

**NOTICE OF MEETING  
SCHOOL DISTRICT NO. 17**

Notice is hereby given of a Board of Education Committee of the Whole meeting of School District No. 17, in the County of Douglas, which will be held at 6:30 p.m. on Monday, November 8, 2010 at 5606 South 147th Street, Omaha, Nebraska.

An agenda for such meetings, kept continuously current are available for public inspection at the office of the superintendent at 5606 South 147th Street, Omaha, Nebraska.  
LUNDA POOLE,  
Secretary

11-5-10

**THE DAILY RECORD  
OF OMAHA**

**RONALD A. HENNINGSEN, Publisher  
PROOF OF PUBLICATION**

UNITED STATES OF AMERICA, }  
The State of Nebraska, } ss.  
District of Nebraska, }  
County of Douglas, }  
City of Omaha, }

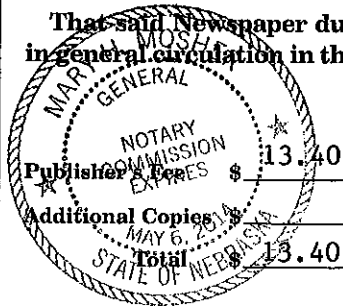
**J. BOYD**

being duly sworn, deposes and says that she is

**LEGAL EDITOR**

of **THE DAILY RECORD**, of Omaha, a legal newspaper, printed and published daily in the English language, having a bona fide paid circulation in Douglas County in excess of 300 copies, printed in Omaha, in said County of Douglas, for more than fifty-two weeks last past; that the printed notice hereto attached was published in **THE DAILY RECORD**, of Omaha, on \_\_\_\_\_  
November 5, 2010

That said Newspaper during that time was regularly published and in general circulation in the County of Douglas, and State of Nebraska.



Subscribed in my presence and sworn to before  
me this 5th \_\_\_\_\_ day of  
November 20 10

Notary Public in and for Douglas County,  
State of Nebraska

COMMITTEE OF THE WHOLE MEETING

NOVEMBER 8, 2010

NAME:

REPRESENTING:

Mike Stopak

IBEW 22

Molly Erickson

MEA

Kelli Heller

MSAP

Pat Ricketts

Michaela Lucas



*COMMITTEE OF THE WHOLE  
MEETING*



NOVEMBER 8, 2010

MILLARD PUBLIC SCHOOLS  
BOARD COMMITTEE OF THE WHOLE

The Board of Education Committee of the Whole will meet on Monday, November 8, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street.

The Public Meeting Act is posted on the Wall and Available for Public Inspection

Public Comments on agenda items - This is the proper time for public questions and comments on agenda items only. Please make sure a request form is given to the Board Vice-President before the meeting begins.

A G E N D A

1. Purchasing and Distribution Study
2. Summer Projects 2011
3. Learning Community Caucus Discussion

Public Comments - This is the proper time for public questions and comments on any topic. Please make sure a request form is given to the Board Vice President before the meeting begins.

## AGENDA SUMMARY SHEET

**AGENDA ITEM:** Purchasing Study

**MEETING DATE:** November 8, 2010

**DEPARTMENT:** General Administration

**TITLE & BRIEF DESCRIPTION:** Purchasing Study – A presentation of the School Specialties Study relevant to District Purchasing and administrative proposals to implement key recommendations from the study.

**ACTION DESIRED:** Approval  Discussion  Information Only

**BACKGROUND:** The District engaged the services of consultants from School Specialties to examine the District's procurement practices and to make recommendations for improvement.

Attached are: (1) a summary of the consultant's finding, (2) a summary of the consultant's recommendations, and (3) the district's proposal for addressing the recommendations.

**OPTIONS AND ALTERNATIVES:** n/a

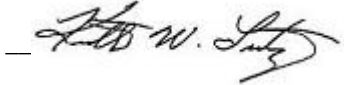
**RECOMMENDATION:** n/a

**STRATEGIC PLAN REFERENCE:** n/a

**IMPLICATIONS OF ADOPTION/REJECTION:** n/a

**TIMELINE:** Soon

**RESPONSIBLE PERSON:** Shantanu Bose (School Specialties Consulting); Ed Rockwell (Gen. Mgr. for Support Services); and, Ken Fossen (Assoc. Supt. Gen. Admin.)

**SUPERINTENDENT'S APPROVAL:** 

# Purchasing Process Improvement Millard Public Schools

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School Board Meeting

November 8, 2010

## School Specialty Consulting

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School Specialty Consulting is dedicated to assisting the education community in reaching their goals through the pursuit of operational excellence.

