

Oakland Unified School District

Board of Education
Paul Robeson Building
1025 2nd Avenue, Suite 320
Oakland, CA 94606-2212
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Minutes (Long)

Tuesday, March 01, 2011

4:30 PM

**Board Room, Paul Robeson Building, 1025 2nd Avenue, Oakland, CA
94606-2212**

Facilities Committee

**Noel Gallo, Chairperson
Jody London, Vice Chairperson
Alice Spearman, Member**

A. Call to Order

Chairperson Noel Gallo called the meeting to order at 4:30 P.M.

B. Roll Call

Roll Call: Present: Noel Gallo, Jody London and Alice Spearman

C. Speaker Request Cards/Modification(s) To Agenda

None.

D. Adoption of Committee Minutes



[11-0502](#) Minutes - Facilities Committee - February 15, 2011

Approval by Facilities Committee of Its Minutes of February 15, 2011.

Attachments: [11-0502 - Minutes - Facilities Committee - February 15, 2011](#)

A motion was made by Jody London, seconded by Alice Spearman, that this matter be Adopted. The motion carried by the following vote:

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

E. Adoption of the Committee General Consent Report



[11-0159](#) Agreement for the Lease of Portable Buildings - Gary Doupnik Manufacturing, Inc. - Montclair New Classroom Building Project

Approval by the Board of Education of Agreement for the Lease of Portable Buildings between District and Gary Douppnik Manufacturing, Inc., Loomis, CA, for the latter to supply and install two (2) 24'x40' portable classrooms for the duration of thirty-three months (33) including the cabinets and coat hooks, underlayment and tile, sink, mini blinds and various other items described herein in conjunction with the Montclair New Classroom Building Project for the period commencing April 1, 2011 and concluding no later than December 31, 2013 in an amount not to exceed \$134,172.00.

Resource Code - 2122-143

Funding Source: GO Bond - Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0372

Project Budget Increase - Downtown Educational Complex Project - \$5,000,000.00

Approval by the Board of Education of Resolution 1011-0122 - Authorizing and approving the Project Budget Increase for the Downtown Educational Complex Project in the amount of \$5,000,000.00, increasing the current amount from \$33,000,000.00 to \$38,000,000.00.

Resource Code - 2122-121

Funding Source: GO Bond Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0374

Professional Services Facilities Contract - Jason Zalinski - Frick Middle School Wellness Center Project

Approval by the Board of Education of Professional Services Facilities Contract between District and Jason Zalinski, Oakland, CA, for the latter to provide Division of State Architect (DSA) inspection services in conjunction with the Frick Middle School Wellness Center Project for the period commencing March 14, 2011 and concluding no later than December 31, 2011 in an amount not to exceed \$20,430.00.

Resource Code - 2122-203

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0375

Professional Services Facilities Contract - Leo's Professional Audio, Inc. - Cox New Classroom Project

Approval by the Board of Education of Professional Services Facilities Contract between District and Leo's Professional Audio, Inc., Oakland, CA, for the latter to provide speakers, mixer, two (2) cordless microphones, and two (2) corded microphones, with installation and training included in the quote in conjunction with the Cox New Classroom Project for the period commencing March 10, 2011 and concluding no later than December 31, 2011 in an amount not to exceed \$22,040.00.

Resource Code - 2122-110

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0376

Professional Services Facilities Contract - Leo's Professional Audio, Inc. - Jefferson Elementary School New Building Project

Approval by the Board of Education of Professional Services Facilities Contract between District and Leo's Professional Audio, Inc., Oakland, CA, for the latter to provide and install complete sound system, including basic assisted listening systems, with the attached proposal incorporated into the contract to the extent that it is subordinate to and not inconsistent with the contract terms, in conjunction with the Jefferson Elementary School New Building Project for the period commencing March 10, 2011 and concluding no later than December 31, 2011 in an amount not to exceed \$29,944.00.

Resource Code - 2122-128

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0377

Professional Services Facilities Contract - Noodle, Inc. - Havenscourt Middle School Health Center Project

Approval by the Board of Education of Professional Services Facilities Contract between District and Noodle, Inc., Oakland, CA, for the latter to furnish an Avaya IP Office phone system including one control unit, one SD system card, twelve 1616 IP phones with wall mounts, one rack mounting kit, and various other components, including all installation, programming, and training for the new phone system in conjunction with the Havenscourt Middle School Health Center Project for the period commencing March 10, 2011 and concluding no later than December 31, 2011 in an amount not to exceed \$9,979.00.

