



# Voices for International Business and Education

## Facilities Committee Meeting

September 2023

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### Date and Time

Wednesday September 20, 2023 at 5:30 PM CDT

### Location

IHSNO Community Room

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Voices for International Business and Education [http://public.boardontrack.com/VIBE\\_1](http://public.boardontrack.com/VIBE_1)

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		Sarah Olivier	1 m
<b>B.</b> Call the Meeting to Order		Sarah Olivier	1 m
<b>C.</b> Approve May 11, 2023 Minutes	Approve Minutes	Sarah Olivier	2 m
<b>II. Committee Business</b>			<b>5:34 PM</b>
<b>A.</b> Review 2023-2024 Goals for Facilities Committee	Discuss	Sarah Olivier	15 m

	Purpose	Presenter	Time
<b>B.</b> Vote on 2023-2024 Goals for Facilities Committee	Vote	Sarah Olivier	2 m
<b>C.</b> Vote on Committee Meeting Dates for 23-24 School Year	Vote	Sarah Olivier	5 m
All meetings: 5:30-6:30pm Wednesday, September 13, 2023 Wednesday, November 08, 2023 Wednesday, January 10, 2024 Wednesday, March 13, 2024 Wednesday, May 08, 2024			
<b>D.</b> Facilities Report / Major Projects Update	FYI	Rhonda Smith	10 m
1. Discuss monthly facilities report and triage list. 2. Discuss the coming month's priorities and goals.			
<b>E.</b> IHSNO Facility Needs	Discuss	Karen Dwyer	20 m
1. Ribbon Cutting Ceremony for New Facility 2. Future Facility needs based on Growth 3. Consultant for Feasibility Study on a permanent Building			

**III. Other Business**

**IV. Closing Items 6:26 PM**

<b>A.</b> Next Meeting	FYI	Sarah Olivier	1 m
1. Next Meeting: Wednesday, November 8, 2023, at 5:30 P.M.			
<b>B.</b> Public Comment	Discuss	Sarah Olivier	2 m
<b>C.</b> Adjourn Meeting	Vote	Sarah Olivier	1 m

# Coversheet

## Approve May 11, 2023 Minutes

**Section:** I. Opening Items  
**Item:** C. Approve May 11, 2023 Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** 2023\_05\_11\_facilities\_committee\_meeting\_minutes.pdf



# Voices for International Business and Education

## Minutes

### Facilities Committee Meeting

May 2023

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#### **Date and Time**

Thursday May 11, 2023 at 5:30 PM

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Voices for International Business and Education [http://public.boardontrack.com/VIBE\\_1](http://public.boardontrack.com/VIBE_1)

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#### **Committee Members Present**

C. Jones, K. Dwyer, S. Olivier

#### **Committee Members Absent**

*None*

#### **Guests Present**

A. Berger, D. Barnes, F. McKenna, J. Lampton, Jerry Holmer, R. Smith

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

S. Olivier called a meeting of the Facility Committee of Voices for International Business and Education to order on Thursday May 11, 2023 at 5:33 PM.

#### **C.**

## **Approve January 23, 2023 Minutes**

K. Dwyer made a motion to approve the minutes from Facilities Committee Meeting on 01-23-23.

C. Jones seconded the motion.

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

## **II. Strategic Plan - Update**

### **A. Revise Proposed Strategic Plan - Facilities**

*Congratulation on all the wonderful publicity*

*We have a new facility.*

*What is the goal to move to improve a new campus and what is our forever campus?*

*We have a lease with July 2025- the same as we have now.*

*Where we are moving does have the capacity to grow?*

*We had an opportunity to move*

*We need to find a committee or someone to assist the school to find a location for a permanent move.*

*Add a*

*Change in the strategic plan to a permanent campus and additional time to plan the move.*

Developed a budget structure. When do we see ourselves moving into a new campus?

A new building will estimate to cost 15min

Lease/ or purchase the building

NOLA public school- if we want to move to Orleans.

Jefferson - will determine the building

We need to develop a plan- budget, real estate, and leasing. We have a new member on the Board in July 2023.

January 2024 - having a committee to

Goals- to move to a permanent campus

Where do you want to be

Budget

Can the school take on debt-

friend of the committee- help with fundraising. Set up at 501C3. They buy the property and the school uses it.

Recommend a Governance structure and Bylaws.

The next step in the process is to conduct a feasibility study with the real estate agent.

Jennifer will put in him contact with a realtor

Dr. Barnes is requesting a feasible study

Add to the Strategic Plan- Give some History incorporated into the executive summary of what we accomplished, 4/5 bullet points.

