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, October 19, 2010

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 4:32 P.M.

B. Roll Call

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

C. Modification(s) To Agenda

Director Spearman requested Legislative File 10-2554 be pulled from the agenda for separate discussion and possible separate action.

D. Adoption of Committee Minutes

10-2606 Minutes - Facilities Committee - October 5, 2010

Approval by Facilities Committee of Its Minutes of October 5, 2010.

Attachments: 10-2606 - Minutes - Facilities Committee - October 5, 2010

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 - 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

<u>10-2101</u>

Lease Agreement - District - Alameda County Office of Education - Burbank Early Childhood Center - Classroom No. 9

Approval by Board of Education of a Lease Agreement by and between the District and Alameda County Office of Education, permitting the latter to lease Classroom No. 9 of the Burbank Early Childhood Center, 3550 64th Avenue, Oakland, CA, 94605, pursuant to terms and conditions in said Agreement, for the period August 1, 2010 through June 30, 2014.

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



10-2421 Lease Agreement - Mobile Modular - Havenscourt New Classroom and Cafeteria Building Project

Approval by the Board of Education of Lease Agreement between District and Mobile Modular, Livermore, CA, for the latter to supply and install one 24ft X 40ft portable building and one 48ft x 40ft portable building for the duration of twenty-one months in conjunction with the Havenscourt New Classroom and Cafeteria Building Project for the period commencing May 2, 2011 and concluding no later than April 1, 2013 in an amount not to exceed \$91,611.00.

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 - Jody London, Alice Spearman and Noel Gallo

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

Preferential Nay: 0



10-2436 Lease Agreement - Parking Lot - Clifton and Marion Fong - Lincoln Elementary School Classroom Replacement Project

Approval by Board of Education of Lease Agreement between District and Clifton and Marion Fong, Oakland, CA, for the latter to provide to District rental of one parking lot at 11th and Madison, Oakland, California, for the period September 1, 2010 through September 1, 2011, with an option for renewal of said Lease for one additional year, in conjunction with the Lincoln Elementary School Classroom Replacement Project, pursuant to terms and conditions stated herein, in an amount not to exceed \$16,440.00 annually.

Resource Code - 2122-133

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



10-2462 Professional Services Agreement - 360 Total Concept - Division of Facilities Planning and Management Contract

Approval by the Board of Education of Professional Services Agreement between District and 360 Total Concept, Oakland, CA, for the latter to provide monitoring of the District's Facilities Contracts by functioning as an independent component handling monitoring oversight for the District; work with facilities team and legal counsel to develop and implement monitoring strategies to ensure Prime Contractors and consultants compliance to local business utilization requirements in conjunction with the Division of Facilities Planning and Management for the period commencing October 14, 2010 and concluding no later than October 14, 2011.

Resource Code - 2122-918
Funding Source: Various

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



10-2553

Oakland High School Modernization Project

Approval by the Board of Education of Purchase, Delivery and Installation Facilities Contract between District and Mobile Modular, Livermore, CA, for the latter to provide a 8 feet x 20 feet storage container and provide future moving contingencies, in conjunction with site administrator and OUSD Facilities Director, for the storage container to store custodial supplies on site, in conjunction with the Oakland High School Modernization Project, for the period commencing November 28, 2010 and concluding no later than December 31, 2011, in an amount not to exceed \$4,561.24.

Resource Code - 2122-304

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



10-2554 Amendment No. 1- Professional Services Contract - KDI Consultants, Inc. - Oakland High School Modernization Project

Approval by the Board of Education of Amendment No. 1 to Professional Services Agreement between District and KDI Consultants, Inc., Oakland, CA, for the latter to provide additional Division of State Architect (DSA) Inspection Services due to the significant amount of unforeseen conditions, along with overtime and time and material work and with the contractor having more inspections than originally anticipated by the design team, in conjunction with the Oakland High School Modernization Project, in an additional amount not to exceed \$72,000.00, increasing the Agreement from a not-to-exceed amount of \$612,720.00 to \$684,720.00, and extending the original contract period from January 12, 2009 to December 31, 2010 to December 31, 2011. All other terms and conditions of the Agreement remain in full force and effect.

