

Special Meeting Minutes

Board Board of Education – Facilities Committee

Monday, August 06, 2018 at 6:00 PM and Wednesday, August 08, 2018 at 10:00 AM

The Board of Education appointed Facilities Committee met in special sessions Monday, August 06, 2018 and Wednesday, August 08, 2018 in the Auditorium. Both meetings were basically the same, two times were offered to allow the community and committee members flexibility in attending.

I. CALL TO ORDER

- A. Monday, August 06 Time: 6:11 PM
- B. Wednesday, August 08 Time: 10:04 AM

II. ROLL CALL

A. Monday, August 06:

Rick Gilbert, Professional Engineer
 Jimmy Chapman, Bethel Maintenance
 Jared Ratliff, Bethel Network Admin
 Ginny Potter, Bethel Superintendent

Brennon Hattery, Bethel Treasurer
 Danny Elam, Bethel Board of Education
 Lori Sebastian, Bethel Board of Education
 Julie Reese, Bethel BoE / Committee Chairperson

B. Wednesday, August 08:

Rick Gilbert, Professional Engineer
 Jimmy Chapman, Bethel Maintenance
 Jared Ratliff, Bethel Network Admin
 Ginny Potter, Bethel Superintendent

Brennon Hattery, Bethel Treasurer
 Danny Elam, Bethel Board of Education
 Lori Sebastian, Bethel Board of Education
 Julie Reese, Bethel BoE / Committee Chairperson

Note: Jimmy Chapman arrived at 10:10 AM on 8/8, so was not present for roll call

III. ADDITIONS to the AGENDA (if needed)

Item for Discussion “Finance Sub-committee” was added to agenda after the agenda was publicly posted.

IV. COMMUNICATIONS, MEETINGS, ANNOUNCEMENTS

There were no communications or announcements at the meetings.

V. ITEMS FOR DISCUSSION, SUB-COMMITTEE REPORTS

A. How the committee will function - clarification

1. Restrictions regarding bidding on any projects related to the committee
 - The Ohio Competitive Bidding Statutes permit committee members to bid on projects recommended by the committee. Committee members will recuse themselves from any recommendations that create a conflict of interest.

B. Status update - renovations

1. Renovation of multi-purpose room – will be remodeled into two classrooms, one likely to be used for Special Education and the other for MS.
2. Renovation of one elementary classroom – will likely be used for Kindergarten or possibly first grade.

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- We did not receive any bids during the first round, so the bidding process has been re-opened.
 - There will be a pre-bid meeting August 9, 2018 @ 9AM to allow potential bidders to study the proposal and ask questions.
- C. Status update - Structural analysis/evaluation of elementary school building – analysis to look at the cost of continuing to maintain and make necessary repairs to our 100 year old building
- Last Friday, Mrs. Potter met with Mitch Hardert of CBC Consulting who will be coordinating the structural analysis. He informed her that the cost may be higher than we expected – possibly \$15,000-\$20,000.
 - CBC Consulting did core samples for last construction project at Bethel.
 - CBC Consulting will be attending the Aug 28th Board of Education Working Session to discuss the process and potential costs.
 - In an informal poll, audience members were supportive of getting this private analysis completed in addition to the OFSC (state) analysis (this was the case in both meetings).
 - Natalie Donahue suggested that we might use existing reports (from the last time the state performed its analysis) to help cut down the cost of another analysis.
 - Mrs. Potter will provide the existing reports for the next meeting.
- D. Data gathering for new housing construction
1. Carriage Trails
 2. Bethel Township
- We are looking for volunteers to gather numbers and report back at the next meeting.
 - In the August 8th meeting, Jeremy Imboden volunteered to follow-up to get current plans for new housing starts in both Carriage Trails and in the Township.
 - We will place this on the next meeting agenda for him to report.
- E. Student growth trends
1. Which grades are fastest growing
 2. Estimate student population for next 5-10 years
- We are looking for volunteers to chart numbers and report back at the next meeting. By then, we should also have this school year's starting student numbers.
 - No one volunteered at either meeting so Julie Reese will develop a spreadsheet with numbers going back and will bring them to the next meeting.
 - We will place this item on the next meeting agenda.
- F. Finance Sub-committee
- We are looking for volunteers to form a committee to look at ways to fund the renovation and any new classroom proposals that come from this committee. Brennon Hattery will chair this sub-committee.
 - Lori Sebastian provided some information as to her opinion on the financial status of the school, among which, she stated our expenses (for FY2018) were in line with our revenues and the finances look a lot better than they did in fall 2017.
 - Lori Sebastian stated that we are on the OFCC list to some matching funds but that they will not do additional analysis until December (the OFCC only analyzes schools every so many years). Discussion around this was that if we take OFCC monies, then we also have to

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follow their rules and recommendations. We will discuss this further as we get more information.

