



Voices for International Business and Education

VIBE Facility Committee Meeting

Facility Committee

Date and Time

Tuesday October 6, 2020 at 5:30 PM CDT

Location

Zoom Call

Voices for International Business and Education http://public.boardontrack.com/VIBE_1

Agenda

I. Opening Items

Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order
- C. Approve September 1, 2020 Minutes

II. Committee Business

- A. COVID-19 matters

Discuss COVID-19 matters related to facility

B. Update on 2019-2020 Goals for Facilities Committee

Goal 1: IHSNO Admin to set up meeting with OPSB Admin re OPSB intentions for Rabouin Building and work with VIBE Board to develop agenda

Goal 2: Maintenance/preservation of facility using current funds

- List of maintenance issues

- Triage matters

- Project scoping; short term (3-6 mos), mid term (6-12 mos), long term (>1 yr)

Goal 3: Define facility options for IHSNO

C. Facilities Report / Major Projects Update

1. Discuss the status of the OPSB-funded basement improvements project.

2. Discuss monthly facilities report and triage list.

3. Discuss the coming month's priorities and goals.

III. Other Business

A. Next Meeting: November 3, 2020

B. Public Comment

IV. Closing Items

A. Adjourn Meeting

Coversheet

Approve September 1, 2020 Minutes

Section:	I. Opening Items
Item:	C. Approve September 1, 2020 Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for VIBE Facility Committee Meeting on September 1, 2020

APPROVED



Voices for International Business and Education

Minutes

VIBE Facility Committee Meeting

Facility Committee

Date and Time

Tuesday September 1, 2020 at 5:30 PM

Location

International High School of New Orleans
Community Room
727 Carondelet Street
New Orleans, LA 70130

Voices for International Business and Education http://public.boardontrack.com/VIBE_1

Committee Members Present

A. Tufail (remote), G. Lazard (remote), J. Giovengo, Jr. (remote), K. Vo (remote), L. Scott Porter (remote), S. Olivier (remote), S. Thomas (remote), S. Wilson (remote)

Committee Members Absent

None

Guests Present

T. Huynh (remote)

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

A. Tufail called a meeting of the Facility Committee of Voices for International Business and Education to order on Tuesday Sep 1, 2020 at 5:30 PM.

C. Approve August 4, 2020 Minutes

G. Lazard made a motion to approve the minutes from VIBE Facility Committee Meeting on 08-04-20.

L. Scott Porter seconded the motion.

Minutes were approved.

The committee **VOTED** unanimously to approve the motion.

II. Committee Business

A. COVID-19 matters

- John Giovengo addressed what was ordered.
- Sean discussed the opening and returning of school.
- Questions were discussed.
- Discussion about COVID-19 facility matters.

B. Update on 2019-2020 Goals for Facilities Committee

- There were 3 goals for the Committee that were discussed which were:

1. IHSNO Admin to set up meeting with OPSB Admin re OPSB intentions for Rabouin Building and work with VIBE Board to develop agenda
2. Goal 2: Maintenance/preservation of facility using current funds
3. Define facility options for IHSNO

- Discussion about Facilities Report/Major Project Updates
- Questions were addressed about goals.
- Discussion about the objectives of the OPSB meeting which should consist of:

1. To engage with OPSB to reconfirm our mutual objective of IHSNO's presence in the CBD.
2. To cooperatively partner with OPSB in developing the framework to address short and long term priorities of the building.

- During the meeting IHSNO should find out who would be our point of contact at OPSB related to these matters and what are the next steps to starting projects as it

relates to the needs of the building. IHSNO is considered the tenant therefore, OPSB is considered to be the landlord.

