Rich Township High School 227
FAC Meeting Agenda
February 5, 2020
Focused on Students and Student Success

Meeting Roles

Facilitator: Andrea Bonds
Time-Keeper: Alicia Evans
Refreshments: None
Note-taker: Alicia Evans
Buddy for absent members: NA

Start: 5:34 pm

Meeting Objectives:
Introductions, provide information and establish norms for the group

Next Meeting Date:
Attendees: Andrea Bonds, Johnnie Thomas, Kevin Baffoe, Alicia Evans, Bill Wiley, H. Brummel, Tavia Allen, Andre Allen, Nicholas Hale, Marcus Chapman and Eric Perkins

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Responsible Person</th>
<th>Type of Action</th>
<th>Follow-up Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 minutes</td>
<td>Welcome</td>
<td>Bonds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:34 pm</td>
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Notes:
Bonds started the meeting at 5:34 pm. All members were not present. Some members arrived after the beginning of the meeting.
The members were asked to introduce themselves and talk about their experience. Some members had construction related experience, while other had no experience Each member talked about their willingness to be involved.

<table>
<thead>
<tr>
<th>15 minutes</th>
<th>Committee Charge, Purpose and Officers</th>
<th>Bonds</th>
<th>Information Sharing and Discussion</th>
<th>Last life safety Annual Audit Statement of Affairs</th>
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</table>

Notes:

A member asked about a presentation from the architect concerning the health/life safety survey and the auditors concerning the financial statements and annual statement of affairs. The group was told they should be focused on facilities and not finances. The current architects did not create the health/life safety survey and the auditors will make a report to the Board of Education at the next board meeting. Members were told they could attend the Board meeting for audit information. Another member noted that the district could be changed for appearing at the FAC meeting. Dr. Thomas noted that we have professional within the organization that can explain or answer any questions about financial reports.

The written charge was given to the members. A question was asked about if the committee was advisory. It was confirmed that FAC is advisory to the Board. The FAC team will review the information and stand between the board and administration. Adjustments could be made if needed to provide a more informed decision to the board. Your role is to hear the information and be advisory to the board. You will make recommendation to the Board. The role is to be advisory and bring integrity to the process. Everyone was reminded that the FAC term is one-year.

<table>
<thead>
<tr>
<th>5 minutes</th>
<th>Discussion of future Meeting Dates and Times</th>
<th>All</th>
<th>Establish Processes, protocols and group norms</th>
<th>None</th>
</tr>
</thead>
</table>

Notes:

Meeting dates were discussed – One member talked about meeting frequently, bi-monthly or weekly. It was noted that a weekly meeting may be too frequent – a monthly meeting may be better. As we get into projects, we may need to meet more frequently as needed. The group decided to meet the first Thursday of the month at 6:00 pm.
### 5 minutes

#### Discussion of District Facilities Partners (STR/Pepper)

- **Baffoe**: Information sharing
- **Evans**: None

**Notes:**

Information about Pepper and STR was distributed to the group. Questions were asked about the project manager and construction timeline. The district has a project manager – Pepper is the project manager- STR is the architect - both have experience in the K-12 market. Outside firms may be used for engineering and other services.

### 10 Minutes

#### Update on Planned Construction Projects and Timeline

- **Dr. Evans**: Information Gathering
- **Mr. Baffoe**: Review timeline at next meeting

**Notes:**

The first phase involves identifying what needs to be done to consolidate schools, such as known leaks, rebranding HVAC, roofing etc. Athletics is listed on Phase I. A member asked about, what is going on with the restructure. He noted that we must let people know what will be done for the classrooms. Another member noted that informing the community is not the role of the FAC committee and the group must be careful about what it does. The group is advisory, please review the charge. It was noted that, this is the first introductory meeting.

Other information discussed:

- Information was given to show the projects that were proposed
- Culinary Arts bid timeline was discussed
- Questions were asked about the Rich East campus. Response- regional vocation center is something that is be vented HF has partnered with Rich to do a feasibility study
- Strategic plan for consolidation – would like to see the plan at the next meeting
- Projects must align with the financing of the schools
- Concerns about funding - callable bonds were mentioned
- Insurance for construction projects were mentioned- administration told the members that insurance is part of our insurance cooperative. Construction projects will be covered under builders' risk policy
- Upgrades and improvements – must be done at the same time.
- No overlap – the intercom-floors will be complete at rich central done by August 10 the start is as soon as possible.
- Intercom system will use existing equipment and change to IP. Will lighting be controlled digitally? Yes (these are part of the bid scope)
- Permitting question – we are covered by the state for the inside construction work (ISC4) - zoning is needed for external school projects.

<table>
<thead>
<tr>
<th>5 Minutes</th>
<th>New Business</th>
<th>Bonds</th>
<th>Information Gathering</th>
<th>Email agendas one week before the meeting</th>
</tr>
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</table>

Notes:
The group was asked if they wanted to have a chair and co-chair leadership structure. The group said they did not want a chair and co-chair structure.
The group agreed that they would adhere to the open meetings act.
The group agreed that a quorum of four is needed in order to hold a meeting.
The group agreed that email is the best way to disseminate information.

<table>
<thead>
<tr>
<th>5 Minutes</th>
<th>Adjournment</th>
<th>Bonds</th>
<th>Information Sharing</th>
<th>District protocol</th>
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Notes:
Meeting protocol will be discussed at next meeting. A sample of the district’s protocol will be given at the next meeting. ASA Financial Statement, 10-year health/life report.

Adjournment 6:48 pm