



Board Work Session of the Board of Directors
BANKS SCHOOL DISTRICT 13
Banks, OR
Tuesday, February 18, 2025

Note: The District will endeavor to provide the following services if requested 48 hours prior to the meeting: qualified bilingual interpreters or qualified sign language interpreters. These services are provided at no cost to recipient. To obtain services, call 503-324-8591 at least 48 hours prior to this meeting.

1. Preliminaries

1.1. Call to Order

1.2. Roll Call

1.3. Approval of Agenda

I make a motion to approve the February 18, 2025 agenda as presented.

2. Discussion Items

2.1. Bond Update

2.1.1. Design Phase Process and Timeline

John Abel, Cornerstone

John Abel with Cornerstone Management was present to share an update on the current Bond planning phase. Tracking wish-list items and working on prioritizing them.

Design Committee is starting to form; there has been a tremendous response from those interested in participating. The Design Committee will consider things such as Floor plans, general look of the building, layout, safety & security. Find ways to honor the buildings that are being torn down.

Reviewed the design schedule and details with the Board. Some discussion of planning specifics.

Historical - SHIPO (?) HS/Barn/DO Bldg. to determine the eligibility of the buildings. SHIPO process happens in parallel with the design phase and is a collaborative process.

Board members asked clarifying questions and provided feedback.

3. Adjourn

Adjourned at 5:41.

DESIGN SCHEDULE

ACTIVITY	DATES
Master Planning	August 20 – December 31, 2024
Engagement	September 18 – October 31, 2024
Final Master Plan Concepts	December 20, 2024 – January 28, 2025
School Board Approval	January 28, 2025
Summer 2025 Scope of Work	Design Phase
Early Utilities Documents (1.5 months)	January 24, 2025 - February 28, 2025
Early Utilities – Submit for permit/ Permitting (3 months)	March 3, 2025 – June 2, 2025
Portables Schedule	Design Phase – 1 – 1.5 months
Portables Layout Design	February 3, 2025 – March 7, 2025
Portables – Permitting (1.5 month)	March 10, 2025 – April 25, 2025
Place Portables on Site	June 16, 2025 – July 1, 2025
Portables – Construction Phase (5 months)	July 1, 2025 – December 2025
High School & Middle School Plot Line Adjustments (PLA)	
AKS – Completes Planning Maps	January 29, 2025 – February 19, 2025
AKS – Submits PLA to City/ County	February 19, 2025 – June 20, 2025
Auxiliary Gym Schedule	Design Phase – 8 months
Auxiliary Gym – Schematic Design Phase (2 months)	February 3, 2025 – April 3, 2025
BSD District Review (2 week)	April 4, 2025 – April 18, 2025
Auxiliary Gym – Design Development (3 months)	April 3, 2025 – July 1, 2025
Pre-engineered Metal Building – Procurement Package to GC	July 1, 2025
BSD District Review (2 weeks)	July 1, 2025 – July 15, 2025
DD Cost Estimate (2 weeks)	“ “ “
Auxiliary Gym – Land Use submittal – Type II	July 1, 2025 – October 28, 2025 (120 days)
Auxiliary Gym – Construction Document Phase (3 months)	July 1, 2025 – October 9, 2025
Publish 50% CD Progress Set (2 months)	August 28, 2025
50% Cost Estimate (2 weeks)	August 28, 2025 – September 11, 2025
BSD District Review (2 weeks)	“ “ “