Resource Code - 2122-304

Funding Source: General Obligation Bond-Measure B

Attachments: Document(s)

Director Spearman asked why was the District amending this contract? The Amendment says the reason was due to unforeseen conditions. She asked if one of the unforeseen conditions was the fact the building has no restroom? She wanted to know what else was discovered that should have been done and wasn't?

Timothy White, Assistant Superintendent for Facilities Planning and Management said KDI is a Division of State Architect (DSA) Inspector providing oversight for the project as required on all construction projects with DSA. In addition to having architects, you must

have a full time Inspector who provides services to make sure the project is built in conformance with the plans and specifications as approved by the agency. This Amendment is for the additional time required on the project to cover overtime in terms of having to meet the schedule and some acceleration of hours in order to make sure the District met its deadline for the opening of the building.

Director Spearman wanted to know if the District was extending the contract by one year due to overtime having to meet the deadline for 2010.

Mr. White said the department usually takes these contracts out for a calendar year. Although it usually doesn't go that long, the contract is written for that period of time.

Director Spearman wanted to know why the consultants did not catch that a building had no bathroom at a school.

Mr. White said that item that has been placed on the agenda for discussion. He said the DSA Inspector did not require the facility be built with a restroom.

Director Spearman said she finds it hard for DSA to look at the overtime in the contract that has to be extended one year and to pay them \$72,000.

Mr. White said the overtime in the contract had to do with DSA providing additional inspection services that were related to the length and construction time. He said the firm did not have anything to do with the length of time required to met the schedule and expedite the project. He said the District had to lengthen the amount of time it had for inspection services which DSA provided.

Director Spearman wanted to know if the inspection services had been performed.

Mr. White said "Yes".

Director Spearman wanted to know why was the contract being extended one year.

Mr. White said some of the service had been provided, but there is additional work under the contract that is ongoing.

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

Nay: 0 Recused: 0

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



<u>10-2556</u>

Change Order No. 2 - Redgwick Construction - Roosevelt Middle School

Paving Replacement Project

Approval by the Board of Education of Change Order No. 2 to Construction Contract between District and Redgwick Construction, Newark, CA, for the latter to provide planters in conjunction with the Roosevelt Middle School Paving Replacement Project, in an additional amount of \$33,284.00, increasing the Agreement from \$301,502.00 to \$334,786.00.

Resource Code - 1414-212

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 - Jody London, Alice Spearman and Noel Gallo

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



10-2557 Change Order No. 3 - Redgwick Construction-Roosevelt Middle School Paving Replacement Project

Approval by the Board of Education of Change Order No. 3 to Construction Contract between District and Redgwick Construction, Newark, CA, for the latter to provide sub-excavation at pavement area and outdoor classroom in conjunction with the Roosevelt Middle School Paving Replacement Project, in an additional amount of \$13,930.00, increasing the Agreement from \$334,786.00 to \$348,716.00.

Resource Code - 1414-212

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 - Jody London, Alice Spearman and Noel Gallo

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

Passed The Consent Agenda

A motion was made by Jody London, seconded by Noel Gallo, 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



10-2381 Strategic Plan - Overview - Facilities Planning

Presentation by the Assistant Superintendent for Facilities Planning & Management of a detailed overview of the areas of Facilities Planning of the Board adopted Strategic Plan including enrollment capacity, school site assets and inventories.

Attachments: 10-2381_Regional Neighborhood Zone Approach.ppt

Mr. White used a PowerPoint presentation to give his report. Mr. White said the Regional Zones are associated with the District's Strategic Framework adopted by the Board in June 2010. It is part of Initiative 10, one of the 10 different Initiatives of the 14 Task Forces under the Strategic Framework specifically calling for the creation of a Full Service Community School District that serves the whole child, eliminating inequity and providing each child with excellent teachers every day. This particular Initiative has two major goals: (1) To create three Regional Zones where we use and manage all resources, assets and services inside those Zones to children, families and youth. (2) To make sure the District does a thorough analysis of the District's assets with an eye on the potential for opportunities to generate revenue, where possible, individually across the City with each Zone. The sub sets of work associated with each goal is itemized in the Scope as defined:

ESTABLISH REGIONAL GOVERNANCE TEAMS

P-8 Network Officers

SEAN Officers

CREATE REGIONAL VISION FOR BEST USE OF EXCESS FACILITY CAPACITY

Schools

Service Providers

City Agencies

Business Community

Faith Community

Residents

Others

Review Facility Asset Portfolio and Develop Economic Forecast for Each Site; Assess

Trends and Needs At a Regional and Neighborhood Level; Determine Number and Size of Schools Required to Fully Prepare Children of Each Region to Succeed Academically and Socially

TASK FORCE OUTCOMES

Develop Planning Process to Address Issues (Complete).

