



## FACILITIES COMMITTEE

Mike McDonough, Deputy Superintendent  
Friday, December 3, 2021, 9:00 AM, Central Office

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

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### Committee Members

Paul Lambert, Board of Education  
Nadia Long, Board of Education  
Mike McDonough, Deputy Superintendent  
Cliff Hetzel, Chief Operating Officer  
Rich Boettner, Chief Technology Officer

Anita Dalluge, Assistant Treasurer  
Mark Tremayne, Director Innovation & Extended Learning  
Matt Middleton, Principal Hilliard Darby High School  
Cort Hamilton, Assistant Principal Hilliard Bradley High School  
Matthew Sparks, Principal Beacon Elementary

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# MINUTES

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### 1. Public Participation

None

### 2. Summer 21 Capital Improvement Recap

Mike shared the Capital Projects 2021 document that was also shared and reviewed in September. Cliff went over the Horizon and Norwich roofing projects that were completed in October. The reports for these projects are in the supporting documents for this meeting. Cliff explained the fiscal year for Operations and how the projects are reflected on the reports.

### 3. Preschool Addition Update

Cliff shared the Alton Darby Preschool Addition document. He explained the project schedule and went through the progress so far and discussed the upcoming work. As of now, substantial completion date is June 22, 2022. Mike explained that we are updating paint, carpeting, furniture, etc. in the current classrooms as well. We are also upgrading the PA system in the entire building. Cliff and Mike will give Board updates in February and April.

### 4. Tentative Summer 22 Capital Improvements

Mike and Cliff shared the Capital Projects FY 2022 document. This is a rough draft of the upcoming projects. We are just beginning to fill the schedule.

### 5. Building & Grounds Requests

Mike shared the Building & Grounds Project Request Form. This form is initiated by the building for projects that are outside of routine repairs or building maintenance. The building provides a description of the project, meets with their respective maintenance or grounds coordinator to get a general idea of the budget, who is going to be responsible for it and how we are going to maintain it. The deadline to submit the form is typically March 1<sup>st</sup> to allow time for planning, specification, estimating, generating purchase orders and scheduling the work in coordination with other summer projects. We will prepare to have an initial discussion with the Board in March or April regarding requests for larger facility related projects.

### 6. 5-Year PI Project Information

Cliff shared the 5-Year Capital Improvement Plan document. The items on this report are pulled from our Facilities database as identified needs and other pending priority needs based on safety or regulatory adjustments if we need to upgrade something.

**7. MFP Update**

Mike explained that we are picking up on the Master Facilities Plan that was started two years ago. Our committee consisted of approximately 40 individuals from a wide variety of roles including students, parents of HCSD students, parents of homeschool students, parents of private school students, district employees, and industry professionals. Earlier in the week we sent an invitation to all who served on the committee to see if they would like to re-join. We will analyze those responses and recruit additional people to supplement those not returning. Our first meeting will be February 2, 2022. Our goal is to meet every other month in the beginning and pick up the frequency as we gather more information and get more into our work. Our first meeting will be a “ground setting” to look at where we left off and what we have done since the conclusion of the first phase. We will be providing some of the information around Ameresco that we were just getting into the first time. We will begin looking at enrollment projections from Cooperative Strategies and we will be talking about district PI needs now and moving into the future. We will put together a short, middle and long-term plan that we can continue to address moving forward.

**8. Next Meeting**

Our next Facilities Committee meeting will be March 4, 2022.