

WILLOW RUN COMMUNITY SCHOOLS
Ypsilanti, Michigan

WORK-STUDY SESSION

January 25, 2007

The work-study session opened at 6:30 p.m. at Willow Run High School, 235 Spencer Lane, Ypsilanti, Michigan.

Those present were:

Andreas Blakita, Vice President
Brenda Clay, Secretary
Clifford Smith, Trustee
Dorothy Stewart, Treasurer
Scott Wilson, Trustee
Travis Greer, Student Representative to the Board of Education

Absent: Claudette Braxton, President
Sheri Washington, Trustee

Members of the Administrative Council Present Included:

Ron Ciranna, J.D., Superintendent
Dr. David Houle, Controller
Todd LaPrairie, Director, Buildings and Grounds
Mike Schubart, Director Athletics, Assistant Principal High School
Katie Smith, Director, Technology and Community Services

Vice President Blakita called the meeting to order at 6:34 p.m.

Dr. Ciranna said the purpose of the meeting was to update everyone on the Bond Project, including outstanding projects, finances, pending litigation, and technology.

Unfinished Work/Problems

- 1.) Chillers at Ford and Holmes Elementary Schools – Mr. Kevin Waldman, Barton Malow, said there have been ongoing problems with the chillers at both Ford and Holmes Elementaries. He said the manufacturer has agreed to stand behind the equipment until the problem is corrected.

The board discussed whether, or not the cause of the problem is due to the chillers being too high capacity for the size of the buildings. Mr. Waldman said if this turns out to be the problem, the manufacturer will take corrective action, up to replacing the equipment, if necessary.

Mr. LaPrairie said as this equipment has never worked properly, the warranty on these units will not begin until the equipment has started functioning correctly. Mr. Waldman agreed saying the manufacturer has stated this, but has not put anything in writing.

- 2.) Brint Electric – Mr. LaPrairie said there is a problem with the rope lighting running along the edge of the stage, as well as incorrectly labeled electric panels at the middle school. Mr. Waldman thinks Brint Electric has the replacement lighting and will contact them about installation. He said if they refuse, due to pending litigation against the District, he will hire another company to complete the installation.

Mr. LaPrairie said the middle school has some incorrectly labeled electrical panels. Mr. Waldman will verify the situation and have it corrected.

- 3.) Kaiser Flooding – Mr. Waldman said there has been an issue with flooding in the Kaiser Elementary Media Center. He said he is fairly confident the problem is an existing storm line that ends under the new addition. This summer the contractor will pull up the floor and fix this. He said if the flooding is due to contractor error, the repair costs will be covered by the contractor. If the problem is not due to contractor's error, Barton Malow will analyze the situation and inform us of a resolution. Mr. Waldman said a temporary solution has been put in place and the room is staying dry.

- 4.) Middle School Gas Pressure – Mr. Dan Trials, Kingscott, said there is a gas pressure problem at the middle school and a senior mechanical engineer has been brought in to study the cause. Mr. Trials said this may be the result of the number of 90- angles in the pipes, or may be caused during the passage of gas through the regulator.

Mr. Smith said some of these problems are ongoing and need to be fixed. Ms. Clay said the building has been open a number of years now and with kids in there, this is a potential problem, with some urgency to it. Mr. Trials said this will be taken care of in an expedient manner.

Mr. Blakita asked if the reason for the delay in fixing problems is a scheduling issue. Mr. LaPrairie said the gas to the building may need to be shut-down for the repairs to occur. Ms. Clay suggested these repairs take place over winter break. Mr. Trials said the mechanical engineer is looking into a solution right now and should have an answer by next week, so the repair should be able to occur over winter or spring break.

Mr. Waldman pointed out most of these problems have the common thread of nothing obvious being wrong. He said you start with the obvious and work from there and for some of the issues no timeline can be given, because the correction to the problem is not yet know. Mr. Blakita said the reason for this meeting is to set a process to fix these problems.