Define Terms: Regional Zones and Neighborhood Zones.

Define Roles and Responsibilities Related to Other Task Force Initiative Activities and Outcomes.

Expand Asset Database to Include Facilities, Resources and Assets in each Zone and Neighborhood.

Create 3 Regional Zones - Refine and Map Regional and Neighborhood Zone Boundaries.

Review, analyze and research revenue associated with OUSD properties within each.

Regional Zone - Cost Reduction, Consolidation and Create Strategy.

Align OUSD Facilities and with the Regional and Neighborhood Zones Needs.

TASK FORCE DELIVERABLES

Establish Governance Structure for each Region.

Identify Community Needs.

Preliminary work on right number and size of schools for each region (May 2011).

Facilitate Services.

Public Resources of City and County Services

Private and Public Philanthropic Resources

Service Providers e.g CBO, NPO, Faith-Based, Private For-Profit Entities

Matrix of services linked to schools is developed.

Manage OUSD assets and properties within the Zones (500 acres).

Lead the support of network of Full Service Community Schools.

KEY DATES

Discovery and Issue Identification - Measure current conditions, refine assignment and establish baseline Deliverable: Task Force composed, data assembled, assets and resources mapped (Dec 2010).

Assessment - Identify opportunities and associated benefits based on Analytical Planning Framework (Page 6) Deliverable: Matrix identifying under and over utilization of facilities, programs and services. Hierarchy of service needs and opportunities for individual zones (March 2011).

Strategy - Define programmatic and spatial initiatives required to achieve goals Deliverable: OUSD Facility Alignment Strategy and Planning Scenarios, Strategic Master Plan Draft (June 2011).

Regional Plan and Pilot Project Selection (Spring 2012).

Prototype and Testing Initiated (Fall 2012).

Full Plan Implementation (Spring 2013).

Analytical Planning Framework including Discovery & Issues Identification; Assessment; Strategy; Planning & Design; Phototype & Testing; and Implementation. Mr. White said the Framework is comprehensive and will require a lot of detail in terms of gathering information and using that information to look at six different phases. Those six different

phases will lead to the implementation of the steps necessary to take create the Regional Zones and create a set of Full Service Community Schools to support the District's Full Service Community District Vision. The Facilities Division will work specifically with the six set of Phases with an eye on Physical, Instructional, Social, Cultural, Economics, Sustainability, Wellness, Governance and Safety. A testing phase was added to test the assumptions. He said many time we jump from planning to implementation. This testing phase will allow the District to test the assumptions, to look at new systems and test the functionality of what the assumptions may look like after the District has gone forward. He said as an example, in some of the Regions, North Oakland in particular, the District has very little play space. The District has a large inventory of play space but struggles to provide enough green space for students. As a possible outcome of the Task Force, the Board may make the decision to have so many acres of green space per [so many] thousands of students. How we go out and achieve that if we don't have the actual acreage is an idea for a pilot they would like to test out. For example, you would go out and see if you could create the relationships necessary, possibly with Parks & Recreation and some Faith Based Organization that have green space or some other land owners or developers who may be willing to partner with the District. That phase will give the District opportunities to test our assumptions before we take them to scale and construct the Implementation Phase.

The Discovery Phase is focused on data collection and establishing roles. Assessment is focused on program capacity and opportunities and challenges. Strategy is focused on gap identification and planning strategy. Planning & Design is focused on specific content and access communication. Prototype & Testing is focused on partnerships and measurement; and Implementation.