Resource Code - 2122-207

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0379****Professional Services Facilities Contract - Safir Rosetti - Montera Middle School Fire Alarm Replacement Project**

Approval by the Board of Education of Professional Services Facilities Contract between District and Safir Rosetti, Oakland, CA, for the latter to perform construction project administration services for the new fire alarm system including rough-in site visits, site visits regarding design interpretation questions, review of as-build drawings, and final closeout in conjunction with the Montera Middle School Fire Alarm Replacement Project for the period commencing March 9, 2011 and concluding no later than December 31, 2011 in an amount not to exceed \$11,476.25.

Resource Code - 2122-211

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0380****Professional Services Facilities Contract - Sensible Environmental Solutions - Claremont HVAC Replacement Project**

Approval by the Board of Education of Professional Services Facilities Contract between District and Sensible Environmental Solutions, Oakland, CA, for the latter to provide hazardous material pre-design inspection, development of haz-mat documents, bidding services, pre-construction, inspection and abatement monitoring and project closeout in conjunction with the Claremont HVAC Replacement Project for the period commencing March 10, 2011 and concluding no later than December 1, 2011 in an amount not to exceed \$15,795.00.

Resource Code - 1414-201

Funding Source: Deferred Maintenance

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0

Preferential Nay: 0



11-0381

Professional Services Facilities Contract - Colland Jang Architecture - Prescott Elementary School Modernization Project

Approval by the Board of Education of Professional Services Facilities Contract between District and Colland Jang Architecture, Oakland, CA, for the latter to produce documents for miscellaneous site improvements, assist the District in securing Division of State Architect (DSA) approvals if required, provide Construction Administration services including bidding assistance in conjunction with the Prescott Elementary School Modernization Project for the period commencing March 9, 2012 and concluding no later than December 31, 2012 in an amount not to exceed \$52,800.00.

Resource Code - 2122-147

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0382

Professional Services Facilities Contract - Ninyo & Moore - Havenscourt Middle School Intrusion Alarm Upgrade Project

Approval by the Board of Education of Professional Services Facilities Contract between District and Ninyo & Moore, Oakland, CA, for the latter to provide material testing and inspection services for the installation and compaction of asphalt and aggregate base material for required electrical trenches, with attached proposal incorporated into the contract to the extent that it is subordinate to and not inconsistent with the contract terms, in conjunction with the Havenscourt Middle School Intrusion Alarm Upgrade Project for the period commencing March 10, 2011 and concluding no later than December 31, 2011 in an amount not to exceed \$2,700.00.

Resource Code - 2122-207

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman

Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0383****Professional Services Facilities Contract - Ninyo & Moore - Frick Middle School Wellness Center Project**

Approval by the Board of Education of Professional Services Facilities Contract between District and Ninyo & Moore, Oakland, CA, for the latter to provide DSA required special inspections of materials and installations including specialized tests, taking of samples for laboratory tests and interpretation, with sampling and testing performed at key installation intervals with results submitted upon completion of testing for the District's records, with attached proposal incorporated into the contract to the extent that it is subordinate to and not inconsistent with the contract terms, in conjunction with the Frick Middle School Wellness Center Project for the period commencing March 21, 2011 and concluding no later than June 21, 2011 in an amount not to exceed \$5,106.00.

Resource Code - 2122-203

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0384****Award of Bid and Construction Contract - JUV, Inc. - Havenscourt Middle School Health Center Project**

Approval by the Board of Education of Resolution No. 1011-0120 - Award of Bid and Construction Contract between District and JUV, Inc., Oakland, CA, for the latter as the lowest responsive, responsible bidder and rejecting all other bids, if any, to convert an existing classroom, office and two storage rooms into a Health Center; scope include minor demolition, hazardous waste abatement paving and surfacing, installation of concrete, miscellaneous metals, carpentry and various other items described herein in conjunction with the Havenscourt Middle School Health Center Project for the period commencing March 10, 2011 and ending August 7, 2011 in the amount of \$859,700.00.

Resource Code - 2122-207

Funding Source: General Obligation Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0385

Amendment No. 1, Professional Facilities Services Contract - Applied Materials & Engineering, Inc. - Prescott Elementary School Modernization Project

Approval by the Board of Education of Amendment No. 1, Professional Facilities Services Contract between District and Applied Materials & Engineering, Inc., Oakland, CA, for the latter to provide nuclear density tests for trench and other utility back-fill operations in conjunction with the Prescott Elementary School Modernization Project, in an additional amount not to exceed \$4,638.00, increasing the Contract not to exceed amount from \$7,270.00 to \$11,908.00. All other terms and conditions of the Contract remain in full force and effect.

