

Olentangy Development Committee Meeting
February 6, 2013 @ 7:00 p.m.
Olentangy Administrative Offices

In attendance for the Development Committee were:

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| <input type="checkbox"/> Antronica, Anthony | <input type="checkbox"/> Muharrem, Gurgun |
| <input checked="" type="checkbox"/> Au, Ralph | <input type="checkbox"/> Oliver, Gene |
| <input type="checkbox"/> Fenske, Chuck | <input type="checkbox"/> Reiner, Charles |
| <input type="checkbox"/> Frash, David | <input checked="" type="checkbox"/> Schroeder, Mark |
| <input checked="" type="checkbox"/> Fuller, Robert | <input checked="" type="checkbox"/> Schuette, John |
| <input type="checkbox"/> Hart, Bob | <input type="checkbox"/> Sebach, Gary |
| <input type="checkbox"/> Jacobs, Marty | <input checked="" type="checkbox"/> Seils, Rich |
| <input type="checkbox"/> Jurawitz, Sharon | <input type="checkbox"/> Thomas, Ron |
| <input type="checkbox"/> Lewis, Tony | <input type="checkbox"/> Vasbinder, Mike |

Also in attendance were Stacy Dunbar (BOE Representative), Jeff Gordon, and Michelle Murphy (Administrative Minutes).

Ralph Au called the meeting to order and asked for a motion to approve the agenda and minutes.

John Schuette moved and Robert Fuller seconded the motion to approve the agenda. Motion carried.

Rich Seils moved and John Schuette seconded the motion to approve the minutes of the December 5, 2012 meeting. Motion carried.

Enrollment Projections

Jeff Gordon provided an update to the Committee regarding the two- day Project 2020 focus group meeting attended by OLSD Administrators. Jeff advised that there will be an on-going analysis of the District and its future curriculum needs prior to any final actions being determined. Classroom space was being reviewed and on-line learning possibilities being explored. A report pertaining to the curriculum findings is anticipated by the end of February 2013.

On the high school level, considerations of 2100-2200 students per site were being evaluated. Such enrollment numbers were anticipated to have an overall impact on extra-curricular activities, transportation services, cafeteria services, and common areas. The cost to the District from adjustments made to accommodate the increased enrollments was not yet known. Issues that may arise from the increased enrollment numbers were currently being identified and reviewed so that solutions to the challenges could be created. Development Committee members requested to be advised of the date that the Project 2020 reports and findings would be available.

A summary of proposed apartment communities within the Olentangy Local School District was provided to Development Committee members. The summary outlined over 2200 proposed apartment units in eight different projects. Overall student yield from the projects and impact on the District can only be speculated. It is anticipated that initially, students resulting from the apartment communities will be minimal. However, it is anticipated that with time, student numbers within the apartment communities will increase and the District will need to identify any adjustments to be made at that time. However, a need for changes in the 2013-2014 school years was not foreseen as necessary. Jeff advised the Committee that District Administrators would keep a watchful eye on the development of these communities and planned to continue attending zoning meetings in these areas to acquire the most updated information related to these projects.

Energy Conservation

At the Development Committee's request, Jeff Gordon presented to the Committee a draft of a job description for a proposed "in-house" Energy Conservation Specialist for the District. The Committee had previously requested the creation of the job description after a previous energy conservation presentation. The Committee had determined that the District would benefit from increased energy conservation practices. The Committee believed that it would be most cost efficient to bring conservation services "in-house" rather than to contract them out.

As a result, a job description for an Energy Conservation Specialist was drafted. The job description's content incorporated suggestions and professional input from multiple members of the Development Committee.

Ralph Au called for a motion to approve the job description relevant to a proposed Energy Conservation Specialist for the District.

Rich Seils moved and John Schuette seconded the motion. All members were in favor of the motion and none opposed. Motion Carried.

The Development Committee made a recommendation for the Board of Education to review the job description for the Energy Conservation Specialist at their next meeting. If approved, it was suggested that Robert Hart, Robert Fuller, and Ron Thomas participate in the interviewing process for the position with OLSD staff members.

Committee members proceeded to inquire as to the status of the related energy conservation software that had been recommended to the Board of Education in December 2012. Jeff advised the members that the Board of Education had reviewed and approved the purchase of the Utility Manager Software at the January 31, 2013 Board of Education meeting.

Capital Improvement Planning

Jeff Gordon advised the Committee members that the Business Office had been actively researching software to be used as an effective tool for the capital improvement planning process. Michelle Murphy, from the Business Office informed the members that over a dozen software products had been reviewed. Many of the products reviewed were found to place an

emphasis on maintenance needs (such as work orders) or property management concerns (such as HOA dues, late fees, and call journals).

Six of the products were found to place a primary emphasis on capital planning activities. While adequate, most of these products were found to consist of limited database and reporting functions that offered only minor improvement from the tracking of information on spreadsheets (as currently practiced).

Two of the six products (NetRequest and Facilicad) were found to be a promising “hybrid software” containing both database and design elements for capital planning purposes. The design element of the software allowed the data to be displayed with the floor plan for each site. After sitting through web demonstrations for both products, it was the preference of the Business Office to focus its efforts on software that incorporated both the design and database features. It was felt that the design capability of the software provided the data in a clear and user-friendly manner that could be adapted for many other uses (in addition to capital planning).

