



Voices for International Business and Education

Facilities Committee Meeting

Date and Time

Wednesday December 6, 2023 at 5:30 PM CST

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A. Record Attendance and Guests		Sarah Olivier	1 m
B. Call the Meeting to Order		Sarah Olivier	1 m
C. Approve September 27th 2023 Minutes	Approve Minutes	Sarah Olivier	2 m
II. Committee Business			5:34 PM
A. Facilities Report / Major Projects Update	FYI	Rhonda Smith	10 m
<ul style="list-style-type: none"> 1. Facility reports for Carondolet and Esplanade properties. 2. Outstanding items on punch list for Esplanade 3. Move details 			

	Purpose	Presenter	Time
B. IHSNO Esplanade Facility needs 1. Ribbon Cutting Ceremony for New Facility 2. Future Facility needs 3. Consultant for Feasibility Study on a permanent Building	Discuss	Karen Dwyer	20 m
III. Other Business			
IV. Closing Items			6:04 PM
A. Next Meeting 1. Next Meeting: scheduled meeting Wednesday, January 10, 2023, at 5:30 P.M.	FYI	Sarah Olivier	1 m
B. Public Comment	Discuss	Sarah Olivier	2 m
C. Adjourn Meeting	Vote	Sarah Olivier	1 m

Coversheet

Approve September 27th 2023 Minutes

Section: I. Opening Items
Item: C. Approve September 27th 2023 Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Draft of Facilities Meeting Minutes 9 2023.pdf



Voices for International Business and Education

Minutes

Facilities Committee Meeting

September 2023

Date and Time

Wednesday September 20, 2023 at 5:30 PM

Location

IHSNO Community Room

Voices for International Business and Education http://public.boardontrack.com/ViBE_1

Committee Members Present

B. Holloway, K. Dwyer, L. Arellano-Rivera (remote), S. Olivier

Committee Members Absent

C. Jones

Guests Present

A. Berger, F. McKenna, R. Smith

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

K. Dwyer called a meeting of the Facility Committee of Voices for International Business and Education to order on Wednesday Sep 20, 2023 at 5:34 PM.

C. Approve May 11, 2023 Minutes

K. Dwyer made a motion to approve the minutes from Facilities Committee Meeting on 06-07-22.

B. Holloway seconded the motion.

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

II. Committee Business

A. Review 2023-2024 Goals for Facilities Committee

K. Dwyer made a motion to voting on the goal.

B. Holloway seconded the motion.

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

1. Ongoing maintenance for 2 facilities, Support facility- continual maintenance, need to know purchases.
2. This DENT bldg, Not our forever home- a small, old building. We need to start exploring options permanent facility.
3. Assessments of the new facility in the spring semester March/April. To see where we are and what need need.

B. Vote on 2023-2024 Goals for Facilities Committee

C. Vote on Committee Meeting Dates for 23-24 School Year

9/20

12/6

1/10

3/13

5/8

B. Holloway made a motion to motion to approve the meeting dates.

K. Dwyer seconded the motion.

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

D. Facilities Report / Major Projects Update

Using Carina- for facilities request. Our team gets to those requests within our 24 hours It keeps us organized. Monday is the highest request and at the end of the day 4 pm.

Floors stripped and waxed- 18,000 square feet. Nice impression of our building.

We had a cleaning day- used JUNK King. De-Cluttered

Our staff asking for another day to clean out. We will prepare another day for JUNK King to come.

Annual -DHH Inspection
Conducted 8/3
No violations found
Some items we don't have
HVAC
Building automation
upload- not applicable
No elevator
No playground
No Boiler room

Annual Roof Inspection
Conducted 8/25
Inspection Result- good
No leaks
Roof membrane in excellent condition
Wall flashing is in excellent condition
Metal coping and flashing are in excellent condition
Gutters and downspouts are free of debris

Ongoing things
Keep our landscaping
Keep our basketball
Keeping our planters and bring them to our new building
Maintaining the restroom clean and tidy.
I don't anticipate anything major coming up.

We do a walk-through with inspectors and they give you 30 days for corrective actions.
Basements reservoir- had to do some cleaning and fixing in the basements. Got some water but it is dried out now.

Albert Dent Project
Approved at the July 27 OPBS meeting
Awarded to Pivotal Engineering, LLC is a disadvantaged business enterprise DBE firm and will self-perform 90% of this project
Routed for OPSB signature
Waiting for Notice to proceed- NTP
Project amount: Not to exceed \$100, 236
Bids received from
Tuna Constructions, \$235, 000

Cuzan Services \$304,000
Pivotal Engineering \$100, 236
Colmex Construction \$127, 556
Project Manager: Isaac Williams
Damage is near the rear of bldg
The contractor is responsible for security, windows, etc.

