

**DeKalb County School District****MEETING MINUTES**

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

**PROJECT TITLE:** SPLOST IV & V Program Management**MEETING DATE:** 08/24/2022**LOCATION:** Virtual**SUBJECT:** E-SPLOST Advisory

<b>DID ATTEND</b>	<b>INITIALS</b>	<b>ATTENDEE NAME</b>	<b>COMPANY NAME</b>
Y	CB	Cathy Blakeney	E-SPLOST Advisory Committee, Chair
Y	DW	Daniel Walker	E-SPLOST Advisory Committee, Vice Chair
Y	DW-1	Derek Westfall	E-SPLOST Advisory Committee
Y	KC	Kimberly Crayton	E-SPLOST Advisory Committee
N	LJ	Lavetrice Jordan	E-SPLOST Advisory Committee
Y	LW	Lisa A. Wright	E-SPLOST Advisory Committee
Y	MK	Min Kye	E-SPLOST Advisory Committee
Y	RL	Robert Little II	E-SPLOST Advisory Committee
Y	SM	Sabrina McTier	E-SPLOST Advisory Committee
Y	KA	Kevin Alexander	E-SPLOST Advisory Committee
N	SR	Sarah Rauers	E-SPLOST Advisory Committee
Y	RB	Richard Boyd	DeKalb County School District
Y	ML	Monica Law	DeKalb County School District
Y	AG	Allyson Gevertz	DeKalb County School District
Y	BA	Brian Albanese	AECOM
Y	MB	Mel Butler	AECOM

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>STARTED</b>	<b>DUE</b>
00001	The regular meeting of the E-SPLOST Advisory Committee was held virtually on Wednesday, August 24, 2022 and called to order at 6:06 p.m. by CB.		
00002	The Committee approved the August 24, 2022 Agenda by unanimous consent. There were no objections.		
00003	The Committee approved the July 27, 2022 Meeting Minutes by unanimous consent. There were no objections.		
00004	RB Reported on SPLOST items presented in the August 10, 2022 Board of Education regular meeting.		

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- 00005
- In the board meeting held on August 10, 2022, the board approved the E-SPLOST VI: Approval of Program Management Services Contract Award to ACERM Program Management, A Joint Venture, for a not-to-exceed amount of \$15,185,671.64
  - Closeout of E-SPLOST V Projects- Approved budget allocations to remove all remaining funds from the following E-SPLOST V projects that have been completed: 111. Fence installation A, 112. Fence Installation B, 113. Fence installation C, 203. Peachtree MS, 221. John Lewis ES, 222. New ES for Cross Keys North (Doraville United ES), and 321. Plumbing Fixture Replacement.
  - The Board of Education approved budget reallocations to remove all remaining funds from Project 201. Cross Keys HS (previously Cross Keys MS project) and Project 356. Cary Reynolds ES, and 321. Plumbing fixture replacement.
  - Approval of the Fiscal Year 2024 Capital Outlay Application

00006 DW acknowledged community feedback regarding:

- E-SPLOST Project #21365- Lakeside High School Turf Installation Budget; E-SPLOST VI- Approval Project List; E-SPLOST VI- Revenue Reserve Line- Item Budget

00007 MB presented the MSR review

All SPLOST IV & V construction project budgets and Cost Performance Ratios remain in good standing as depicted by the green highlights on MSR Tables 8.9. and 10A thru 10H.

One project was advertised for Architect/Engineer (A/E) services in August: New Sequoyah High and Middle School

No contracts awarded for A/E or Builder services in August.

Cedar Grove HS Auditorium Addition – 92% complete. Elevator delivered; installation to commence on August 8<sup>th</sup>. Auditorium seating installation in progress.

Hambrick ES – ADA restroom complete; fire main installed. Fire protection and security vestibule work to re-start during Fall and Winter breaks.

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Hightower ES – HVAC system work is Substantially Complete, and system is functional for School Opening.

Towers HS – Turf installation is complete. Track re-surfacing has started.

Lakeside HS – Turf installation complete. Track re-surfacing delayed due to condition of existing asphalt underlayment requiring replacement. Tentative December 2022 completion.