The school needs to take advantage of social media, with Maliq Barnes, IHSNO is producing other talents of students.

This Board is very engaged and consistent.

### **III. Committee Business**

#### **A. Review of 2022-2023 Goals for Facilities Committee**

#### **B. Facilities Report / Major Projects Update**

#### **C. New IHSNO Facility - Update**

- Tour of the Dent Building facilities
- Beginning planning for the move
- We have a full working Kitchen. Big spaces for lunch. We will be able to store all our items.
- Stage
- Library space will have built-in shelves for book

Received two quotes for moving

Dupre movers

Atlas Lee moving

Boxes and supplies

We still are deciding on which company to use

We are having a discussion about what we are taking from our school or leaving here.

We working on the process, cleaning, and getting ready for the move

Corrected action they will do before we moved.

Book room-remove trash  
Adm-effervescent  
Main Entry-clean trash  
Nurse Station-light out  
Girl's bath-repair faucet, water heater  
Main Hallway-exit sign, light out-  
Kitchen gas leak, faucets  
Painting

We will not do more in the next month and will keep you posted. We are going to invite all the help we can get

Ribbon cutting

More green space

For space school bus zone, with speed zone.

#### **IV. Other Business**

##### **A. Next Meeting**

Do we need another facility meeting?

No no need for a meeting

##### **B. Public Comment**

#### **V. Closing Items**

##### **A. Adjourn Meeting**

C. Jones made a motion to Adjourn the meeting.

K. Dwyer seconded the motion.

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

# Coversheet

## Facilities Report / Major Projects Update

**Section:** II. Committee Business  
**Item:** D. Facilities Report / Major Projects Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** VIBE-FC-Monthly Report 2023 - September 20.pdf





## VIBE FACILITY COMMITTEE MEETING MONTHLY REPORT

September 20, 2023

### TICKETING SYSTEM

✚ The Cariina ticketing system is working well and is used for multiple requests.

