

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

BOARD OF DIRECTORS' MEETING

February 10, 2014

Individuals with disabilities who may need a modification to participate in a board meeting should contact the superintendent's office as soon as possible in advance of a meeting so that special arrangements may be made.

CONSENT AGENDA

A consent agenda has been established by the board in order to eliminate the time-consuming task of acting on routine and repetitive business items. These items are now placed in a consent agenda package and will be voted on at one time. If you see an item on the consent agenda that you would like to have publicly discussed, please discuss your concern with a board member prior to action on the consent agenda.

Lake Washington School District Acronyms

AMO: Annual Measurable Objectives

AMAO: Annual Measurable Achievement Objective in English Language Proficiency

AP: Advanced Placement

AVID: Advancement Via Individual Determination

B/CR: Board/CEO Relationship

CAA: Certificate of Academic Achievement

CADR: College Academic Distribution Requirements

CBA: Classroom-Based Assessments

CDSA: Common District Summative Assessments

CEDARS: Comprehensive Education Data and Research System (CEDARS)

CIP: Continuous Improvement Plan

CLT: Central Leadership Team

COE: Collection of Evidence

CTE: Career & Technical Education

DIBELS: Dynamic Indicators of Basic Early Literacy Skills

DLT: District Leadership Team (manager level and above, includes both certified and classified)

EALR: Essential Academic Learning Requirements

EL: Executive Limitations (See Policy Governance)

ELL: English Language Learners

EOC: End of Course

ER: End Results (formerly known as ENDS). Goals set forth by the board, including the mission of the district.

ESEA: Elementary and Secondary Education Act

GLE: Grade Level Expectations (state)

GP: Governance Process (Board)

HCP: Highly Capable Program

HSPE: High School Proficiency Exam

KPI: Key Performance Indicators

LC: Learning Community - The district is divided into four learning communities. Each one is made up of a high school and the elementary schools and junior highs that feed into it. The four learning

communities are: Eastlake, Juanita, Lake Washington, and Redmond.

LEAP: Learning Enhancement & Academic Planning

MSP: Measurement of Student Progress

NEVAC: Northeast Vocational Area Cooperative (25 high schools north and east of Lake Washington, King & South Snohomish Counties)

NSBA - National School Board Association

OSPI: Office of Superintendent of Public Instruction

PLC: Professional Learning Community

Policy Governance: A governance process used by the school board. Sets forth "End Results" (goals) that the superintendent must reach, while abiding by "Executive Limitations." End Results include the district's mission. Executive Limitations provide the boundaries for how the superintendent and staff can get to the goals. See the board policy section on web site for more information.

Quest: Highly Capable program for students in gr. 2-8

RCW: Revised Codes of Washington

RTI: Response to Intervention

SALT: Strategic Advisory Leadership Team

sMAS: Secondary Mobile Access for Students

STEM: Science, Technology, Engineering, and Mathematics

TEALS: Technology Education and Literacy in Schools is a grassroots employee driven Microsoft program that recruits, mentors, and places high tech professionals who are passionate about digital literacy and computer science education into high school classes as part-time teachers in a team teaching model.

WAC: Washington Administrative Codes

WaNIC: Washington Network for Innovative Careers

WELPA: Washington English Language Proficiency Assessment

WLPT: Washington Language Proficiency Test

WSSDA: Washington State School Directors Association

5QL: 5 Stars for Quality Learning (staff development program on integrating technology into the classroom)

February 6, 2014

Jackie Pendergrass
President, Board of Directors
Lake Washington School District No. 414
Redmond, WA 98052

Dear Ms. Pendergrass:

I am transmitting herewith the agenda for the Board of Directors' regular meeting of February 10, 2013 beginning at 7:00 p.m. in the Board Room of the Resource Center, 16250 NE 74th Street, Redmond, WA.

Order of Business

1. Convene, Roll Call
2. Approve Agenda
3. Host School
4. Recognition
5. Public Comment
6. Consent Agenda
7. Non-Consent Agenda
8. Superintendent Report
9. Legislative Update
10. Board Follow-Up
11. Future Agenda Items
12. Debrief
13. Board Member Comments
14. Adjourn

Sincerely,

A handwritten signature in black ink that reads "Traci Pierce". The signature is written in a cursive style and is positioned above the printed name.

Traci Pierce
Superintendent

LAKE WASHINGTON SCHOOL DISTRICT

Board of Directors' Meeting

L.E. Scarr Resource Center Board Room

February 10, 2014

5:30 p.m. Work Session

Topic: High School and Beyond & Culminating Project and Assessment Strategy

Location: Hughes Room

<u>Time</u>	<u>Action</u>	<u>Policy</u>	<u>Tab</u>	<u>Page</u>
7:00 p.m.	Convene, Roll Call			
	Approve Agenda			
	Host School			
	▪ <i>Lake Washington School District PTSA Council</i>			
	Recognition			
	▪ <i>2014 PTSA Reflections</i>			
	Public Comment	GP-3 (<i>Board Job Description</i>)		
	Consent Agenda	GP-8 (<i>Annual Agenda Planning</i>)		
	▪ Approval of Vouchers			
	▪ Minutes - (Jan. 27 board meeting and work session and Feb. 1 work session)		1	1
	▪ Human Resources Report		2	7
	▪ Change Order No. 17 Alexander Graham Bell Elementary School Replacement Project		3	10
	▪ Change Order No. 16 International Community School/Community Elementary Replacement Project		4	11
	▪ Building Commissioning Report Finn Hill Middle School Replacement Project Resolution No. 2176		5	12
	▪ Donations		6	13

