1. Clarification and Definition of Committee

The following representative seats were determined:

- **Board Member:** Mark Abate
- **Board Member:** Paul Lambert
- **Deputy Superintendent:** Mike McDonough
- **Director of Business:** Cliff Hetzel
- **Chief Technology Officer:** Rich Boettner
- **Elementary-level Administrator:** Matthew Sparks
- **Middle-level Administrator:** Chad Schulte
- **High School-level Administrator:** Matt Middleton

The Buildings & Grounds Committee determined:

- that the meetings would occur on the first Friday of the month
- that there would be four meetings per year
- that for 2019, those meetings would occur in the following months/dates
  - Friday, March 1st (or may consider March 8th)
  - Friday, April 5th
  - Friday, August 2nd (or may consider August 9th)
  - Friday, November 1st (or may consider November 8th)
- that the Organizational Meetings would be scheduled from 8:00 am – 9:00 am
- that the Organization Meetings would be held in a conference room at the Central Office at 2140 Atlas Street, Columbus, OH 43228
- that following the Organizational Meeting, building tours or site visits may occur from 9:00 am to 10:00 am.

2. Public Participation

   There was no public participation today.

3. Projects Completed Since Last Meeting

   The Transportation Fueling Station is complete and operational as of January 10, 2019.

4. Current Projects

   Hilliard Davidson High School Parking Lot Drainage
Approved the Project Milestone Schedule for the Hilliard Davidson HS Parking Lot Drainage

<table>
<thead>
<tr>
<th>STEP</th>
<th>DATE</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>02/11/2019</td>
<td>Board agenda language authorizing the Business Director to Bid and Award project.</td>
</tr>
<tr>
<td>2</td>
<td>02/25/2019</td>
<td>Post Advertisement to Bid</td>
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<tr>
<td>3</td>
<td>03/04/2019</td>
<td>Post Advertisement to Bid</td>
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<tr>
<td>4</td>
<td>03/06/2019</td>
<td>Pre-Bid Meeting</td>
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<tr>
<td>5</td>
<td>03/20/2019</td>
<td>Bid Opening</td>
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<tr>
<td>6</td>
<td>04/03/2019</td>
<td>Award Bid</td>
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<tr>
<td>7</td>
<td>04/08/2019</td>
<td>Notice to Proceed</td>
</tr>
<tr>
<td>8</td>
<td>05/17/2019</td>
<td>Substantial Completion</td>
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<tr>
<td>9</td>
<td>05/31/2019</td>
<td>Final Completion</td>
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</tbody>
</table>

The site work will occur from 8:00 am – 2:30 pm, with a 30-minute break; then from 3:00 pm on.

5. Budget

The Permanent Improvement and Capital Improvement budget period will be the Fiscal Year; which is July to June.

6. Board Action Items

There were no Board actions items discussed.

7. Opportunities

Parcel donation contiguous to Hilliard Tharp Sixth Grade School property:
The Buildings & Grounds Committee agreed to accept the parcel donation of .66 acres.

Parcel for sale contiguous to Hilliard Tharp Sixth Grade School property:
The Buildings & Grounds Committee declined the offer to purchase the additional parcel at $225,000 per acre for 1.27 acres.

8. Facilities Database

9. Building Usage

10. Facilities Requests

The Buildings & Grounds Committee will have an “Operations Reporting” section that will include reports from the following:
   - Facilities Database
   - Building Usage
   - Facilities Requests
   - Custodial Database
   - Maintenance Work Order System
   - Technology Work Order System

Frequency of reporting has yet to be determined.

The Buildings & Grounds Committee will agree upon and produce a consistent communication format that may include:
   - Calendars
   - Gantt Charts
• Ledgers
• Reports

The Deputy Superintendent and Director of Business will work together to develop the communication format.

11. Upcoming Projects

Discussion held about Summer Project Planning with the following factors considered:
• Priority
• Type
• Location
• Budget (Estimate/Actual)
• Recommended Start Date
• Notes from FY 2020 PI Fund
• Notes from FY 2021 PI Fund

12. Next Committee Meeting

Friday, March 1, 2019
8:00 AM – Central Office – Board Conference Room