

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

Phone:
Fax:

PROJECT TITLE: SPLOST IV Program Management

MEETING DATE: 07/23/2015

LOCATION: Sam A. Moss Center

SUBJECT: 7.23.2015 SPLOST Oversight Meeting Minutes

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y			
Y	BRJ	Billy R Jones	SPLOST Oversight Committee
Y	CB	Cathy Blakeney	SPLOST Oversight Committee
Y	CR	Charlie Rogers	SPLOST Oversight Committee
N	CA	Chris Avers	SPLOST Oversight Committee
Y	DWB	Delilah Wynn-Brown	SPLOST Oversight Committee
Y	DDL	Don Little	AECOM
N	HL	Herman Lorenz	SPLOST Oversight Committee
Y	JDW	John Wright	AECOM
Y	JLW	Joshua L. Williams	DeKalb County School District
Y		Justine Miller	Dekalb County School District
N	KW	Kerry Williams	SPLOST Oversight Committee
Y	KM	Kimberly Mitchell	SPLOST Oversight Committee
Y		Matthew Williams	Dekalb County School District
Y	NES	Narwana El-Shabazz	SPLOST Oversight Committee
N	PB	Paul Baisier	SPLOST Oversight Committee
Y		Tony Sanger	AECOM
Y		Tracy Barlow	AECOM
N	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: Tony Sanger (TS), Tracy Barlow (TB) and Don Little (DL) of AECOM.	APP			
00002	APPROVAL OF AGENDA: Motion to approve by Dr. Y. Fowlkes. 2nd by C. Blakeney.	APP			
00003	REVIEW & APPROVAL OF MINUTES FROM APRIL 23RD & MAY 28 MEETINGS: (DWB) 8a in April meeting minutes needs to include the date for the move at Henderson Middle School. (CR) The date addition is more of a question and not a correction to the meeting minutes. Should be left as the question, "What is the move in date?". (CB) motions to approve April meetings minutes as "Recorded". 2nd by (YF). (DWB) Due dates and Ball in Court should be included in meeting notes. Categories exist; however, are not being utilized for action items and should be. (JLW) Please confirm that the new format is satisfactory. (CR) Format is satisfactory. (CB) Is there a hard copy repository for meeting documentation? (JLW) Yes. Additionally, the website serves as an electronic repository for documents as well. (CB) Motion to approve May minutes as written. 2nd by (BRJ). Posting of April and May meeting minutes approved at 6:17pm. (CB) Motion to approve revision of agenda for July	APP			

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

Phone:
Fax:

PROJECT TITLE: SPLOST IV Program Management

MEETING DATE: 07/23/2015

LOCATION: Sam A. Moss Center

SUBJECT: 7.23.2015 SPLOST Oversight Meeting Minutes

23rd to show that we approved April and May minutes. Current agenda has only "May" listed. 2nd by (DWB).

- 00004A REPORT ON SPLOST RELATED ITEMS AT JUNE AND NEW
JULY BOE MEETING: Byron is absent from Oversight meeting; thus, (JLW) is providing information. (JLW) We had one SPLOST item on the June Board meeting for school bus purchases. In July, there were no SPLOST projects presented to the Board. August, September and October Board meetings will have quite a few SPLOST related projects presented for approval.
- 00004B REPORT ON COMMUNITY OR SCHOOL COUNCIL NEW 08/27/2015 URS JDW
MEETINGS (ADDRESS HVAC): (JDW) There have not been any meetings because of summer vacation. Meetings will resume once school begins. There is ongoing evaluation of the HVAC issues at Henderson Middle School. A commissioning report is being conducted on all air conditioning units within the facility. DCSD Facilities Maintenance has a work order management system whereby staff can call in for equipment that breaks down. (JLW) The name of the web-based software is SchoolDude and it is used to manage all work orders throughout the District. (JDW) We queried SchoolDude to focus on all air conditioning complaints. Henderson is getting a new wing added that will have all new air conditioning units. Our A/E firm is reviewing the report to assist in determining whether to repair current units or replace them. Results should be provided within a week and a half to two weeks. End date of the project has been pushed out by three weeks to allot for allowance additions if needed. Will report more during next meeting. (DWB) Are you only doing this effort for Henderson? (JDW) No; however, Henderson is the current project being worked on. (DWB) Funds? (JDW) So far the budget for bigger projects like these have come in just slightly under budget. (JLW) Our A/E firms conduct similar evaluations on all projects.
- 00004C UPDATE ON RECOMMENDATION SPREADSHEET NEW 08/13/2015 SOC CR
MATTER: (CR) No additions have been made from previous meeting. (JLW) I provided feedback on recommendations related to DCSD. (CR) Annual report was previously not posted on the website. Currently report has been posted. (JLW) Addresses third action relative to training efforts. This is an ongoing effort that has been in place for years. Requests an opportunity to provide information on efforts during August Oversight meeting. (CR) Approves. (JLW) As information, training is required for all staff on a regular basis for custodial and skill trade staff. We have a training log. Part of the issue is the lack of manpower currently available to address maintenance issues. Community awareness and involvement in SPLOST V is important. There is a link to our Building S.P.A.C.E.S.