# Executive Summary

- A detailed project was launched to examine the end-to-end district purchasing process and evaluate the benefits of the following changes.
  - Centralized purchasing versus site-based purchasing.
  - Central receiving versus site-based, i.e., understand the real costs of receiving, inventory loading and re-distributing products.
  - Just-in-time (JIT) delivery by vendors versus stocking products in a distribution center
- Lean/Six-Sigma methodology was used for recommending process improvements.
  - Two workshops were conducted with selected district personnel to understand the purchasing issues and develop solutions.
  - Data analysis was conducted to analyze the impact of key changes; a model was developed to understand district's purchase transaction costs.
- Based on the data analysis and outcome from workshops, the team recommends the following key changes:
  - **Centralize Purchasing Management**
  - **Roll-out procurement cards district wide for small transactions**
  - Rationalize warehouse inventory to support high velocity items
  - Create a best-in-class purchasing process, with initial focus on one category as a model for district purchasing

# Proposed Key Changes and Benefits

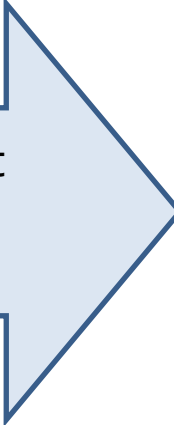
#	Changes	Benefits	Annual Cost Savings
1	<p>Centralize Purchasing Management</p> <ul style="list-style-type: none"> <li>• Institute formal vendor management</li> <li>• Create standard list of products for the most common categories</li> <li>• Establish performance metrics</li> </ul>	<ul style="list-style-type: none"> <li>• Best value (right price at right quantity)</li> <li>• Obtain significant savings through aggressive sourcing</li> <li>• Audit of “non-approved” purchases</li> </ul>	<ul style="list-style-type: none"> <li>• 10-15% of \$15 million</li> </ul>
2	<p>Roll-out procurement cards district wide for small transactions</p>	<ul style="list-style-type: none"> <li>• Lower transaction costs</li> </ul>	<ul style="list-style-type: none"> <li>• 4,000-6,000 transactions can be converted to procurement cards</li> <li>• Reduce transaction cost from by \$25-40 per transaction</li> </ul>
3	<p>Rationalize warehouse inventory to support high velocity items</p>	<ul style="list-style-type: none"> <li>• Fewer items to manage in warehouse</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce inventory obsolescence by \$27,000</li> <li>• Reduce warehouse space by 31% to provide pallet locations for food commodities program</li> </ul>
4	<p>Create a best-in-class purchasing process by piloting changes in one key category</p>	<ul style="list-style-type: none"> <li>• Provide a model for other district spend categories</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced transaction cost for ~1,000 Purchase Orders (office products example)</li> </ul>
5	<p>Standardize work documentation and conduct training</p>	<ul style="list-style-type: none"> <li>• Consistent processes throughout the district</li> </ul>	<ul style="list-style-type: none"> <li>• Supports cost savings from key changes</li> </ul>
6	<p>Policy changes to drive fewer transactions</p>	<ul style="list-style-type: none"> <li>• Reduced number of transactions</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce up to 2,500 transactions and associated transaction costs</li> </ul>
7	<p>Process and system changes to reduce complexity</p>	<ul style="list-style-type: none"> <li>• Reduce cost per transaction</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce the cost per transaction by 25%</li> </ul>