<u>Time</u>	<u>Action</u>	<u>Policy</u>	<u>Tab</u>	<u>Page</u>
	Non-Consent Agenda			
	<ul style="list-style-type: none"> ▪ Monitor Board Policy <ul style="list-style-type: none"> ✓ ER-2, Interdisciplinary Content Knowledge, & ✓ ER-3, Interdisciplinary Skills & Attributes - Senior High School 	B/CR-5		<i>(Monitoring CEO Performance)</i>
	Superintendent Report	EL-3		<i>(Communication & Council to the Board)</i>
	Legislative Update	GP-3		<i>(Board Job Description)</i>
	Board Follow-Up	GP-2		<i>(Governing Style)</i>
	Future Agenda Items	EL-3		<i>(Communication & Council to the Board)</i>
	Debrief	EL-3		<i>(Communication & Council to the Board)</i>
	Board Member Comments			
	Executive Session re personnel			
	Adjourn			

Next Board Meeting: **March 3, 2014**

5:30 p.m. Work Session
 Topic: Post Bond & Levy Planning: Timeline and Plans
 Location: Robert Hughes Room

7:00 p.m. Board Meeting
 Location: Board Room

L.E. Scarr Resource Center
16250 NE 74th Street
Redmond, WA 98052

OFFICIAL MINUTES
LAKE WASHINGTON SCHOOL DISTRICT NO. 414
Board of Directors' Work Session
February 1, 2014

The work session was called to order by President Jackie Pendergrass at 8:40 a.m. CALL TO ORDER

Members present: Jackie Pendergrass, Nancy Bernard, Chris Carlson, Siri Bliesner, and Mark Stuart. ROLL CALL

Present: Superintendent Traci Pierce.

The topics discussed were: TOPIC

- Policy Governance
- New Board Member Orientation

A 15-minute recess was taken. The meeting was recessed at 10:45 and reconvened at 11:00 a.m. BREAK

The meeting was adjourned at 12:50 p.m. ADJOURNMENT

Jackie Pendergrass, President

Traci Pierce, Superintendent

Diane Jenkins
Recording Secretary

OFFICIAL MINUTES
LAKE WASHINGTON SCHOOL DISTRICT NO. 414
Board of Directors' Meeting
January 27, 2014

The board meeting was called to order by President Jackie Pendergrass at 5:30 p.m.

CALL TO ORDER

Members present: Jackie Pendergrass, Chris Carlson, Nancy Bernard, Siri Bliesner, and Mark Stuart.

ROLL CALL

Present: Superintendent Traci Pierce

Nancy Bernard moved to approve the agenda. Seconded by Chris Carlson.

APPROVAL OF AGENDA

Motion carried.

Dr. Pierce opened nominations for president.

BOARD
REORGANIZATION

Nancy Bernard moved to nominate Jackie Pendergrass. Jackie Pendergrass accepted the nomination. No other nominations were submitted. Nominations were closed.

Motion carried.

Jackie Pendergrass opened nominations for vice president.

Chris Carlson moved to nominate Nancy Bernard for vice president. Nancy Bernard accepted the nomination. No other nominations were submitted. Nominations were closed.

Motion carried.

Jackie Pendergrass opened nominations for legislative representative.

Nancy Bernard moved to nominate Siri Bliesner for legislative representative. Siri Bliesner accepted the nomination. Nominations were closed.

Motion carried.

On behalf of the board, Nancy Bernard presented Jackie Pendergrass a plant to thank her for serving as board president and supporting the functions of the board.

Jackie Pendergrass read a proclamation proclaiming the month of February as Career and Technical Education month and the week of February 3, 7, 2012 as National School Counseling Week.

RECOGNITION

Nancy Bernard moved to approve the consent agenda.
Seconded by Siri Bliesner.

CONSENT AGENDA

Jackie Pendergrass, yes; Chris Carlson, yes; Nancy Bernard, yes; Siri Bliesner, yes; and Mark Stuart, yes.

Motion carried.

Approval of December 19, 2013 special board meeting, January 13 work session, and January 13 board meeting.

APPROVAL OF MINUTES

Approval of January 27, 2014 Human Resources Report.

APPROVAL OF HUMAN RESOURCES REPORT

Approves the 2013-14 Continuous Improvement Process (CIP) Plans for all schools as presented.

CONTINUOUS IMPROVEMENT PROCESS (CIP) PLAN APPROVAL, 2013-14

Approves Resolution No. 2173 and accepts the final Building Commissioning Report recommendations for International Community School and Community Elementary School by Wilson Jones Commissioning LLC as presented.

BUILDING COMMISSIONING REPORT INTERNATIONAL COMMUNITY SCHOOL AND COMMUNITY ELEMENTARY REPLACEMENT PROJECT RESOLUTION NO. 2173

Approves Change Order No. 15 to Allied Construction Associates, Inc. for work at the International Community School/Community Elementary School replacement project in the amount of \$14,322.63 increasing the contract amount to \$19,154,348.09.

CHANGE ORDER NO. 15 INTERNATIONAL COMMUNITY SCHOOL / COMMUNITY ELEMENTARY SCHOOL REPLACEMENT PROJECT

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Board of Directors' Meeting

January 27, 2014

Approves Change Order No. 21 to Babbit Neuman Construction Company for work at the Finn Hill Middle School replacement project in the amount of (\$453,240.83), decreasing the contract amount to \$30,907,649.17.