E. IHSNO Facility Needs

Ribbon-cutting ceremony planning will be discussed in the December meeting.
Future facilities meet- discussion for a long-term facility and coordinate with Academic for growth in enrollment
We need to get settled in the new building.
Feasibility study on permanent building.
Doing a mid-year assessment on where we are and what we need.
Visiting buildings in other areas, to look for long-term buildings for IHSNO forever home.

Looking for a Gym to grow our Athletic Dept. We need to find access to a Gym.

III. Closing Items

A. Next Meeting

12/6 at 5:30 pm

B. Public Comment

C. Adjourn Meeting

K. Dwyer made a motion to Adjourned the meeting.
B. Holloway seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Coversheet

Facilities Report / Major Projects Update

Section: II. Committee Business
Item: A. Facilities Report / Major Projects Update
Purpose: FYI
Submitted by:
Related Material: VIBE-FC-Monthly Report 2023 - December 2023.pdf



VIBE FACILITY COMMITTEE REPORT

December 6, 2023

RABOUIN BUILDING CLOSEOUT

- ✚ Final DHH Inspection COMPLETED on November 6, 2023
 - Violations corrected immediately onsite (Kitchen)
 - Chemicals stored above food items
 - Non-food surfaces not constructed of smooth material (shelving)
 - Paper towels not provided (dispenser)
- ✚ NOLA PS Building Inspection COMPLETED November 7, 2023
 - 148 Checklist Items
 - Critical Item: Document submission
 - Roof Tech – Annual Roof Inspection submitted with pictures
 - Orkin – Integrated Pest Management Plan
 - Liquid Environmental Solutions – Grease Trap Cleaning/Inspection
 - Non-Critical Item: Exhaust Fan replacement
- ✚ FOG Permit Renewed until December 5, 2024
- ✚ Any item may be moved (Furnishings)
- ✚ Building will not transition to another school
- ✚ Remove all branding from walls, floors, etc
- ✚ Remove all banners and signs
- ✚ Remove all vending machines
- ✚ Sanitize kitchen and restrooms
- ✚ Proposed building close-out date January 22, 2024
 - Transfer keys
 - Transfer Sonitrol, Entergy



**STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH**

**Retail Food
Notice of Violations**

Routine/Renewal

Permit Number 36-0004849	Permit Name INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS (School Food Service)	
Name of Establishment INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS		
Address 727 CARONDELET ST NEW ORLEANS, LA 70130	Date 11/06/2023	Time 11:55 AM

LAC TITLE 51 PART XXIII

CRITICAL ITEMS: These items MUST BE CORRECTED IMMEDIATELY (see compliance schedule below). Repeat violations may lead to enforcement actions or permit suspensions.

Category	Code Reference	Description of Violations
TOXIC CHEMICALS	3903	34 - 3903 - Chemicals are stored with/above food, equipment, utensils, linens, single-service or single use articles. [COS]

NON-CRITICAL ITEMS: These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office.

Category	Code Reference	Description of Violations
UTENSILS/EQUIPMENT/SINGLE SERVICE	2113	69 - 2113 - Non-food contact surfaces are not constructed of a corrosion-resistant, non -absorbent, smooth material [COS]
TOILETS/HAND WASH FACILITIES	3109	94 - 3109.5 - Soap and/or paper towels are not provided for use at the hand wash lavatory. [COS]

DENT BUILDING KEY TRANSITION

- ✚ Scheduled for December 19, 2023 (AM)
- ✚ Transition of Keys and ADT, Sonitrol Systems
 - Alarm: Intrusion and Fire
 - Master and Classroom Keys
 - Asbestos Plans
 - Pest Control Management
- ✚ Albert Dent Project [ITB-FAC-0043 Hurrigan Ida Repairs Phase 2]
 - Project COMPLETED November 21, 2023
 - The Project Manager was Isaac Williams
 - Contract Awarded to Pivotal Engineering
 - 2 punch list items remaining (sink and shelving installation in the library)
- ✚ Maintenance repairs in progress
- ✚ HVAC repairs in progress
- ✚ Grease trap inspection
- ✚ State Fire Marshall Inspection



MOVE CALENDAR

2023 DECEMBER						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Boxes Arrived	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Packing	19 Key Transition Packing	20 Move	21 Move	22 Move	23 Move
24	25 HOLIDAY	26 HOLIDAY	27 Move	28 Move	29 Move	30
31						

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EXPENSES

FACILITY MOVING EXPENSES as of 12/4/23		
	Minimum	Maximum
Moving Company	\$36,251.00	\$71,900.00
Supplies (boxes, tape, etc.)	\$2,179.59	\$3,179.59
Cleaning	\$6,270.00	\$18,523.15