# Centralize Purchasing Management

7

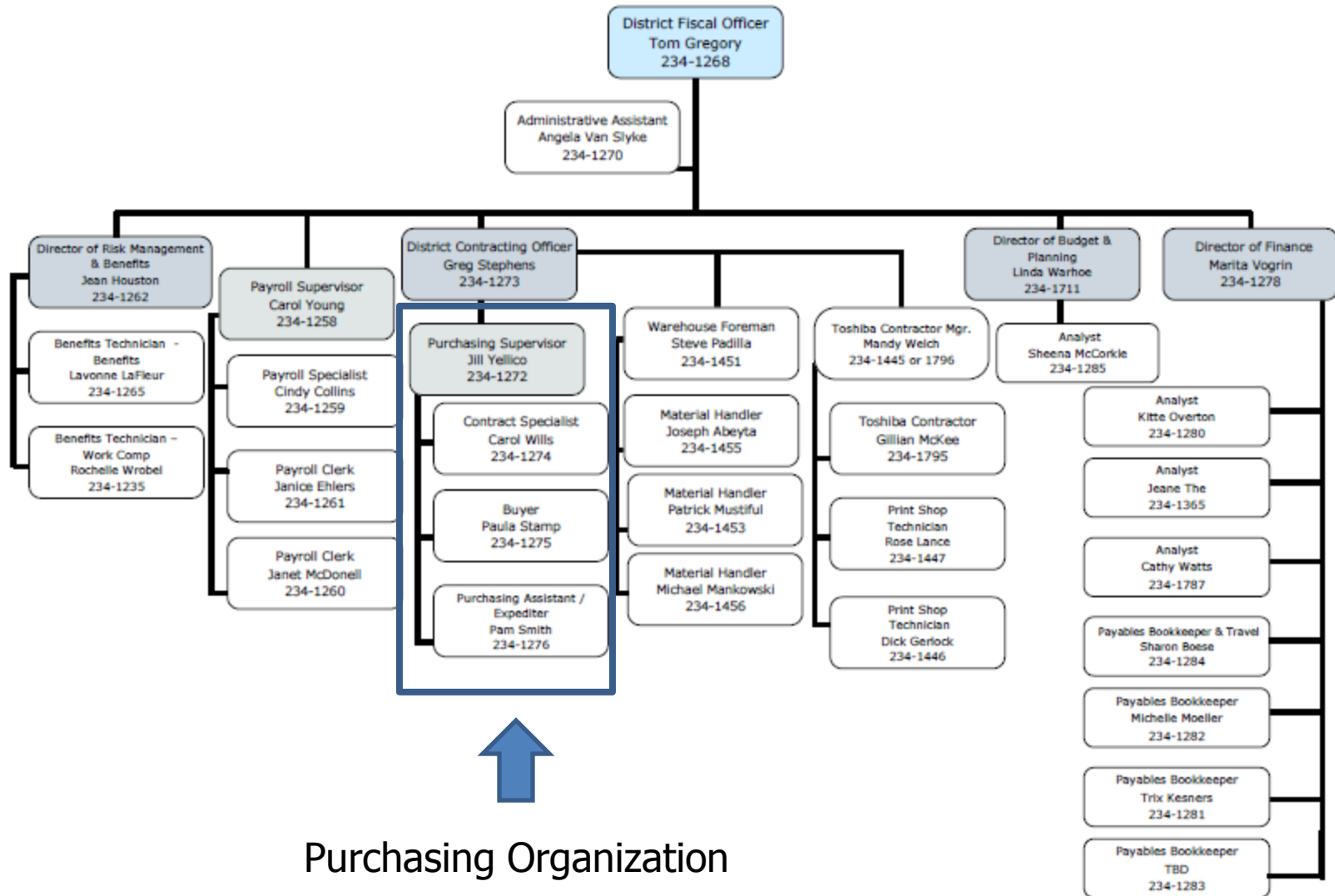
Centralized Purchasing Management will focus the district's spend to a limited set of vendors by these key strategies:

- 
- A. Instituting formal vendor management to set clear expectations for the vendors and limit vendor options for district users
  - B. Creating standard product lists for the most common categories to aggregate spend to fewer items which provide the best value for the district
  - C. Establishing external metrics to assure vendors perform to expectations; internal metrics to ensure compliance

- Assign vendor manager(s) for key categories
- Conduct competitive bidding/sourcing to get the best value for the district (right quality at the right price)
- Create vendor performance metrics, e.g., scorecards
- Execute vendor agreements, with terms, discounts, shipping and handling, purchase order acknowledgments, packaging standards, and labeling standards

# Academy School District Twenty (Peer District)

## Business Services Organization for FY 2010—2011



Purchasing Organization

# Rollout Procurement Cards

- What does the data show?
  - 36% of purchase orders are below \$100
  - 44% of Non-PO invoices are below \$100
  - Current transaction cost is \$48 per Purchase Order
- What did the workshop tell us?
  - Procurement cards have limited accessibility today
  - There is a clear need for a simplified vehicle for smaller purchases

- Recommendations
  - Roll-out procurement cards to selected personnel within buildings and district departments; provide broader access to procurement cards
  - After initial roll-out, pursue expansion of procurement card purchases for higher value transactions, e.g., up to \$250, or more

# Appendix

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# Project Charter

**Project Title: Purchasing Process Improvement**  
**Value Stream: Purchasing Value Stream**

## Reason for Action (Business Case):

Initial diagnostic of current purchasing process shows opportunities for improvement.

## Problem Statement:

- Analyze cost-benefits trade-off for the following
  - Just-in-time (JIT) delivery by vendors versus stocking products in a distribution center.
  - Central receiving versus site-based, i.e., understand real costs of receiving, inventorying loading and re-distributing products.
  - Centralized purchasing versus site-based purchasing.
- Determine key process changes necessary for efficient information flow.
- Determine changes in organizational structure to support the new end-to-end purchasing and DC process

## Scope:

Includes: Selection, Requisition, PO, Receipt, Delivery and Invoice Payment

Excludes: Sourcing / bidding of items with current and new suppliers

## Measure of Success:

- Consider and apply appropriate for-profit business techniques to improve end-to-end purchasing processes in all MPS divisions and departments
- Reduce and re-configure DC inventory, streamline vendor sources, improve service to customers and reduce overhead costs
- Streamline and significantly improve the cumbersome purchase order process for all users, end-to-end. Reduce overhead costs, resolve the issue of web-based ordering and in-building receiving of orders
- Examine non-inventory purchasing by local purchasing agent, consider local org structure, suggest improvements