Mr. Waldman said he will send Mr. LaPrairie an updated log of activity every two-weeks, but for some of these items, there will be no activity until June, due to the impact of the weather on their repair.

- 5.) Kaiser, Kettering, Thurston Problems – Mr. Waldman said there is a problem with the chiller at Kaiser tripping out. There are also problems with the damper and valve actuators not responding to control commands at Kaiser, Kettering and Thurston, as well as problems with some units not being sealed correctly and tripping out the freeze stat. Mr. Waldman said a meeting will be set-up with Johnson Controls, for him and Mr. LaPrairie to discuss all of the chiller issues.

Dr. Ciranna asked if there is a certain amount of money the District should set-aside in case of cost to the District. Mr. Waldman said all of these are insurance situations either way they go and he will ask the manufacturer for a commitment in writing. Mr. Smith said if we have to go through insurance we would still have a deductible and would still end up paying District money.

Mr. Greer asked if the chillers can be run a few weeks in the summer to be sure they are fixed. Mr. Waldman said that is the plan.

Proposed Projects

- 1.) Administration Renovations – Mr. Trials distributed renderings of the proposed renovations to the administrative wing. He said this project was sent out to bid and the lowest bid received came in at \$242,000, which was well above the \$150,000 it was hoped the project would cost. Due to this, a post-bid addendum was requested with scaled back plans, which reduced the cost by \$68,257 for a total base bid of \$173,000. Mr. Trials said he is working to get the costs down to \$150,000, by reviewing the credits to be sure they are as low as they can be.

Mr. Smith questioned whether, or not, the post-bid addendums were given to every bidder. He added he thought when you get a bid with the specifications, they come back in and you present all of them to the board, and the board then makes its recommendation and revisions then take place.

Mr. Wilson said the bid did not go through the authorized scope of work in the first place, so the bid can go back out for revisions to all of the bidders or to one. He said when it comes to the board for presentation he hopes it is a little clearer on the scope of work to be done.

Ms. Clay said according to policy, bids are supposed to come to the board in the first place and that was not done. Dr. Ciranna responded this is an opportunity to ask questions, and as there are no longer board committees, this project is being brought to the board as a whole to look at.

Mr. Blakita said, legally, you can get the bids and bring the information back to the board, and it is up to the board to decide if they want to move forward.

Mr. Smith said it is the board's responsibility as part of policy that more than one bid comes in for the board to look at, so they know what companies and who they are dealing with. Mr. LaPrairie explained only two companies out of 15 who expressed interest in the project, submitted bids. He said in the past, we have had multiple bids, which Barton Malow reviewed and then chose the best bids for presentation to the board.

Dr. Ciranna said both bids will be presented to the board if they decide they want to move forward on this project.

Ms. Stewart said we need to sit on this money. Mr. Blakita said no, we need to finish up and move on it. Ms. Stewart suggested looking at the fund balance and the cost of the projects first.

Mr. Wilson questioned what the scope of work for this project is. Mr. Trials explained the scope of work as encompassing the following:

- Drywall and door in the superintendent's office
- New entry and exit (now omitted)
- Drywall partitions and doors to create two office spaces in the curriculum office
- Drywall and one door in the business office
- Partitions and doors in the technology office
- Vestibule in entry
- New carpeting in office areas and board room
- Creation of an ROTC storage room
- Power routing/distribution
- New ceilings (now omitted)
- Adjustment of light placement
- ADA ramp
- Windows, doors, steps and stoops will remain as is

Ms. Stewart said with the changes made to the bid, this is basically a new project and asked if it should be sent out for bid again. Mr. LaPrairie said it could be sent back out for bid.

The board agreed to send the project back out for bids, with these bids being brought back to the board for consideration.

- 2.) Softball Field – Mr. Trials presented the proposed softball field in bid document format to the board. He explained the basic bid will include dugouts, fencing and bleachers, with add-alternatives for bleachers, the type of dug-outs, a storage facility, restrooms and a concession area.

