

Finance & Operations Committee Meeting	Date: March 9, 2017 Location: District Educational Service Center
Members Present	Vice Chair: David Striebinger Members present: Earl Campbell, Mary Cordray and JoAnn Orischak
Others Present	Dr. Moss, Drew Davis, Dr. McCord, Reggie Murphy, Robert Oetting, Robyn Cushingberry
	Meeting called to order at 4:31pm.
Action Item	Motion to Amend the Agenda
Highlights	Mr. Earl Campbell made the motion to amend the agenda to add the minutes of the February 9, 2017 Finance Committee. The motion was seconded by Mrs. JoAnn Orischak. The motion passed 4/0. Mr. David Striebinger made the motion to approve the minutes of the February 9, 2017 Finance and Operations Committee meeting. The motion was seconded by Mr. Earl Campbell. The motion passed 3/0/1. Mrs. Orischak abstained because she was absent from the February meeting.
Action Item	PE 7.5 Monitoring-Cleaning and Maintenance
Highlights	Robert Oetting presented the Maintenance portion of the report. For the period 8/26/2016 through February 3, 2017, 10,293 work orders were generated; 1,765 of those were self-generated. 342 work orders remain outstanding. Survey information exhibited good quality of service and customer service/responsiveness scores. It was mentioned that the performance during the hurricane was commendable and that the new landscaping group proved their worth. Dr. Gregory McCord presented the custodial portion of the report. The report included pictures from the middle schools around the district. The areas discussed were hallways, cafeterias, media centers, gymnasiums, classrooms, front offices, front entrances, weight rooms, locker rooms, and restrooms. Dr. McCord discussed a new concept for cleaning utilizing task-based teams. Dr. Moss did mention that the custodial contract would be up for renewal in 2017. Mrs. Mary Cordray made the motion to accept the report as presented. The motion was seconded by Mr. Earl Campbell. The motion passed 4/0.
Presentation	Facility Use Fees for Gymnasiums
	Robert Oetting led a discussion on the inconsistency of rates currently charged for the use of gymnasiums throughout the District. The most commonly used rate is \$50/practice for the gymnasiums. Mr. Oetting suggested charging a fee of \$0.0025/sf for gym use only during the week. On the weekend a custodial fee of \$20.00/hour and for tournaments would need to be added to the fee. For weekend practice of less than 4 hours, it was suggested that the principal could waive the custodial fee. The committee concurred with the recommendation. Mr. Davis said the Administrative Rule for facility use would be updated to reflect the fee changes.
Action Item	Portable Restrooms for the Athletic Fields at River Ridge Academy
Highlights	Robert Oetting updated the Committee on the placement of portable restrooms or Porta-Potties (PP) at the River Ridge Academy athletic fields. Mr. Oetting informed the Committee that the replacement cost for damaged was \$550.00 for a regular PP and \$1,400.00 for a handicapped PP. Dr. Moss raised the issue of the need for running water to wash up after using the PPs. Mr. Oetting will investigate the possible requirement for the water and if the running water is required, will report his findings. Mrs. Mary Cordray made the motion to temporarily authorize the use of Porta-Potties for those schools that do not meet the Office of School Facilities requirements for athletic facilities bathrooms. The motion was seconded by Mr. Earl Campbell. The motion passed 4/0.

Action Item	Donation to Beaufort High School for Baseball Batting Cage Concrete
Highlights	Robert Oetting presented a donation offer from Bob Shields and the Big Green Booster Club of \$12,500.00 to go toward the purchase and installation of a concrete pad for the baseball batting cages at Beaufort High School. Mrs. Mary Cordray made the motion to accept the donation to Beaufort High from Bob Shields and the Big Green Booster Club in the amount of \$12,500 toward the purchase and installation of a concrete pad for the baseball batting cages. The motion was seconded by Mrs. JoAnn Orischak. The motion passed 4/0.
Information Item	Facilities Planning and Construction Personnel Retirement
	Reggie Murphy and Robert informed the Committee of the recent retirement of Joe Cook in the Facilities group. This agenda item was for information only.
Information Item	Construction Update
	Robert Oetting updated the Committee on the progress of the expansion of the Riverview Charter School expansion project. The project is close to completion. Mr. Oetting also discussed the upcoming summer projects, the DESC warehouse and the DESC solar farm. Both projects are on schedule to break ground in the next 2-3 months. The solar project is on schedule to be completed this summer. The warehouse will be completed shortly after the solar farm.
Information Item	Update on Port Royal Playground Agreement with the Town of Port Royal
Highlights	-Drew Davis presented information on the need to revise several property lines in the Live Oaks Park/Port Royal Elementary School playground areas. The plat for the park indicated a right-of-way property that reflected no ownership in the County records. Mr. Davis has been working with the attorney for the Town of Port Royal and Beaufort County to realign the properties with the associated use and ownership. The County has quit claimed the deeds of the affected properties to the District. The District will now quit claim a portion of those properties to the Town of Port Royal and the Town will quit claim a small portion of their property to the District. This agenda item was for information only.
Information Item	Request for Qualifications – Whale Branch Early College High School Gymnasium
Highlights	Mr. Murphy and Mr. Oetting provided information of the Request for Qualifications (RFQ) solicitation for design services for the Whale Branch Early College High School (WBECHS) gymnasium. The solicitation has closed and evaluations will be conducted next week with interviews of the short-listed firms expected the following week. An award is expected in early April. A discussion ensued regarding the possibility of adding the design of the WBECHS auditorium to the scope of work for the design of the gymnasium. Mr. Oetting explained the benefits of combining the design work for both projects into one contract. Mr. Murphy informed the Committee that the option of adding the design of the auditorium was included in the solicitation. Mrs. Mary Cordray made the motion to authorize incorporating the design aspects of both the WBECHS gymnasium and auditorium into the scope of work for the RFQ solicitation for design services for the gymnasium. The motion was seconded by Mr. Earl Campbell. The motion passed 4/0.
Adjournment	The meeting adjourned at 5:45pm.

These minutes are in draft form, have not been approved by this committee and are subject to modification until approved by this committee.