Dates: 3/1/10 – 4/23/10

## **School District**

Sponsor: Ken Fossen

Process Owner: Ed Rockwell

## Team Members:

Ken Fossen  
Ed Rockwell  
Mike Maas  
Christy Vlcek  
Chris Hughes  
Liz Fiala

## Experts on call:

Ralph Carey  
Donna Smith  
Building Personnel

## **School Specialty**

### Team Members:

Mike Killoren  
Shantanu Bose

### Experts on call:

Tom Dalgleish  
Jim Burgraff  
Doug Reynolds  
Analysts

# Spend Categories

## Top 25 Account Codes

ACCOUNT CODE NAME	EXPENDITURE	VENDORS
COMPUTER EQUIPMENT	\$ 6,611,174	40
SUPPLIES	\$ 4,627,566	739
TEXTBOOKS	\$ 4,355,294	90
EQUIPMENT	\$ 1,379,130	148
SOFTWARE	\$ 1,298,116	46
WAREHOUSE INVENTORY	\$ 1,149,683	48
TEXTBOOK ADOPTION	\$ 1,134,355	10
SITE IMPROVEMENT	\$ 627,338	39
LIBRARY & REFERENCE BOOKS	\$ 608,597	53
FURNISHINGS	\$ 485,169	32
HVAC REPAIRS	\$ 437,999	25
REFUSE COLLECTION	\$ 256,308	1
EQUIPMENT REPLACEMENT	\$ 249,556	60
REPAIRS	\$ 240,040	39
AUDIO VISUAL MATERIALS	\$ 197,935	44
INSERVICE TRNG	\$ 190,408	104
VEHICLE ACQUISITION	\$ 185,042	6
SNOW REMOVAL SERVICES	\$ 182,500	6
ONLINE DATABASE	\$ 174,655	6
OTHER PROF. & TECH. SERV.	\$ 170,920	42
WEATHERPROOFING	\$ 127,000	1
BLEACHER REPAIR	\$ 86,437	3
SECURITY CAMERAS	\$ 85,183	1
EQUIPMENT- OWN PROV	\$ 84,071	16
SNOW REMOVAL MATERIAL	\$ 76,971	5

## Next 25 Account Codes

ACCOUNT CODE NAME	EXPENDITURE	VENDORS
PARKING/ROAD REPAIR	\$ 76,880	5
SIGNS	\$ 74,126	3
PLAYGROUND EQUIPMENT	\$ 65,031	3
CARPET	\$ 60,976	4
INSTRUCTION SUPPLIES	\$ 58,993	20
SECURITY SYSTEMS	\$ 57,372	3
WORKBOOKS	\$ 49,481	10
PRINTING - OUTSOURCED	\$ 48,479	2
HARDWARE SUPPLIES	\$ 42,441	1
FERTILIZER/WEED	\$ 41,351	2
MAINTENANCE REPAIRS	\$ 38,705	13
FIRE PROTECTION/INSPECT.	\$ 38,135	3
VOICE/DATA/VIDEO WIRING	\$ 37,604	5
ATHLETIC/SPORTS FIELDS	\$ 32,373	1
SIDEWALK	\$ 32,258	2
CONTRACTED SERVICES	\$ 27,009	2
DUES AND FEES	\$ 26,568	23
STUDENT ENTRIES & REGIST	\$ 25,978	43
LAWN SEED	\$ 25,945	1
TRAVEL	\$ 24,882	22
PAINTING	\$ 24,425	2
PORTABLE - MOVE/REPAIR	\$ 24,338	4
MOVEABLE FURNITURE	\$ 23,578	6
TRAVEL-ADM ALLOCATION	\$ 22,495	21
OTHER SUPPLIES	\$ 22,188	14

Data Source: FY2009 and February YTD2010  
Purchase Order Data

 Categories with fragmentation

# Reduction in Transaction Costs using P-cards

		Current State	Scenario 1	Scenario 2
<b>Description</b>		As-is today	Move Non-warehouse PO transactions below \$100 to p-cards (25% reduction)	Move 25% Non-PO invoices to P-cards
	Cost / PO	Number of Transactions	Number of Transactions	Number of Transactions
<b>Non-Warehouse PO's</b>	\$48.20	7,557	5,668	5,668
<b>Warehouse Requisitions</b>	\$30.61	3,633	3,633	3,633
<b>P-card Transactions</b>	\$6.23	-	1,889	5,826
<b>Non-PO Invoices</b>	\$9.65	15,747	15,747	11,810
<b>Total Number of Transactions</b>		26,937	26,937	26,937
<b>Total Transaction Cost</b>		\$627,406	\$548,118	\$534,654
<b>Savings for each Scenario</b>			\$79,288	\$13,464

Note: District vendor expenditure and transactions FY08-FY10 YTD February (all numbers have been annualized)

Opportunity to save **\$92,752**  
by moving to P-cards

# TOM DALGLEISH

## BIOGRAPHY

Tom Dalglish is a senior strategic operations executive with 25 years of experience in Manufacturing, Procurement/Sourcing and Supply Chain in both consumer and business to business markets. Currently the Senior Vice President of Supply Chain Operations for School Specialty, Inc. in Appleton, Wisconsin Tom has a unique combination of Industry and Consulting experience across multiple industries . These industries include Food, Consumer Products, Retail, Pharmaceutical and Railroad to name a few.