CHANGE ORDER NO. 22
FINN HILL MIDDLE
SCHOOL REPLACEMENT
PROJECT

Approves Change Order No. 16 to Cornerstone General Contractors, Inc. for the Alexander Bell Elementary School replacement project in the amount of \$122,836, increasing the contract amount to \$20,184,247.

CHANGE ORDER NO. 16
ALEXANDER GRAHAM
BELL ELEMENTARY
SCHOOL REPLACEMENT
PROJECT

Approves Resolution No. 2174 and the final Building Commissioning Report recommendations for Alexander Graham Bell Elementary School by Engineering Economics, Inc. as presented.

BUILDING
COMMISSIONING REPORT
ALEXANDER GRAHAM
BELL SCHOOL
REPLACEMENT PROJECT
RESOLUTION NO. 2174

Approves Resolution No. 2175, providing a Letter of Intent to OSPI that states the District will proceed with a project if grant funding is awarded, provide an Investment Grade Audit (IGA), when applying for funds, and setting out the cost effectiveness criteria as “over the life of the equipment.”

2014 OSPI ENERGY
EFFICIENCY GRANT
RESOLUTION NO. 2175

Approval of the following instructional materials for use in the Lake Washington schools –

INSTRUCTIONAL
MATERIALS ADOPTION

Title: Child Development
Author: Robert S. Feldman
Publisher: Pearson
Copyright: 2012
No. of Copies: 160
Price: \$145.20 per book
School Requesting: CTE/Juanita High School
Classification: Grades 9-12

Title: Building Java Programs
Author: Reges, Stepp
Publisher: Pearson
Copyright: 2014
No. of Copies: 32
Price: \$97.35 per book
School Requesting: STEM
Classification: Grades 11-12

LAKE WASHINGTON SCHOOL DISTRICT NO. 414
Board of Directors' Meeting
January 27, 2014

Title: I'm the King of the Castle
Author: Susan Hill
Publisher: Penguin Books
Copyright: 1970
No. of Copies: 30
Price: \$18.99 per book
School Requesting: Juanita High School for Cambridge Program
Classification: Grade 10

Title: Aim for the Stars! The Goals Book for Kids
Author: Doris Burke, Duane Burke, Dawn Farmer
Publisher: Goals Learning Institute
Copyright: 2013
No. of Copies: 290
Price: No cost – Grant Program
School Requesting: Thoreau
Classification: Grades K-5

Accepts the donations/grants as identified -

DONATIONS

Acceptance from Lakeview PTSA to Lakeview Elementary in the amount of \$10,619.76 to provide stipends for Leadership, Math Olympiad, Choir, and Math Club.

Acceptance from Emily Dickinson PTSA to Dickinson Elementary in the amount of \$2,100.00 to purchase library books.

Acceptance from Helen Keller PTSA to Keller Elementary School in the amount of \$12,220.00 to provide stipends for 5th grade camp (\$2,020.00) and homework club (\$3,000.00), and to support library (\$2,000.00), music (\$500.00), physical education (\$500.00), counseling stipend (\$200.00), reading specialists (\$500.00), special education (\$500.00), and classroom enrichment (\$3,000.00).

Acceptance from Laura Ingalls Wilder PTSA to Wilder Elementary in the amount of \$1,650.00 to purchase ukuleles.

Acceptance from Peter Kirk PTSA to Kirk Elementary in the amount of \$10,445.00 to provide stipends for 5th grade outdoor camp (\$2,089.00), choir (\$2,089.00), Math is Cool (\$2,089.00), student council (\$2,089.00), and ZENO math.

Acceptance from Inglewood Middle School PTSA to Inglewood Middle School in the amount of \$1,218.00 to purchase the book, The Outsiders, for 7th grade Language Arts/Social Studies.

Acceptance from Renaissance PTSA to Renaissance School in the amount of \$16,539.40 to support Outdoor Education at Camp Waskowitz.

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Board of Directors' Meeting

January 27, 2014

Acceptance from Tristan Pariser and Kamilla Bjorlin to Redmond High School in the amount of \$10,000.00 to be used at the discretion of building principal.

TOTAL \$64,792.16

NON-CONSENT AGENDA

Dr. Pierce stated that a temporary boundary committee was formed in December 2013 with the purpose of recommending a temporary boundary change to assign new housing developments located within the attendance boundaries of Rockwell and Einstein elementary schools to Mann Elementary School. The Temporary Boundary Committee completed its study and analysis and presented its preliminary scenarios to the Superintendent on January 9, 2014. These scenarios were shared with the Board of Directors at the January 13 work session. A Community Open House was held on Wednesday, January 22 at Redmond Middle School during which the community was afforded the opportunity to view the scenarios and to provide written feedback for the committee's consideration.

TEMPORARY BOUNDARY
RECOMMENDATION
ROCKWELL, EINSTEIN
AND MANN
ELEMENTARY SCHOOLS

Dr. Pierce took all input into consideration and presented her recommendation to the Board:

Reassign all homes in the following new developments from Rockwell and Einstein Elementary Schools to Mann Elementary School:

From Rockwell Elementary to Mann Elementary:

Betrozoff Plat, Brookside at the Woodlands, Chablis; Cryder, Greystone Manor, Strom Property, Verona Phase II, Vistas at Mondavio Phase II, and other newly initiated developments.

