

Sam A. Moss Center  
1780 Montreal Rd.  
Tucker,GA 30084

Phone:  
Fax:

**PROJECT TITLE:** SPLOST IV Program Management

**MEETING DATE:** 09/24/2015

**LOCATION:** Sam A. Moss Center

**SUBJECT:** 9.24.2015 SPLOST Oversight Committee Meeting

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y	BRJ	Billy R Jones	SPLOST Oversight Committee
N	CB	Cathy Blakeney	SPLOST Oversight Committee
Y	CR	Charlie Rogers	SPLOST Oversight Committee
Y	CA	Chris Avers	SPLOST Oversight Committee
Y	DWB	Delilah Wynn-Brown	SPLOST Oversight Committee
Y		Hans Williams	DeKalb County School District
N	HL	Herman Lorenz	SPLOST Oversight Committee
Y	JDW	John Wright	AECOM
Y	REC	Justine Miller	DeKalb County School District
N	KW	Kerry Williams	SPLOST Oversight Committee
N	KM	Kimberly Mitchell	SPLOST Oversight Committee
N	NES	Narwana El-Shabazz	SPLOST Oversight Committee
N	PB	Paul Baisier	SPLOST Oversight Committee
Y	RB	Richard Boyd	DeKalb County School District
Y	RP	Rob Prather	AECOM
Y	WB	Wyvern Budram	SPLOST Oversight Committee
Y	YF	Yvonne Fowlkes	SPLOST Oversight Committee

ITEM	DESCRIPTION	STATUS	STARTED	DUE	BALL IN COURT
00001	CALL TO ORDER, ROLL AND WELCOME VISITORS: (CR) We only have five members present and will lose one momentarily. Billy will be late. We will not address items that require votes. Will continue with other items. Do we have any visitors? (JDW) Rob Prather (abbreviated as "RP" going forward) - New Controls Manager for SPLOST Projects. (RB) Hans Williams (abbreviated as "HW" going forward) from Planning Department will talk about S.P.A.C.E.S initiative.	NEW			
00002	REVIEW AND APPROVAL OF MEETING AGENDA: Item skipped - no quorum.	NEW			
00003	REVIEW AND APPROVAL OF MINUTES FROM AUGUST 27TH MEETING: Item skipped - no quorum.	NEW			
00004	DISCUSS FOLLOW-UP MATTERS FROM PRIOR MEETING	NEW			
00004A	REPORT ON SPLOST ITEMS AT SEPTEMBER BOE MEETING: (CR) Kimberly (CA) A main topic discussed is the overcrowding issue at Dunwoody ES. (CR) Is Austin slated to be a Prototype? (JDW) Yes.(CR) My inquiry is in reference to letter from school parent. Anything else on the Cross Keys issue? (JDW) Not at this time. (HW)	NEW			

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Presentations were given at the schools talking about issues. We presented a couple of proposals and made it very clear that we are trying to get feedback. (JDW) Just to point out with Cross Keys that this is a District initiative and is not a SPLOST project.