DESIGN SCHEDULE

Auxiliary Gym – 100% Construction Documents Set (Permit Set & Bid Set)	October 9, 2025
Aux Gym – Permit Submittal to Washington County	October 13, 2025
Auxiliary Gym – Permitting (3 months)	October 13, 2025 – January 13, 2026
Auxiliary Gym – Bidding (2 months)	October 13, 2025 – December 15, 2025
Auxiliary Gym – Construction Phase (8 months)	January 2026 – August 2026
Auxiliary Gym – Contractor On-site Mobilization	October 2025???
High School Schedule	
High School - Schematic Design Phase (3 month)	February 10, 2025 – May 9, 2025
BSD District Reviews (2 weeks)	May 9, 2025 – May 23, 2025
High School - Design Development Phase (4 months)	May 9, 2025 – September 12, 2025
DD Cost Estimate (2 weeks)	September 12, 2025 – September 26, 2025
BSD District Reviews (2 weeks)	“ “ “ “
High School - Land Use submittal (BSD Leads) – Type III (Based off DD documents)	September 12, 2025 – January 9, 2026 (120 days)
High School - Construction Document Phase (5 months)	September 12, 2025 – February 13, 2026
Publish 50% CD Progress Set (2.5 months)	November 25, 2025
50% Cost Estimate (2 weeks)	November 25, 2025 – December 12, 2025
BSD District Reviews (2 weeks)	“ “ “ “
Documents for Demo Permit	September 29, 2025 – November 21, 2025
Demo Permit of Barn Gymnasium, District Office, HS Admin and South Wing (2 months - Preliminary)	November 21, 2025 – January 30, 2026
Early Grading & Utilities Documents	<i>Sept 2025 – December 2025</i>
Early Grading & Utilities Permitting (3 months)	January – March 2026
High School - 100% Construction Document Set (Permit & Bid Set)	February 13, 2026
HS - Permit Submittal to Washington County	February 16, 2026
High School - Permitting (4 months)	February 16, 2026 – June 15, 2026
High School - Bidding Phase (2 months)	February 16, 2026 – April 17, 2025

Banks School District

Banks High School & Aux Gym

DESIGN SCHEDULE

PRELIMINARY: 02/12/2025

High School - Construction Phase (19 months)	(January 2026 – August 2027)
<i>Contractor On-Site Mobilization</i>	<i>December 8 – 12, 2025</i>
<i>Demolish District Office (Q1)</i>	<i>December 19, 2025 – March 31, 2026</i>
<i>Demolish of Barn Gymnasium (Q2)</i>	<i>Spring Break 2026 (Last week of March)</i>
<i>Demolish South Classroom Wing and HS Administration</i>	<i>December 19, 2025 – March 31, 2026</i>
<i>New High School Construction</i>	<i>May 2026 – August 2027</i>
<i>Substantial Completion</i>	<i>September 1, 2027</i>

Banks School High School & Auxiliary Gym Design Committee – Meeting Schedule: Schematic Design Phase

02.11.2025

TASK – SCHEMATIC DESIGN PHASE	DATE	AGENDA
DESIGN COMMITTEE – MEETING 1	Week of 2/24/2025	Kick Off Meeting & Small Group Exercise <ul style="list-style-type: none"> • Discussion of overall process and timeline for design and construction • Roles and responsibilities of committee • Overview of master plan for High School and Auxiliary Gym • Small group exercise: review of overall program adjacencies
DESIGN COMMITTEE – MEETING 2	Week of 3/10/2025	Area Program/ Virtual Tours/ Adjacencies Exercise <ul style="list-style-type: none"> • Floor plan concept review and discussion. • Virtual Tour: General Classrooms, Science, Library Media Center, Aux Gym, Flex Spaces
DESIGN COMMITTEE – MEETING 3	Week of 3/25/2025	Conceptual Floor Plan/ Site Plan <ul style="list-style-type: none"> • Presentation of initial site plan and floor plan concepts • Small group exercise: review and comment on site plan
DESIGN COMMITTEE – MEETING 4	Week of 4/7/2025	Architectural Character/ Building Aesthetics <ul style="list-style-type: none"> • Review of preferred plan concept • Review of site plan concept • Presentation of initial building massing concepts • Architectural character discussion (virtual tour) • Small group exercise: architectural character likes and dislikes
DESIGN COMMITTEE – MEETING 5	Week of 4/21/2025	Schematic Design Review <ul style="list-style-type: none"> • Final Review of SD concepts: site plan, floor plan, architectural character
		*Additional Meetings to be scheduled during Design Development Phase of the project.