From Einstein Elementary to Mann Elementary:

Bear Creek Apartments, Bear Creek Cottages, Beuca Plat, Federspiel Property, Glenshire Division 2 and 3, Hawthorne Lane, Shadow Creek, Thorn Short Plat, Willowmere Park, Wyndham Ridge, and other newly initiated developments.

It was noted that any families with students move into the above developments during the current school year, they will be allowed to attend Mann Elementary to prevent a second transition in the fall.

Nancy Bernard moved to approve the superintendent's recommendation on the Rockwell, Einstein, and Mann Elementary Schools temporary attendance boundary to continue through the 2015-16 school year. Seconded by Siri Bliesner.

Motion carried.

Siri Bliesner and Mark Stuart attended the WASA/WSSDA Legislative Conference in Olympia. One of the main topics being considered is implementation of 1080 hours and addressing the down payment and progress on the McCleary decision. It is important for school board members across the state to let the legislators know our concerns.

BOARD MEMBER
COMMENTS

Jackie Pendergrass and district staff participated in the Cross Kirkland tour with the City of Kirkland. They had an opportunity to walk along the a community trail, a former railroad line, to encourage families and students to walk to school and places throughout the community.

Nancy Bernard moved to adjourn. Seconded by Chris Carlson.

ADJOURNMENT

Motion carried.

The meeting was adjourned at 6:02 p.m.

Jackie Pendergrass, President

Traci Pierce, Superintendent

Diane Jenkins
Recording Secretary

OFFICIAL MINUTES
LAKE WASHINGTON SCHOOL DISTRICT NO. 414
Board of Directors' Work Session
January 27, 2014

The work session was called to order by President Jackie Pendergrass at 6:05 p.m. CALL TO ORDER

Members present: Jackie Pendergrass, Nancy Bernard, Chris Carlson, Siri Bliesner, and Mark Stuart. ROLL CALL

Present: Superintendent Traci Pierce.

The topics discussed were: TOPIC

- Professional Growth & Evaluation,
- Long-Term Plan for Professional Learning, and
- Intervention Programs Follow-up

The meeting was adjourned at 8:30 p.m. ADJOURNMENT

Jackie Pendergrass, President

Traci Pierce, Superintendent

Diane Jenkins
Recording Secretary

Human Resources Board Report

February 10, 2014



NEW PERSONNEL

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary/Rate</u>	<u>Start Date</u>	<u>Reason</u>
Colbert, Richard NC	.8 Teacher	Redmond Elem/Rockwell Elem	C-0	02/03/14	Leave Replacement
Dudel, Darci	Admin Sec III	Resource Center	\$19.89	10/01/13	Repl. S. Blagojevich
Hull, JoDee	Instructional Assist	Lake Washington HS	\$12.95	09/03/13	Budgeted
Jasper, Cossia NC	.5 Teacher	WaNIC	C-0	09/03/13	Leave Replacement
Kernish, Dena NC	Teacher	Inglewood MS	C-0	01/13/14	Leave Replacement
Klingkammer, Valerie NC	Teacher	Juanita Elem	A-0	02/03/14	Leave Replacement
Kurth, Sean NC	Teacher	Lake Washington HS	C-0	09/09/13	Leave Replacement
Larsen, Karen	Instructional Assist	Frost Elem	\$12.95	09/30/13	Budgeted
Lewis, Gary	Special Ed Para Ed	Eastlake HS	\$16.21	09/03/13	Budgeted
Mangum, Daniel	Special Ed Para Ed	Twain Elem	\$16.21	09/03/13	Budgeted
McGraw, Megan	Special Ed Para Ed	Frost Elem	\$16.21	09/03/13	Budgeted
Olde, Mary	Special Ed Para Ed	Inglewood MS	\$16.21	09/03/13	Budgeted
Rames, Martha	Instructional Assist	Audubon Elem	\$12.95	09/18/13	Repl. N. Beran
Rivas Lefort, Blanca	Head Start Assistant	Dickinson Preschool	\$13.77	09/04/13	Repl. M. Anderson
Simms, Alana	Special Ed Para Ed/IA	Kirkland MS	\$16.21/\$12.95	09/09/13	Budgeted
Svanevik, Doris	Special Ed Para Ed/IA	Kirkland MS	\$16.21/\$12.95	09/03/13	Budgeted
Thomas, Kylie	Special Ed Para Ed	Juanita HS	\$16.21	09/03/13	Repl. M. Kubo
Trufunovic, Caslav	Special Ed Para Ed	Evergreen MS	\$16.21	09/03/13	Budgeted
Tutch, Joseph NC	.4 Teacher	Evergreen MS	C-10	01/27/14	Leave Replacement
Underwood-Spackman, Casey	Instructional Assist	Extended Day	\$12.95	09/09/13	Budgeted
Waymire, Tracy	Instructional Assist	Inglewood MS	\$12.95	09/25/13	Repl. C. Murawski

RETIREMENTS/RESIGNATIONS/TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Start</u>	<u>Effective Date</u>	<u>Reason</u>
Anderson, Sharon	Bus Driver	LOA	09/02/97	01/30/14	Termination

