

**KINGSTON HILL ACADEMY
BUILDING COMMITTEE MEETING MINUTES
June 29, 2016 at 10:00am**

Location of Meeting: Kingston Hill Academy, Saunderstown, RI

Members Present: Mr. Stephen Nardelli, Mr. John Deion, Ms. Linda Paolillo, Ms. Helen Morcos, Ms. Debra Deion, Mr. Chris Suchmann

Members Absent: Mr. Philip Ayoub and Dr. Lionel Murray

Guests Present: Manuel Cordero, Mario Carreno, Dr. Janice DeFrances, Ms. Grace Toe, Ms. Camille Letourneau

Recording Secretary: Ms. Linda Ollari

Mr. Nardelli called the meeting to order at 10:00am.

1. Review/Approval of Minutes from May 2, 2016

Mr. Nardelli requested a motion to approve the minutes from the May 2, 2016 Building Committee meeting. The motion was made (Mr. Suchmann) and was seconded (Ms. Morcos). All Building Committee members were in favor of approving the minutes and the motion was passed unanimously by all Building Committee members present. No Building Committee members abstained.

2. Discussion between RIDE officials and KHA Building Committee regarding next steps in completing Stage II of the application for Housing Aid funds and tour of KHA building.

Manuel Cordero from RIDE distributed an agenda and the following items were discussed:

Statutory Requirement:

- The School Construction Regulations provide the framework for the Housing Aid Program
- Necessity of School Construction provides guidance for the process (it is currently being updated for FY 2017)
- Design/Review guidance is available on the RIDE website

Proposed Projects

- Must include a full five-year capital improvement plan that includes the addition to the school and any other capital improvements that may be needed over a five-year period. (This would include any improvements based on the RIDE assessment of the school and the Educational Program Plan).
- Stage II Application
 - There are two major components: Facilities Master Plan and Educational Program Plan
 - Facilities Master Plan
 - Inspection of all systems
 - KHA can use the RIDE data which will be available in draft form by late summer
 - RIDE suggested hiring and architect/engineering firm to assist KHA in verifying RIDE assessment and to prioritize the work
 - There will be a full review of incorporation of Northeast CHPS for the addition; however, RIDE will not review compliance for the existing school as long as KHA is not applying for funds for projects in the existing school.
 - Educational Program Plan
 - RIDE suggested that KHA think broadly of how the program is delivered

- New ideas mentioned at the meeting: new soccer field, moving the garden, need to address heat build-up in server room, investments in the site, such as a shaded outside learning space, an outdoor classroom
- The description of the school and program should justify the need for the addition
- The description should lead to educational specifications
- The educational specifications should result in the ability to develop a proposal and an architect to develop a design
- The design results in cost estimates for the project
- There must be a phasing plan included in the Stage 2 Application which will indicate how the construction phase may impact the educational program, and if there will be additional costs resulting from construction during non-school hours.

Financing Plan

- KHA must spend 50% of the value of the five-year Capital Improvement Plan in the five-year period
- The Financing Plan must clearly show any funds being used from the Capital Reserve and any loan from the Capital Fund.
- There is \$9 million available in FY 2017 from the Capital Fund, and it is a competitive process to obtain funding. The application for a loan from the Capital Fund will be available in early August. Capital Funds received through a loan can be “pay as you go” which means that you can draw funds from the loan to pay current invoices.

Timeline

- RIDE suggested that KHA schedule a meeting with RIDE personnel and the team of vendors and staff who are working on this project before the February 1, 2017 deadline so that they can review the Stage 2 Application to see if additional data is needed.
- February 1, 2017 is the last day to submit the Stage 2 Application
- While waiting for the approval process, KHA can finalize bid documents and go out to bid for the next phase. However, KHA cannot sign any award documents until approval is received from RIDE.
- The Stage 2 Application will be reviewed by an Advisory Board
- Approval by RIDE will be in May or June, 2017
- A Memorandum of Agreement will be developed after the approval which establishes the scope of work and the amount of funds eligible for Housing Aid Reimbursement. The Memorandum of Agreement will sunset after five years.
- It is anticipated that the addition to the school will not be completed before the beginning of the 2016-2017 school year.

Steps Forward

- RIDE will send KHA sample Request for Proposal Documents (RFP) for an architectural/engineering firm who can begin the process for the Stage 2 application and all of the requirements
- If requested by KHA, RIDE will review the RFP and send out the RFP to vendors on the State’s Master Price Agreement.
 - RIDE suggested that the RFP ask for experience in additions to existing schools, as some of these vendors may not have expertise in this area

- RIDE suggested that the Stage 1 approval letter and the Stage 2 checklist (attached to the approval letter) be included in the RFP. This will make the selected vendor responsible for all of the items in the checklist.
- RIDE indicated that the Commissioning Agent isn't needed at the beginning of this next phase, but will be needed later on, although they did not say when in the process.

3. Adjournment

The motion to adjourn the Board meeting was made (Ms. Deion), was seconded (Ms. Morcos), and was passed unanimously by all Committee members present. No Committee members abstained. The meeting was adjourned at 11:00am.

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