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

Phone:
Fax:

PROJECT TITLE: SPLOST IV Program Management

MEETING DATE: 07/23/2015

LOCATION: Sam A. Moss Center

SUBJECT: 7.23.2015 SPLOST Oversight Meeting Minutes

Initiative on the DCSD website that provides additional details. (CR) Will send out reminder to ensure everyone has had a look at the website and decide if presentation is needed during August meeting.

00004C-I METRO COUNTY SCHOOL COMPARISON; REVIEW OF DRAFT LETTER: (DWB) What benchmark was used to formulate questions? (BRJ) The benchmark was people getting together and thinking through what questions can provide answers that have value. (DWB) SPLOST programs must be audited. Comments from audits may be helpful to look at consistent issues expressed. There are organizations that evaluate school systems and look at best practices. (BRJ) Is anyone aware of organizations that provide best practices evaluation? (JLW) Requests clarification on what committee is trying to gain from the comparison report. (BRJ) We do not understand how environment is managed. If we look at best practices and we are able to do business different, why not? (CR) You may say we don't have resources to justify not performing or trying to perform best practices; however, compiling data can assist in having a better understanding of how to work around and perform best as possible.(JLW) Organizations like AECOM perform ongoing analysis of best practices and provide reports based on evaluation. Having a conversation with Metro County Schools would be difficult to verify best practices because every county's best practices are tailored to its county. It may be more appropriate to start by requesting information from AECOM. Introduces Tony Sanger to Committee. (TS) Introduces Tracy Barlow. Narrow pool of information may be invalid. A subset evaluation of how other counties perform may be helpful. But a "larger picture" report will provide possible methodology that best helps and may be cost-effective. Offers assistance in getting evaluation. Price not discussed. (YF) Asks committee if evaluation is something they needed to persue. (JLW) Its not about comparing counties. Its more about whether or not the Committee understands how to effectively measure program performance based on best practices. Educating the Committee on practices and performance standards will provide for a better understanding of what we do. Offers to provide mini education sessions during each meeting. (CR) The Committee's concern and the evaluation were initiated from past practices. Can something be done so we are not spending SPLOST money to make repairs and use it for new initiatives instead? (TB) There is a difference between maintenance and life cycle. Due to the economy, the School District is faced with budget shortfalls which has impacted its ability to appropriately staff its maintenance department.

00004C-II LAKESIDE TENNIS COURTS: (RB) DCSD did contract with Matrix Engineering. They had initial survey week of July 6th. Surveyor will take reading once a month through October. Matrix will look at data to decide whether to

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

Phone:
Fax:

PROJECT TITLE: SPLOST IV Program Management

MEETING DATE: 07/23/2015

LOCATION: Sam A. Moss Center

SUBJECT: 7.23.2015 SPLOST Oversight Meeting Minutes

proceed for next three months. They may wait until winter because cracks may cause wall to worsen - causing more accurate readings in November and December. Once wall is stabilized they can make more informative decision. (NES) Is the Principal aware? (RB) Unsure. (NES) Lakeside is one of the main schools. They use tennis like football. Students receive scholarships because of tennis to be able to move forward educationally. Are you going to get with the principal so school can have alternate plan on how to practice for tennis? (RB) Elizabeth Epstein is the assigned Project Manager and she will be meeting with the principal next week. She will discuss in further detail during that time.