Resource Code - 2122-147

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0386

Amendment No. 1, Professional Facilities Services Contract - KDI Consultants, Inc. - Life Academy Renovation/Seismic Retrofit Project

Approval by the Board of Education of Amendment No. 1, Professional Facilities Services Contract between District and KDI Consultants, Inc, Oakland, CA, extending the contract period of September 23, 2010 through November 12, 2010 to March 12, 2011, for the latter to provide Division of State Architect Inspection Services in conjunction with the Life Academy Renovation/Seismic Retrofit Project. All other terms and conditions of the Contract remain in full force and effect.

Resource Code - 2122-335

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0387

Amendment No. 1, Professional Facilities Services Contract - KDI Consultants, Inc. - Calvin Simmons Middle School Health Center Project

Approval by the Board of Education of Amendment No. 1, Professional Facilities Services Contract between District and KDI Consultants, Inc, Oakland, CA, extending the contract period of March 15, 2010 through September 1, 2010 to December 31, 2011, for the latter to provide Division of State Architect Inspection Services in conjunction with the Calvin Simmons Middle School Health Center Project. All other terms and conditions of the Contract remain in full force and effect.

Resource Code - 2122-205

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0388

Amendment No. 2, Professional Services Facilities Contract - KDI Consultants, Inc. - Life Academy Renovation/Seismic Retrofit Project

Approval by the Board of Education of Amendment No. 2, Professional Services Facilities Contract between District and KDI Consultants, Inc., Oakland, CA, for the latter to add to the current structural verification process to include Division of State Architect (DSA) added scope (inspection), unforeseen conditions and project delays due to facility requests related to excessive noise in conjunction with the Life Academy Renovation/Seismic Retrofit Project, in an additional amount not to exceed \$5,700.00, increasing the Contract not to exceed amount from \$30,780.00 to \$36,480.00. All other terms and conditions of the Contract remain in full force and effect.

Resource Code - 2122-335

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0389

Amendment No. 1, Professional Facilities Services Contract - SCA Environmental, Inc. - Chabot Elementary School Caldecott Tunnel Air Quality Grant Project

Approval by the Board of Education of Amendment No. 1, Professional Facilities Services Contract between District and SCA Environmental, Inc., Oakland, CA, for the latter to conduct additional indoor air quality investigation in conjunction with the Chabot Elementary School Caldecott Tunnel Air Quality Grant Project, in an additional amount not to exceed \$365.00, increasing the Contract not to exceed amount from \$2,895.00 to \$3,260.00. All other terms and conditions of the Contract remain in full force and effect.

Resource Code - 4040-106

Funding Source: Fund 40 - Grant

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0390****Purchase Order - Community Playgrounds Inc. - Various Play Structures Repairs Project**

Approval by the Board of Education of Purchase Order between District and Community Playgrounds Inc., Novato, CA, for the latter to provide certified inspection service at 15 school sites including the auditing of play structures and the performance of impact testing of existing rubber matting at the play structure in conjunction with the Various Play Structures Repairs Project for the period commencing February 1, 2011 and concluding no later than June 30, 2011 in an amount not to exceed \$11,000.00.

Resource Code - 2122-918

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0391****Purchase Order - Digital Electrical Enterprise - Bret Harte Middle School Modernization Project**

Approval by the Board of Education of Purchase Order between District and Digital Electrical Enterprise, Oakland, CA, for the latter to supply material and labor to provide electrical contracting to install a new disconnect for a new HVAC split system in conjunction with the Bret Harte Middle School Modernization Project for the period commencing March 1, 2011 and concluding no later than August 31, 2011 in an amount not to exceed \$4,000.00.

Resource Code - 2122-206

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0392****Purchase Order - Hong's Café - Division of Facilities Planning and Management Project**

Approval by the Board of Education of Purchase Order between District and Hong's Café, Oakland, CA, for the latter to provide food for RFP meeting in conjunction with the Division of Facilities Planning and Management Project for the period commencing January 28, 2011 and ending February 9, 2011 in an amount not to exceed \$459.92.

Resource Code - 2122-918

Funding Source: GO Bond-Measure A

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0393****Professional Services Facilities Contract - H & M Mechanical Group - Division of Facilities Planning and Management Project**

Approval by the Board of Education of Professional Services Facilities Contract between District and H & M Mechanical Group, Oakland, CA, for the latter to provide design and project management services in conjunction with the Division of Facilities Planning and Management Project for the period commencing February 1, 2011 and concluding June 30, 2011 in an amount not to exceed \$49,000.00.