Human Resources Board Report

February 10, 2014



RETIREMENTS/RESIGNATIONS/TERMINATIONS - Con't

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Start</u>	<u>Effective Date</u>	<u>Reason</u>
Barashkoff, Andre	Teacher	Redmond HS	02/02/04	06/18/14	Resignation
Beckwith, Janet	Special Ed Para Ed	Rose Hill Elem	04/10/89	06/18/14	Retirement
Burley, Kristi	Special Ed Para Ed	Redmond MS	03/01/11	02/19/14	Resignation
Gleason, Kyle	Special Ed Para Ed	Eastlake HS	09/07/12	01/31/14	Resignation
Malloy, Brad	Principal	Eastlake HS	07/01/99	02/11/14	Resignation
Michaelis, Catherine	Teacher	Redmond HS	09/02/76	06/18/14	Resignation
Miles, Gaynor	Special Ed Para Ed	Keller Elem	10/17/12	12/31/13	Resignation
Olson, Emily	Health Services Specialist	Willows Special Services	10/15/12	02/07/14	Resignation
Peterson, James	Teacher	Lake Washington HS	09/03/96	06/18/14	Resignation
Waghmare, Rajkunwar	Instructional Assist	Rose Hill Elem	11/02/87	02/28/14	Retirement
Wing, Diane	School Secretary	Lake Washington HS	08/17/11	01/31/14	Resignation

CHANGE OF CONTRACTUAL STATUS

<u>Name</u>	<u>Location</u>	<u>Change</u>	<u>Effective Date</u>
Beverly, Ellen	Lake Washington HS	0.8 NC to 0.8 3 Yr Prov	01/08/14
Bunn, Kaylee	Lake Washington HS	0.8 NC to 0.8 3 Yr Prov	01/08/14
Carper, Melissa	Rosa Parks Elem	1.0 NC to 1.0 3 Yr Prov	01/08/14
Conroy, Casey	Thoreau Elem	1.0 NC to 1.0 3 Yr Prov	01/08/14
Evans, Paulette	Rose Hill Elem	.9 1 Yr Prov to .9 1 Yr Prov/.1 NC	10/01/13
Fouhy, Kari	Rush Elem	0.5 NC to 0.5 C	01/14/14
Gibbon, Tammy	Muir Elem	1.0 NC to 1.0 3 Yr Prov	01/08/14
Guatelli, Amy	Mead Elem	1.0 NC to 1.0 3 Yr Prov	01/08/14
Haley, Erin Adele	ICS	.6 2 Yr Prov/.4 NC to 1.0 2 Yr Prov	01/14/14
Kern, Brenda	Lake Washington HS	0.2 C/0.6 NC to .8 C	01/14/14
Khodayar, Bianca	Inglewood MS	1.0 NC to 1.0 3 Yr Prov	01/08/14
Lau, Nichole	Redmond HS	1.0 NC to 1.0 3 Yr Prov	01/08/14
Legg, Keri	Rockwell Elem	1.0 NC to 1.0 3 Yr Prov	01/08/14
Oates, Gretchen	Kamiakin MS	1.0 NC to 1.0 3 Yr Prov	01/08/14
Rodriguez, Eliana	Eastlake HS	1.0 NC to 1.0 3 Yr Prov	01/08/14

Human Resources Board Report

February 10, 2014



Staples, Louis

Eastlake HS

0.5 NC to 0.5 3 Yr Prov

01/08/14

CHANGE OF CONTRACTUAL STATUS - Con't

Name

Strange, Jessica

Tenerelli, Allison

Location

STEM

Eastlake HS

Change

1.0 NC to 1.0 3 Yr Prov

0.8 NC to 0.8 3 Yr Prov

Effective Date

01/08/14

01/08/14

CHANGE ORDER NO. 17
ALEXANDER GRAHAM BELL ELEMENTARY SCHOOL REPLACEMENT PROJECT

February 10, 2014

SITUATION

Construction Change Order No. 17 is attached for your review. The change order includes seven (7) changes to the construction contract for the Alexander Graham Bell Elementary School replacement project. All seven (7) changes are additive cost changes.

Six (6) Change Proposal Requests (CPRs) are due to design coordination issues:

- CPR 0015.2 revises the emergency generator sound attenuation material.
- CPR 0152 revises the sand type for the all-purpose sand field.
- CPR 0175 closes the gap between the floor and the curtain wall at the Pod B/Pod C connecting corridor.
- CPR 0212 replaces lawn with plants at landscape areas with steep slopes.
- CPR 0238.1 adds gravel around rain garden #1 to prevent future erosion.
- CPR 0248 adds gravel around rain garden #2 to prevent future erosion.

One (1) CPR is due to regulatory agency requirements:

- CPR 0004 makes various civil, landscaping, and mechanical equipment rooftop screening changes due to the City of Kirkland's permit review.

The cost of the changes from Change Order No. 17 is within the budget established for this project. The total for change orders is 5.24% of the original construction contract amount.

<u>Original Construction Contract Amount</u>	\$19,251,000.00
<u>Current Change Order</u>	
Change Order 17	\$74,609.00
<u>Total Change Orders</u>	
Change Orders 1 thru 17	\$1,007,856.00
<u>Contract Amount including this Change Order</u>	\$20,258,856.00

RECOMMENDATION

The Board of Directors approves Change Order No. 17 to Cornerstone General Contractors, Inc. for work at the Alexander Bell Elementary School replacement project in the amount of \$74,609, increasing the contract amount to \$20,258,856.

CHANGE ORDER NO.

17



Project: Alexander Graham Bell Replacement

Contractor: Cornerstone General Contractors, Inc.