He began his career in Industry as a quality engineer with General Mills but worked his way into both production and Research and Development supporting the Big G Cereal division with increasing levels of responsibility. These advancements continued with Unilever as he helped launch Lever 2000 bar soap and eventually managed the Bar Soap operation for this new brand. Tom received his MBA from the University of Chicago in Operations and Strategy in 1993. His work post MBA was with A.T. Kearney/McKinsey focusing primarily on Strategic Sourcing and Supply Chain Strategy. This included extensive Strategy and Implementation work which was highly valued by his clients. One of those clients, Sears was interested in forming a new business in the Automotive Retail category called NTB (National Tire and Battery) and recruited him based on his extensive experience in Strategic Sourcing of Automotive components (Tires and Batteries). In addition, Tom has extensive Supply Chain experience with work at Sears, as well as 5 years of work at Con Agra Foods. He led efforts at Con Agra Foods to launch a new Distribution network (2.3 million square feet) to support the Food Service and Retail Operations. These real world experiences combined with his consulting background, will provide School Districts with tangible benefits to assist them with their budget deficits.

Tom lives in Appleton, Wisconsin, with his wife Patti and three children.



# JAMES T. BURGRAFF

## BIOGRAPHY

Jim Burgraff is a senior strategic marketing and sales professional with more than 25 years experience in both the consumer and business-to-business markets. Currently Vice President of Corporate Marketing and Communications for School Specialty, Inc. in Appleton, WI, Jim has broad, real-world experiences helping multi-national organizations develop and implement marketing and sales strategies.

He began his career as a sales representative for Ed Phillips & Sons (Alco Standard), a wholesale liquor distributor in Eau Claire, WI, and then progressed through a series of positions of increasing responsibility for leading multi-national consumer package goods companies. He's held Regional and District Sales Management positions with Gold Bond Ice Cream (Good Humor/Breyers), Del Monte Foods (RJ Reynolds) and confectionery products manufacturer Leaf, Inc. (Hershey Foods), where he advanced to Business Development Manager responsible for channel development strategies across the U.S. His career focus then turned to education, joining The Coca-Cola Company as Sr. School Business Development Manager, responsible for all Coca-Cola activities related to the company's kindergarten through 12th grade market. He then started up his own consulting business focused on developing public/private partnerships between school districts and private industry. Jim also established the Project Youth Foundation, a foundation dedicated to helping youth in Wisconsin.

In addition to his current responsibilities at School Specialty for marketing, communications and brand strategy development, Jim is General Manager of the company's career and technical education business Brodhead Garrett.

Jim holds a Bachelor of Science degree from the University of Wisconsin- Superior and an honorable discharge from the United States Marine Corp.

Jim lives in Suamico, WI, with his wife, Jennifer, and their triplets.

# SHANTANU BOSE, Ph.D.

## BIOGRAPHY

Shantanu Bose is a strategic sourcing and supply chain leader with over 10 years of progressive responsibilities. Currently, he is the Vice President of Strategic Sourcing & Product Safety for School Specialty, Inc. in Greenville, Wisconsin. Prior to this, Shantanu has sourcing and supply chain experience within a variety of industries including consumer products, pharmaceutical, automotive and industrial products.

Shantanu began his journey in supply chain as a part of his graduate school from Purdue University where he worked on a 3-tiered supply chain project from Unilever, studying the techniques for managing uncertainty in supply chains. His Ph.D. dissertation can be accessed at: <http://docs.lib.purdue.edu/dissertations/AI3037536/>. He then joined McKinsey & Company, the leading management consulting firm, and worked on a variety of engagements championed by senior management in large companies to solve strategic and operational issues, improve supply chain processes, achieve best practices, conduct interviews and structured-analyses to develop actionable recommendations with buy-in from executives. After gaining experience in a variety of industries, Shantanu joined American Greetings Corporation in a unique role with responsibilities within operations and business units to provide sourcing leadership. He then went on to head-up the overseas sourcing office in Hong Kong, China and led the transition to category based strategic sourcing and associated process improvements. Shantanu has also conducted trainings for over 200 suppliers during this transition and process improvements.

Shantanu is passionate about continuous supply chain improvements and believes that an effective sourcing strategy and an efficient supply chain can be a huge competitive edge that is hard to replicate.

Shantanu lives in Greenville, Wisconsin, with his wife Namita and two children.

# MICHAEL KILLOREN, CSSBB

## BIOGRAPHY

Mike Killoren is a senior School Specialty executive with nearly 30 years of cross functional leadership experience in several mission-critical areas, including customer service, distribution center operations, e-commerce system development and information technology. Mike is currently the Vice President of Lean Transformation, responsible for leading School Specialty's business process improvement initiative, a companywide effort to drive excellence in customer service.

