



# MEETING NOTES

*Meeting Notes are not official until they are voted on by the Board of Education at its next Regular Meeting.*

1. The meeting was called to order at 6:30 p.m.
2. Members present: Ms. Arnold, Mrs. Crowley, Mrs. Murdoch, Mr. Perry, and Mr. Vorst.
3. The Pledge of Allegiance to the Flag
4. The Board of Education adopted the agenda.
5. Construction Update

**NOTE:** Portions of the meeting's audio recording were difficult to decipher, so this document may include several incomplete sentences or inaccuracies. Some of the participants' names may be misspelled.

*Mr. Stewart:* Okay, the highlight of our meeting tonight is an update from Rachel from Schorr Architects. Believe it or not, it is already time to start thinking about the projects for next summer, and Rachel will give us an update on what that looks like —it is significant.

*Ms. Eiferd:* Hello, my name is Rachel Eiferd. We are very excited to be working with you on this next round of projects. Some of them might look familiar. We've done phase one, and now we're going to do phase two at Alton Darby, Darby Creek, Hoffman Trails, Scioto Darby, and Washington. This is an aerial view of a plan example of what was done at Horizon and will be done at each of these schools. It's very similar to the setup we'll be using for the playgrounds, where we have the school with an asphalt area. And then there's a drive aisle, and we'll have a soft-surface playground beyond it.

The other group of projects we're going to be working on is the secure entrances, phase two. We're going to look at Avery, Alton Darby, and the pre-K entrances, Crossing, Darby Creek, Hoffman Trails, Horizon, and Norwich. All of these will mimic what we did at Tharp. We're going to add a secure vestibule inside the school that will lead directly into the office.

Next, we have exterior door assessments. This is an assessment that we're doing for grades 6th-12th grade schools. We're doing Bradley, Darby, Davidson, Station, Memorial, Tharp, Heritage, and Weaver. And what we're going to do is identify the exterior doors and create a matrix evaluation list. The criteria we'll be looking for are the door itself, frame, panic hardware, hinges, and threshold. This is an example of Darby High School. The thresholds are not the greatest there. But we're taking a lot of notes to put together a solid assessment.

Next, we'll look at band tower replacements at the three high schools. So, on the left is what you guys currently have, and on the right is a new, improved example of what the next one might look like— switching from wood to a metal steel structure. And then we're also going to be doing performing arts center assessments at the three high schools.

Any questions?

*Mrs. Crowley:* The door assessment that you're doing, is it based on safety or aesthetics?

*Ms. Eiferd:* Just pure functionality of the door. So, in this assessment, we're looking at whether the door is heavily used; we have students and teachers going in and out of that door multiple times a day. Or is it never used? We're taking a full account of what that door looks like, but it's more of a condition...(unintelligible)...

*Mr. Vorst:* The doors that are all red. I'm assuming that's bad.

*Ms. Eiferd:* Yes.

*Mr. Vorst:* What are the commonalities with the red?

*Ms. Eiferd:* For example, you'll see a column for hinges. There's a standard we're trying to reach, and that would be continuous hinges. So, if you see a hinge with red on it, it doesn't have a continuous hinge.

*Mr. Dudgeon:* So, once we gather the information, we'll use this type of matrix to scope out the different phases of projects and move forward. Rachel and her team were first focusing, like she said, on the secondary schools. This gives us the data we need to move forward. We know we have a lot of doors with issues. In the impact chart we put together during the campaign, we included door safety and security among the topics we wanted to look at. To get to the starting point for any project, we have to know what we're looking at.

*Mrs. Crowley:* Was there anything you guys learned from putting in the playgrounds this time that you're planning to change, or did it go pretty smoothly and you're keeping it the same?

*Ms. Eiferd:* One thing that we added was under drains, and we're going to carry that into phase two.

*Mr. Stewart:* I would say from both the secured vestibules and the playgrounds, we've learned a lot. The drainage is a great one. We had several playgrounds previously that, if it rained even a little bit, were out of commission for a week at a time. We're going to review the drainage and equipment with the principals who received new playgrounds this past year. We'll also have them talk to the principals who are getting new playgrounds next summer. But with that said, they've also been really well received.

*Mr. Vorst:* Unfortunately, we have to ask this question from time to time, given the world we live in. Do you guys have any concerns about access to the buildings? Since we're talking about doors, I don't know that we've touched on that in a while. We're making some enhancements with the vestibules and everything. Are we in a good spot?

*Mr. McDonough:* This tool will be used for that because ultimately, one of the things that we've engaged Schorr on is re-keying of all our buildings. But this ties into that because we know we have some thresholds that need repairing and doors that need replacing. It's a comprehensive approach that all ties into that safety and security. But the vestibules are the most tangible thing that you'll see in the near future.

6. The Board of Education authorizes the amendment of the Hilliard City School District Section 403(b) Plan and 457 Plan (the "Plans"), by adopting the following resolution:

RESOLVED: That the Plans and their Adoption Agreements be amended and restated in the form attached hereto, which amendment and restatement are hereby adopted and approved;

RESOLVED FURTHER: That the Treasurer/CFO of the District be, and hereby is, authorized and directed to execute said amendment and restatement on behalf of the District;

RESOLVED FURTHER: That the Treasurer/CFO of the District be, and hereby is, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to affect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports documents or other information as may be required under applicable law.

*Mrs. Swearingen:* This is part two of what you reviewed at the last board meeting, when we approved moving our plan sponsor to the Omni TSA group. As part of that, they have reviewed both of our plans, made any necessary compliance adjustments, and ensured that the adoption agreement mirrors the plan we have in place.