The next slides talked about a working draft; establish a governance structure; identify community needs; lead support network of full-service community schools; right size and number of schools; facilitate public resources, private and public philanthropic resources, and service providers; develop matrix of services linked to schools; manage OUSD assets and property within zones; and interdependencies with other task forces. With each initiative there are interdependencies across each. He said for example, the African American Male Achievement Initiative on the surface may not seem as if there are some interdependencies associated with the built environment but ultimately, African American Males are located in certain regions in the community, primarily in East and West Oakland. As we talk about erasing inequities in the achievement gap located in the demographic, we believe we may hear from this Task Force asking for data. Ultimately in the implementation phase as they look at other initiatives such as the Options Program and RBB, we may hear back from them in terms of how we can best support the success of the African American Male Achievement Initiative by making sure they have equity in terms of the resources and support services for wrap around conditions unique to them that you can only provide to them in their place of dwelling.

Committee Member Discussion

Director Spearman asked Mr. White what did creating a new governance mean?

Mr. White said the initiative spoke to the creation of a governance structure in each of the Regional Zones. He said the governance structure will come out of the Task Force, but they view the Regional Officers and Network Officers as being at the top of that governance structure. They will talk about what that governance structure actually is and who it is

composed of?

Director London asked what was the mission of the governance structure?

Mr. White said the mission of the governance structure is to manage all resource within that Zone in effort to make children successful in that Zone. The District hired three Regional Officers, one for each zone and view them as the CEOs of each zone.

Director Spearman wanted to know what did that have to do with Mr. White.

Mr. White said our responsibility according to the initiative is to help manage those resources and put them at their disposal.

Director Spearman said everything the Task Forces does is subject to Board approval.

Director Spearman wanted to know how the Local Vendor Policy fit in. She said nothing is stated about the Local Vendor Policy and it should be incorporated.

Mr. White said the Local Vendor Policy applies to everything we do in the District.

Director Spearman said the implementation of the Local Vendor Policy is not being implemented 100% in the District.

Mr. White said that is language the Board can add to make sure it is addressed in the broad language of the initiative. He said his understanding is the Local Vendor Policy is Board Policy and anything that comes to the Board should be subject to that policy. The Facilities Division is where that policy is most rooted and successful. Deputy Superintendent Hal has made efforts and has spoken to the Purchasing Department to put into place procedures to ensure that policy is extended out to the rest of the District.

Director Spearman wanted to know how the Task Forces were going to be comprised.

Mr. White said the Strategic Framework does talk about Task Force membership and sets some examples and recommendations for each of the ten Task Forces. He said each Task Force has some recommendation on it, if not all, most are associated with involvement of our Regional Officers and Network Officers.

Director London said she would go through the presentation to ask her questions. She said when Mr. White was on slide 2 talking about the Scope of the activity, there are key groups missing for her. She asked what is the Board's role in all of this and where are the parents and students?

She said ultimately what the District needs is a Master Plan for public involvement in the Strategic Planning effort. She said for example, we have been talking about this for two months and this is the first time she has understood the District will not complete this process and be ready to implement the Strategic Plan until 2013. The public needs to know where they can go throughout to plug in. There will be people who cannot go to a meeting every week, but they are interested.

Slide 4, Timelines - Director London said she wants to know where is the community?

There is no mention of the community. She said she wants to make sure the District ends up with a more comprehensive Facilities Master Plan. The Facilities Master Plan needs to include better input from the school sites than the last one did.

Director London said Superintendent Smith spent a lot of time at the last Board Meeting talking about the fact the District is still carrying a \$12 million structural deficit and the District needs to be making some adjustment in the number of schools we are currently carrying this year. We need to be telling people soon there may be some consolidations and we need to be very specific.

Chairperson Gallo said this economy is not going to get better. He said we have three more years where the District is going to be challenged financially. We want to change the system and change the way we are doing other things. He said Facilities are a business function and wanted to know what assets the District have and the capacity to deliver. He said the Board's sole job is to teach children. We can't do all those community things, but we can teach children. The Board is judged and held accountable to how our students progress academically. He said if he goes to the charter schools, they are not worried about green space and all the other stuff. What they are worried about is technology and they are able to deliver academically.

Chairperson Gallo said the Facilities Planning Overview of the Strategic Plan is good and good in theory. He said is it practical considering the times we are in and headed into, for him to ask Mr. White to do ten extra things; facilitate ten other committees; and to be able tell you what you already know and should be doing anyway. Chairperson Gallo questioned if he was being realistic to demand of Mr. White and his staff to take on extra functions as opposed to telling him what the bottom line is. He said in the end the Board is held accountable. Chairperson Gallo requested the report be placed on the October 27th Board of Education Agenda.