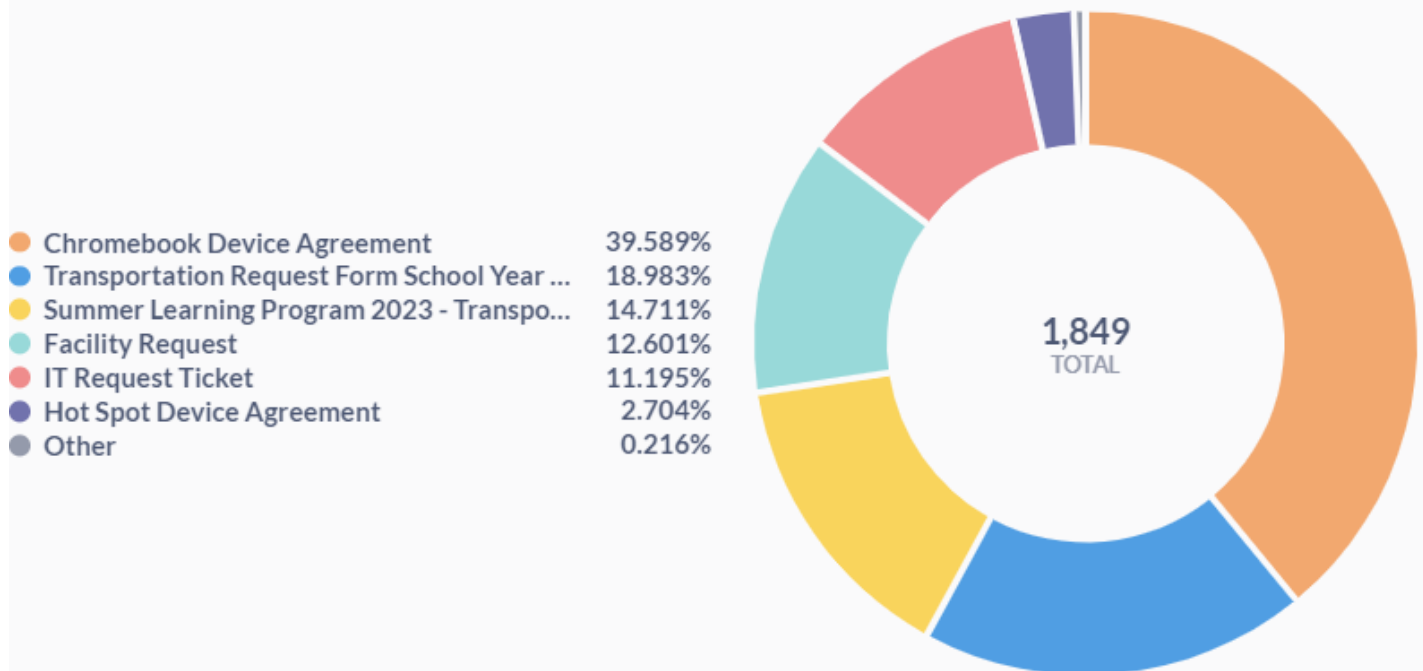
# Tickets Open: 39

# Tickets Closed: 38

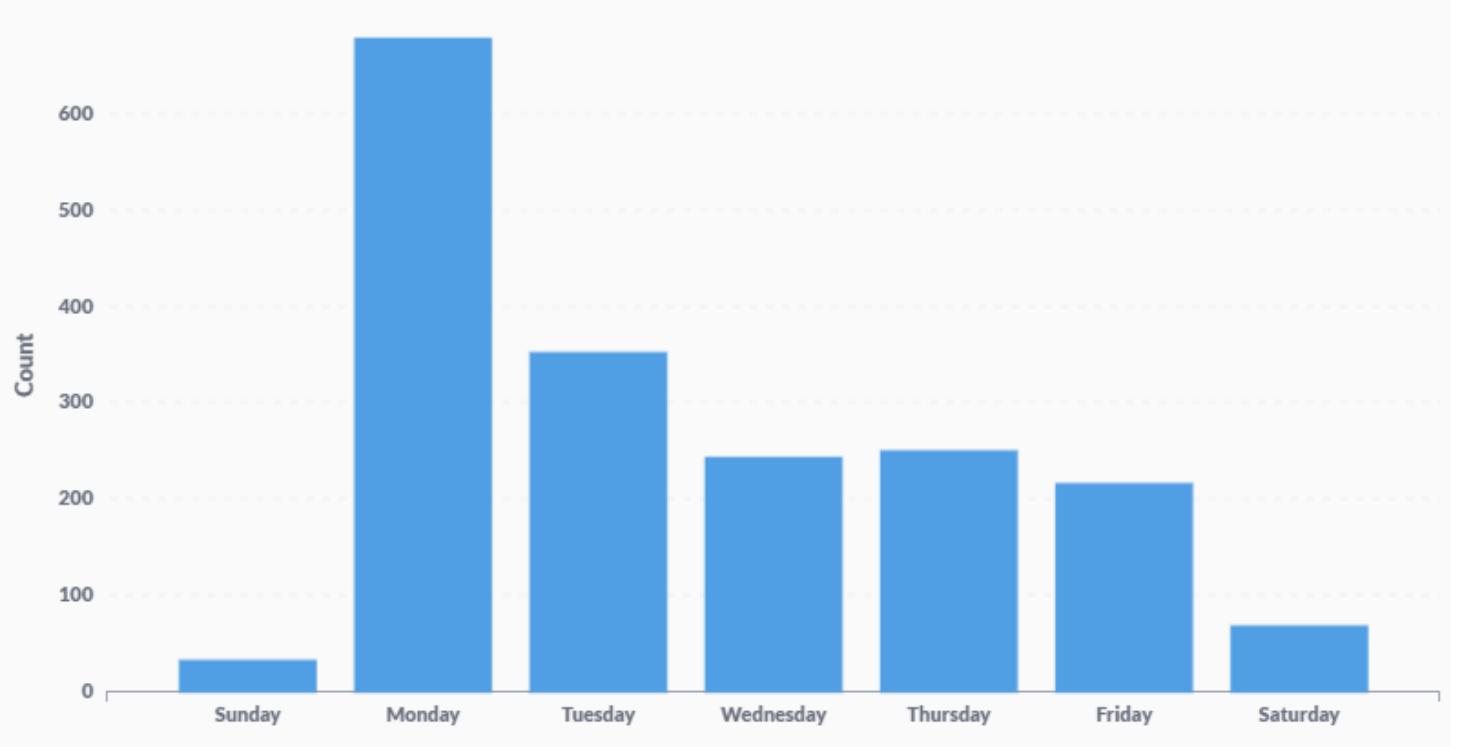
% Closed: 97.4%

Avg. Completion Time: 24 hours

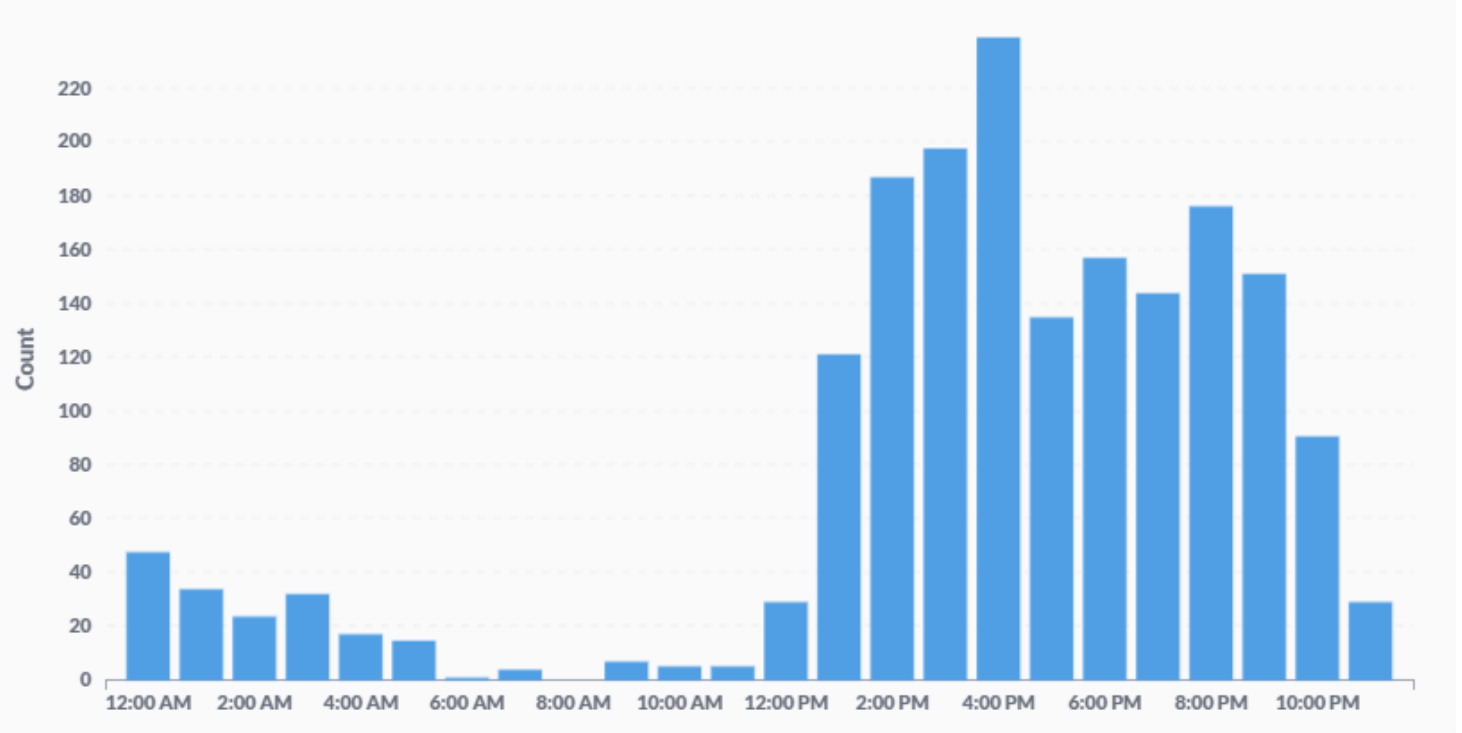
Number of Responses Per Form



Form Responses Count by Day of Week



Form Responses Count by Time of Day Submitted



## COMPLETED PROJECTS

### Floor Care

- Conducted July 3, 5, 6
- Stripped and waxed floors
- Common areas and hallways (14,846 square feet)
- Waxed floors with 4 coats of high solids sealer – Super Finish

### Junk King

- Conducted August 4 and 5, 2023
- Beginning of Year Clean Out
- De-Cluttered
- 1<sup>st</sup> Phase of Move Out

### Annual DHH Inspection

- Conducted August 23, 2023
- No violations found

08-23-2023

Permit Name: INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS (School Food Service)

Inspection Purpose: Routine/Renewal

[Inspection Report](#)