Resource Code - 21220918

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0395****Professional Services Facilities Contract - YHLA Architects, Inc. - Havenscourt**

New Cafeteria and Classroom Building Project

Approval by the Board of Education of Professional Services Facilities Contract between District and YHLA Architects, Inc., Oakland, CA, for the latter to perform a constructability review of the architectural drawings, cursory review of food services, structural, civil, landscaping plans and project specifications (excluding Divisions 3, 21-28 and 33), and coordinate review of mechanical, electrical, plumbing, and fire protection plans and schedules in conjunction with the Havenscourt New Cafeteria and Classroom Building Project for the period commencing March 9, 2011 and concluding no later than December 31, 2011 in an amount not to exceed \$35,280.00.

Resource Code - 2122-207

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0396****Professional Services Facilities Contract - YHLA Architects, Inc. - Stonehurst CDC Building Replacement Project**

Approval by the Board of Education of Professional Services Facilities Contract between District and YHLA Architects, Inc., Oakland, CA, for the latter to perform a constructability review of the architectural drawings, cursory review of food services, civil and landscaping plans and cursory review of the project specifications in conjunction with the Stonehurst CDC Building Replacement Project for the period commencing February 23, 2011 and concluding no later than January 26, 2012 in an amount not to exceed \$12,320.00.

Resource Code - 2122-155

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0397****Purchase Order Increase - A & E Emaar - Fremont Small School Modernization Project**

Approval by the Board of Education of Purchase Order Increase between District and A & E Emaar, Albany, CA, for the latter to install two (2) sets of gutters with four (4) down spouts at existing trellises in conjunction with the Fremont Small School Modernization Project, in an additional amount not to exceed \$1,500.00, increasing the Contract not to exceed amount from \$4,500.00 to \$6,000.00. All other terms and conditions of the Contract remain in full force and effect.

Resource Code - 2122-302

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0398****Purchase Order Increase - National Construction Rentals - Downtown Educational Complex (DEC) Project**

Approval by the Board of Education of Purchase Order Increase between District and National Construction Rentals, San Leandro, CA, for the latter to provide replacement of damaged six feet windscreen fabric due to graffiti in conjunction with the Downtown Educational Complex (DEC) Project in an additional amount not to exceed \$1,422.36, increasing the Contract not to exceed amount from \$9,034.20 to \$10,456.56. All other terms and conditions of the Contract remain in full force and effect.

Resource Code - 2122-121

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0399****Purchase Order Increase - Thompson and Thompson Fence - Downtown Educational Complex (DEC) Project**

Approval by the Board of Education of Purchase Order Increase between District and Thompson and Thompson Fence, San Lorenzo, CA, for the latter to install one swing gate located at the existing gate at the back of the Administration Building in conjunction with the Downtown Educational Complex (DEC) in an additional amount not to exceed \$1,136.00, increasing the Contract not to exceed amount from \$23,422.00 to \$24,558.00. All other terms and conditions of the Contract remain in full force and effect.

Resource Code - 2525-121

Funding Source: Developer Fee Fund

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0400****Professional Services Facilities Contract - Nancy Deming - District-wide OUSD Waste Reduction Initiatives Project**

Approval by the Board of Education of Professional Services Facilities Contract between District and Nancy Deming, Oakland, CA, for the latter to implement District-wide waste reduction initiatives, as described in the Scope of Work, incorporated herein as though fully set forth, in conjunction with the District-wide OUSD Waste Reduction Initiative Project for the period commencing February 14, 2011 and concluding no later than June 3, 2011 in an amount not to exceed \$18,750.00.

Resource Code - 0000-989

Funding Source: General Fund

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0

Preferential Nay: 0

**11-0401****Professional Services Facilities Contract - AON - King Estates Middle School Fire Alarm Project**

Approval by the Board of Education of Professional Services Facilities Contract between District and AON, Concord, CA, for the latter to provide Fire Alarm design services, including the preparation of drawings and specifications for the replacement of the fire alarm system and the coordination of the DSA approval of the drawings and specifications, and construction services including administration services doing the bidding phase, the construction phase and the DSA closeout phase, with the attached proposal incorporated into the contract to the extent that it is subordinate to and not inconsistent with the terms and conditions of the contract, in conjunction with the King Estates Middle School Fire Alarm Project for the period commencing March 10, 2011 and concluding December 31, 2013 in an amount not to exceed \$67,900.00.