C. Facilities Report / Major Projects Update

- John spoke about the needs of the IHSNO building.
- Discussion about the possible cost of the projects.
- Discussion about if IHSNO or OPSB would be responsible for the costs related to certain projects.
- John stated that he will get the estimates for the cost of the projects discussed.
- OPSB will take place on 9/15/2020 which takes place annually.
- 30 air conditioning units are not working properly. Unit costs approximately \$800 per unit which would be a total of \$24,000.
- Questions were answered by John Giovengo about the needs that were discussed.
- There was discussion about funding for the needs. There was discussion about the current roof project.
- The estimated roof project completion target date is 9/15/2020.
- John addressed the questions that were asked about the current roof project.
- Sean Wilson addressed questions that were asked about budgeting and the yearly planning of funds for IHSNO future/current building projects.
- There was discussion about purchasing a truck/van for IHSNO and guidelines. There will be future discussions about this purchase.
- Budget for IHSNO's projects/needs were discussed.
- There was discussion about OPSB funded basement project.
- Basement project was discussed. John addressed the details about the timeline of basement project completion and when the project will start.

III. Other Business

A. Next Meeting: October 6, 2020

- Discussion about goals of Facilities before committee's next meeting,
- John Giovengo addressed questions asked.
- Have meeting set up with OPSB within next month.
- Budget about the future projects were discussed.
- Next Facilities Committee Meeting will take place on 10/6/2020.

B. Public Comment

- There was not any public comment.

IV. Closing Items

A.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:53 PM.

Respectfully Submitted,
A. Tufail

Coversheet

COVID-19 matters

Section:	II. Committee Business
Item:	A. COVID-19 matters
Purpose:	Discuss
Submitted by:	
Related Material:	COVID-19 Expenditures as of-2020-1004.pdf

as of 9/11/2020

Facility Expenditures	Description/Reason	Expense Status	Package	Est. Each Cost	Quantity	Est. Extended Cost	Actual Costs as of 8/31/2020	Commentary
Thermometers	temperature surveying for students and staff	Current	each	\$ 50	15	\$ 750	\$ 700	on premise
Gloves	schdeule day for students supply distribution	Current	case	\$ 98	1	\$ 98	\$ 98	on premise
Disinfectant Spray	supply each office and classroom	Current	cases	\$ 1,351	1	\$ 1,351	\$ 3,000	on premise
Uhaul Rental	pick-up PPE from NOLA-PS	current		\$ 65	1	\$ 65	\$ 114	Complete
Uhaul Rental	pick-up PPE from NOLA-PS	Future		\$ 65	3	\$ 195		
Plumber	labor install touchless faucets	Current	6	\$ 1,600	1	\$ 1,600	\$ 1,500	Complete
Touchless faucets	reduce touch surfaces in bathrooms	Current	20	\$ 6,105	1	\$ 6,105	\$ 6,105	installed
Touchless hand dryer	reduce touch surfaces in bathrooms	Current	each	\$ 556	1	\$ 556	\$ 556	Adjusted to refl
Water bottle filling stations	need to close traditional water fountains and install bottle filling options (additional labor each Est. \$450)	Future	each	\$ 1,700	3	\$ 5,100		Delivery in late October early november
Water bottle filling stations	labor install	Future	each	\$ 400	3	\$ 1,200		See above
Portable handwashing stations	increasing the number of handwashing stations available	Future	each	\$ 5,000	1	\$ 5,000	\$ 5,000	# of units needed reduced
Chairs	outdoor eating for students	Current	each	\$ 50	70	\$ 3,500	\$ 3,100	on premise
Event style tent	covering for students to eat outdoors 20'x40'	Future	each	\$ 1,700	2	\$ 3,400	\$ 4,000	Seeking more quotes
Exhaust fan	increase ventilation in restroom	Current	each	\$ 175	1	\$ 175	\$ 400	installed
Exhaust fan	increase ventilation in restroom	Current	each	\$ 135	1	\$ 135	\$ 135	installed
Camera installation	monitor isolation room	Future	each	\$ 2,500	1	\$ 2,500	\$ 2,500	waiting installation
Desk sneeze guards	create shields for each student desk and teacher desk	Future	each	\$ 70	500	\$ 35,000	\$ 9,100	Seeking more quotes
Teacher desk guards	sneeze guards for teacher desks	Future	each	\$ 100	50	\$ 5,000	\$ 5,500	Seeking more quotes
POD Storage	to store additional supplies PPE	Current	unit	\$ 130	12	\$ 1,563	\$ 1,563	on premise
PPE Disinfectant Wipes	supply each office and classroom; 1-year supply	Current	1 palate	\$ 9,665	1	\$ 9,665	\$ 9,809	on premise