Over the past year-and-a-half Mike has built a road map for introducing lean-based business process improvement methods across School Specialty, creating a cultural shift that encourages and nourishes operational excellence. He has resourced the effort to achieve transformation success; developed and coordinated associate training activities; worked with the senior leadership team to identify best opportunities; and coordinated activities with Lean team members to create a self sustaining system for continually improving our processes and systems. Prior to assuming his current position, Mike led the companywide Oracle business systems implementation as Vice President and Project Manager. He joined School Specialty in 1980 in customer service, transitioned into various positions of increasing responsibility in distribution center operations and information technology, then helped launch and develop School Specialty's e-commerce system. He has also been a key member of the company's acquisition team, helping integrate the processes and business systems of our acquired companies.

Mike brings with him a solid educational background, having earned a bachelor's degree in marketing from Marquette University, Milwaukee, and a master's degree in business administration from the University of Wisconsin-Oshkosh. Mike is an ASQ Certified Six Sigma Black Belt. He lives in Appleton with his wife Marla.

# Development of a Purchasing Department<sup>18</sup>

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## Historical Information and Current Summary Facts:

- Previous to 1999, any centralized purchasing was done by various administrators and support staff, ranging from associate superintendents to department heads and maintenance staff
- In 1999, the first full-time purchasing staff was hired, at the level of Purchasing Agent. This position directly managed about \$400,000 of spend in FY09 and \$260,000 in FY10, representing just 2.6% and 1.7% (respectively) of a potential \$15,000,000 in spend
- Overall District spend is still predominantly site-based vs. centralized, and is spread across too many sources involving too many transactions

# Development of a Purchasing Department

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## Objectives:

1. Save \$1 million dollars annually
2. Provide specifications and best sources for all common purchases, ensuring appropriate quality, safety, best value
3. Free-up time currently spent on purchasing by administrators and other staff, providing more time for their mainstream responsibilities
4. Align Distribution and Surplus Center operations under the direct supervision of the Purchasing Department, ensuring continuity of business practices, best use of available staff, space and material resources

# Development of a Purchasing Department<sup>20</sup>

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## Objective 1: Save \$1 million dollars annually

### Methods:

- A. Hire and equip additional experienced staff, develop appropriate tools, methods, specifications and practices
- B. Identify preferred vendors, implement vendor management strategies, negotiate better discounts and more efficient receiving criteria
- C. Amend policy and practice to funnel \$15 mil of spend from appropriate categories through the new Purchasing Department
- D. Roll out procurement cards for smaller purchases, reducing costs for purchase order processing and reducing transaction costs
- E. Develop appropriate metrics to evaluate on-going vendor performance and Purchasing Department performance, modify methods accordingly

# Development of a Purchasing Department<sup>21</sup>

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Objective 2: Provide specifications and best sources for all common purchases, ensuring appropriate quality, safety, best value

## Methods:

- A. Research and evaluate sources, products and services and those already in use, to determine and document applicable quality, performance and safety standards
- B. Prepare, distribute and maintain current lists of preferred vendors, preferred product selections and negotiated pricing, all representing best value to the District
- C. Perform on-going evaluations of product and service performance against specifications in use, inviting input from all District users, updating specifications as indicated

# Development of a Purchasing Department<sup>22</sup>

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Objective 3: Free-up time currently spent on purchasing by administrators and other staff, providing more time for their mainstream responsibilities

## Methods:

- A. A capable Purchasing Department, once enabled to provide efficient and reliable services, will significantly reduce time spent currently on purchasing duties by many other staff
- B. Development and communication of applicable lists of best value products, sources and services for common applications will save time and money currently spent by others on their indirect purchases



# Development of a Purchasing Department<sup>23</sup>

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Objective 4: Align the Distribution and Surplus Center operations under the direct supervision of the Purchasing Department, ensuring continuity of business practices, best use of available staff, space and material resources

## Methods:

- A. Modify the current organizational chart, realigning the Warehouse Manager and subordinate Distribution/Surplus positions under the new position of Purchasing Department Manager
- B. Best practices developed by the Purchasing Dept should be implemented throughout Distribution operations to ensure continuity of practices, pricing and specifications among all District vendors
- C. Improved coordination among these staff will help to ensure efficient use and redistribution of Surplus Center resources

# Development of a Purchasing Department<sup>24</sup>

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## \$15,000,000 Spend - Categories:

- A. Electronic Equipment
- B. Supplies
- C. Books and Materials
- D. Equipment
- E. Furnishings
- F. Warehouse Inventory
- G. Vehicle leases and purchases
- H. Services, Service Contracts

# Development of a Purchasing Department<sup>25</sup>

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## Implementation Phase I:

1. Write job description and hire Purchasing Department Manager
2. Develop tools, methods, practices, evaluative criteria
3. Realign organizational chart for Support Services
4. Adopt District policy and establish protocols to funnel appropriate spend categories through the new Purchasing Dept
5. Implement all practices required to meet Objectives 1 - 4
6. Evaluate effectiveness of new practices, modify accordingly

## Implementation Phase II:

1. Hire additional Purchasing staff as-needed to fully achieve original 4 objectives and any additional cost-effective objectives

## AGENDA SUMMARY SHEET

**AGENDA ITEM:** 2011 Summer Projects

**MEETING DATE:** November 8, 2010

**DEPARTMENT:** General Administration

**TITLE & BRIEF DESCRIPTION:** 2011 Summer Projects – A presentation of the construction projects proposed for next summer.

