

Ashland School District No. 5, Jackson County, Oregon - The Capital Project Advisory Committee met in a work session Monday, March 2, 2009 at 7:00 p.m. in the District Board Room. Present were:

Ruth Alexander
William Anderson
Rick Barth
Ben Bellinson
Karen Clarke
Gary DeCock
Juli Di Chiro
Kate Kennedy
Heidi Parker
Amy Patton
Bob Rasmussen
Gary Sisk
Jim Teece
Jill Turner
Media Representative

I. Call to Order

The meeting was called to order at 7:05 p.m. by Juli Di Chiro.

II. Roll Check

All members were present with the exception of Dahna Black, Alan DeBoer, Jeff Schlecht, and Rich Whitley.

III. Review of Bond Investments and Earnings

Jill Turner did not have a Bond Investments and Earnings report available. She will email the report to committee members upon its completion.

IV. Review of Budget and Schedule Projects

Gary DeCock reviewed progress on all of the projects.

At Bellview there has been a new corrective schedule which will put them on an on-time delivery process of having the project completed by August. Good progress is being made on all aspects. There have been some issues with Instructional Bulletins (IBs) which have been necessary because of some lack of detail in the architectural plans. Lou Tarnay, Project Manager for Bellview, is working closely with the architect to resolve these issues.

At Helman we had the grand opening on February 27. The library and gym are currently being used. All landscaping has been completed with the exception of grass areas, and those areas will be hydro seeded as soon as weather permits. The administrative remodel is making good progress and it is anticipated it will be completed during spring break.

At Ashland High School we are currently about 7 days off schedule. However, a corrective schedule does not seem to be necessary as we are catching up as the work progresses. The roof is being installed on the old gym. Roof trusses are being installed where the new gym and music room will be, and the remaining precast panels will be installed once those trusses are completed. At this point, it is anticipated that most of the existing conditions have been determined and we do not anticipate any further surprises that were not reflected in the design documents. The HVAC project is on schedule. Construction documents are being evaluated and will go out to bid in mid March. At the same time, the Lincoln boiler replacement package will also go out to bid. The HVAC upgrade project should begin immediately at the close of school, and will impact the high school campus all summer long.

Gary DeCock responded to questions from committee members. There was some concern expressed by committee members about the quality of the architectural work. Juli Di Chiro noted she would be meeting with Jim Conley of DLR on Wednesday of this week to discuss those issues.

V. Update on School Projects

Gary Sisk, Facilities Coordinator for the district, gave a report on his assessment of all buildings, primarily focusing on health and life safety issues as well as HVAC problems throughout the district. Gary Sisk is very concerned about the condition of the digital controls at the high school theater building. It is his assessment that the fire dampers that are a part of the digital controls have never operated correctly from installation. He is finding evidence of poor installation that has impacted the fire dampers, and he has replaced most of them. He would like to see a complementary system installed with the new HVAC upgrade that can then be mimicked in the theater building as he feels the existing digital controls are beyond repair. He also noted issues with fire alarms throughout the district. At the middle school the fire alarm in the old portion of the building is inoperable. This is causing us to have a fire monitor at the school, and we need to immediately replace that system. Juli Di Chiro noted that the fire alarm systems are covered by the current bond. Even though the work is not yet done, there will be no further budgetary impact.

Gary Sisk also provided an analysis of each school and the issues he feels need to be addressed. See the attached report for details.

VI. Discuss Potential Additional Projects with Unexpended Funds

Jill Turner reviewed a list of potential projects which could be accomplished through unallocated bond revenues. She presented several different projects which would total over \$2 million worth of work. The committee reviewed the list and unanimously recommended the following projects be moved forward immediately for Board approval: (1) \$175,000 for the Willow Wind Barn project which would allow that project to go out to bid; (2) \$75,000 for painting the exterior of Walker School this summer; (3) \$50,000 to install a server backup system so the district can avoid an extended interruption of service such as what occurred this winter when the server failed.

VII. Confirm Next Meeting and Agenda

The committee will not meet in April. A tour of existing projects will be scheduled in April for interested committee members. The next CPAC meeting will be held May 4 at 7:00 pm in the District Board Room.

