



Committee minutes

Facilities Committee		
9.11.2018		6:00 PM
Baltz Admin Office		
Meeting called by	Ted Ammann	
Type of meeting	Monthly Meeting	
Facilitator	Marcin Michalski	
Attendees	Marcin Michalski, Ted Ammann, Jason Casper, Martin Wilson, Mike Hartsky, Monte Perrino, Terrance Newton, Charlotte Heidingsfelder	
Public Comment		
Discussion	Charlotte Heidingsfelder introduced herself to the committee and shared her interest in serving on the committee.	
Approval of Minutes		
Approval of minutes	The committee did not review any minutes from previous meetings	
Major Capital Improvement Phase 1, 2, 3 Update		
Update	Marcin gave update on Central as well as the Conrad/Richey field projects. Central is almost complete. Richey fields continue to be behind schedule. Marcin is working with the contractor on options to have the fields done for the spring season.	
Committee Appointments		
Action Item	<p>Two community member positions expired in August of 2018 (Mike Hartsky and Nick DeNardo). We've had one new community member express interest in joining. In addition Mike Hartsky expressed interest in continuing.</p> <p>The Committee voted to appoint Charlotte Heidingsfelder as a community member to replace the position filled by Nick DeNardo and to appoint Mike Hartsky to continue until/unless another community member expresses interest. Motion by Monte Perrino, 2nd by Terrance Newton - unanimous</p>	
ESCO Report		
Update	<p>Ted gave a summary the ESCO project and how the project was structured. Marcin gave a high level review of the Year 3 results.</p> <p>The Year 3 report shows that the project beat the expected cost avoidance by \$36,670 for a total cost avoidance of \$1,089,176.</p> <p>Marcin reviewed deviations from expected savings by building and shared the approach that the team is taking to continue to improve the results.</p>	



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Summer Minor Cap Report	
Update	<p>Marcin shared a list of “summer projects” and reviewed the scope of some of the larger projects. The scope of the library improvements at the five most needed libraries were reviewed. In addition, Marcin shared the CTE improvement projects and discussed the blended funding that is used – with some of the costs coming from federal CTE grants and others coming from the minor capital improvement budget.</p> <p>Marcin also shared work order statistics from the maintenance department. During the summer season, there were 1254 work orders completed with a total of 1776 in the system. The average age of the closed work orders was 8.3 days with the overall age at 21.5 days.</p> <p>Monte shared that this data was very valuable and should be shared with the maintenance crew. By sharing the data, the maintenance crew will better understand why the requirements for record keeping have been put in place and helps to highlight the quantity and quality of work that they complete for the district.</p> <p>Terrance shared that it would be very helpful for building administrators and teachers to see these statistics because it is easy to forget that there are other schools in the district and that the maintenance department is not able to immediately address every work order.</p> <p>Ted shared that as part of the district’s strategic plan and improving operational effectiveness, each district operations team will be posting metrics related to their progress throughout the year.</p>
Minor Cap Process	
Update	<p>There was a discussion about Minor Cap Funds. Ted reviewed how the funds are set/received and Marcin reviewed the types of projects that minor cap supports. There was general discussion about the facilities committee having a greater role in the allocation of these limited funds. [Added information – Minor Cap budget for FY19 is a total of 2,517,783 (40% local funds) – this is an increase based on DOE’s attempt to address a significant amount of deferred maintenance in state school buildings]</p> <p>Ted committed to providing a structure for that facilities committee role at the next meeting. The structure will take in to account the process for getting building level input as well as scheduling work for the summer construction period.</p>
Next meeting	
Update	<p>The committee discussed a meeting schedule for the 18-19 school year. There was general agreement that a quarterly meeting schedule is appropriate now that the major capital improvement project is complete. Ted reminded the committee that the by-laws allow for special meetings if issues arise that would require an additional meeting.</p> <p>The committee felt that continuing to meet on Monday evenings was desirable. [Added information:</p> <p>2018-2019 Meeting schedule – September 11, 2018 December 10, 2018 – Red Clay Professional Development Center, 1621 Telegraph Road, Wilmington, DE March 11, 2019 – Board Room, Baltz District Office, 1502 Spruce Avenue, Wilmington, DE June 10, 2019 – Board Room, Baltz District Office, 1502 Spruce Avenue, Wilmington, DE]</p>
<p>Next meeting: 12/10/18 @ 6:00pm Red Clay Professional development Center, 1621 Telegraph Road, Wilmington, DE</p>	