**ACTION DESIRED:** Approval  Discussion  Information Only

**BACKGROUND:** Each year the District engages in “summer projects.” In recent years, the total cost for summer projects has been in the neighborhood of \$4 m.

This year, due to the financial constraints the District will likely face, the number of projects may need to be reduced.

**OPTIONS AND ALTERNATIVES:** The number of projects may be decreased if the District’s financial picture so dictates.

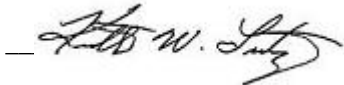
**RECOMMENDATION:** n/a

**STRATEGIC PLAN REFERENCE:** n/a

**IMPLICATIONS OF ADOPTION/REJECTION:** n/a

**TIMELINE:** Design work will commence as soon as possible. The project will commence immediately after school dismisses for the summer break.

**RESPONSIBLE PERSON:** Ed Rockwell (Gen. Mgr. for Support Services) and Ken Fossen (Assoc. Supt. Gen. Admin.)

**SUPERINTENDENT’S APPROVAL:** 

# SUMMER PROJECTS 2011

27

Millard Public Schools

Project Management

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Board of Education  
Committee Meeting November 8, 2010

**Summer Project Requests  
for  
2011**

# SUMMER PROJECTS 2011

28

Millard Public Schools

Project Management

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Projects were initially recommended and prioritized by the Project Management and Maintenance Departments, then reviewed and prioritized by the District Projects Committee on October 4, 2010.

# SUMMER PROJECTS 2011

29

Millard Public Schools

Project Management

## Summary of Projects and Locations

- Paving Improvements: Cather, DSAC, Ezra, NHS
- Running Tracks: KMS, RMS, NHS, SHS
- Tennis Courts: WHS
- Irrigation Systems: SHS Phase I of III
- Site / Exterior: Bryan, Cody, Norris, Disney, Morton
- Interior: DSAC, KMS
- Roofing: Cather Phase II of II, SHS Phase II
- Weatherproofing: SHS Phase I of III
- Doors and Frames: Willowdale, RMS, WHS
- Carpet and Flooring: Black Elk, Norris
- Wall Covering: Ezra
- Mechanical / HVAC: Rockwell, DSAC
- Fire Detection Systems: Cather
- Intercom Systems: Neihardt, Sandoz



# SUMMER PROJECTS 2011

Millard Public Schools

Project Management

## Cather Paving Improvements





# SUMMER PROJECTS 2011

Millard Public Schools

Project Management

## DSAC Paving Improvements





# SUMMER PROJECTS 2011

Millard Public Schools

Project Management

## NHS Paving Improvements



# SUMMER PROJECTS 2011

Millard Public Schools

Project Management

## Ezra Sidewalk Replacements





# SUMMER PROJECTS 2011

Millard Public Schools

Project Management

## KMS Track Replacement





# SUMMER PROJECTS 2011

35

Millard Public Schools

Project Management

## RMS Track Replacement





# SUMMER PROJECTS 2011

Millard Public Schools

Project Management

## NHS - SHS Track Surface Improvements



NHS



NHS



SHS



SHS

# SUMMER PROJECTS 2011

Millard Public Schools

Project Management

## WHS Tennis Court Replacement





# SUMMER PROJECTS 2011

Millard Public Schools

Project Management

## Morton Playground & Erosion Improvements





# SUMMER PROJECTS 2011

Millard Public Schools

Project Management

## Bryan-Cody-Norris Exterior Wall Study



**Bryan**



**Bryan**



**Cody**



**Norris**

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## Disney Cedar Soffit Replacements





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## SHS Irrigation Replacements Phase I of III





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## Cather Re-roof Phase II of II





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## SHS Re-roof Phase II



## MPS Roof Statistics

### Magnitude of Existing Roofs

- 2.98 mil sq. ft. = 66 football fields or 70 acres

Required to achieve 20 year roof replacements:

- 149,000 sq. ft./year re-roofed
- \$ 1.78 million/year budget

Buildings with major roof areas beyond 20 yrs:

- 9 Elementary Schools
- 2 Middle Schools
- 1 High School (SHS)
- 4 Special Buildings



Regulation Football Field

150 ft x 300 ft = **45,000 SF**



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## Weatherproofing: SHS Phase I of III



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## Exterior Door and Window Replacements



RMS



WHS



Willowdale



Willowdale



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## Ezra Wall Covering Renovations



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## Black Elk Flooring Replacements