Date: 1/24/2014

Project #: 0701

Contract #: 12-029

After signature the Contractor is directed to make the following changes in the Contract Amount for pay requests.

This Change Order resolves all issues related to the above changes and any CCDs, CPRs referenced below and constitutes full settlement for all known, estimated or foreseeable costs and time adjustments, including all delay and impact costs and direct and indirect damages, including consequential damages regardless of cause, related to the Change.

Individual CPR/CCD Description:

CPR	CCD	REA		Amount
0004			Changes resulting from the City of Kirkland permit review	\$ 28,777.00
0015.2	0015.2		Revise the emergency generator sound attenuation material	\$ 12,295.00
0152	0152		Revise the sand type for the sand field	\$ 5,065.00
0175	0175		Close the gap between floor and curtain wall at the B/C corridor	\$ 2,469.00
0212	0212		Remove ecolawn from steep sloped landscape areas	\$ 10,827.00
0238.1	0238.1		Add rain garden #1 armoring to prevent erosion	\$ 13,280.00
0248	0248		Add rain garden #2 armoring to prevent erosion	\$ 1,896.00

Combined Total: \$ 74,609.00

Not valid until signed by the Owner. Signature of the Contractor indicates agreement herewith, including any adjustments in the Contract Sum and the Contract time.

The Original Contract Sum was \$19,251,000.00
 Net Change by previously authorized Change Orders..... 0 through 16 \$ 933,247.00
 The Contract Sum prior to this Change Order was..... \$20,184,247.00
 The Contract Sum will be increased ~~decreased~~ ~~unchanged~~ by this Change Order..... \$74,609.00
 The new Contract Sum including this Change Order is \$20,258,856.00

The Contract time will be ~~increased~~ ~~decreased~~ unchanged by..... 0 days

The date of Phase 2B Substantial Completion as of the date of this Change Order October 31, 2013

Amounts exclude State Sales Tax.

CONTRACTOR'S ACCEPTANCE

BY: Bryan Gormley
 SIGNED:
 TITLE: Project Manager
 DATE: 27-Jan-14

ARCHITECT'S RECOMMENDATION

BY: Noah Greenberg, DLR Group
 SIGNED:
 TITLE: Architect
 DATE: 30-Jan-14

OWNER'S ACCEPTANCE

BY: _____
 SIGNED: _____
 TITLE: _____
 DATE: _____

PROGRAM MANAGER'S RECOMMENDATION

BY: Mike Finnegan
 SIGNED:
 TITLE: Program Manager
 DATE: 1/30/2014

CHANGE ORDER NO. 16
INTERNATIONAL COMMUNITY SCHOOL / COMMUNITY ELEMENTARY SCHOOL
REPLACEMENT PROJECT

February 10, 2014

SITUATION

Change Order No. 16 is attached for your review. The change order includes four (4) changes to the construction contract for the International Community School / Community Elementary School replacement project. All four (4) changes are additive costs changes.

Two (2) Construction Change Directives (CCDs) are due to design coordination issues:

- CCD 176 modifies the hot water boiler sequence for a lag and lead boiler.
- CCD 203 adds a galvanic coating to exterior handrails.

One (1) CCD is for unforeseen conditions:

- CCD 188 is for abatement items occurring during demolition of the old structure.

One (1) CCD is for an owner requested change:

- CCD 167 is for unusable surplus items to be disposed of by the contractor.

The cost of the changes from Change Order No. 16 is within the budget established for this project. The total for change orders is 6.9% of the original construction contract amount.

<u>Original Construction Contract Amount</u>	\$17,934,000.00
<u>Current Change Order</u>	
Change Orders 16	\$21,194.12
<u>Total Change Orders</u>	
Change Order 1 thru 16	\$1,241,542.21
<u>Contract Amount including this Change Order</u>	\$19,175,542.21

RECOMMENDATION

The Board of Directors approves Change Order No. 16 to Allied Construction Associates, Inc. for work at the International Community School / Community Elementary School replacement project in the amount of \$21,194.12, increasing the contract amount to \$19,175,542.21.

CHANGE ORDER NO.

16

Project: International Community School / Community Elementary School

Contractor: Allied Construction Associates, Inc.



Date: 2/3/2014

Project #: 7931

Contract #: PO 352790

After signature the Contractor is directed to make the following changes in the Contract Amount for pay requests.

This Change Order resolves all issues related to the changes below and any CCDs, CPRs referenced below and constitutes full settlement for all known, estimated or foreseeable costs and time adjustments, including all delay and impact costs and direct and indirect damages, including consequential damages regardless of cause, related to the Change.

Individual CPR/CCD Description:

Table with 4 columns: CPR, CCD, Description, Amount. Rows include: 128/167 Surplus ICS Inventory to be Disposed of (\$11,569.38), 176/176 Heating Hot Water Sequence Modifications (\$3,413.46), 144/188 Abatement Changes (\$3,148.33), 201/203 Cold Galvanized Spray for Handrails (\$3,062.95)

Combined Total: \$21,194.12

Not valid until signed by the Owner. Signature of the Contractor indicates agreement herewith, including any adjustments in the Contract Sum and the Contract time.

The Original Contract Sum was \$17,934,000.00
Net Change by previously authorized Change Orders 1 through 15 \$1,220,348.09
The Contract Sum prior to this Change Order was \$19,154,348.09
The Contract Sum will be increased decreased unchanged by this Change Order \$21,194.12
The new Contract Sum including this Change Order is \$19,175,542.21
The Contract time will be increased decreased unchanged by days
The date of Substantial Completion as of the date of this Change Order August 30, 2013

Amounts exclude State Sales Tax.