Mr. Smith asked what the initial estimate is and if it is only for the softball field. Mr. LaPrairie said the initial rough estimate is \$230,000. Mr. Wilson questioned if the \$230,000 cost includes the building. Mr. LaPrairie said this estimate includes a basic storage shed, irrigation, and power for the score board. He added the score boards will be bid out separately.

Mr. Smith said he is concerned and questioned if this is where we want to spend our money. He said we should keep some money in reserve for the next three to five years.

Mr. Wilson suggested looking at the softball fields from the perspective of Title IX. Ms. Clay said we also need to consider this as a draw for students.

Mr. Schubart said as of right now, we are in direct violation of Title IX, which requires the girls be given at least the same facilities as the boys receive. Mr. Smith said he needs somebody to come in and tell the board that and questioned why we cannot use the township's field.

Mr. Schubart said the township field is not a fast-pitch softball field and because we own property with a softball field on it, using the other field will not meet Title IX criteria. Mr. Smith said in his work with the Workforce Development Board he knows combining facilities is being looked into and he does not want to spend \$300,000 on this field if we do not have to. Ms. Clay said we are going to have to do this. Mr. Smith said he is not saying we do not need a field, because we do.

Mr. Wilson asked what would be considered the equivalent of the boys' field. Mr. Schubart said it would have to include dugouts, a varsity-style field, storage, a scoreboard and a practice building.

Mr. Blakita said we need to put a softball field in; the kids deserve it. He said it is just a question of how elaborate it is.

The board decided to proceed with the bid process for the softball field.

- 3.) Parking Lot – Mr. Trials gave an update on the parking lot and bus loop behind the middle and high schools, saying the loop is not being used by buses. He proposed taking away the grassy circle and paving it to create 103 spaces for an estimated cost of \$50-60,000.

Mr. Smith said this should be a low-priority and it would be good to leave some money in the bond account for emergencies and to replace technology-type things.

Other Needs/Concerns - Mr. LaPrairie shared the attached list of needs, wants and concerns from the bond monies.

The board agreed to plans for bleacher code updates being developed for presentation.

Technology

- 1.) Current Status - Ms. Smith updated the board on the current status of the technology portion of the bond budget. She said \$129,016 is available at this time. Ms. Smith said most technological equipment requested by the principals has been purchased.

Needs/Wants/Concerns - Ms. Smith said she would like to use the remaining money to purchase a new network copier for the administration building as the current one is so old, parts are no longer being produced for it, resulting in high maintenance costs.

Ms. Stewart asked how funding for replacement and repairs of technology equipment is set-up in the bond budget. Ms. Smith said we purchased three-year warranties for equipment. She said all machines are being looked at and any parts in need of replacement are being done prior to the expiration of the warranties. Ms. Smith also said Ms. Borton is being trained in PC repair, so she can use parts from various computers to build new, or to repair existing ones.

- 2.) IP Camera System – Ms. Smith and Mr. LaPrairie said the problems with the camera system are being taken care of at no cost to the District. Adjustments have been made to the system, so current and recorded video through-out the District can now be viewed. A few cameras are still in need of focusing adjustments. Once the cameras are in full working order, the District will sign-off on them and the one-year warranty will begin.

Student E-mail Accounts – Ms. Smith said the student e-mail accounts are now set-up and access passwords will be released to the students upon the technology department's receipt of the Acceptable Use Agreement signed by both student and parent.

Finance

Dr. Houle asked Mr. Rod Ranger, to present the attached Bond Cash Balance Analysis Mr. Ranger prepared. Mr. Ranger walked the board through the analysis which shows \$892,038.23 available to spend from the remaining bond monies.

Mr. Ranger also presented a detailed compilation of bond budget expenditures and known obligations.

Mr. Trials shared Kingscott's fees for the proposed projects as follows: administration wing - \$15,000, softball field - \$16,000, parking lot - \$4,000. Mr. Waldman added Mr. LaPrairie would be managing these projects, so there would be no construction manager costs, although Barton Malow is willing to do any work requested for a fee.

Vice President Blakita declared the meeting adjourned at 9:43 p.m.