COVID-19 EXPENDITURES**as of 9/11/2020**

Facility Expenditures	Description/Reason	Expense Status	Package	Est. Each Cost	Quantity	Est. Extended Cost	Actual Costs as of 8/31/2020	Commentary
PPE gloves, masks, and handsanitizer	supply each office and classroom	Current		\$ 10,391	1	\$ 10,391	\$ 16,066	on premise
Maintenance Personnel	increase personnel needed to comply with cleaning requirements	Future	1FTE	\$ 30,000	1	\$ 30,000		Advertised to fill position
Janitorial services	Additional cleaning due to hourly sanitation of frequent touch surface, high visit areas, daily disinfecting,	Ongoing	monthly	\$ 2,272	12	\$ 27,263		Changed service providers
Technology Services	Trouble shooting, set up, and repair devices as needed for students. Ensure quick response time to repair tech. problems for teachers and students.	Ongoing	.5 FTE	\$ 39,936	0.5	\$ 19,968		Position to be posted
AC units	To improve air ventilation in classrooms and offices	Future	each	\$ 800	30	\$ 24,000		getting more quotes
EST. TOTAL							\$ 194,580	
CURRENT TOTAL							\$ 35,954	
FUTURE TOTAL							\$ 111,395	
ONGOING TOTAL							\$ 47,231	
ACTUAL COSTS							\$ 69,246	

Coversheet

Update on 2019-2020 Goals for Facilities Committee

Section: II. Committee Business
Item: B. Update on 2019-2020 Goals for Facilities Committee
Purpose: Discuss
Submitted by: Sean Wilson
Related Material: VIBE Report September 2020.docx

BACKGROUND:

Communications have been had with the NOLA-PS regarding funding to support the modernization of the Rabouin Building. Modernization plans are not underway for the Rabouin Building; however, facility preservation funds will be available starting SY'21-2022 and based on Orleans specific student enrollment.

RECOMMENDATION:

We are have routed to Sue Roberts to engage in further conversations on draws from the Facility Preservation fund for Rabouin, and plans on how to use the funds once they become available. Conversations will resume following the newest weather related matters.

	# this Month	Total YTD
# Ticket	4	48
# Ticket Complete	11	21
# Staff Members	2	2
Safety Issues	2	2
Security Issues	2	2
Maintenance Issue	4	4
Inspection	2	2
Projects	3	3
Avg Time Days	3	6
Expenses	\$30,928	\$196,708



10/05/20

Safety Issues		Bathroom Doors need yellow (Watch Your Step) sign		
		Emergency Lights & Exit signs not working. Need to be replaced with new LED fixtures.		
Security Issues		Need additional security cameras to cover blind spots		
		Exterior Light needed by cafeteria door		
		ID entry access - magnetic doors & gates		
Maintenance Issue		Window Leaks – Glazing Missing/Rusted Window	Need Replacing	
		Hardware – Door Closers		
		Interior Painting		
		Exterior building needs mortar & tuck pointing, water proofing & painting	Needs to be budgeted	
Inspection		OPSB to complete a facility inspection - Postponed		
		Fire System-Inspection completed		
		Fire Extinguishers – due in October		
		LSDE – October 9		
		FOG Permit Pending Renewal		
Projects		A/C-replace all broken units		\$24,000
		Purchase of a Truck		
		Interior Painting		
		Roof-near completion		
		Basement Renovation – Oct. 15 projected start date		



April — Balanced

I show leadership by developing intellectually, physically and emotionally.