



Voices for International Business and Education

Minutes

Facilities Committee Meeting

Date and Time

Wednesday December 6, 2023 at 5:30 PM

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

Committee Members Present

B. Holloway, K. Dwyer, S. Olivier

Committee Members Absent

C. Jones, L. Arellano-Rivera

Guests Present

A. Berger, E. Thomas, F. McKenna, R. Smith

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 Wednesday Dec 6, 2023 at 5:34 PM.

C. Approve September 27th 2023 Minutes

K. Dwyer made a motion to approve the minutes from Facilities Committee Meeting on 08-03-21.

B. Holloway seconded the motion.

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

II. Committee Business

A. Facilities Report / Major Projects Update

Completed the annual checklist

Completed our final inspection on DHH 11/6

Nola PS bldg inspection completed 11/7

148 checklist items

critical items

Roof - annual roof inspection submitted with pictures

Orkin- pest management plan

Liquid environmental solutions- grease trap cleaning

FOG- permit renewed until December 5, 2024

any items may be moved to furnish

Remove building all branding from walls, floors

Remove banners and signs

Remove all vending machines

Santitize kitchen and restrooms

proposed building close-out date of January 22, 2024

- transfer keys
- transfer control, Entergy
- Any damage we do with the move- have to repairs
- Review the checklist from NOLAPS

January 26 is the date we should be out of this building.

December 19 we will be receiving the keys to the new building.

Completed capital items on 11/21 in the building.

They working on a few items with the facilities team from NOLAPS to finalize

Routine HVAC repairs

State Fire Marshall inspection

Moving boxes have arrived and every classroom received the boxes to start packing.

Waiting on one more bid to finalize the vendor we are using for the move. We have two bids

available now. Set the deadline by Friday 12/8 to finalize the vendor.

Each company will assign two project manager

10-15 person team

both companies did a walk-through of both

Both companies have experienced moving a school

Color code flyers-stage by color on the floors

Each teacher packed their rooms

David along with the technology team will be moving all the technology, copy machines, and electrical things.

We trying to find funds through ESSERS and we need 23 boards will cost \$93 thousand.

View the shared map of all the classrooms.

We partner with STEM lab- to use anything we need for our classroom.

B. IHSNO Esplanade Facility needs

The school needs classroom boards,

Ribbon cutting Celebration

Possible Dates 1/23-24, 2/7

Do it at 10 am during a school day

Cheerleaders, Dance teams, Poems

cake/ cookies

media

Invite parents, board members, community. neighbors.

III. Closing Items

A. Next Meeting

January 10 at 5:30 pm

B. Public Comment

C.

Adjourn Meeting

B. Holloway made a motion to motion to adjourned.

K. Dwyer seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,

F. McKenna