Violations

None



**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 08/23/2023	Time 01:05 PM	

**LAC TITLE 51 PART XXIII**

## Annual Roof Inspection

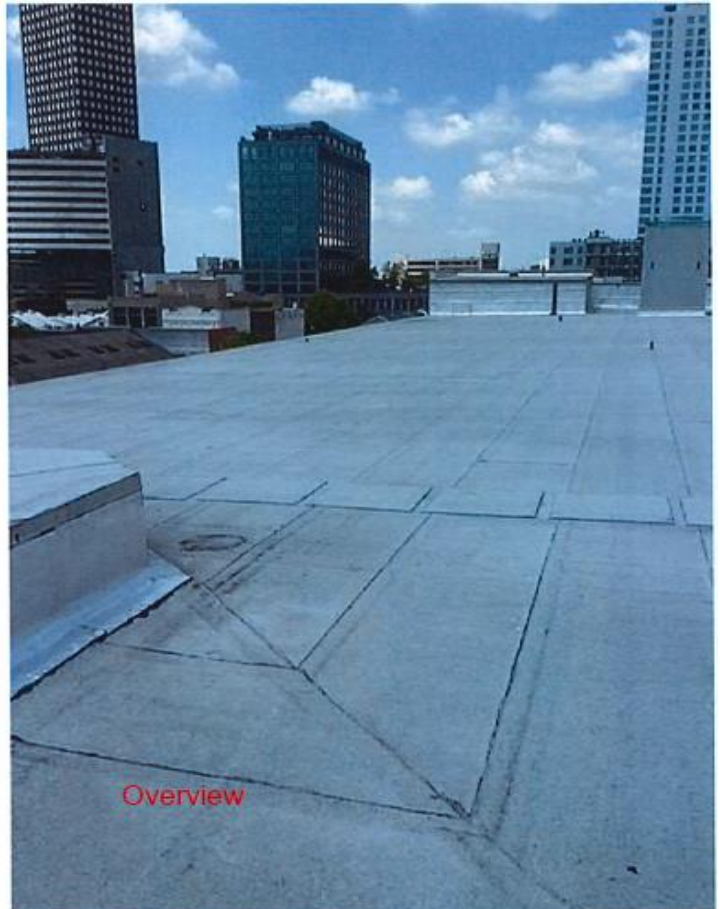
- Conducted August 25, 2023
- Inspection Results

### Inspection Results:

1. No current or active leaks were reported.
2. Roof membrane is in excellent condition with no damage or workmanship issues.
3. Wall flashings are in excellent condition with no damage or inconsistencies.
4. Penetrations are flashed properly and in excellent condition.
5. Metal coping and flashings are in excellent condition.
6. Gutters and down spouts are free of debris and functioning properly.

### Recommended Actions:

None at this time







## UPCOMING PROJECTS

### NOLA PS Annual Inspection

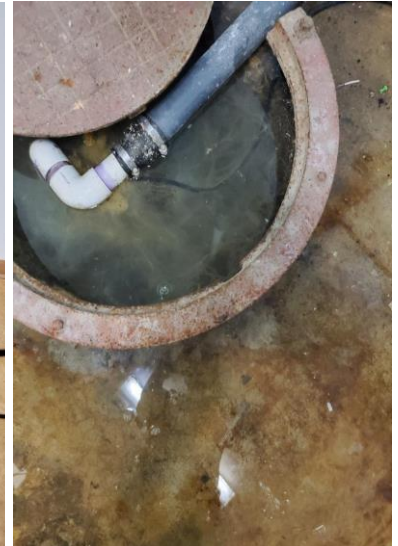
Orleans Parish School Board Inspection Check List			
Check List Items	Condition	Comments	Close-out Condition
<b>Pre-inspection document request</b>			
HVAC annual inspection report			
HVAC quarterly maintenance report			
BAS quarterly report			
Water treatment annual report			
<b>Document Review</b>			
<b>CERTIFICATIONS &amp; REPORTS:</b>			
State Fire Marshall Report			
Boiler Certificate			
Elevator Certificate			
DHH Kitchen Inspection Report			
Permit to Operate			
Six Month Roof Inspection Report			
Current FOG Maintenance Report			
Sprinkler System Annual Inspection			
Asbestos Management Plan On Site (Record date)		Designated Person:	
Lead Based Paint Risk Assessment On Site			
Fire drill records available			
Integrated Pest Management Plan (IPM)			
Annual Backflow Preventer Inspection report			
<b>Structural</b>			
Floor/ceiling/walls sloping, racking, or bulging			
Excessive cracks around windows or doors indicating settlement			
Weep holes are exposed and not covered by dirt or landscaping			
Other:			
<b>Roof</b>			
<b>General Information</b>			
Age of Roof:			
Type of Roof:			
Primary Surfacing Type:			
Secondary Surfacing Type			
Primary Drainage:			
Secondary (Emergency) Drainage:			
<b>DETERIORATION/DAMAGE</b>			
Membrane or surfacing is in good condition			
Metal and flashing is in good condition			
Rooftop equipment is properly installed and in good condition			
Rooftop penetrations are in good condition and properly flashed			
Roof can be safely accessed (if no, explain)			
Deterioration or Maintenance repairs needed			
Other:			
<b>MAINTENANCE:</b>			
Tree limbs that could fall on or touch the roof			
Rooftop, gutters, and drains are clear of debris			
Roof area(s) ponding water			
Repairs needed (explain)			
Recommendations for extending the life of the roof:			
All gutters and downspouts are attached and in good condition			
Other:			
<b>Exterior</b>			
<b>GENERAL:</b>			
Windows are in good condition			
Doors/gates are functional and in good condition			
Fencing is in good condition and secure			
Door locks and security hardware are operational			
Storm Water Management System (where applicable) is in good condition			
Other:			
<b>LANDSCAPING (HARD &amp; SOFT)/ SIGNAGE:</b>			
Walkways are maintained and free of trip hazards			
Grass, trees, and other landscaping is maintained			
All trees on property are not touching power lines			
Catch basins and other drainage is maintained			

