

CASA ACADEMY

Facility Committee Meeting

Date and Time

Wednesday February 8, 2017 at 6:00 PM MST

Location

Dial-in Number: (712) 775-7031 Meeting ID: 356-190-185 Host PIN: 5293

CASA Academy Governing Board meetings will take place at the CASA Academy campus (1500 W Maryland Ave, Phoenix, AZ 85015). Per A.R.S. § 38-431.02, notice of meetings for CASA Academy and any of its committees will be posted on this website. Notices will also be posted in the front office of CASA Academy (1500 W Maryland Ave, Phoenix, AZ 85015), which is open from 8:00 am to 4:00 pm, Monday through Friday.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		
Approve minutes for Facility Committee Meeting on January 4, 2017			
II. Facility			6:00 PM
Facility			
A. Lease update from Church	Discuss	Mary Dahlen	10 m
B. Preliminary plan for construction	Discuss	Danielle Puente	10 m
1. Structural engineer needs to create one sheet plan to send to the city. Scott will contact engineer on next steps to finalized.			
2. Dickens Demolition can perform the work once the plans are finalized. Offered to do this at cost (original estimate: \$2500-\$3000)			
3. Will request a DP Electric volunteer to be there with the Demolition team in case there is electrical work in the walls.			
4. What is needed from CASA- Need to pick out carpet/tile to match.			
5. Discuss fire code in relation to repairs			
C. Other tenant improvement work	Discuss	Jenna Leahy	10 m
-Tiling of adult center (\$3500 allowance). Need to request quotes.			

	Purpose	Presenter	Time
-Anything else?			
D. Timeline for Implementation of Facilities Transition	Discuss	Jenna Leahy	5 m

Draft Timeline:

May 19th, 2017: Last day of school; copy machine moved into room 16
 Week of May 22nd: Volunteer event to move furniture; demolition occurs this week; gate construction occurs for new kindergarten classrooms
 Week of May 29th: Retiling occurs in classrooms and cafeteria
 Week of June 5th: Classrooms cleaned and volunteer event (furniture moved back into classrooms)
 Week of July 10th: Move furniture and materials from old kindergarten classrooms into new ones

Considerations:

Storage pods would make the movement of furniture a lot easier, especially if the cafeteria retiling occurs in conjunction with the other tiling of classrooms.
 Do we need to hire specific people to rip out carpeting in room 14 and cafeteria?
 What considerations with furniture, etc. do we need to incorporate into check-out process of classrooms/ cafeteria? Example: all kindergarten materials should be boxed for easy transport. Can closets stay full in classrooms that will have walls knocked down or does everything need to be moved out?
 We will have an extra set of furniture from each classroom (that has a wall that will be knocked down) that will need to be stored somewhere permanently.

III. Other Business

IV. Closing Items

A. Adjourn Meeting Vote