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| 00004B | <p>PROPOSED BYLAWS REVISIONS REGARDING NEW MEMBER SELECTION PROCESS, TO BE SUBMITTED ALONG WITH TEMPORARY CHANGE REGARDING NUMBER OF COMMITTEE MEMBERS: (CR) We can't vote on it but did everyone get the revision? (WB) We discussed before the meeting and suggested 50% plus one instead of all the quantifying comments listed. (CR) I may want to keep it explicit to better comprehend. Chris asks for confirmation that membership total is meant to be "12" and 2 membership seats are inactive. (CR) Yes. (CA) I heard that we will potentially be three down which will be an issue. (CR) Which is why not keeping is explicit will be an issue because nine people will make a quorum 4.5. (CA) Can we round up to the next highest number? (CR) I suggest we wait until next meeting for comments and revisit this. Committee agreed.</p> | NEW |  |  |  |
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| 00004C | <p>UPDATE ON RESPONSE FROM LEGAL DEPARTMENT REGARDING WHISTLEBLOWER SUIT: (CR) Chris, do you have an update? (CA) No I do not. (CR) It will not be easy because, per Joshua, we will have to contact Legal directly. You may speak to numerous people who will not be able to provide assistance as it is an active case. (CA) This is why I wanted to talk to Joshua. (CR) You missed the meeting where Joshua stated he cannot comment on any questions regarding this issue. We will look for an update from you on another date.</p> | NEW | 10/22/2015 | SOC | CA |
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| 00004D | <p>UPDATE ON RECOMMENDATIONS SPREADSHEET MATTERS: Clarification on spreadsheet responsibility provided. Chris Avers of SPLOST Oversight Committee will manage the sheet going forward. DCSD to provide latest version to Chris.</p> | NEW | 10/02/2015 | DCSD | RB |
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| 00004DI | <p>INFORMATION RELATIVE TO MAINTENANCE TRAINING; S.P.A.C.E.S. INITIATIVE: (RB) Debra Henson and Toney Blackmon had meeting with Georgia Perimeter and they are discussing developing a certification program for maintenance. And would be maintenance not custodial. (CR) Sounds like a move into right direction. (CA) Who is in charge of this initiative? (RB) Dr. Henson. (CA) But who in maintenance? (RB) Dr. Henson is the Executive Director of Facilities Management. She oversees SPLOST years work for Maintenance, Facilities Management, Planning and Design &amp; Construction. (BJ) I'm sorry I wasn't at last meeting. Was there a discussion during last meeting</p> | NEW |  |  |  |
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on how we manage this situation? (CR) It was not discussed during last meeting. (HW) Building S.P.A.C.E.S is a new edition to Vision 2020 initiative from SPLOST IV. S.P.A.C.E.S is a master planning initiative for SPLOST V. So the guiding principals going into this are the focus of all the different things that go into SPLOST. What is it in this process that we want to get out of SPLOST V beyond just a list of contracts that will come out? What we really want to get is a vision of where is the District moving over the next five years. What will the District build for us in the next couple years? How do we engage the community and our stakeholders? How do we build something people really want to participate in because the community knows where we want to be and ought to be. S.P.A.C.E.S stands for Students growth, Parent engagement, Administrator leadership, Community awareness, Educator support and Service delivery. These are our stakeholders. This is what it is really about. Student planners, administrators, community, educators, service providers. How do we make the next SPLOST years work for all of these stakeholders? To do that we are going to engage everyone. Under community tab on the website there is a link to all of our updates. We have surveys, interviews and small group meetings with stakeholders. We are also going to mayors and church leaders and many other members of the community. We had two different groups. FCA group looked at buildings from engineering perspective. As a building system how is this working? (CA) they did this for SPLOST V? (HW) Yes during the summer. (CA) What does FCA stand for? (HW) Facilities Condition Assessments. During Facility Educational Adequacy, they want to see the student in the room and the teachers interacting with the space. Is this space accommodating the needs of everyone who utilizes it? (DWB) I thought they had not started so you were talking about the second portion. (HW) The adequacy portion is going on right now. Community meetings have not started yet. (BJ) When team went out to look at facilities was anyone at the schools? (HW) We made a point of emailing and contacting the principals to let them know when the company was coming. We left it up to the principal to do that engaging. We asked them to get a hold of the PTA and their stakeholders. For the educational adequacy we are doing the same thing. Letting people know well ahead of time. Anyone from the community is welcome to walk around and participate in the assessments as much as they'd like. (BJ) we did it SPLOST IV and I thought it was very informational and helpful in managing expectations of the community. I just think that having the right people not just school leadership but someone from the community informed enough to try and assist in the effort would be a good thing. (HW) I agree and we let as many people know as possible. We accommodated, rescheduled so that people can be available. (CR) Was it left up to the principal to invite school council, PTA, etc.? (HW) Functionally, yes the principals were asked to invite people and it was up to them. (YF) what

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does the \* mean on slide 7? (HW) There are a lot of votes being done on that day. This may not be the most appropriate day to vote on SPLOST items. It has been discussed to move the date. (BJ) Is this on the website

00004DII      PREVIOUS ITEM CONTINUED: (HW) not sure if this      NEW      10/02/2015      DCSD      DED  
 Powerpoint is on website but all of this information is on the website. We will make sure you get a copy. JDW uses projector to show the S.P.A.C.E.S information on the website. Hans walks through navigation on website. Shows entire schedule of FCA and informs Committee that educational adequacy schedule is ongoing. (BJ) Unless something is defined to principals that specific people need to be at an event, then the effort will not be made to ensure the community is involved. (RB) The FCA teams that look at these buildings are architects and engineers. They are looking at the health of buildings. The stakeholders that would be engaged at this stage is principals and local school employees. (BJ) It is important to at least have school council and PTSA in the event so they have an understanding of what is going on to engage the community when the vote day comes. (CR) The one thing we would like to see is not a request to involve these people but a directive that you will involve these people without the option. (HW) The community meetings will begin happening this fall where we will have similar to what we had last time. Five enormous meetings where we have everyone we can get together and discuss what is the community vision for the region and the District as a whole. (DWB) Isn't tonight the District address? (RB) yes. (DWB) We had three Superintendents since the last SPLOST. When will he have a chance to put his mark and thoughts into the strategic plan? (JDW) We have had the opportunity to engage him and he really is facility oriented. In his mind the space has to be conditioned and be right for learning. I do think it's an emphasis for him. (HW) The Superintendent is very aware of S.P.A.C.E.S and what it represents. He is very much engaged in the process currently and going forward. (DWB) With system going toward charter system, how will the facilities that are currently being used by charter schools be affected? (JDW) I have no idea. We don't have any charter schools in this program. (DWB) Not expecting an answer this evening, but this needs to be discussed instead of allowing these facilities to deteriorate.

