Oakland Unified School District

Board of Education Paul Robeson Building 1025 2nd Avenue, Suite 320 Oakland, CA 94606-2212 (510) 879-8199 Voice (510) 879-8000 Fax





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Minutes (Long) Tuesday, April 20, 2010 5:00 PM

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

Facilities Committee

Noel Gallo, Chairperson Jody London, Member Alice Spearman, Member Facilities Committee Minutes (Long) April 20, 2010

A. Call to Order

Chairperson Gallo called the meeting to order at 5:05 P.M.

B. Roll Call

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

C. Modification(s) To Agenda

Chairperson Gallo stated that Legislative Files 09-3145 and 10-0175 would be tabled until the next committee meeting.

D. Adoption of Committee Minutes

10-0699 Minutes - Facilities Committee - April 6, 2010

Approval by Facilities Committee of Its Minutes of April 6, 2010.

Attachments: 10-0699 - Minutes - Facilities Committee - April 6, 2010

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

Votes: Adv Aye: 0

Adv Nay: 0 Adv Abstain: 0

Aye: 3 - Jody London, Alice Spearman and Noel Gallo

Nay: 0 Recused: 0

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

E. Adoption of the Committee General Consent Report

10-0517 Amendment No. 1 - SafirRosetti - Roosevelt Middle School Fire Alarm Project

Approval by the Board of Education of Amendment No. 1 to Professional Services Agreement between District and SafirRosetti (formerly On Line Consulting), Oakland, CA, for the latter to provide additional design and preparation of drawings for changing out existing corridor surfaced mounted light fixtures on the second floor of the main building, in conjunction with the Roosevelt Middle School Fire Alarm Project, in an additional amount not to exceed \$9,100.00, increasing the Agreement from a not to exceed amount of \$46,744.00 to \$58,844.00. All other terms and conditions of the Agreement remain in full force and effect.

Resource Code - 2525-918
Funding Source: Developer Fees

Document(s)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0

Adv Nay: 0 Adv Abstain: 0

Attachments:

Aye: 3 - Jody London, Alice Spearman and Noel Gallo

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



Professional Services Agreement - ACC Environmental - Laurel CDC Building Replacement Project

Approval by the Board of Education of Professional Services Agreement between District and ACC Environmental, Oakland, CA, for the latter to provide project planning, project management and air monitoring services for the removal of asbestos containing materials, pursuant to the attached proposal which is incorporated into this contract to the extent it is subordinate to and not inconsistent with this contract, in conjunction with the Laurel CDC Building Replacement Project, for the period commencing April 29, 2010 and concluding no later than December 31, 2012, in an amount not to exceed \$6,840.00.

Resource Code - 2122-820

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 - Jody London, Alice Spearman and Noel Gallo

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



10-0671

Professional Services Agreement - ACC Environmental - Edna Brewer Restroom Plumbing Renovation Project

Approval by the Board of Education of Professional Services Agreement between District and ACC Environmental, Oakland, CA, for the latter to provide project planning, project management and air monitoring services for the removal of asbestos containing materials, pursuant to the attached proposal which is incorporated into this contract to the extent it is subordinate to and not inconsistent with this contract, in conjunction with the Edna Brewer Restroom Plumbing Renovation Project for the period commencing April 29, 2010 and concluding no later than December 31, 2010 in an amount not to exceed \$8,590.00.

Resource Code - 2122-210

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 - Jody London, Alice Spearman and Noel Gallo

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



10-0672

Professional Services Agreement - Sandis - Hintil KUU CA CDC Building Replacement Project

Approval by the Board of Education of Professional Services Agreement between District and Sandis, Oakland, CA, for the latter to provide Topographic Surveying Services to include locating subsurface structures and underground utilities and invert information of storm and sanitary sewers, with contours to be shown at one (1) foot intervals or as appropriate to clearly define the slopes, boundary survey to include a field resolved boundary survey showing all found monuments and property corners; property lines to be annotated with bearings, distances and curve data and easements listed in title report of subject property to be shown and labeled, in conjunction with the Hintil KUU CA CDC Building Replacement Project, for the period commencing April 29, 2010 and concluding no later than December 31, 2011, in an amount not to exceed \$18,570.00.

