



FACILITIES COMMITTEE

Mike McDonough, Deputy Superintendent
Friday, January 11, 2019, 10:00 AM, Central Office

HILLIARD CITY SCHOOL DISTRICT
OPERATIONS DEPARTMENT

COMMITTEE MEMBERS

Paul Lambert, President, Board of Education
Mark Abate, Vice President, Board of Education

Mike McDonough, Deputy Superintendent
Cliff Hetzel, Director of Business

MINUTES

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

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

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 budge 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