

Shaw Island School District Board of Directors Special Meeting

Monday, December 2, 2024

2:30 PM

The open public meeting was held at Shaw Island School, Shaw Island, Washington.

Directors Present: Carol Criss, Jon Shannon, and John Bogert. Directors Lange and Klohr were not present.

Administration Present: Superintendent Kari McVeigh (via Zoom online meeting platform) and Office Administrator Deanna Shannon.

Audience: John Bingham, Teacher Housing Project Manager (via Zoom online meeting platform) and Philip Burkhard and Shawn Kemna from PBW Architects (via Zoom online meeting platform).

Minutes

1. Opening Items:

1.1. Call to Order: The meeting was called to order at 2:32 PM by Chair Carol Criss.

1.2. Approval of Agenda: ***Director Shannon moved to approve the agenda; Director Bogert seconded the motion; the motion carried unanimously.***

2. Special Topics:

2.1. Discussion of and possible action on bid documents to include time, legal review, and other issues. Having a legal review of the bid documents was discussed. Consensus was to not have a legal review of the bid documents. The timing of releasing the bid documents was discussed. Consensus was to wait until the first of the year. How long the bid process should be open was discussed. Consensus was six to eight weeks. The board determined bidding contractors would be required to attend a pre-bid conference in person at the site. Advertising the bid was discussed. Consensus was to have the bid advertised in the required local paper as well as other venues. A physical plan would be available at the District Office as well as at PBW Architects. A bid bond was discussed and consensus was \$5,000. A construction deadline of eighteen months was discussed as well as possible ramifications for the contractor for missing the deadline to be \$1,000 per week with the verbiage that the District "may" invoke penalties.

3. Adjournment: ***Director Bogert moved to adjourn the meeting; Director Criss seconded the motion; the meeting was adjourned by the Chair at 3:20 PM.***

Carol Criss, Chair
Board

Kari McVeigh, Superintendent/Secretary to the

John Bogert, Director

Shannon Klohr, Director

Shirley Lange, Director

Jon Shannon, Director