66	Exterior signage is in good condition		
67	Other:		
68	<b>PLAYGROUND:</b>		
69	Playground is well maintained and in working order		
70	Playground is in compliance with safety code and free of hazards		
71	Protective surfacing is sufficient		
72	Other:		
73	<b>PLUMBING:</b>		
74	Backflow preventer insulation sufficient to prevent freezing		
75	<b>HVAC</b>		
76	<b>MECHANICAL:</b>		
77	All HVAC system components operational		
78	All air handling units are operational & functional (including belts and bearings)		
79	Vents and grilles are clean and free of excessive dirt or dust		
80	Mechanical areas neat and clean and ventilation is unobstructed		
81	All HVAC filters are clean and dated, and filter covers secure		
82	All BAS systems are functional, operational, and not in alarm		
83	<b>Mechanical - Plumbing</b>		
84	<b>RESTROOMS:</b>		
85	Restrooms are clean and maintained		
86	Stocked with toilet paper, paper towels, and soap		
87	Fully operational and intact- stall doors, partitions, and latches		
88	Fully operational and secure - toilets, faucets, urinals, and sinks		
89	Sinks, faucets, urinals, and toilets are free of leaks		
90	Exhaust fan fully functional		
91	Open and accessible during school hours		
92	<b>MECHANICAL:</b>		
93	Pipes are in good condition and free of leaks or breaks		
94	Backflow preventer is chained and secure		
95	Water shutoff location (if no backflow preventer)		
96	Odors from gas leaks		
97	<b>GENERAL:</b>		
98	Drinking fountains are accessible and properly functioning		
99	Sinks, faucets, and hose bibs clean and operational		
100	Other:		

## ONGOING PROJECTS

🚧 Visitor Screening [Ident-A-Kid]

🚧 Basement Remediation [ServPro/Booker's Total Repair]





## ✚ Albert Dent Project [ITB-FAC-0043 Hurrigan Ida Repairs Phase 2 ]

- Approved at the July 27, 2023 OPSB meeting
- Awarded to Pivotal Engineering
  - 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 \$100,236.00
  - Bids Received from
    1. Tuna Construction, LLC \$235,000.00
    2. Cuzan Services, LLC \$304,000.00
    3. Pivotal Engineering, LLC \$100,236.00
    4. Colmex Construction, LLC \$127,556.00
- Project Manager: Isaac Williams



**Isaac K. Williams** | Project Manager

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The Work of Project is defined by the Contract Documents and includes, but is not limited to the following:

1. Where indicated in the Drawings, removed storm damage gypsum board wall and window return cladding and replace install replacement wall finish as noted, paint walls of entire rooms where gypsum board is replaced on exterior wall, reset or place base boards as noted and paint in entire room, replace damage carpet in Library, polish existing VCT floors where noted, and perform other tasks listed in the Drawings.
2. One add alternate will require the replacement of a rotten windowsill at an existing five sash window; paint and refurbish entire assembly in process.
3. Work will entail minimizing dust in rooms and areas where no work is scheduled.
4. Contractor responsible for the security of the entire building during the project.
5. Contractor to provide all the labor and material for the replacement of the windows indicated in the drawings.

## ✚ Rabouin Move out Planning