00005      AUGUST MSR AND PROJECT PRESENTATION: (JDW) NEW  
 We heard your feedback and what we're doing is merging periods so you can see the progress. JDW goes through General Program Progress. Explains the "Nonconstruction" section of chart. Introduces Rob Prather. (JDW) Rob is a manager who is supporting me directly with the MSR, our Earned Value metrics and our scheduling. He is an AECOM employee. (RP) We do have some red this month; however, this particular bit of red will go away next month. Most of

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these projects are in design. A lot of these designs were impacted by fire life safety. This pushed out the schedule causing the red. Once we complete the change orders and budget reallocations these items will change to amber. (DWB) Adding a few words to explain the type of cause will add clarity and help with transparency. (CA) What is SPR and CPR? (RB) SPR is Schedule Performance Ratio and CPR is Cost Performance Ratio. (JDW) One of the things we deal with in this program is that the budget was established during the recession. In today's environment, we have the same budget but labor has gone up, materials have gone up, etc. It okay with bigger projects where it is more competitive but we do not have enough in established budgets for smaller jobs. We have budget reallocations circulating that will fix this issue. Unfortunately, we had to cut scope for some projects. But that was part of Hans' presentation so those items can go onto SPLOST V. (BJ) What's going on with the delay at Warren Tech? (JDW) We had an architect that significantly and repeatedly missed their schedule and had to be replaced. Publishing the report is one of the tools that we use when we penalize.

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| 00006 | <p>CONTRACT AWARD LIST: (CR) Why was the budgeted information taken off of the spreadsheet? (JDW) This is a District document and I do not know why. (CR) I would like to find out why. Looks like the number of proposals you receive has gone up. (JDW) We have to be careful about that because just because we get more bidders does not mean we have more qualified companies bidding. (CR) Just to follow up we want the budgeted column put back.</p>   | NEW | 10/22/2015 | DCSD | JLW |
| 00007 | <p>COLLECTION OF MEMBER FEEDBACK FROM COMMUNITY: (CA) none except for Cross keys which I spoke about. (CR) I don't have anything new. (DWB) I don't have anything new. (JDW) Henderson – bids came in. These are the current meeting dates coming up. 10/2 10/23 11/2- and 12/11 they are all 8am meetings. (CR) Should I reiterate the committee's request to be notified beforehand via email. (JDW) We are trying our best to come up with the best method to do so and are working on it. Peachcrest's official ribbon cutting is 10/22. This school was completed on time in midst of school opening period. McNair MS is going to be a replacement school that will show up in the next MSR. RFP for that design should show up soon. (RB) Next Thursday will be the first week for the advertisement for that project. (CA) MSR will be posted on the same day as our meeting next month. (JDW) We are trying to work around that. That's why Rob Prather was hired to tighten this process. (CR) Just as a note the scheduled date for October is the date that was provided on the original schedule.</p> | NEW | 10/22/2015 | URS  | JDW |
| 00008 | <p>NEW BUSINESS: FACILITIES CONDITION ASSESSMENT: (RB) Per Elizabeth Epstein (Project</p>  | NEW |            |      |     |

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Manager) site visits completed. First reports expected for delivery to us in batches.

00009      COLLECT RECOMMENDATIONS FROM MEETING      NEW  
 AND FOLLOW-UP MATTERS FOR NEXT MEETING:  
 Annual report was already completed. CA will begin updating recommendation spreadsheet going forward. CA reiterates that the budget column needs to go back on to contract award list. (BJ) We talked about EVR. We were supposed to get follow up insight as to what we are currently doing in the county. Josh indicated he would follow up on how that work is being done in the county. (CR) I will put that on the agenda for the next meeting. (JDW) Please clarify, you need an update on earned value management? (CR) the EVR was brought to us as an alternative to the county wide evaluation of county maintenance in other programs to have benchmark on what's going here and other places. (CA) that has something to do the maintenance certification program discussed earlier. (BJ) that was just a piece of it. We were doing it in an effort to provide some assistance to let the Board know there are things they need to do to better manage facilities. (DWB) Best practices. (CA) maybe we can make this a regular update? (CR) next agenda I will definitely put item regarding this. (RB) he has looked into CGCS. They have a benchmarking program. 63 other major urban schools are members. (CR) Chris the last item on the recommendations list is closed.

00010      NEXT MEETING DATE: October 22, 2015      NEW

00011      ADJOURNMENT: (CA) Moves to adjourn. (YF) 2nd.      NEW

**Prepared By:****Signed:** \_\_\_\_\_**Dated:** 11/16/2015