CONTRACTOR'S ACCEPTANCE

BY: [Signature]
SIGNED: Clint Bjella
TITLE: Project Manager, ACA
DATE: 2-3-14

ARCHITECT'S RECOMMENDATION

BY: [Signature]
SIGNED: Glenn Steiner
TITLE: Project Manager, Magellan Architects Inc.
DATE: 2/3/2014

OWNER'S ACCEPTANCE

BY:
SIGNED: Forrest Miller
TITLE: Facilities Director, LWSD
DATE:

PROGRAM MANAGER'S RECOMMENDATION

BY: MIKE FINNEGAN
SIGNED: Mike Finnegan
TITLE: Program Manager, Heery International, Inc.
DATE: 2/3/14

BUILDING COMMISSIONING REPORT
FINN HILL MIDDLE SCHOOL REPLACEMENT PROJECT

February 10, 2014

SITUATION

In accordance with WAC 392-343-080, building commissioning is the process of verifying that the installation and performance of selected building systems meet or exceed the specified design criteria and, therefore, satisfy the design intent. Building commissioning shall include a physical inspection, functional performance testing, listing of noted deficiencies, and a final report.

As a requirement for State construction assistance funding, the Board of Directors must accept the final commissioning report.

The Commissioning Agent, Rushing, for the Finn Hill Middle School replacement project has evaluated the mechanical systems and selected electrical systems for the Finn Hill Middle School and found them to be functioning within design parameters.

In accordance with WAC 392-343-080 building commissioning was performed, WAC 392-344-160, the School Board must review the commissioning report, and WAC 392-344-165, the School Board is to approve a resolution accepting the building commissioning report as a part of project acceptance.

The commissioning consultant has concluded that the general contractor has completed their responsibilities for building commissioning.

RECOMMENDATION

The Board of Directors accepts the final Building Commissioning Report recommendations for Finn Hill Middle School by Rushing as presented.

BUILDING COMMISSIONING REPORT
FINN HILL MIDDLE SCHOOL REPLACEMENT PROJECT

RESOLUTION NO. 2176

WHEREAS, the State Board of Education has granted project approval for the construction of Finn Hill Middle School; and

WHEREAS, WAC 392-343-165 requires written certification by the school district Board of Directors that the facility project authorized state construction funding assistance will be commissioned and that a commissioning report be accepted by the board; and

WHEREAS, the Washington Administrative Code 392-344-165 requires the Board of Directors to accept the building commissioning as complete; and

WHEREAS, the Washington Administrative Code 392-344-160 requires the Board of Directors to accept the project as complete.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lake Washington School District No. 414 hereby certifies that the Finn Hill Middle School has been commissioned and that they accept the commissioning report from Rushing, commissioning agent, as complete.

APPROVED by the Board of Directors of Lake Washington School District No. 414 in a regular meeting held on the 10th day of February of 2014.

BOARD OF DIRECTORS
LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Attest:

Secretary, Board of Directors

LAKE WASHINGTON SCHOOL DISTRICT
Finn Hill Junior High School
Environmental & Adventure School

Commissioning Executive Summary
January 28, 2014

SUBMITTED BY:

RUSHING

1725 Westlake Ave N
Ste 300
Seattle, WA 98109
P 206-285-7100
www.rushingco.com

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A. Prologue

Rushing was contracted as the commissioning authority (CxA) for the Finn Hill Junior High School project which is located at 8040 NE 132nd Street, Kirkland, WA 98034. The new building serves an enrollment of 900 students. Five classroom pods, Gymnasium, Commons, Electives, Library, and Administrative offices will comprise the single-story building.

Variable speed air handling units, with hydronic heating and cooling coils, serve associated fan-powered and variable air volume (VAV) terminal boxes which in turn serve classroom spaces. Seven of the seventeen units (i.e., AHUs 1 - 5, 10 & 13) utilize a plate heat exchanger for heat recovery. An outdoor heat pump provides heating and chilled water to various hydronic coils. Hydronic radiant flooring is used for both heating and cooling of the Gallery and Reception areas (cooling currently disabled). Exhaust fans serve primarily fume hoods and mechanical rooms along with various other areas. Four of the six hydronic fan coil units serve MDF and IDF rooms, while the remaining two serve occupied spaces and have both heating and cooling capability. Lastly, electric unit heaters are used for freeze protection in mechanical rooms, while a variable speed make-up air unit serves the kitchen hood.

Rushing performed commissioning in accordance with 2006 WSEC Section 1416, WSSP V.2 E4.0 & E4.1 and PSE New Construction Commissioning Grant criteria. Rushing will also be providing post occupancy commissioning services as defined in the PSE grant requirements.

Commissioning tasks that were performed on this project are discussed within this report.

B. Overview of Systems and Equipment Commissioned

After full start-up of MEP systems, controls point-to-point, and testing and balancing was complete, functional performance testing of mechanical systems began in March 2012 with various other tests occurring throughout the year. Trend data was later gathered and analyzed by Rushing in November 2012.

Below is a brief overview of some of the control methods that were verified for the following equipment/systems as per construction documents:

Air Handling Units:

Setpoint verification, various modes of operation during occupancy/unoccupancy, duct static pressure reset control, face/bypass damper control, DAT control, associated operable window, and LED functionality and various safeties and alarms were all verified by Rushing.