Resource Code - 2122-840

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 - Jody London, Alice Spearman and Noel Gallo

Nay: 0 Recused: 0

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



10-0673

Professional Services Agreement - Simplex Grinnell - Calvin Simmons Health Center Project

Approval by the Board of Education of Professional Services Agreement between District and Simplex Grinnell, Livermore, CA, for the latter to provide supervision to the electrical contractor and/or low-voltage installer of the fire alarm system during the critical path periods and various other items described herein, in conjunction with the Calvin Simmons Health Center Project, for the period commencing April 29, 2010 and concluding no later than April 29, 2011, in an amount not to exceed \$12,960.00.

Resource Code - 2122-205

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 - Jody London, Alice Spearman and Noel Gallo

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



10-0674

Professional Services Agreement - Urban Forest Consulting - Downtown Educational Complex Project

Approval by the Board of Education of Professional Services Agreement between District and Urban Forest Consulting, Oakland, CA, for the latter to provide tree inventory and data connection; tag trees with a unique numbered inventory tag, pursuant to the attached proposal which is incorporated into this contract to the extent it is subordinate to and not inconsistent with this contract, in conjunction with the Downtown Educational Complex Project, for the period commencing April 15, 2010 and concluding no later than June 1, 2010, in an amount not to exceed \$3,000.00.

Resource Code - 2525-121

Funding Source: Developer Fees

Attachments: Document(s)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0 Adv Nav: 0 Adv Abstain: 0

Aye: 3 - Jody London, Alice Spearman and Noel Gallo

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



10-0675

Amendment No. 9 - HY Architects - Hillcrest Elementary School Modernization Project

Approval by the Board of Education of Amendment No. 9 to Professional Services Agreement between District and HY Architects, Oakland, CA, for the latter to provide additional design services, due to a District requested change, providing a revision of the fire alarm drawings to indicate the removal of the existing mini-horn and the installation of a new horn/strobe device in six classrooms, the Kindergarten room and portable P1 in conjunction with the Hillcrest Elementary School Modernization Project, in an additional amount not to exceed \$4,221.88, increasing the Agreement from a not-to-exceed of \$297,014.32 to \$301,236.20 and extending the contract end date to June 1, 2010. All other terms and conditions of the Agreement remain in full force and effect.

Resource Code - 2122-127

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 - Jody London, Alice Spearman and Noel Gallo

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

Preferential Nay: 0



10-0676

Amendment No. 3 - Inspection Services, Inc. - Horace Mann Elementary School Modernization Project

Approval by the Board of Education of Amendment No. 3 to Professional Services Agreement between District and Inspection Services, Inc., Berkeley, CA, for the latter to provide testing and inspection services in conjunction with the Horace Mann Elementary School Modernization Project, hereby extending the contract end date from December 30, 2007 to June 30, 2010. All other terms and conditions of the Agreement remain in full force and effect.

Resource Code - 2122-126

Funding Source: General Obligation Bond

Attachments: Document(s)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0 Adv Nay: 0 Adv Abstain: 0

Aye: 3 - Jody London, Alice Spearman and Noel Gallo

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



10-0677

Amendment No. 8 - Byrens Associates - Madison Middle School Modernization Project

Approval by the Board of Education of Amendment No. 8 to Professional Services Agreement between District and Byrens Associates, Oakland, CA, for the latter to provide additional architectural and engineering (A/E) services, as specified in the Change Orders stated herein, and incorporated by reference as through fully set forth, in conjunction with the Madison Middle School Modernization Project, in an additional amount not to exceed \$40,283.00, increasing the Agreement from a not-to-exceed amount of \$797,682.00 to \$832,965.00, and extending the end date from December 31, 2009 to June 30, 2010. All other terms and conditions of the Agreement remain in full force and effect.