Resource Code - 2122-216

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0402****Professional Services Facilities Contract - AON - Lazear Elementary School Fire Alarm Project**

Approval by the Board of Education of Professional Services Facilities Contract between District and AON, Concord, CA, for the latter to provide Fire Alarm design services, including the preparation of drawings and specifications for the replacement of the fire alarm system and the coordination of the DSA approval of the drawings and specifications, and construction services including administration services doing the bidding phase, the construction phase and the DSA closeout phase, with the attached proposal incorporated into the contract to the extent that it is subordinate to and not inconsistent with the terms and conditions of the contract, in conjunction with the Lazear Elementary School Fire Alarm Project for the period commencing March 10, 2011 and concluding December 31, 2013 in an amount not to exceed \$68,222.00.

Resource Code - 2122-132

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0403****Professional Services Facilities Contract - AON - Burbank Elementary School Fire Alarm Project**

Approval by the Board of Education of Professional Services Facilities Contract between District and AON, Concord, CA, for the latter to provide Fire Alarm design services, including the preparation of drawings and specifications for the replacement of the fire alarm system and the coordination of the DSA approval of the drawings and specifications, and construction services including administration services doing the bidding phase, the construction phase and the DSA closeout phase, with the attached proposal incorporated into the contract to the extent that it is subordinate to and not inconsistent with the terms and conditions of the contract, in conjunction with the Burbank Elementary School Fire Alarm Project for the period commencing March 10, 2011 and concluding December 31, 2013 in an amount not to exceed \$78,172.00.

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

**11-0404****Professional Services Facilities Contract - AON - McClymonds High School Fire Alarm Project**

Approval by the Board of Education of Professional Services Facilities Contract between District and AON, Concord, CA, for the latter to provide Fire Alarm design and construction administration services in conjunction with the McClymonds High School Fire Alarm Project for the period commencing March 10, 2011 and concluding December 31, 2013 in an amount not to exceed \$80,427.00.

Resource Code - 2122-303

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0405

Professional Services Facilities Contract - Simplex Grinnell - District-wide Fire Alarm Maintenance Project

Approval by the Board of Education of Professional Services Facilities Contract between District and Simplex Grinnell, Livermore, CA, for the latter to provide fire alarm repairs and supplementing the District's fire alarm maintenance technicians in conjunction with the District-wide Fire Alarm Maintenance Project for the period commencing March 10, 2011 and concluding December 31, 2011 in an amount not to exceed \$500,000.00.

Resource Code - 2122-918

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0407

Change Order No. 6 - Albay Construction Co. - Madison Middle School Modernization Project

Approval by the Board of Education of Change Order No. 6 to Construction Contract with Albay Construction Co., Martinez, CA, for the latter to supply guy cables for new lights; remove and replace existing security screens to allow installation of new doors and hardware and various other items described herein in conjunction with the Madison Middle School Modernization Project, in the additional amount of \$85,424.83, increasing the Agreement from \$6,323,589.63 to \$6,409,014.46. All other terms and conditions of the Agreement remain in full force and effect.

Resource Code - 2122-215

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0408

Change Order No. 1 - Del Monte Electric Company, Inc. - Redwood Heights Fire Alarm Project

Approval by the Board of Education of Change Order No. 1 to Construction Contract with Del Monte Electric Company, Inc., , CA, for the latter to refund District a portion of \$25,000.00 allowance in conjunction with the Redwood Heights Fire Alarm Project in the amount of -\$20,376.00, decreasing the Agreement from \$292,000.00 to \$271,624.00. All other terms and conditions of the Agreement remain in full force and effect.

Resource Code - 2122-148

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0



11-0410

Professional Services Facilities Contract - Geosphere Consultants, Inc. - Claremont Landscaping Project

Approval by the Board of Education of Professional Services Facilities Contract between District and Geosphere, Oakland, CA, for the latter to provide geotechnical engineering study, preliminary field activities, field exploration, lab tests and report preparation, with attached proposal incorporated into the contract to the extent that it is subordinate to and not inconsistent with the contract terms, in conjunction with the Claremont Landscaping Project for the period commencing March 10, 2011 and concluding no later than December 1, 2011 in an amount not to exceed \$10,950.00.

Resource Code - 2122-201

Funding Source: GO Bond-Measure A**Attachments:** [Document\(s\)](#)**This Matter was Recommended Favorably on the Consent Agenda.**

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

Passed The Committee General Consent Report

A motion was made by Alice Spearman, seconded by Jody London, including all the preceding items marked as having been adopted on the Consent Agenda. The motion carried by the following vote:

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 3 - Noel Gallo, Jody London and Alice Spearman
Nay: 0
Recused: 0
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

F. Unfinished Business**10-1219****MK Think - Facility and Real Property Asset Management Study (First Reading)**

Approval by the Board of Education of the MK Think - Facility and Real Property Asset Management Study, as of November 10, 2009 and the Inventory and Capacity Study, as of June 1, 2010, respectively.