The following schools received ADA Restroom Upgrades: Canby Lane ES-99% complete, Kelley Lake-99% complete, McLendon ES-85% complete, Pine Ridge ES-99% complete and Sagamore Hills ES- 99% complete.

Bob Mathis ES, Cedar Grove ES, Columbia ES, ISC (Midway), Rainbow ES, Stephenson MS, Stone Mountain HS and Wadsworth Magnet-Safety and Security 90 % complete

Briarlake ES, Chesnut ES, DeKalb Early College Academy, Elizabeth Andrews HS, Henderson MS, Oak Grove ES, Vanderlyn ES: Safety & Security film is 90% complete at all locations

Selective demolition and bulkhead construction is complete in preparation for ballistic-resistant glazing/storefront installations, currently scheduled for Fall delivery and installation.

Hambrick ES: Security Vestibule, Fire Sprinkler & One Special Ed. Restroom: Fire sprinkler installations will take two summers as the building is occupied. General Contractor was awarded at the July 2021 Board meeting and therefore unable to start during the summer of 2021.

Freedom MS: Security Vestibule: Availability of custom storefronts with ballistic resistant glazing has pushed material deliveries to Fall 2022.

00008 RB presented the status of Facilities Maintenance report, which included the following;

Life Cycle of a Work Order – Please see attached for a copy of the flow chart that was presented and discussed.

Work Order Status report, included the following:  
909 items such as; lights out, painting, electrical repairs, bad fixtures, stained ceiling tiles, ceiling leaks, walls cracking, graffiti on wall, gym

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doors not latching, baseboards need repair, HVAC repairs, tissue holders missing and pressure washing buildings

DW inquired about the Work Order Life Cycle. Why are some orders in the system and some orders not in the system? The Facility Managers will review the work order request and determine if it is a work order vs. a school-level issue.

KC inquired about the tracking system for maintenance reports. DCSD does not currently have Tracking Maintenance Reports.

SM inquired about Work Order Life Cycle reporting functionality. Is there a Service Level Agreement? Standard time duration for Work Order Requests: Facility Managers are to check daily for new Work Order Requests. Emergency issues are to be reviewed and approved or denied in 1 to 2 hours. (However, most emergencies are handled by phone notification.) Work Order Requests for routine issues are to be reviewed and approved or denied in 24 to 48 hours. Once a Work Order Request for a routine issue is approved, the work order is assigned to a tech and the tech visits the site to assess the issue within 48 hours. Our goal is to complete work orders within 30 days barring any issues with parts, etc.

KA acknowledged the new website's data and if it is updated. Operations staff will need to contact AIC and determine why the information is still listed as "as of 8/20/2022".

00009 KA inquired about page 6 Chart 2, from the MSR Review. The difference in projected expenditure update on data reconciliation.

CB acknowledged no new business

Committee Recommendations from August Meeting:

- Presentation from Facilities Mgmt Director- work order life cycle (RB – this information was presented at the August meeting but can be shown on screen if there are questions)
- Work Order system reporting functionality-what type of reports can be produced and the data provided and review the dashboard
- Training session will be recorded for new and absent committee members.
- Standard response time for work orders. RB – these time periods are listed above.

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00011 RB acknowledged the status of Call for Candidate Position.  
There are 2 applicants of interest and interviews will be scheduled. RB to set up dates and times for interviews. Volunteers: SM, KC, and MK along with committee leaders.

CB acknowledged the training for new committee members should take place in September 2022 as a separate meeting from the regular meeting. It should be planned for no more than an hour.

CB acknowledged the importance of committee member attendance

CB acknowledged the Board Member, Ms. Allyson Gevertz and her continued support

00012 CB acknowledged her meeting with Dr. Tinsley and establishing a quarterly meeting with the superintendent. Question from Interim Superintendent. Why is there an under-current of district as it relates to DCSD? Any committee member who wants to respond, can email CB to be shared with superintendent.

RB to schedule a meeting with committee leaders.

The meeting was adjourned at 7:41 p.m. by CB.

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LIFE CYCLE OF A WORK ORDER