Initial findings demonstrated that the “hybrid software” products had the ability to be used for developing district safety plans, tracking personnel, tracking inventory, and for the over-all analysis of classroom/space usage. Because pdf and jpg files can be easily attached to the floor plans, the software also provides a tremendous opportunity for the District to “centralize” information. This would eliminate the need to print and store unnecessary paper copies.

Of the two “hybrid” software products, NetRequest was the preferred software product. The product was found to be more user-friendly and versatile than Facilicad. The software was less expensive, did not require CAD training, had greater database flexibility, and there were fewer menus to navigate. Over all the NetRequest information was more visually appealing, easier to retrieve, easier to manipulate, and allowed for future information to be entered “in-house” as the District continued to grow/change.

It was the belief of the Business Office that money could eventually be saved for the District by utilizing the NetRequest product. Documents relevant to capital planning bids and inspection requirements could be generated “in-house” saving the need to contract these services out in the future.

Ralph Au had attended a web demonstration for the NetRequest software product. He advised members that the NetRequest product did indeed seem to be a powerful tool that could be used in many ways to grow a capital improvement program for the District. While Advanced Planning Technologies (the software’s creator) has been in business serving K-12 clients since the early 1990’s, Ralph did express concern for the small size of the company and ownership of the data/information (should the company come upon hard-times). As a result, Ralph requested one more web demonstration of the software to be held with Keith Pomeroy, Bruce Runyan, the Technology Acquisition Subcommittee, and the Facility Acquisition and Maintenance Subcommittee prior to making a final recommendation on the product.

Jeff reminded the Committee members that a large component for the success of any of the software products would be the quality of the data that is supplied and formatted to import into it. He informed the members that the Business Office was not waiting for a product to be purchased to start compiling this data. Jeff provided the members will a sample of the data currently being compiled for use with a future software product (such as NetRequest). The data summarized all of the hot water tanks within the District. The data included suggested “lifecycle” or replacement

dates/projections for the equipment listed. The data demonstrated that currently over 1.1 million dollars in hot water tanks were nearing the end of their estimated lifecycles. Committee members agreed that information such as this would be important for ensuring that the appropriate funding was in place in the future prior to the actual failure of the large quantities of equipment.

Capital Improvements 2013

Jeff Gordon reviewed with the members the progress of the Capital Improvements program to date. He shared that currently, 27 capital improvement projects had been completed to date. The largest of the projects completed included new lockers and a concrete pad at Liberty High School, roof -flashing repairs at Shanahan Middle School, HVAC improvements at Wyandot Run Elementary School, and an irrigation system at Olentangy Orange High School. An additional 12 projects were in the construction process. These projects included fencing for the Olentangy High School softball field, theater curtains for Berkshire Middle School, and replacement signage and roof shingles at multiple sites. The bid planning process has also been started for several large projects. These projects include lockers for Olentangy Orange High School, asphalt sealing and improvements within the District, and the replacement of several hot water tanks. The projects completed to date have used approximately 10 percent of the budget allocated for 2013. Additionally, Jeff shared with members that he had created a “building tour” schedule for 2013. The schedule was passed out to Development Committee members and included a list of seven different sites within the District to be open for members to inspect on the evenings scheduled. The “tours” would take place in February, April, June, August, and October of 2013. Tours are scheduled to start at 7:00 pm (with the exception of the February meeting that was changed to 7:30 p.m. at the request of Committee members). Members requested that a reminder be sent out the Monday preceding the “tour” date.

Non-Traditional Projects

All known projects still remain with little forward activity at this time. Should various organizations raise enough funding, Synthetic Turf may become an issue again in the future. However, at this time there is no advancement for this project. Liberty High School has received a request regarding usage of their tennis courts. An outside group may soon be proposing to construct a “bubble” or dome structure over the courts for year round use and rental purposes. This project has not entered any planning stages as of yet.

Development Committee and Subcommittees

Jeff Gordon requested a clarification of the current review procedures for the Facility Acquisition and Maintenance (FAMC) Subcommittee. He asked the members if they wished to review all Facility Improvement Requests that the BOE would need to review. The members confirmed that “yes” they would need to. Jeff inquired to members if the procedure included proposed projects that intended only to replace existing items or structures. The members advised that projects proposing to replace existing items would not need to be reviewed by the FAMC.

Influencers Update

The development of over 2,000 proposed apartment units within the District was thought to be the greatest influencer on the District at this time. A summary of these projects was provided to members when the District enrollment numbers were discussed.

Jeff's office will continue to track multiple apartment and condominium projects as they progress through the planning and zoning processes in Powell, Westerville, Liberty Township, and Orange Township. He will provide the Committee with any notable updates. Jeff also advised members of his plans to attend several development related meetings in these areas and one additional meeting with the Far North Development Coalition.

Future Agenda Items

Ralph Au requested to review the findings of the Technology and FAMC Subcommittees regarding the proposed Capital Planning software.

Ralph Au asked for a motion to adjourn the meeting.

Rich Seils moved and John Schuette seconded the motion to adjourn the meeting at 8:50 p.m. Motion Carried.

The next meeting is scheduled for Wednesday, March 6, 2013.

Respectfully submitted,
Jeff Gordon