Resource Code - 2122-215

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 - Jody London, Alice Spearman and Noel Gallo

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



10-0678

Amendment No. 1 - Gary Doupnik Manufacturing, Inc. - Havenscourt New Classroom & Cafeteria Building Project

Approval by the Board of Education of Amendment No. 1 to Professional Services Agreement between District and Gary Doupnik Manufacturing, Inc., Loomis, CA, for the latter to relocate a temporary restroom portable from the Cox campus to the Havenscourt campus in conjunction with the Havenscourt New Classroom & Cafeteria Building Project in an additional amount not to exceed \$8,500.00, increasing the Agreement from a not to exceed amount of \$134,600.00 to \$143,100.00. All other terms and conditions of the Agreement remain in full force and effect.

Resource Code - 2122-207 Attachments: Document(s)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0

Adv Nay: 0 Adv Abstain: 0

Aye: 3 - Jody London, Alice Spearman and Noel Gallo

Nay: 0 Recused: 0

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



10-0682 Measure B Bond Sale Distribution - New Key Codes

Approval by the Board of Education of Resolution No. 0910-0141 - Authorizing and approving New Key Codes for the Measure B Bond Sale Distribution - Bond Series A, B and C - as specified in Exhibit "A" attached and incorporated into said Resolution.

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 - Jody London, Alice Spearman and Noel Gallo

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



10-0683

Professional Services Agreement - MK Think-Roundhouse One - Division of Facilities, Planning and Management Project

Approval by the Board of Education of Professional Services Agreement between District and MK Think-Roundhouse One, San Francisco, CA, for the latter to develop a Facility Asset Management Strategy that supports the District's academic goals and fiscal responsibilities, pursuant to the attached proposal which is incorporated into this contract to the extent it is subordinate to and not inconsistent with this contract, in conjunction with the Division of Facilities, Planning and Management Project, for the period commencing April 29, 2010 and concluding no later than June 30, 2010, in an amount not to exceed \$131,360.00.

Resource Code - 2122-918

Funding Source: General Obligation Bond

Attachments: Document(s)

This Matter was Recommended Favorably on the Consent Agenda.

Votes: Adv Aye: 0 Adv Nay: 0 Adv Abstain: 0

Aye: 3 - Jody London, Alice Spearman and Noel Gallo

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



<u>10-0688</u>

Award of Bid and Construction Contract - Eagle General Construction Co. - Ralph Bunche Middle School Project

Approval by the Board of Education of Resolution No. 0910-0138 - Award of Bid and Construction Contract between District and Eagle General Construction Co., Oakland, CA, for the latter, as the lowest responsive, responsible bidder and rejecting all other bids, if any, to provide replacement of overhead lighting in exterior walkways throughout campus; installation of new area lighting in various locations and the painting of the exterior of all the modular buildings and walkways as identified in the project specifications and site map, in conjunction with the Ralph Bunche Middle School Project, for the period commencing April 29, 2010 and ending May 22, 2010, in the amount of \$167,980.00.

Resource Code - 2122-223

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 - Jody London, Alice Spearman and Noel Gallo

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



10-0689

Professional Services Agreement- Applied Materials and Engineering - Calvin Simmons Middle School Health Center

Approval by the Board of Education of Professional Services Agreement between District and Applied Materials & Engineering, Inc., Oakland, CA, for the latter to perform specified construction testing services pursuant to contract documents for the construction of a new Health Center and various other items described herein, in conjunction with the Calvin Simmons Middle School Health Center Project, for the period commencing April 29, 2010 and concluding April 29, 2011, in an amount not to exceed \$4,722.00.

Resource Code - 2122-205

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 - Jody London, Alice Spearman and Noel Gallo

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



10-0690

Professional Services Agreement - First Alarm - Cox New Classroom Building Project

Approval by the Board of Education of Professional Services Agreement between District and First Alarm, San Jose, CA, for the latter to provide Intrusion Alarm installation oversight with an emphasis on providing assistance on programming and coordination with Building and Grounds to ensure the programming is in accordance with the District standards, in conjunction with the Cox New Classroom Building Project, for the period commencing April 29, 2010 and concluding December 31, 2011, in an amount not to exceed \$15,035.00.

Resource Code - 2122-110

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 - Jody London, Alice Spearman and Noel Gallo

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

Passed The Committee General Consent Report

A motion was made by Jody London, seconded by Alice Spearman, 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 - Jody London, Alice Spearman and Noel Gallo

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

F. Unfinished Business



09-3145 District Facility and Real Property Asset Management Study

Presentation by the Facilities Department of an updated District Facility and Real Property Asset Management Study as of February 16, 2010.