00005 MAY/JUNE MSR: (CB) Questions email notification of MSR posting. (JLW) Verified that email was sent notifying of MSR posting to the website. NEW

00006 PROJECT PRESENTATION: (JDW) We report every month on our SPLOST III and SPLOST IV projects. SPLOST III has a couple projects in design and will go to the Board soon. We have 35 projects in "Close Out". We are trying to complete all SPLOST III projects by the end of the year. We still have quite a few SPLOST IV projects that are still "Inactive" but will be in design soon. Peachcrest, Fernbank and Gresham are being constructed at Clifton site. Smokerise, Rockridge, Austin and Pleasantdale are going into design soon. Tax Revenue Collection - Planned amount for current month is roughly 8.6 million. Actual is almost 8.6 million. Our ratio between planned and actual is at 101%. General Program Progress - GA DOE Reimbursement Summary explained and has a recommended increase of 14.7 million under FY 2016. (JLW) We programmed 21 million and will receive approximately 40.8 million in actual revenue. The right way to manage at this current time is to "under promise" and "over achieve". (JDW) County is now enforcing all fire life safety requirements throughout the District. Joshua has been coordinating with the Fire Chief. DCSD had to provide a schedule on when issues will be addressed. This is why elementary schools are being addressed asap. All schools are priority in this issue and will be addressed as well. DCSD was compliant with the old code. Due to new requirements, DCSD needs to upgrade school buildings to address new requirements. (BRJ) What is the schedule? (JDW) It is a prescribed schedule. When we get reimbursements, we receive a letter stating we received Capital Outlay funds. (JLW) We use SPLOST funds to perform the project. GA DOE reimburses after a certain percentage of the project has been completed.

00006A WARREN TECHNICAL STRUCTURAL DELAY NEW 08/27/2015 DCSD JLW
 IMPACTS: (JDW) New earned value system has been implemented. Projects being discussed are red items based on the old system. Warren Tech is one of the oldest buildings

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

Phone:
Fax:

PROJECT TITLE: SPLOST IV Program Management

MEETING DATE: 07/23/2015

LOCATION: Sam A. Moss Center

SUBJECT: 7.23.2015 SPLOST Oversight Meeting Minutes

in the District. It was slated to be completed in the summer; however will not be completed. AECOM coordinated with DCSD to send Warren Tech children to International Student Center (abbreviated as "ISC" going forward). Will send Warren Tech children back during fourth week of school. Building had horrible HVAC conditions. Issue with duct systems, had to do grease traps, kitchen repairs, etc. The principal and community are informed of the change and ongoing work. (KM) How does this affect ISC students? (JLW) ISC is a vacant building. It was moved to Midway. There is no impact.

- | | | | | | |
|--------|---|-----|------------|------|-----|
| 00006B | PEACHCREST ELEMENTARY UPDATES: John Wright shows photos of renovations made at the school - new media center, windows installed, ceilings installed, furniture and computers are current effort. Provided pictures of detail on floor work. (JDW) Playground was worked on day of Oversight meeting. Classrooms are completed. Computer lab completed. Hallways are color coded. Channel 2 will be showcasing the opening of Peachcrest this fall.. | NEW | | | |
| 00007 | CONTRACT AWARD LIST UPDATE: Joshua already discussed School Bus Purchase contract. | NEW | | | |
| 00008 | COLLECTION OF MEMBER FEEDBACK FROM COMMUNITY: (CR) Principal Jason Marshall requested an update for community on the status of Fernbank project. (JLW) Will set a date to provide presentation to the principal. | NEW | 08/27/2015 | DCSD | JLW |
| 00009A | SUMMARY OF UPCOMING COMMUNITY MEETINGS AND OTHER EVENTS: (JDW) There are none. (CB) Will Peachcrest have a grand opening? (JLW) Yes, we will do a formal ribbon cutting at a date and time to be determined. (CB) Committee should be notified so they can attend. (CR) Did everyone get notification of new Superintendent's Welcome Reception. Everyone agrees to having received it and are aware they need to RSVP. | NEW | | DCSD | JLW |
| 00009B | PROPOSED BYLAW CHANGE REGARDING MEETING ATTENDANCE/INTERIM PROCEDURE FOR OBTAINING WAIVERS FROM DCSD: (CR) Does anyone have any comments? No comments made. (CR) The most important distinction is that it removes the automatic component about missing meetings. It allows for an open decision. Charlie will notify absent Committee members that the revision is going in. | NEW | | SOC | CR |
| 00009C | EARNED VALUE MANAGEMENT PROGRAM ASSESSMENT (abbreviated as EVM going forward): (TS) | NEW | 08/20/2015 | URS | JDW |

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

Phone:
Fax:

