



SOUTHEAST ISLAND SCHOOL DISTRICT BOARD OF EDUCATION

Special Meeting

December 16, 2022

VISION STATEMENT

Students are equipped to realize their dreams and aspirations.

MISSION STATEMENT

Together we will foster student skills to achieve their goals and thrive in an ever-changing world.

AGENDA

MEETING: 4:30 PM
LOCATION: Audio/Video Conference

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. WELCOME TO VISITORS
6. PUBLIC COMMENT 2
7. BUSINESS ITEMS 4
 - A. SERRC Proposal for Hollis K-12 School Replacement Project Administration Services (\$28,949)
8. PUBLIC COMMENT
9. BOARD COMMENT
10. ADJOURNMENT

MEETING CONDUCT

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

Parliamentary Procedure

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.

Quorum

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

Abstentions

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. A member may only abstain due to a publicly declared conflict of interest. When a member abstains because of a conflict of interest, the abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

(cf. 9270 - Conflict of Interest)

Public Participation

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each agenda item.
2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. A person wishing to be heard by the Board shall first be recognized by the president. They shall then identify themselves and proceed to comment as briefly as the subject permits.

MEETING CONDUCT (continued)

4. The President may establish rules to govern the procedure whereby persons address the Board.
5. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
6. No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

(cf. 1312.1 - Complaints Concerning School Personnel)
(cf. 9312 - Executive Sessions)

7. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary.

(cf. 9320 - Meetings)
(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES
29.20.020 Meetings public

Review 1/04, 1/05
Revised 6/11

Appendix A - Table of Typical ~~Design~~ Services Provided by Architects and Engineers

As the owner, ~~you will find it~~ will be helpful to review this chart with your A/E consultant to acquaint yourself with the various phases of design and construction and the services available for each.

<u>Project Administration & Management Services</u>	<u>Pre-design Services</u>	<u>Site Development</u>	<u>Design Services</u>
Project Administration	Programming	Site Analysis and Selection	Architectural Design/ Documentation
Disciplines Coordination/ Document Checking	Space Schematics/ Flow Diagrams	Site Development Planning	Structural Design/ Documentation
Agency Consulting/ Review/ Approval	Existing Facilities Surveys	Detailed Site Utilization Studies	Mechanical Design/ Documentation
Owner-Supplied Data Coordination	Marking Studies	On-Site Utility Studies	Electrical Design/ Documentation
Schedule Development/ Monitoring of the Work	Economic Feasibility Studies	Off-Site Utility Studies	Civil Design/ Documentation
Preliminary Estimate of Cost of the Work	Project Financing	Environmental Studies and Reports	Landscape Design/ Documentation
		Zoning Processing Assistance	Interior Design/ Documentation
		Geotechnical Engineering	Special Design/ Documentation
		Site Surveying	Materials Research/ Specifications
Presentation			

<u>Bidding or Negotiation Services</u>	<u>Contract Admin. Services</u>	<u>Post-contract Services</u>
Bidding Material	Submittal Services	Maintenance and Operational Programming
Addenda	Observation Services	Startup Assistance
Bidding/Negotiation	Project Representation	Record Drawing
Analysis of Alternates/ Substitutions	Testing & Inspection Administration	Warranty Review
Special Bidding	Commissioning	Post-contract Evaluation
Bid Evaluation	Supplemental Documentation	
Contract Award	Quotation Requests/ Change Orders	Basic Services Contained in AIA's Standard owner architect agreement (B141)
	Contract Cost Accounting	
	Furniture & Equipment Installation Administration	Additional Services contained in expanded list of services (B163)
	Interpretations and Decisions	
	Project Closeout	

Refer to AIA Document B163, *Standard Form of Agreement between Owner and Architect for Designated Services* for an expansive listing of available services.



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Road, Thorne Bay, Alaska 99919

(907) 828-8254

Fax: (907) 828-8257

E-mail: sisd@sisd.org

Meeting: December 16, 2022 – Special Board of Education Meeting

Category: Business Item

Subject: SERRC Proposal for Hollis K-12 School Replacement Project Administration Services (\$28,949)

RECOMMENDATION

It is the administration's recommendation that the School Board approve the SERRC Proposal for Hollis K-12 School Replacement Project Administration Services for \$28,949.

PERTINENT FACTS:

SERRC has a distinguished history of assisting school districts in the capital construction process. The focus of the project administration services provided under this proposal will be on furniture & equipment installation, finding a qualified commissioning agent, and project closeout.

Appendix A of the State of Alaska - Department of Education & Early Development Professional Services for School Capital Projects Handbook is a Table of Typical Services Provided by Architects and Engineers. Appendix A is currently under revision and the copy showing these revisions is included as an attachment to the Board's agenda. This proposal falls under Contract Administration Services identified in the table. A breakdown showing how these services are currently being covered follows:

- Submittal Services - Architect and SISD Maintenance Director
- Observation Services - SISD Maintenance Director
- Project Representation - SISD Maintenance Director
- Testing & Inspection Administration - SISD Maintenance Director provides any services outside of what Architect and Contractors are responsible for
- Commissioning - Requires qualified commissioning agent
- Supplemental Documentation - SISD Maintenance Director
- Quotation Requests/ Change Orders - SISD Maintenance Director
- Contract Cost Accounting - SISD Business Office
- Furniture & Equipment Installation Administration - needed (part of SERRC proposal)
- Interpretations and Decisions - Architect and SISD Maintenance Director
- Project Closeout - needed (part of SERRC proposal)

The Hollis School Replacement Project grant includes an administration budget of \$470,000. This contract would be covered by that budget.

RECOMMENDED MOTION:

Approve the SERRC Proposal for Hollis K-12 School Replacement Project Administration Services for \$28,949.