

January Agenda

Special Meeting of Facility Advisory Committee

The special meeting of the Facility Advisory Committee (FAC) has been scheduled for **Wednesday, January 7, 2015 at 6:00pm** at the Gallatin Gateway School Conference Room.
(All policies can be found at www.gallatingatewayschool.com.)

Call to Order

Public Comment- Non Agenda Items- Sign in sheet- (GGS Policy #1070)

Old Business

Basement mold mitigation/moisture intrusion project update

New Business

Committee Organization and Meeting Schedule

Review Scope

Discuss: *Recommendations for FAC Plan Development*

Develop Priorities and Action Plan

Set Date for Next Committee Meeting

Adjournment

“The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens.”

GGG Facility Advisory Committee Meeting Jan 7, 2015

Committee Members Present:

Trustee Dan Curtis
Dick Shockley

Committee Members Absent:

Will Horgan

School Attendees:

Dr. Kim DeBruycker, School Administration

Others Present:

Robert Donaghey
Ty Spring

Call to Order: 6:00pm

Public Comment: none

Old Business: Discussion on basement mold mitigation / moisture intrusion project indicated successful completion. Discussion regarding potential for further extension of rain gutter downspout extension resulted in agreement for continued monitoring and later update.

New Business:

Committee organization and Meeting Schedule:

Trustee Curtis accepted tentative Chair position; agenda item tabled until new members appointed and more members present for a future meeting to establish chair and recorder positions. Recommendation made to request Board Chair appointment of Robert Donaghey, Joe Robb, Tom Ross, and Ty Spring.

Schedule

Tentatively agreed to meet first Wednesday of each month at 6pm if all future members can also make this date and time

Review Scope

Reviewed and discussed

Discuss: Recommendations for FAC Plan Development

Discussed with no action taken.

Develop Priorities and Action Plan

Discussed process and agreed for committee walk-thru as next action.

See Date for Next Committee Meeting

Meeting and Building Walk Through scheduled for Wednesday, February 4, dependent on availability of old and newly appointed committee members, school administration and teacher, and School Board (for possible coordination of joint walk through).

Adjournment: 6:55pm

Submitted by Dick Shockley - unofficial committee secretary



**GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730**

Gallatin Gateway School Policy #1070- The agenda must also include a "public comment" item in order to allow members of the general public to comment on any public matter under the jurisdiction of the district that is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairman may place reasonable time limits on any "public comment" item in order to maintain and ensure effective and efficient operations of the Board. The District shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

** Public comment will be asked on each agenda item. Do not sign below for agenda items.*

Public Comment Sign-in

Date: January 7, 2015

**Please sign below for non-agenda items to be heard under New business: Public comment.*

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
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Facility Advisory Committee Meeting

January 7, 2015

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Dick Shuckley	Dick Shuckley
2. Dan Curtis	[Signature]
3. Robert Donaghey	[Signature]
4. Ty Spender	[Signature]
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School Facility Advisory Committee

The scope of the Gallatin Gateway School planning advisory committee will be to gather and analyze information to recommend short-term, mid-term, and long-range written plans for the Gallatin Gateway School (GGS) building/facility/grounds maintenance and to make recommendations to the GGS Board for consideration in Board facility maintenance and cost planning.

1. The committee will assess the school facility needs and recommend facility goals for short-term and mid-term planning.
2. The committee will assess the school facility needs and recommend facility goals for the next 20 years for long-range planning.
3. The committee will propose a maintenance plan with priority-based recommendations and general cost estimates.
4. The committee will present updates/reports quarterly, or more frequently as deemed necessary, to the school board.
5. The committee will:
 - be appointed by the Chairman of the GGS Board.
 - have no school maintenance decision-making or spending authority.
 - be comprised of community volunteers and at least one, but not to exceed two board members.
 - include no more than 7 members.
6. School administration and staff members will be available by appointment as a resource to the advisory committee to share knowledge of the building and needs of the facility.
7. The dates of advisory committee meetings will be given to GGS administration no less than four business days prior to the meeting to allow for an agenda to be posted for the public. Draft minutes of the advisory meetings will be submitted to the school clerk within a week following a meeting. The school clerk will post the draft minutes on the school webpage under the heading: School Board School Facility Advisory Committee.
8. The ongoing need, scope, and members of the advisory committee will be reviewed annually by the school board.

1. Short Term Plan

First consider health & safety issues. Determine repairs, replacements, or installations required.

Set priorities. Develop cost estimates.

Consider facilities needs which may be satisfied within current budget, prioritize and present to Board.

(i.e. Kitchen ventilation and make-up air unit, fire and egress safety improvements, crawl space ventilation improvements, window / door hardware improvements.)

2. Mid-Term Plan

Consider those physical plant upgrades, system replacements, and repairs which can be fiscally planned for within the next decade and recommend priorities to Board.

(i.e. Gym heating and ventilation upgrade, building temperature control system upgrade, lighting system and lighting controls upgrade, bleachers replacement.)

3. Long-Term Plan (20 years and out)

Consider those larger, more costly facilities deficiencies and provide general relative cost estimates and priority of needs.

(i.e. Boiler replacements, comprehensive HVAC replacement / upgrade with complementary temperature control connectivity and energy savings designs.)

4. Continuing Long-Term Maintenance Plan

Develop and recommend inspection and maintenance plan for systems, facilities interior and exterior surfaces and components, and all equipment and accessories in accordance with associated O&M (Operating & Maintenance) manuals.

Establish inventory log of all equipment and accessories, with centralized O&M library. Establish related O&M schedules and logs to track periodic maintenance by week, month, semi-annual, annual requirements, as appropriate. Establish paint, flooring, desk, classroom writing surface, and classroom and hallway condition inspection, cleaning, and maintenance schedules. Establish exterior grounds, parking, and building inspection and maintenance schedules. Formulate related comprehensive report format to provide scheduled periodic inspection and maintenance information to Administration and Board.

Recommend analysis of advantages / disadvantages of in-house cleaning & maintenance vs. contracted.

NOTE: Review and update of information described in the *CTA GALLATIN GATEWAY SCHOOL Preliminary Engineering Report and Energy Audit*, May 7, 2012 and the state *Facilities Condition Inventory*, December 12, 2008, will be helpful prior to beginning the analysis and planning.