7. The Board of Education approved the following resolution:  
SELECTING CONSULTANT FOR COMMISSIONING SERVICES FOR THE CAPITAL IMPROVEMENTS PROJECT – PHASE I AND AUTHORIZING AN AGREEMENT

The Chief Operating Officer recommends Palmer Conservation Consulting, LLC (“Palmer”) as the most qualified firm to provide commissioning services for Phase I of the Capital Improvements Project (the “Project”), and requests authority to negotiate and execute an agreement with Palmer for the Project.

Rationale:

1. The Project requires commissioning services (“Services”), which are considered design professional services under Ohio law.
2. Sections 153.65 through .71 of the Ohio Revised Code prescribes a qualifications-based selection process for the procurement of design professional services by public entities.
3. In accordance with the statutory process, District administration publicly advertised and published a request for qualifications (RFQ) for the design professional services. Three statements of qualifications were submitted in response to the RFQ. Those statements of qualifications were then evaluated and ranked by the evaluation committee in accordance with the criteria identified in the RFQ.
4. Following this evaluation, the firms were ranked in the following order for the Services: 1) Palmer Conservation Consulting, LLC, 2) Concord Addis, LLC, and 3) Go Sustainable Energy, LLC. Palmer was determined to be the most qualified to provide the Services for the Project.
5. The Chief Operating Officer recommends the Board adopt the ranking provided by the evaluation committee and requests authority to request a price proposal and negotiate an agreement with Palmer to be presented to the Board for approval at a later date.

The Board of Education resolves as follows:

1. Based on the recommendation of the Chief Operating Officer, the Board adopts the selections and rankings provided by the evaluation committee and selects Palmer as the firm most qualified to provide the Services for the Project.

2. The Board authorizes the Chief Operating Officer, working with other District administrators and legal counsel, to solicit a price proposal from Palmer for the Services and to negotiate an agreement with Palmer to be brought to the Board for approval at a later date.

*Mr. Dudgeon:* Commissioning is a service that's provided to the district by a third-party firm. And basically, during the commissioning process, they review all the drawings prepared by our architects and engineers. The purpose of their work is to ensure that, when the building is built and all systems are installed and started up, those systems function as intended by the manufacturer. It's a third-party, separate and apart from any architect or engineer working for us. This resolution authorizes us to begin negotiating with them regarding their fees and service costs. Then, we'll bring you a resolution for approval at a future board meeting.

*Mr. Vorst:* Is this a standard construction?

*Mr. Dudgeon:* Yes. And there's new code now. It used to be that you could opt in or decide to do it, typically after construction. Now there's new code that requires it at the design level.

*Mr. Vorst:* Do you have a ballpark on cost?

*Mr. Dudgeon:* I do not, no. We just brought them in last week for the initial meeting. They have already started gathering drawings and will then look through them. So, we'll negotiate with them. It'll be an à la carte type menu of services that we request from them. Palmer, the firm we're moving forward with, has extensive K-12 experience in Ohio, as well as a broad range of public-sector construction experience.

*Mr. Perry:* Question, if we don't have a cost estimate, say the cost comes back that we find unacceptable, does this bind us to working with them?

*Mr. Dudgeon:* It doesn't. The only thing this resolution does is allows us to begin the negotiation process.

8. Policies submitted for first reading:
  - a. BF – Board Policy Development and Adoption
  - b. DBD – Long-Term Financial Planning
  - c. DE – Revenues From Tax Sources
  - d. DJC – Bidding Requirements
  - e. DLC – Expense Reimbursements
  - f. EBC – Emergency Management and Safety Plans
  - g. EEA – Student Transportation Services
  - h. EEAC – School Bus Safety Program
  - i. EEACC-R (Also JFCC-R) – Student Conduct on District Managed Transportation (**New-Regulation**)
  - j. EEACD – Drug Testing for Motor Van Drivers and District Personnel Required to Hold a Commercial Driver's License
  - k. EEACD-R-2 – Drug Testing for Motor Van Drivers (**New Regulation**)
  - l. EEAD – Non-Routine Use of School Buses and Motor Vans
  - m. EHA – District Records Commission, Records Retention and Disposal
  - n. EHC – Cybersecurity
  - o. FD (Also KBE) – Tax Issues
  - p. FEF – Construction Contracts Bidding and Awards

- q. GBQ – Criminal Records Check
- r. GCBC-R – Professional and Certificated Staff Fringe Benefits
- s. GCI – Professional and Certificated Staff Assignments and Transfers
- t. IGAE – Health Education
- u. IGBB – Programs for Students Who Are Gifted
- v. IGBEA – Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)
- w. IGBEA-R – Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)
- x. IGD – Cocurricular and Extracurricular Activities
- y. IGDJ – Interscholastic Athletics
- z. IKA – Grading Systems
- aa. IKE – Promotion and Retention of Students
- bb. IKEB – Acceleration
- cc. IKF – Graduation Requirements
- dd. IND/INDA – School Ceremonies and Observances/Patriotic Exercises
- ee. JECBB – Interdistrict Open Enrollment (Do Not Participate)
- ff. JED – Student Absences and Excuses
- gg. JEDA – Truancy
- hh. JEDC – Religious Expression Days
  - ii. JEFB – Released Time for Religious Instruction
  - jj. JFCK – Use of Cellphones and Electronic Communications Devices by Students
- kk. JHG – Reporting Child Abuse and Mandatory Training
- ll. KBA – Public’s Right to Know

*Mr. Stewart:* This last piece does not require action, as it's a list of policies submitted for the first reading.

- 9. The meeting was adjourned at 6:42 p.m.