

The Bond Oversight Committee Meeting of Westside Community Schools convened in open and public session on November 8, 2016 at 6:05 p.m. at the Westside ABC Building, 909 South 76<sup>th</sup> Street, Omaha, Nebraska.

Advance notice of the meeting occurred:

- On the front page of Westside Community School's District website (no less than 48 hours in advance of the scheduled meeting date as authorized by Board Policy 1220) beginning on November 6, 2016 until the start of this Oversight Committee meeting.
- Simultaneously with the availability of the agenda to all members of the Bond Oversight Committee and staff of the Board of Education office ("the Board" hereafter).

All proceedings hereafter were taken while the convened meeting was open to the public.\*

Committee members present: John Hughes (Chairperson), Kris Brown, David Cota, Ann Christiansen, Mike Williams

District Administrators and Staff Members in attendance: Dr. Blane McCann, Bob Zagozda

Others in Attendance: Beth Morrisette, Joel McWilliams, Rob Zimmerman, Beth Molloy

\*Members of the public in attendance are not required to identify themselves.

Chairperson John Hughes called the meeting to order at 6:05 p.m. Mr. Hughes confirmed that the meeting had been publicly announced, that the agenda was available to any interested parties, and that the public was welcome to attend and speak, in accordance with the current statutes of the Nebraska Open Meeting Act as posted in the foyer of the District Administrative Offices (ABC Building).

Mr. Hughes presented minutes from the meeting held on October 11, 2016.

Mr. Mike Williams moved to approve the minutes. Ms. Ann Christensen seconded the motion. All voting members in attendance voted and approved the minutes. The motion passed with five approving votes.



## **Annual Board of Education Update**

- Mr. Hughes presented a report to the Board of Education on Monday, October 17, 2016. In his presentation, he expressed satisfaction in both the oversight process and design/construction progress over the past sixteen months.
- Mr. Hughes plans to make two presentations to the Board in 2017, one in June/July, and the second at the end of the year.

## **Program Update**

### **Bond Status**

- Mr. Bob Zagozda distributed the Monthly Report of Bond Payments (organized by vendor) document.
- Expenditures for Westside Middle, Oakdale Elementary, and Sunset Hills Elementary schools are continuing at a fairly even pace. \$1.09 million in payments were made in October, showing an increase of approximately \$90 k over September's outflow.
- The District's audit is still underway. Next month, after audit adjustments are booked, accounts are reconciled, and financial reports are issued, Mr. Zagozda will publish the Bond Summary Report.

### **Communication Efforts and Planning**

- Ms. Brandi Petersen is in the process of updating the [imagineadistrict.org](http://imagineadistrict.org) website:
  - A new "Meetings & Reports" page, accessible from the menu bar, was added.
  - Obsolete FAQ information was archived to a new "FAQ Archives" page, and current information was posted on the updated FAQ webpage.
  - A programming bug occasionally misdirects the viewer from the "FAQ" hyperlink on the menu bar to the "FAQ Archive" webpage instead of the targeted FAQ page. Tech support is required to fix that coding bug and will be investigated.
  - Renovation Detail web pages for each school will be updated with photos and recent updates, and a new "In the Media" section.
- Ms. Petersen is cross-promoting Bond status information on the main Westside site and through the district's social media channels.
- Mr. Hughes noted that the community will be most interested in seeing progress photos.
- Mr. Cota suggested organizing the school project pages by phase for the Monthly report and on [imagineadistrict.org](http://imagineadistrict.org). Completed and closed project pages should be archived. Financials for archived projects would still be included on the financial reports.
- On Monday, November 14, 2016 from 4:00 - 6:00 p.m., Project Advocates will conduct group tours for the Board and the BOC to view three High Priority projects:



- o Paddock Elementary, 4:00 p.m.
- o Rockbrook Elementary, 4:45 p.m.
- o Loveland Elementary, 5:30 p.m.
- o A demonstration of the newly commissioned security systems will be included as part of the tours.
- o Mr. Rob Zimmerman will offer individual tours for those who cannot attend the group tour or who are interested in seeing the construction progress of other locations.
- Project Advocates will schedule BOC meetings at CCC/Swing School and Westside Middle School sometime in the next six months in order for the BOC to tour project progress.
- There was feedback from the community about the cupola at Oakdale Elementary School. Concern has subsided since the cupola was stored.
- Most comments from the community have been expressions of personal opinions, such as concerned reactions over tree removals at Oakdale Elementary school.
- Community members have also requested information about the formation of the Design Advisory Committee for the Swanson Elementary School projects.
- One community member expressed appreciation for the professionalism, safety, and cleanliness of the crews hauling dirt at Sunset Hills Elementary School.

### **District-Wide Program Status**

- Mr. Rob Zimmerman presented the Phase 1 Implementation Monthly Report for November 2016.
- The overall schedule is on track.
- The fall weather has been a great benefit for construction progress at Oakdale Elementary and Westside Middle schools.
- Mr. Zimmerman and Mr. Joel McWilliams, of Project Advocates, and Ms. Michelle Patterson, Principal of Sunset Hills Elementary school, attended the 2016 EDSpaces exposition, held in Cincinnati, OH, from November 2-4, 2016. Major furniture dealers and manufacturers were present to showcase new furniture styles and trends for educational spaces.
- Cafeteria tables that fold into benches is the option that Ms. Patterson and Project Advocates plan to procure. They can be reconfigured from cafeteria tables into benches or bench/half table top combinations, to re-purpose as auditorium or lecture-style seating.
- Education specifications will be focused on furniture standards by school level, with furniture selections that are progressive but not simply a trendy fad.
- Much of the new research shows that chairs which allow for movement are effective in helping students expend motor energy, reducing their need to get out of their chairs.
- While developing the education specifications (“ed specs” hereafter), Project Advocates and the District struck a balance between design elements that make sense to standardize, and those that give each school their individual character.
- Phase 1 Bond ed specs provide consistent district-wide standards for:



- Security
- IT and A/V equipment
- Furniture (per age group level)
- School size and programming
- Building control systems
- Quality and type of flooring (color choices and styles do not need to be standard, nor do manufacturers)
- Acoustical tile type/size
- Non-standard design elements, customizable at each unique school, include:
  - Common spaces
  - Millwork
  - Paint color
  - Tile choices
  - Flooring tile
  - Upholstery
- In response to Chairman John Hughes' suggestion last month, Project Advocates created a catalogue of lessons learned from completed projects.
- This important information was shared with Alley Poyner Macchietto at the initial design meeting for Swanson Elementary school.
- Transferring knowledge among the variety of designers and contractors is important so that roadblocks and issues on past projects are avoided, and efficiency and quality improvements in process practices can be put into effect.
- Project Advocates will continue to maintain this catalogue of suggested process and construction management improvements.
- Once Oakdale Elementary moves into the new building, a significant amount of feedback about the process is expected.
- One Source conducts thorough criminal background checks on construction workers, like those at Sunset Hills, who will be working in close proximity to children. There are strict guidelines for onsite behavior, such as restrictions on tobacco use or inappropriate language.
- Construction workers are identifiable by both clothing and security badges.

## **Status of Current Projects**

### **High Priority Projects Update**

- High Priority Projects are nearly closed out.
- Security changes from the office vestibules to the hallways have been implemented.
- Installation of security software is continuing and will be completed by Thanksgiving.
- Budget variances will be reconciled and closed out to Contingency.