Attachments: Document(s)

09-3145 - District Facility and Real Property Asset Management Study -

Update - As of February 16 2010.pdf

Tabled to a Date Certain



10-0175 Proposed Amendment No. 1 To The Joint Facilities Use Agreement Between City of Oakland - District - Year Round Schools Playground Access

Discussion of the City of Oakland's proposed Amendment No.1 to the Joint Facilities Use Agreement Between City and District, for the District to allow reasonable year-round public access to school playgrounds after school hours and on weekends as specified therein.

Attachments: Document(s)

Tabled to a Date Certain

G. New Business



<u>10-0625</u>

Development of Multi-Campus Solar Project and Multi-Campus Efficiency Improvement Project (Revised)

Approval by the Board of Education of recommendation to proceed with development of Multi-Campus Solar Project and Multi-Campus Efficiency Improvement Project, subject to District compliance with any and all regulatory and statutory requirements for project(s) approvals including further actions by Board of Education.

Attachments: Document(s)

10-0625 - Development of Multi-Campus Solar Project and Multi-Campus Efficiency Improvement Project (Revised).ppt

Steve Nielsen made a PowerPoint Presentation regarding of the Multi-Campus Solar Project.

Overview of Mr. Nielsen's presentation.

Ms. Nielsen said the District has been engaged in a benchmark energy usage process with several other school districts. He said the District is in the process of securing three different Tax Credit Bonds. (1) New Clean Renewable Energy Bonds (CREBs) applications for \$39.3 million (Federal Subsidy Bonds) was awarded to the District for the 17 campuses identified as potential candidates for solar. (2) The District has put in an application for the Qualified Energy Conservation Bonds (QECBs) for approximately \$7.5 million. (3) Through the state the District is now competing for earmarks for the Downtown Project to fund the solar component. The District will be notified on April 30th if they will receive the funds.

OUSD Energy Consumer and Solar Target - Mr. Nielsen said the proposed solar project would provide about 30% of the energy usage and result in a energy bill reduction of about 40%.

Estimated Benefit to the District's General Fund - Mr. Neilsen said the Base Case Projection is 100% Bond financed with no out of pocket costs.

Total Incentives and Subsidies - Mr. Neilsen said the estimated cost of the 6 megawatt system at current market levels is about \$35.9 million. The District will receive rebates the first five years from PG & E totaling about \$10.8 million. He said the District will be able to earn and keep the interest on Bonds which totals approximately \$9.4 million.

Mr. White summarized saying the best case practice says do the energy efficiency methods before solar. He said the CREBs was an opportunity to only do solar. He said there was no money using the CREBs to do energy efficiency. When the 2010 allocation came for the Qualified Construction Bonds the District received a \$24 million allocation that could be used for solar and/or energy efficiency.

Director London asked Mr. White if the only source of funding is from the three pools of money, was the Qualified School Construction Bonds the only money the District could use to make energy efficiency investments?

Mr. Neilsen replied saying CREBs is for renewal energy only.

Director London said she is being contacted by individual school sites wanting to know if their school is on the list. She said the District should publish the list and have a hearing where the public can come and hear how these schools were selected.

Discussed



10-0685

2009 Measure "B" Expenditure Report

Presentation of 2009/2010 Measure B Expenditure Report as of April 6, 2010.

Funding Source: General Obligation Bond-Measure B

Attachments: Document(s)

Tabled to a Date Certain



10-0686

2007 City of Oakland Fairness In Purchasing and Contracting Disparity Study

Presentation of a Report by the Facilities Department or designee on the 2007 City of Oakland Fairness In Purchasing and Contracting Disparity Study - Executive Summary and Detailed Report, regarding such, and consideration of any proposals related thereto, if any.

Attachments: Document(s)

2007 City of Oakland Fairness In Purchasing and Contracting Disparity

Study.pdf

Tabled to a Date Certain



10-0687

Oakland Unified School District's - Summary of 2009 Clean Renewal Energy Bond Awards (CREBS)

Presentation of Oakland Unified School District's - Summary of 2009 Clean Renewal Energy Bond Awards (CREBS).