VII. Adjournment

There being no further business, the meeting adjourned at 8:35 p.m.

Respectfully submitted by Jeanne Peterson, Administrative Assistant

Chair

Clerk



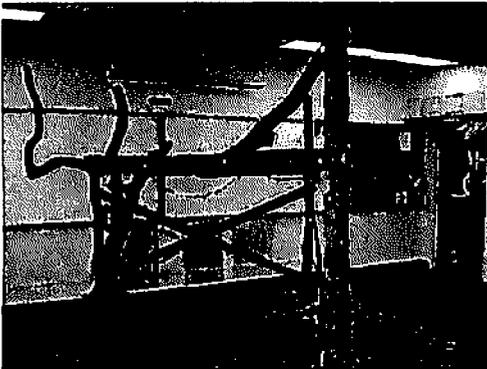
Inspection Summary

Date of Visit: July 31, 2008
District: Ashland School District
Person Conducting Visit: Troy DeYoung
Contact: Linda Marron

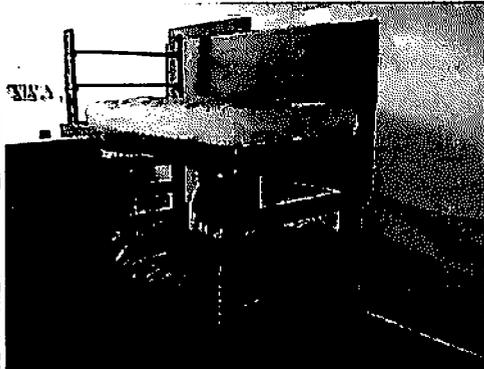
On July 31, 2008 Loss Control Consultant Troy DeYoung met with Ashland School District staff member Linda Marron. The district requested that PACE inspect the districts bleachers at the middle school and the high school. It was requested as well that I look at three different lofts that teachers at the middle school had built in their classrooms.

The bleachers at both the middle school and the high school football stadium were found to be in good condition with the exception of some damage and other minor items. Attached is a risk assessment report with the details of my findings.

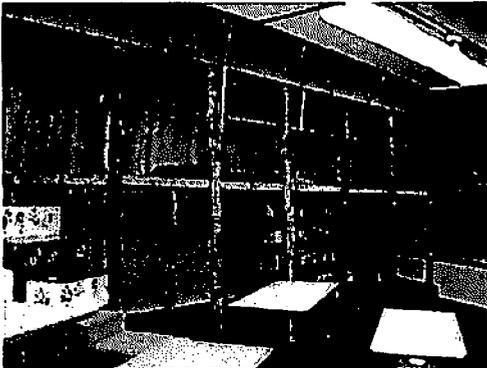
I looked at three lofts in three classrooms at the middle school. All of the lofts appeared to be sound in their construction and did not give or sway when pushed on. These lofts do pose some hazards if the hazards cannot be eliminated I recommend removal.



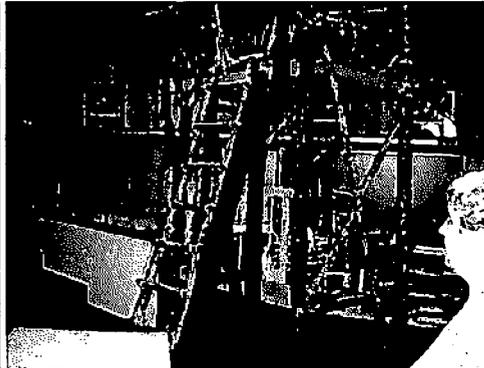
Classroom #1



Classroom #6



Classroom #38



Classroom #38

- No two interior opposing surfaces should be larger than three and one half inches and smaller than 9 inches. Areas that have openings in this range are considered an entrapment hazard.

