanical systems, electrical systems, and assessing the finishes and wear and tear on the buildings. The process generates a cost for facility maintenance issues. Some of the big ticketed items are mechanical, plumbing, electrical, and roofing. Our average RCI (replacement cost index) is 18%. All of this is taken into account and gets prioritized.

**Bond Development Work Plan** – Part of the Bond planning would be to sit down with the District and figure out the process and develop a work plan for working through the bond. The suggested work plan listed below:

- Establish Bond Oversight Committee
- Update Bond expiration schedule/develop bonding capacity options/Bond development budget
- Prioritize Facilities Conditions Assessment projects
- Review Long Range Facility Plan
- Develop list of projects for Bond consideration
- Prioritize potential Bond projects

- Develop cost estimates for prioritized Bond projects
- Develop preliminary Bond recommendation for the Board
- Finalize Bond projects/costs/Board presentation

A draft bond organization chart was presented and is used to clarify everyone's expectations in knowing how things flow in terms of defining roles, responsibilities, and team members. Chart progression is as follows:

- The Board establishes the District's vision and values.
- An executive team reports to the Board and is accountable for the vision and values, communication, budget, and capital facility programming.
- A core team advises the executive team to provide direction and decisions for the vision and values, communication, budget, schedule, and capital facility programming.
- A pre-bond & bond oversight committee helps develop priorities and expectations, provides feedback by participating in workshops and quarterly updates from the core team.
- A community team provides feedback by participating in community workshops, and receive and provide feedback at core design team led workshops.

A pre-bond planning schedule was presented as a big picture to see where we are today and major tasks to hit by November 2019. The schedule highlighted general activities of state requirements, board meeting check-ins, consultant procurement, capital facility programming, studies/grants/state matching, and community engagement.

**Community Engagement and Fundraising** – In terms of community engagement there would be some outreach where the community is given information about possible projects and given an opportunity to weigh in on their preferences. A bond campaign committee would be established to educate the community about what would be in the bond and campaign for it.

**Next Steps** are as follows:

- Submit assessment report to ODE for reimbursement
- Select Bond Oversight Committee members
- Selection of consultants
- Plan community engagement schedule

Mr. Richardson stated we are planning on applying for the grant to start looking at moving forward with the November 2019 target date. This may change in coming months depending on feedback. At every Board meeting from here on out, there will be communication, reports, and decisions. We're planning on submitting the assessment report, start the process of selecting the consultants, and start the planning of the community engagement schedule. The selection of the bond committee for now will be our Board until we're able to make a final decision.

Ms. Komar walked the Board through Piper Jaffray's General Obligation Bonds and Levy Rate Analysis to help gain an understanding of the report.



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Frieda Christopher, Board Chair



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Ken Richardson, Superintendent / Clerk