Attachments: Document(s)

10-0687 - Oakland Unified School District's - Summary of 2009 Clean

Renewal Energy Bond Awards (CREBS).pdf

Tadashi Nakadegawa, Facilities Director, read the list of 17 District schools awarded Clean Renewal Energy Bonds. Elementary Schools: Woodland and Santa Fe. Middle Schools: Claremont, Edna Brewer, Hvenscourt, King Estates, Bret Harte, Lowell, Montera, Roosevelt and Westlake. High Schools: Castlemont, Fremont, McClymonds, Oakland Tech, Oakland High and Carter.

Discussed



10-0692

City of Oakland Redevelopment and District Entitlements

Presentation of a Report by the Facilities Department or designee on City of Oakland Redevelopment and District's actual and projected entitlements therefrom.

Attachments: Document(s)

10-0692 City of Oakland Redevelopment and District Entitlements.ppt

Dante Gumucio, Public Economics, Inc., made a PowerPoint Presentation.

The three objectives of the presentation were:

- 1. To provide an introduction to Redevelopment Agency (RDA) concepts and definitions.
- 2. To identify and explain actual and projected District entitlements to payment from RDA's.
- 3. To answer questions and discuss the next steps.

A brief overview of Mr. Gumucio's presentation.

Reasons for forming Redevelopment - To eliminate blighted conditions and to expand employment opportunities for jobless, underemployed and low-income purposes.

Project Areas - A Single RDA may have multiple Redevelopment Project areas or projects.

RDA Powers - Special powers of eminent domain and contractual authority to subsidize new development.

Redevelopment Plan - Defines project area boundaries and sets financial and other limits.

Redevelopment Plan Financial Limits - A time limit to incur new RDA debt.

Tax Increment Financing - More new development creates more TI revenues, which allows RDA to fund more public improvement and subsidize more new development.

There were no public speaker cards submitted for this items and there were no committee member comments.

Discussed



10-0700

General Obligation Bonds Construction Projects Management Contract(s)

Report from the Assistant Superintendent for Facilities Planning and Management regarding the status, plans for bidding of the General Obligation Bonds Construction Projects Management Contract(s), currently held by GKK/McCarthy, expiring May 31, 2010, and/or others firms.

Attachments: 09-3949 - Professional Services Contract - GKK McCarthy - Division of

Facilities, Planning and Management

Document(s)

Mr. White distributed a prepared handout responding to questions raised at the last Facilities Committee Meeting regarding the current Project Management (PM) firm. The document shows the current (PM) firm, GKK McCarthy, their vendors and how the company complies with the District's current policy for local vendor participation. Mr. White reviewed the questions and answers with committee members.

When is the PM Contract up? Mr. White said the terms of the current contract is June 1, 2009 - May 31, 2010.

When will the contract go out to bid again? Mr. White said the service was put out to RFP facilitation in May 2009. He said there were more than a dozen proposals submitted and a fair and competitive process was followed by the Facilities Department.

What happens if the Districts put the contract out to bid and the contract ends? Do we continue with the same management firm until a new contractor is hired? Mr. White said staff recommendation is to maintain the existing firm until the program ends and the District goes into a solicitation process at that time.

Public Speakers

Daryl Carey said for the last eight years the same construction firm has held the construction management contract for the District. Mr. Carey noted that Mr. White said it was cost effective to keep the same firm. He said something has to change.

Committee Members Comments

Director Spearman asked Mr. White if there was a way to split the Project Management Contract by getting a new Project Management Team for the new and upcoming projects the District is planning but has not yet started?

Mr. White said if that was the will of the Board the department could look into that.

Director Spearman said she would like to see a staff recommendation come back to the committee that is more favorable to splitting the projects.

Discussed

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

Daryl Carey said the recommendation from Mr. White today to maintain the existing PM firm is not right.

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

None.

J. Introduction of New Legislative Matter

After discussion committee members decided to change the committee's meeting time to 4:30 P.M. beginning with the May 4th meeting.

K. Adjournment

Chairperson Gallo adjourned the meeting at 6:18 P.M.

Prepared By:		
Approved By:		