- Any platform greater than 30 inches off the ground should be protected by a guardrail or barrier. The barrier or guardrail should be a minimum of 38 inches high and slat that run vertically. When slats are run horizontally for a barrier it creates a ladder that can be climbed on. Two other considerations, we want to ensure these barriers do not create entrapment hazards or be constructed to block visibility into the loft as this would hamper supervision.
- The proximity to the ceiling can lead to students hitting their heads. These areas should have padding installed to reduce the chance of injury in the event a child strikes them.
- Screws used to assemble the structures should be recessed as to not pose a trip or impact hazard.
- Stuffed items such as pillows and mattress are not advisable in the classroom as they do not lend themselves to easily be cleaned. These items are a source of indoor air quality concerns, asthma triggers, allergen triggers and can harbor head lice.
- In classroom #38 it was also noted that stage lights were attached to the loft and extension cords draped across the ceiling. Extension cords should be used for temporary purposes only. The cords should be coiled up and stored after every use or permanent wiring should be installed by a licensed electrician.

April 10, 2009

Jill Turner
Business Manager
Ashland School District

RE: Safety Issues

Hi Jill,

I met with the Ashland School District safety committee on February 18th, 2009.

I noted the following observations that I thought you might want some help with handling:

- 1) OSHA 300 report
- 2) Safety Committee make-up
- 3) Safety Committee recommendations
- 4) Flammable materials in class room
- 5) Lofts in class room

OSHA 300 Log

The OSHA 300 log records all the work related injuries during the year. Each employer is required to complete an OSHA 300 log and post the log from February to April. I have attached the OSHA 300 log to this report. The posting is on the same bulletin boards that other requirement employment related posters are posted. Perhaps this is already being completed.

One of the first questions that an OSHA inspector will ask upon an inspection is to see the OSHA 300 log. There is some debate about whether school districts must comply with this OSHA requirement. Because preparation of the log only takes a few minutes we recommend compliance.

I am happy to visit with the staff person assigned to maintain this log and train them in how to comply with this OSHA regulation.

Safety Committee Make-Up

Employers are required to have an equal number of employer selected and employee selected members. In other words, an equal number of management to staff. Currently Karl and Gary serve from management with several more staff participating. I recommend you invite at least one more management member to participate.

OSHA asked that a school district have each major discipline represented by at least one person on the committee, including district administration, school administration, facilities, custodial, teachers, cooks, and athletics. It is required that participants are paid and stay on the committee for a minimum of a year.

Safety Committee Recommendations

State law provides for the safety committee to make recommendations to management about safety concerns they have in the workplace. Management must reply to these safety concerns in a reasonable amount of time. Most safety committees develop a simple form letter provided to management that outlines their safety concerns. Management typically replies to the next month's safety committee a reasonable time line for corrective action.

I am happy to discuss the safety committee regulations in more detail with you at your convenience.

Flammable Materials In Classroom

I am confident that your local fire marshal visits Ashland Schools often. The International Fire Code Section 807 discusses artwork and teaching materials displayed in classrooms, common areas, and doors. Generally the code says that only 20 percent of the total wall area may have materials on them and not within 5 feet of a door. Display on doors can cover 10 percent of the door space and of course not cover door windows. An email reminder to teachers may be appropriate.

Furniture such as couches in the classroom must be fire resistant. PACE, your insurance company, recommends couches be removed from the classroom due to cleaning and indoor air quality. Some districts have also removed such items from the classroom due to inappropriate behavior.

Lofts in Classrooms

Several of your classrooms had build lofts. Again PACE, your insurance company, recommends removal. My recommendation is that the school do the following:

- 1) Have the fire marshal inspect and approve. My reading of the Fire Code says combustible materials such as tunnels, caves, jungles or similar construction must be made of fire resistive materials, treated with flame retardant, be approved by the Fire Marshal, and not be within 10 feet of a door. (IFC 807)



- 2) Ask a local structural engineering firm to volunteer their time to evaluate the structural safety and prepare a short letter to approve. Perhaps the engineering firm working on your construction project might be willing to take a look at them.

I know you are consumed with budgets this spring. I hope this is summer we can visit again about setting up a quarterly risk management team meeting.

Please do not hesitate to contact me if I may be of service.

Very Truly Yours,

Scott Moss
Risk Management Consultant

cc. Gary Sisk