Fan Coil Units:

Setpoint verification, various modes of operation during occupancy/unoccupancy and various safeties and alarms were verified by Rushing.

Fan-powered Terminal Units:

Setpoint verification, various modes of operation during occupancy/unoccupancy, CO₂ control (a.k.a. demand control ventilation) and flush mode were all verified by Rushing.

Variable Air Volume Terminal Boxes:

Setpoint verification, various modes of operation during occupancy/unoccupancy, CO₂ control (a.k.a. demand control ventilation), associated operable window and LED functionality were all verified by Rushing.

Heat Pump:

Verification was made that varying voltage signals sent from DDC system corresponded to correct hot water temperature setpoints at the heat pump controller. There has been an ongoing issue with the heat pump not being able to achieve hot water setpoint (during colder weather conditions) while in defrost mode. Currently, this issue is being troubleshot by the design and construction team. The general consensus is that by allowing the Heat Pump to stage on more modules to compensate for the modules defrosting the low loop temperatures could be alleviated.

Electrical Testing & Lighting:

Verification checkout of electrical panels, occupancy sensor installation verification and functionality, lighting control panel verifications, photovoltaic system protective relaying, breaker redundancy acceptance testing and voltage transformer testing was verified by Rushing and/or the installing contractors.

A comprehensive set of completed functional test procedures can be found in the appendices of the Cx Final Cx Report.

C. Static and Start-up Documentation

A Commissioning Field Notebook was kept onsite which contained static and start-up documentation for the subcontractors to complete as the equipment and systems were brought online. Static and start-up forms can be found in the appendix of the Cx Final Report.

D. Observation Reports

Site observation reports were conducted by Rushing throughout 2011 and 2012 and were distributed to the Cx team. All observational reports from Rushing can be found in the appendix of the Cx Final Report.

E. Test, Adjust and Balance Report

A preliminary TAB report was produced by Hardin & Sons (dated November 2nd, 2011) and a third and final version on July 24, 2012. The mechanical engineer conducted a review of the first final version of the TAB report on April 24, 2012. Rushing then conducted TAB reviews on May 1st and on

May 16th, 2012. Corrections and re-verifications of the final report were then made by Hardin & Sons and re-distributed in the report dated July 24, 2012.

Lastly, a TAB backcheck was successfully conducted by Rushing on June 13, 2012 with +90% of the units to be within 10% of the final recorded numbers. No further action was needed by Hardin & Sons.

The final TAB report as well as Rushing's TAB backcheck verification form can be found in the appendix of the Cx Final Report.

F. Training

Training first began in April 2011 with the majority of the systems training having been completed by November 2011. Photovoltaic training occurred in August 2012. A comprehensive list of all training items and dates can be found in the appendix of the Cx Final Report.

G. Deficiencies and Recommendations

To date, there are five items (from a total of 103) that remain on Rushing's Issues Resolution Log. However, these five items (i.e., 51, 69, 73, 84 and 99) will be handled as warranty items by LWSD. Below I have gone into detail on some rather important issues the school has experienced for an extended length of time.

The school has had continual issues of inadequately heating the classrooms during the fall and winter months. Trending has revealed several issues, with one in particular, regarding the heating loop temperature. It was determined that the heating loop is not reaching and maintaining temperature setpoint. NW Industrial Air found that heat pump modules have been tripping out due to insufficient flow. When this occurs the heating water temperature setpoint can no longer be maintained. The Mechanical Engineer and the rest of the team agreed on implementation of a new control strategy that would limit the amount of modules that could be activated based on water flow. This is to be implemented by the controls contractor and should be of minimal cost.

H. Commissioning Plan

Rushing wrote and distributed the commissioning plan at the Cx Kick-off meeting which was held on October 25, 2010. The commissioning plan was used to identify team member responsibilities, strategies, systems to be commissioned and schedule of the commissioning process. This plan was used and referenced throughout the duration of the project. The commissioning plan can be found in the appendix of the Cx Final Report.

I. Epilogue

The commissioning process for the Finn Hill Junior High School project was successful. Overall, functional testing and trending of the installed equipment provided confidence that the systems were operating correctly and that the system performance would meet the occupant's needs. However, as mentioned above, there are still some issues that will require correction in order for the building to perform as per design, which are being tracked and handled by commissioning team accordingly. I am confident that these items will be handled in a timely manner.

Rushing appreciates the opportunity to work on this project and looks forward to working with Lake Washington School District and the rest of the commissioning team in the near future.

DONATIONS

February 10, 2014

SITUATION

Individuals and/or groups periodically desire to make monetary donations to the school district. Monetary donations which exceed \$1,000 are submitted for board approval. Following is a list of those requests for the time period including the individual or group making the request, the amount of donation and the purpose for which the funds are to be used.

<u>From</u>	<u>Amount</u>	<u>Purpose</u>
Samantha Smith PTSA to Smith Elementary	\$2,384.00	To provide stipend for choir.
Eastlake Music Boosters to Eastlake High School	\$3,304.00	To support trip to Disneyland for music program.
Lake Washington High School PTSA to Lake Washington High School	\$1,600.00	To purchase picnic tables.
TOTAL	\$7,288.00	

RECOMMENDATION

The Board of Directors accepts the donations as identified at the February 10, 2014 Board Meeting.