

**Minutes
Transylvania County Board of Education
December 4, 2018**

CALL TO ORDER / WELCOME

Work Session: Bond

ADJOURN

The Transylvania County Board of Education met in special session at 9:30 a.m. on December 4, 2018 at the Morris Education Center. The purpose of the meeting was to hold a work session with the board attorney on the next steps for the upcoming bond projects. Marty Griffin led in a moment of silence and the Pledge of Allegiance. Chairman McCoy welcomed everyone and called the meeting to order. The individuals listed below were in attendance. Commissioner Page Lemel attended as a guest.

BOARD MEMBERS:

Tawny McCoy, Chair
Ron Kiviniemi, Vice Chair
Courtney Domokur
Marty Griffin
Alice Wellborn

BOARD ATTORNEY:

Chris Campbell

MEDIA:

John Lanier, *Transylvania Times*

STAFF:

Dr. Jeff McDaris, Superintendent
Jenny Hunter, Administrative Assistant
Norris Barger, Director, Business Services
Dr. Brian Weaver, Senior Director, Human Resources
Dr. Jeremy Gibbs, Chief Academic Officer
Kevin Smith, School Community Relations Coordinator
Chris Whitlock, Director, Technology Services
Dr. Bryan Abernethy, Principal, BHS
Greg Stroup, School Resource Officer

Mr. Campbell congratulated the board and administration on a successful bond referendum and discussed next steps. He recommended having a joint cooperative endeavor between the board of education and the board of commissioners from this point forward, explaining that the combined knowledge of county government board and school district leadership would create a stronger team and a better product. He gave the following guidelines and recommendations:

- It is the county's responsibility to issue the bonds and employ a bond counsel. The Local Government Commission will oversee and approve the issuance of the bonds.
- The board should find out how involved the county wants to be in the oversight and construction process. The first step should be to develop a proposed Memorandum of Understanding (MOU) between the two boards to set out the obligations and responsibilities of both boards. Typically the board will prepare a draft proposal, then send it to the county for consideration. *The attorney will prepare a draft MOU for the board to review at the December 17 meeting.*
- Have a joint committee to evaluate architects. The architect will create the plans that will go out for bid. Once the MOU is in place, the RFQ for architectural services should be out for at least six weeks for responses. The full boards or the joint committee may be designated to hear the RFQ presentations.
- Once the plans are done and the architect selected, the board will work with the architect to decide if the projects will be bid as separate jobs or one single job. The board may bid for both methods.

- Using a Construction Manager at Risk (CMAR) is highly recommended. The advantage of having a CMAR is that they agree to do the project for a single guaranteed maximum price, thereby increasing efficiencies and reducing cost overruns. It is important to get the CMAR involved as soon as possible. The CMAR typically works with the architect in planning. When hiring a CMAR, do RFQs and have a joint work session with board boards so that everyone may ask questions.
- The county will be advised to do a reimbursement resolution to reimburse themselves. The LGC will not approve the issuance of bonds until the construction contract is in place.
- The joint committee should meet quarterly for the sole purpose of receiving regular progress reports on the bond projects. These would be public meetings. The architect and/or contractor would be invited to come and give updates and answer questions.
- The joint committee may also involve the county and board plant operations supervisors for regular walkthroughs and additional oversight.

Chairman McCoy reported that the Town of Rosman has not yet resolved the question of a possible road closure in Rosman. Mr. Campbell stated that would not affect the MOU or the RFQs as the architects would bring several options. Chairman McCoy stated that he board is committed to staying as close as possible to the conceptual options that were presented to voters during the bond campaign.

Mr. Campbell addressed other questions from the board. Chairman McCoy thanked everyone for coming and stated that the board looks forward to moving forward with the projects.

There was no further business, and ON A MOTION BY MR. GRIFFIN, SECONDED BY MRS. WELLBORN, the meeting was adjourned at 10:47 a.m.

Respectfully submitted,

Chairman

Secretary