PROJECT TITLE: SPLOST IV Program Management

MEETING DATE: 07/23/2015

LOCATION: Sam A. Moss Center

SUBJECT: 7.23.2015 SPLOST Oversight Meeting Minutes

AECOM has acquired URS. Reporting methodology needs to provide best status possible on projects. EVM is an industry standard of looking at a project's performance. Forecasting can be done on a project's end state with adequate EVM. Projects with "Early Warning" are flagged to ensure action is in place in case project goes "red". In the industry, 70% of projects are behind schedule. 52% of all projects finish at more than 189% of their initial budget. System is needed that allows watching phases of projects. AECOM looks at Plan Value: at this point in time, where should I be at a cost point of view and schedule point of view. AECOM uses schedule and cost performance ratios. The product of both numbers provides Performance Ratio for project. Trend analysis will be implemented shortly on a month-to-month basis. Trends will be seen at "Early Warning". Historically, schedules were stored as separate projects. All projects are now merged into one document to better see relationships between projects and impacts where applicable. Color Codes in New MSR Schedule: Red is flagged, Yellow is on schedule and Green is excelling. (BRJ) When will we see finished project of new MSR? (JDW) Next month. (JLW) It was intentionally delayed so presentation can be provided beforehand. (KM) Asks for AECOM Powerpoint presentation so Committee can reference it when looking at new MSR. (JLW) Approved. (TB) As info, comments will be in the new MSR that explains flags on the schedules.

- 00009D REPLACEMENT OF COMMITTEE MEMBER KERRY WILLIAMS: (JLW) We are waiting for the Superintendent to settle in so he can be a part of the process. I've also invited him to Oversight meeting. Will inform of the need to replace K. Williams and gain approval to proceed in doing so. We are looking to utilize the same process we used during the first round. NEW
- 00009E REPLACEMENT OF JOHN JAMBRO, DIRECTOR OF DESIGN & CONSTRUCTION FOR SPLOST IV PROGRAM: (JLW) Mr. Jambro has accepted another position. We intend to fill the position. It was posted on our website on June 23, 2015. Encourages Committee to invite qualified candidates to apply. Superintendent established new protocol to interview first and second finalists of all Director and above vacancies. Expecting to fill Director, Design & Construction position by August 2015. NEW
- 00009F REPORT ON WHISTLEBLOWER SUIT FILED REGARDING SPLOST PROJECTS: (JLW) Informs Committee that he cannot comment on this issue; thus, "Respectfully, I cannot comment on any pending litigation as directed by our Legal Counsel". (CR) Is there a source the Committee can gain more information from? (JLW) You are welcome to contact DCSD's Legal Affairs Department NEW

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

Phone:
Fax:

PROJECT TITLE: SPLOST IV Program Management

MEETING DATE: 07/23/2015

LOCATION: Sam A. Moss Center

SUBJECT: 7.23.2015 SPLOST Oversight Meeting Minutes

directly. (CB) Wants to discuss because there is a concern that allegations can reflect on Committee members negatively. If allegations are true, then Committee failed to do something and she wants minutes to reflect her and other Committee members' concern. (CR) Please relay the Committee's concern to Counsel and see if Counsel will provide a response outside of Joshua's. (JLW) Please feel free to directly contact Legal Affairs. Charlie confirms that he will contact them directly.

00009G LETTER RECEIVED FROM DUNWOODY ES SCHOOL NEW COUNCIL REGARDING RENOVATION OF AUSTIN ES RATHER THAN NEW CONSTRUCTION: (JLW) Earlier this year, Austin School Council submitted a letter requesting to consider building addition to the school in lieu of replacing the school altogether. DCSD is reviewing this request, yet no formal response has been issued by the District at this time. Dunwoody ES School Council submitted a letter stating their opposition to a lesser addition and renovation at Austin ES. This project has not changed, Austin ES is still slated to be a full replacement in accordance with our E-SPLOST IV Referendum. DCSD will provide a formal response after a full briefing has been provided to the Superintendent.

00010 RECOMMENDATIONS: 1. (NES) Committee needs NEW yearly badges authorized through Joshua for renewal. (JLW) Confirms that all Committee members need new badges. Will request on Monday, July 27th. 2. (YF) #9 on Agenda should say "7:55" instead of "8:55". 3. (CR) Will recirculate bylaws so Joshua can get approved.

00011 NEXT MEETING: (CB) Which Thursday is the meeting? NEW Agenda states third Thursday August 20th. (CR) That is an error. The next meeting is Thursday, August 27th.

00012 ADJOURNMENT: (YF) Motions to adjourn. 2nd by (BRJ). NEW Meeting adjourned at 8:12pm.

Prepared By:

Signed: _____

Dated: 08/28/2015