Attachments: [10-1219 - OUSD Asset Mgmt Capacity, As of 03-09-11.pdf](#)
[10-1219 - Scenario Site Lists, As of 03-09-11.pdf](#)
[10-1219 - Asset Management Report - Combined Versions - As of March 9, 2011.pdf](#)

Art Taylor, MK Think, Project Manager for the Facilities and Asset Management Project for the Division of Facilities, Planning and Management. Mr. Taylor said the asset management study began a year and a half ago and the findings were never formally presented to the Facilities Committee. He said today's report is a summary of the asset

findings and he will talk about the work and the process for the next phase of the Asset Management Study. Mr. Taylor said MK Think completed the asset management project during the period of July 2009 through June 2010. He said the information has been compiled and ready for adoption by the Board. The asset management project feeds into several other activities that are going on currently and some that will begin shortly. He said the information collected from the asset management project is now serving to support and inform the Ten Strategic Initiatives within the District. He said often MK Think is asked to supply data and they are able to supply that data because a data base was created in order to support MK Think's work on the Asset Management Plan. He said from the Strategic Plan, MK Think will move to the Facilities Master Plan and the Education Specification. There is an order to the process that will help MK Think better align the District's facilities and assets with the actual needs of the District. From the Facilities Master Plan there will be several projects that the District will embark upon such as pilot project testing, actual construction or renovation projects, and move on to the implementation phase.

Mr. Taylor said there are some basic units MK Think decided to follow as they focused their efforts on in terms of collecting data:

- Classrooms*
- Buildings*
- Property*

How Assets Are Created

Assets are created through students, neighborhoods, operating costs, and alternative values that can be created from the sites.

District Owned Property

The District owns 487 acres of property. Within those 487 acres, 10.4% is used for dedicated parking, 10% is undeveloped, 20.9% is buildings and 58.7% is programmed for outdoor use.

Use by of Property Grade Level

Twenty three percent of the property is used for high schools, 52% is used for elementary schools and 25% is used for middle schools.

Square Footage

There are 5,807,205 square feet of space in the District. Ninety percent of the square footage is in permanent structures and ten percent is portable structures.

Classrooms (Based on 2009-2010 School Year Enrollment)

There are 2,593 general purpose classrooms. Within those classrooms, 350 classrooms are reserved for specialty classrooms which leaves 2,200 actual classroom spaces to look at for loading and capacity. The District has classroom instructional space for about 51,300 students. Mr. Taylor said MK Think's charge at the beginning of this portion of the project was to take a couple of scenarios and provide a couple of ways of being able to look at how the District might address its over-capacity of space.

Unit Scale Approach

The Unit Scale Approach involves taking the fewest number of facilities, the largest facilities, and operating those as efficiently as possible. The District loads up all the larger

facilities. Any of facility that doesn't have the capacity you need, the District needs to find some other use for the facility.

Distributed Approach

The District operates the capacity that it needs of existing facilities that are in the area and finds some other uses for the excess.

High Efficiency School Choice Model

Operating the fewest number of sites that the District actually needs in order to accommodate the operation of educating students. The District only operates the campuses that are needed in order to meet the enrollment needs. For those campuses the District wants to save for future growth, some alternative use for them should be found. There could be some income producing opportunities, property can be sold, joint use development or other options where there is not a long term need for the facility.

Meeting enrollment demand, current capacity

The District will educate about 36,700 students. Within that number in term of capacity, the District would operate about 48 campuses.

Meting enrollment demand, excess capacity

There is about 19,100 square feet of excess space of excess capacity, about 40 campuses of excess space.

Advantages: The potential for immediate income generation through redevelopment alternatives and reduced operating costs.

Implementation Challenges: There will be a disproportionate distribution of schools across the District. If the District only operates the larger schools, for the smaller schools in the areas that do not have larger schools in the area, there will be a vacuum in those communities. Students will have to commute to get to some of the larger schools. The savings are not realized immediately in the short term.

The School as the Center of Community Model

The District makes use of all its campuses in an economical way. The District should utilize the amount of school capacity that is actually needed for the education of the students. For any excess capacity, the District should find some alternative uses.

By operating all the campuses the District needs for the long term, there is the possibility the District will be able to meet its long term demands. By not getting rid of any facilities, the District provides some type of short term immediate use for those facilities. Upon needing the capacity in the event enrollment increases, the District will want to make sure the capacity is available.