Refer for Discussion to Board of Education



10-2450

Amendment No. 3 - Professional Services Facilities Contract - Ninyo & Moore - Life Academy Renovation/Seismic Retrofit Project

Approval by the Board of Education of Amendment No. 3, Professional Services Facilities Contract between District and Ninyo & Moore, Oakland, CA, for the latter to conduct a Supplemental Site Investigation (SSI) to guide the removal of the contaminated soil at the site; Scope of Work includes project coordination, preparation of a SSI Technical Memo, public notifications, soil removal, site restoration, soil sampling and analysis in conjunction with the Life Academy Renovation/Seismic Retrofit Project for the period commencing September 13, 2011 and concluding no later than June 30, 2011 in an additional amount not to exceed \$35,533.30, increasing the not to exceed amount from \$58,735.30 to \$94,268.30. All other terms and conditions of the Contract remain in full force and effect.

Resource Code - 2122-335

Funding Source: General Obligation Bond-Measure B

Attachments: Document(s)

Tabled to a Date Certain

G. New Business

10-2538 Report - Life Academy - Status of Rennovations

A report by the Assistant Superintendent of Facilities Planning and Management regarding the status of the renovations for Life Academy School Site located at 2111 International Boulevard.

Tabled to a Date Certain

10-2539 Report - District Facility Designs

A report by the Assistant Superintendent of Facilities Planning and Management regarding architectural designs approval process for District facilities.

Tabled to a Date Certain

10-2540 Report - School Energy Bonds

A report by the Assistant Superintendent of Facilities Planning and Management regarding School Energy Bonds.

Mr. White said the Qualified School Construction Bond has a \$24 million allocation for 2010 which has not been drawn. He said the 2009 allocation was used to issue General Obligation Bonds at a lower cost savings the District and the community, a significant amount of money in terms of the cost and the interest rates. With the 2010 Qualified School Construction Bonds, the intention is to drawn down on that in conjunction with the Clean Renewal Energy Bonds which the District has an allocation of about \$38 million. A mix of the two bonds will be used towards energy efficiency and energy utility reduction. Currently an analysis of the Bond is being done with Deputy Superintendent Hal. The current strategy of doing the energy efficiency and the solar renewal energy, the performer calls for those bonds to be paid back over a period of time [17 years] out of energy savings or utility costs reductions. Deputy Superintendent Hal is very cautious about moving forward given there is always a possibility an assumption is not right. Deputy Superintendent Hal asked the Facilities Division to find money to hedge the creep outside the General Fund. The Facilities Division is looking to identify up to \$15 million of Non-General Funds to go towards the use of those bonds. Facilities are looking at a draw down of \$40 million in bonds that will be subsidized by \$15 million in Non-General Funds to pay back the \$40 million and that analysis is in process now. Mr. White said he hopes to have the analysis completed in November so the bonds can be drawn down in December.

Director Spearman wanted to know if a needs analysis was done to see how much money would be saved if the District used Wind Power or Solar because she did not think the District would receive that much in savings with Solar.

Director London said in Germany where it is much darker than in California, they are generating a significant amount of their electricity from Solar and have reduced their electric bills significantly.

Mr. White said a cost analysis was done on the 18 schools the District applied for the bonds. The utility cost for the 18 schools will be about \$2 million. The District is also engaged in a Solar Master Plan in conjunction with West Contra Costa and Berkeley Unified School Districts for funding with a \$500,000 grant awarded to the District. This funding will provide a Master Plan for the best way to implement Solar across the District.

Discussed

10-2541 Report - Cox Elementary School Campus - Status of Renovation, Construction Costs

A report from the Assistant Superintendent for Facilities Planning and Management regarding status of and the renovation, construction costs at the Cox Elementary School site.

Director Spearman said she visited the school on yesterday as part of the walk through Director London was leading and said she just does not like the auditorium. She said other than that, she has nothing else to say about the school.

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

None.

J. Introduction of New Legislative Matter

Director London noted she, Mr. White and the Superintendent will make a presentation on the District's Sustainability Initiative at the Council of the Great City Schools on Friday.

K. Adjournment

Chairperson Gallo adjourned the meeting at 5:49 P.M.

Prepared By:		
Annroyed By:		