- Brennon Hattery, Bethel Treasurer, will lead this sub-committee.

G. Hearing of the Public

- Throughout the meetings, several people interacted with questions, discussion, and suggestions. No official comments were submitted through comment cards.

H. Next meeting date, time

1. September 10, 2018 @ 6:00 pm (prior to the regular Board meeting)
2. September 12, 2018 @ 10:00 am

I. Next meeting agenda items: what are next / upcoming steps

These are ideas or items that may need to be looked at over the course of the committee. These items are discussion points only, they are not action items. It is not a complete list – ideas and comments are welcome.

1. Middle school assessment
2. Assessment of Pre-K needs
3. Cafeteria capacity analysis
4. Parking capacity analysis
5. Gym capacity analysis
6. Administration office space assessment
7. Financing possibilities, options, and alternatives
8. Athletic needs analysis
9. Renovation possibilities/options
 - a. elementary kitchen
 - b. elementary auditorium
 - c. elementary gym
 - d. choir room
 - e. high school locker bays
 - f. high school teacher work room
 - g. enclosing outdoor areas that are "walled" in
 - h. middle school locker rooms
 - i. elementary admin offices

10. Keeping elementary versus demolishing/new building analysis

11. Temporary trailers option

12. New building analysis

- a. buy versus build
- b. idea: purchasing / leasing Huber Heights Parktowne School (if this is even possible) or a portion of another existing school that may be under-utilized
- c. idea: adding a second story to the current middle school buildings?

- Some items that will be on the next agenda will be discussing the construction numbers, the enrollments numbers/trends, and additional renovation possibilities. We will also have copies of the previous OFCC analysis reports.

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- A question was asked about the effect of not having the renovations of the multi-purpose room (old cafeteria) and an elementary classroom completed in time for the start of the school year. Mrs. Potter said they are looking at using the elementary auditorium and the conference room as potential classroom space temporarily until the renovations can be completed (hopefully by November).
- The August 8th audience felt that we should add Special Ed analysis to the above list as a separate line item. We also need numbers for student trend analysis in this area.

VI. EXECUTIVE SESSION (if needed)

An Executive session was not needed.

VII. ADJOURNMENT

A. Monday, August 06:

Motion: Lori Sebastian

Second: Danny Elam

Roll Call:

- Rick Gilbert, Professional Engineer
- Jimmy Chapman, Bethel Maintenance
- Jared Ratliff, Bethel Network Admin
- Ginny Potter, Bethel Superintendent

- Brennon Hattery, Bethel Treasurer
- Danny Elam, Bethel Board of Education
- Lori Sebastian, Bethel Board of Education
- Julie Reese, Bethel BoE / Committee Chairperson

Meeting adjourned at 6:57 PM

B. Wednesday, August 08:

Motion: Lori Sebastian

Second: Jared Ratliff

Roll Call:

- Rick Gilbert, Professional Engineer
- Jimmy Chapman, Bethel Maintenance
- Jared Ratliff, Bethel Network Admin
- Ginny Potter, Bethel Superintendent

- Brennon Hattery, Bethel Treasurer
- Danny Elam, Bethel Board of Education
- Lori Sebastian, Bethel Board of Education
- Julie Reese, Bethel BoE / Committee Chairper

Meeting adjourned at 10:55 AM

NOTE:

If an executive session is required, it may be placed anywhere in the order of the agenda but often comes at the beginning or at the end. It is often anticipated in advance that an executive session will be necessary, but the Board may call for such should the occasion arise even though it does not appear on the prepared agenda. Executive sessions are permitted for certain specified situations. Only discussion may take place on-site in executive sessions. Voting must be done in an open meeting.

Secretary