Aligning with Long Term District-wide Attendance Model

This model makes sure the District understands what that is, how the District would like to grow, and how the District may grow. He said understanding this model will help align what those schools are and what the locations of the schools might be.

The School as the Center of Community Model

The District aligns its capacity around where the student populations and attendance areas

are.

Strategies That Can be Used: Use by charter schools and incubating private schools, small professional firms seeking moderately priced leased space, community clinics, and local service organizations and District central administration and/or other City leases.

Advantages: Schools become vital centers for community, the potential for immediate income generation through alternative public use, and enrollment distribution becomes more predictable as the desire to attend neighborhood schools increases.

Implementation Challenges: Balancing school choice and neighborhood enrollment, shared use policies with non-school occupants, and operational changes required to achieve economic sustainability.

Committee Member Comments

Chairperson Gallo said his recommendation to the committee is to approve the information, send it the Board for a presentation, have a discussion/debate, and have some options in terms of where the District would like to go. He said staff comes back in two weeks to presents those options, the cost factors, and what the cost savings will be. He said the District has some internal operations that it needs to address and the District needs to think about repositioning the District and to stay competitive. Chairperson Gallo cited the competition from charter schools, private schools and other entities that will surface. He said the District cannot continue to use the traditional approach to public education.

Director Spearman said President Yee wants to do a Study Session with the Asset Management Plan and it probably will have to be a Saturday session.

Chairperson Gallo said the Committee's goal to go through the data and establish some options/recommendations the Committee can take to the Full Board for approval.

Vice President London said she was disappointed with the presentation. She said what she saw today was the same material presented previously. She said the Committee talked about the options a year and a half ago. She said no policy recommendations have been brought forward on how the Asset Management Plan fit in with the District's Strategic Plan. She said Committee Members need to leave the meeting today with very clear direction around what are the three or four policy recommendations MK Think wants to make about how the District can use the Asset Management Plan to meet the goals of the Strategic Plan. The recommendations need a cost analysis and this information should be brought to the Board at the second meeting in March or a Study Session of the Board.

Mr. White said what the department was doing was some housekeeping. He said they wanted to make sure when the report was presented, it was not an adoption of the report but an acceptance of the report. He said the work that has been done is associated with some of the things Vice President London just talked about.

Director Spearman said the Committee should give some clear direction to MK Think of how the Committee wants the report presented to the Board with recommendations. She said the Committee need recommendations if there are sites that need to be sold. She said the Committee needs to look at shared use. She said it is time to get the data site by site

with a cost analysis.

Mr. Taylor said MK Think has all the back-up information.

Vice President London said this Board has operated for many years under a policy of removing old portables. She wanted to know how many portable in the District are over 40 years old? Where are they located? What will happen at those school sites? Are the portables currently being used? She said in District 1 there is one school that is not meeting the needs of the community because enrollment continues to drop. She said in the same area there are two charter schools within one block of each other. She said at Sankofa Elementary School which has 17 classrooms, enrollment is up this year. There is another school four blocks (with the same attendance area as Peralta Elementary School) away and people are tripping over themselves to enroll. Vice President London said what she wants to see in the report is the number of portable classrooms, alternate uses for excess school sites, and the live-go data.

Director Spearman said some schools are so tiny the District needs to close them. She said the sites that the District decides to close can be used for administration and health clinics and still maintain the property.

Refer for Discussion to Board of Education



11-0061

Report - Facilities Department Staffing for FY 2011/2012

A report by the Assistant Superintendent for Facilities Planning and Management regarding the cost to maintain the current staffing levels in the Facilities Department for FY 2011-12.

Attachments: [11-0061 - Report - Facilities Department Staffing for FY 2011 - 2012.pdf](#)
[11-0061 - Report - Facilities Department Staffing for FY 2011-2012.pdf](#)
[11-0061 - Facilities Department Staffing for FY 2011-2012 - Updated 3-1-11.pdf](#)

Roland Broach, Director of Custodial Services, submitted the updated Facilities Staffing Report for FY 2011-2012 requested by Chairperson Gallo at the February 15th Facilities Committee Meeting. Mr. Broach said the report contains the funding sources and a breakdown of the daily duties of District custodians.