### **CCC/Swing School Project Update**

- CCC/Swing School came in under budget by \$55 k.
- The remaining \$55 k in Contingency savings will be used to upgrade the aged mechanical equipment, which is original to the building.
- The objectives are to:
  - Update the mechanical equipment so it will operate effectively for another ten years
  - Improve air quality
  - Improve comfort by consistently maintaining optimal air temperature
- Items in the mechanical maintenance scope of work include:
  - Installing filter racks to replace roll-up filter media in order for filters to be replaced more easily and often.
  - Cleaning the coils to improve air flow
  - Installing dampers for air flow control, given enough budget.
- Other miscellaneous work items include:
  - Installing a sidewalk to the track
  - Replacing glass in kitchen exterior windows
  - Installing water to the sports fields for irrigation
- Mr. David Cota inquired if there was any need to reserve budget for transitioning the CCC/Swing School's occupancy from Oakdale to Swanson. Mr. McWilliams responded that since requirements are being vetted and addressed now, there shouldn't be any major cost outlays necessary when Swanson moves in.
- Ms. Christiansen asked about funding to repair the gym roof leak. Repairs will be paid from the special building fund, not from Phase 1 bond funds.
- The various work items will cost about \$46 k, leaving \$9k in unused Contingency.

### **Westside Middle School Project Update**

- Westside Middle School construction progress is tracking on schedule. The pull session that Project Advocates led in mid-September helped bring construction progress back on schedule.
- Drywall is being installed.
- Walls are being painted.
- Once installation of the above-ceiling HVAC equipment is complete, ceiling grid will be installed.
- Exterior brick is being installed.
- Glazing will be installed at the end of the month.
- A few months ago, Russ Olsen, Principal of Westside Middle School, and Leuder Construction resolved issues with construction traffic at school start/drop-off and dismissal/pick up times.
- Ms. Beth Morrisette brought up concerns about winter weather and safety/traffic issues during school dismissal/pick up times. Mr. McWilliams will communicate this concern to Leuder so they can remind construction crews of traffic safety and restricted traffic periods.



### **Oakdale Elementary Project Update**

- Mr. Zimmerman presented photos showing the construction progress at Oakdale.
- Underground plumbing for the kitchen area is complete.
- Project Advocates met with the neighbors a few weeks ago, walking them through the site and reviewing survey elevations for the berm.
- Photos reveal the significant change in grade elevation. With the lower grade, the new school building will have a strong presence on Center Street.
- The access road along Center Street will be shut down until next spring..
- To provide appropriate support for footings, soil was compacted by excavating 4-foot below the footings' footprints, and then refilling and compacting to the specified density.
- Concrete block will be delivered this week.
- The excellent fall weather has helped recover schedule time lost during the delay over permitting issues.
- Mr. Zimmerman stated that Prairie Construction is doing a very nice job. Construction progress and schedule are going well.

### **Sunset Hills Elementary Project Update**

- Soil is still being hauled from Oakdale to Sunset Hills Elementary.
- The foundation area is being over-excavated, re-filled, compacted, and surcharged for a period of 120 to 160 days, depending on the settlement.
- Fencing was installed around both the surcharge site and the new playground area.
- The community information session on October 20 went well.
- Project Advocates initially planned a competitive hard-bid process for selecting the Sunset Hills general contractor, similar to Oakdale's hard-bid award. However, Project Advocates is now recommending using the Construction Manager at Risk (CMR) delivery method instead.
- Mr. Hughes and Mr. Cota both agreed that the CMR approach may be the best approach for a project at an existing school with elementary students present.
- Project Advocates will present the CMR alternative to Dr. McCann and to the BOE for their approval.

### **Swanson Elementary Project Update**

- Alley Poyner Macchietto was awarded the design contract for Swanson Elementary.
- Alley Poyner Maccietto's proposal incorporated a well thought-out community engagement plan with dedicated staffing. This helped set the designer apart from a field of excellent, competitive, and well-qualified proposals.
- Michael Alley is the lead Principal. Todd Moeller is the lead architect.
- Project Advocates and Alley Poyner Maccietto held their initial project kick-off meeting on Friday, November 4, 2016.
- Next steps will be to establish the Design Advisory Committee and schedule community meetings.





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- The traffic study is complete.
- The new Swanson Elementary will remain in the same general location, as the best and logical siting choice. The footprint will be larger.
- The property does not require re-zoning.

### **Boys and Girls Club Update**

- Project Advocates put together pricing for the Boys and Girls Club at Westbrook Elementary, and plans to review it with them.

### **Closing Comments**

December and January meetings will be held per the usual schedule, on the second Tuesday of the month.

Mr. Hughes adjourned the meeting at 7:14 p.m.