Discussed

G. New Business



11-0378

Independent Contractor Agreement for Services - Public Financial Management, Inc. - Division of Facilities, Planning and Management Project

Approval by the Board of Education of Independent Contractor Agreement for Services between District and Public Financial Management, Inc., Los Angeles, CA, for the latter to provide independent financial consulting services, directly to the District, for its evaluation of the financial components associated with the intended energy efficiency measures and solar photo voltaic installations in conjunction with the Division of Facilities, Planning and Management Project for the period commencing March 10, 2011 and concluding no later than February 23, 2012 in an amount not to exceed \$49,500.00.

Resource Code - 2122-918

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

A motion was made by Alice Spearman, seconded by Jody London, that this matter be Recommended Favorably. The motion carried by the following vote:

Votes: Adv Aye: 0
 Adv Nay: 0
 Adv Abstain: 0
 Aye: 3 - Noel Gallo, Jody London and Alice Spearman
 Nay: 0
 Recused: 0
 Preferential Aye: 0
 Preferential Abstention: 0
 Preferential Nay: 0



11-0394

Professional Services Facilities Contract - Thompson, Cobb, Bazilio and Associates - Division of Facilities Planning and Management Project

Approval by the Board of Education of Professional Facilities Services Contract between District and Thompson, Cobb, Bazilio and Associates, Torrance, CA, for the latter to perform School Board Measure B, Fiscal and Performance Audit for the year ending 2010 in conjunction with the Division of Facilities Planning and Management Project for the period commencing February 4, 2011 and concluding no later than March 25, 2011 in an amount not to exceed \$31,100.00.

Resource Code - 2122-918

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

Committee Member Comments

Director Spearman wanted to know if the contract was only for one month as printed on the meeting agenda.

Charles Love responded to Director Spearman's question about the length of the contract. He said the last two audits that he was involved with, the audit did not take more than three or four weeks to perform the actual audit, write the report, and send the report back to Facilities.

Vice President London wanted to know how many years has the District used this particular firm.

Mr. White said the District has used this firm three years in a row.

Vice President London said last year when the District received the audit, this firm identified several operational issues that had come forward in the prior year's reporting that the department had not acted upon. She said she is hopeful not to see those same findings this year.

A motion was made by Alice Spearman, seconded by Noel Gallo, that this matter be Recommended Favorably. The motion carried by the following vote:

Votes: Adv Aye: 0
 Adv Nay: 0
 Adv Abstain: 0
 Aye: 3 - Noel Gallo, Jody London and Alice Spearman
 Nay: 0
 Recused: 0
 Preferential Aye: 0
 Preferential Abstention: 0
 Preferential Nay: 0



11-0409

Presentation: Measure B (Fund 2122) - Budget to Actual Expenditures, and Cash Projections

Presentation to the Facilities Committee of the Measure B (Fund 2122) - Budget to Actual Expenditures, and Cash Projections as of February 15, 2011.

Funding Source: GO Bond-Measure B

Attachments: [Document\(s\)](#)

Charles Love, Capital Program Contract and Accounting Manager, presented the Measure B Budget updated January 31, 2011. Mr. Love reported the following:

- The working budget did not change from the January 10th report remaining at \$406.4 million.*
- There were no new projects added*
- The total year to date expenditures for projects is \$31.6 million*
- The projected expenditures savings from the working budget is \$16.3 million and the actual projected savings year to date is \$24.5 million*
- The total expenditures from the last report including staff salaries and consultants are \$40.3 million, an increase of \$3.5 million from the last report. Pre-design - \$18,000 increase, design - 360,000, construction - \$2.5 million, closeout \$48,000, completed - \$2,500, staff salaries - \$156,000, consultants - \$404,400 for a total increase of 3.5 million.*

Discussed and Closed

H. Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Committee

There were no Public Speaker Cards submitted.

I. Superintendent of Schools or Designee's Committee Liaison Report

Mr. White said last week Facilities Staff attended the Coalition for Adequate School Housing Conference (CASH) in Sacramento. He said Director Gallo and Vice President London attended the conference with him. He said it was good to have both Directors at the conference. He said Chairperson Gallo came for a presentation based on an award the District received for the innovative design of the Downtown Educational Complex project. The project was recognized Statewide and Vice President London participated in some workshops. Mr. White suggested both Directors keep a strong presence in Sacramento. He said their presence will do a lot for the District's reputation and it puts the District in a position of leadership in the area of school district facilities.

Director Spearman announced that Mr. White was selected to serve on the CASH Board.

Mr. White said he is looking forward to using that position on behalf of the City and the community by bringing our issues as well as issues of urban school districts to open dialogue.

J. Introduction of New Legislative Matter

None.

K. Adjournment

Chairperson Gallo adjourned the meeting at 5:15 P.M.

Prepared By: _____

Approved By: _____