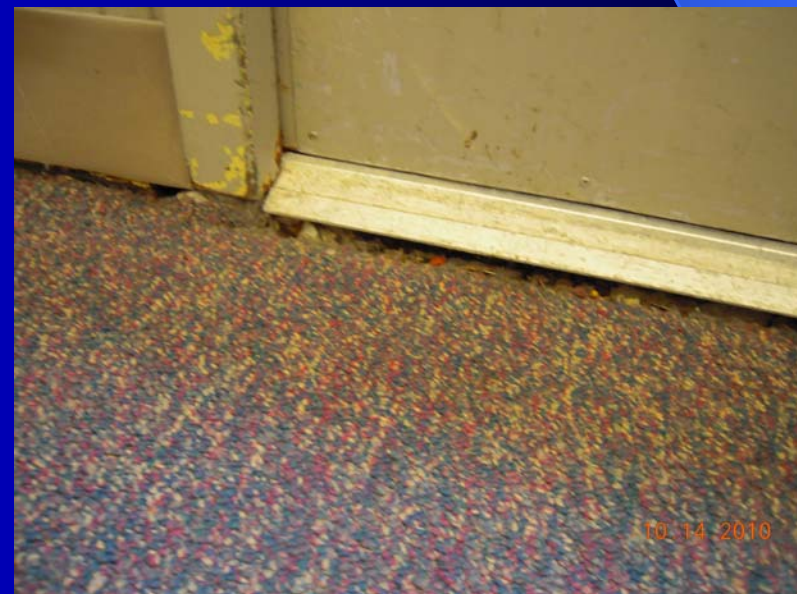
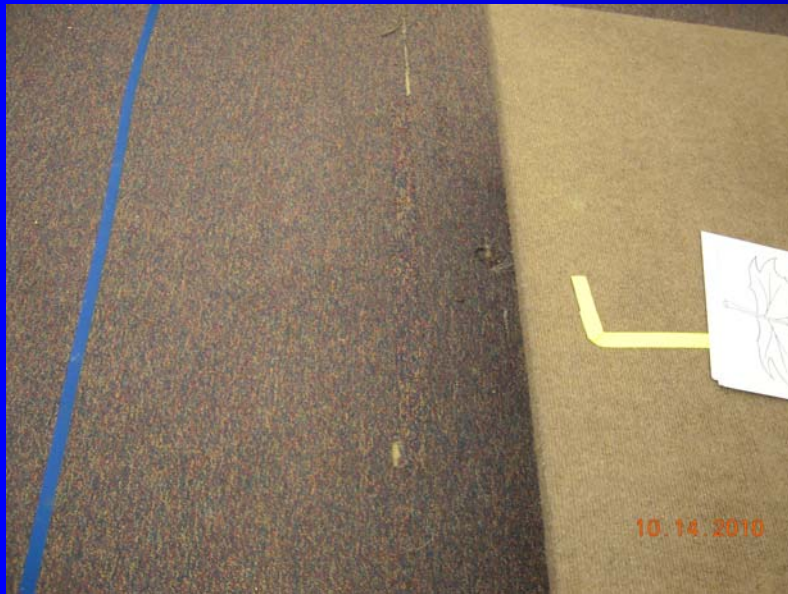


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## Norris Flooring Replacements



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50

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## KMS Interior Repainting Phase I of III





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## DSAC Restroom Renovations



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52

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## SHS Mezzanine Bleacher Aisleways and Handrails





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53

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## Neihardt Intercom System Replacement



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## Sandoz Intercom System Replacement





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## Rockwell HVAC Improvements



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## DSAC HVAC Improvements





## District Facilities Current Summary Statistics

- Total number of facilities: 39 (not including Echo Hills or portables)
- Average age of facilities: 28.6 years
- Total gross floor plan all facilities: 3,638,500 square feet
- Total value of facilities: \$439,034,657 (excluding land values)

## Facility Values / Capital Spending

- Per 2010 HAKCO schedule, current replacement value of all District facilities (land values excluded) is **\$439,034,657**
- \$4mil/yr in capital spending represents just 0.91% of value/yr
- At the rate of \$4 mil/yr, 110 years of capital spending would be required to equal total value
- If school facility life is 55 years, \$8 mil/yr of capital spending would be the required rate to equal the total value of \$439 mil

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59

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## Total Project Cost Summary by Discipline

Civil Projects	1,583,000
Architectural Projects	1,455,350
Mechanical-Electrical Projects	<u>393,500</u>
A-E Estimate of Total Bid Awards	<b>\$3,431,850</b>
Construction Cost Contingency (10%)	343,185
Estimated Total Soft Costs (20%)	<u>686,370</u>
<b>Total Estimated Project Requests</b>	<b>\$4,461,405</b>

## Cost Categories Defined

(A) Estimated Total Bid Awards: Anticipated results of bid openings

(B) Construction Cost Contingency: 10% of (A)

(C) Estimated Total Soft Costs: 20% of (A)

- Architectural - engineering fees, including contract administration
- Bid document printing and postage (plans and specifications)
- Survey, geotechnical, special testing and inspection fees
- HVAC air and water balancing, HVAC commissioning fees
- Project support costs to direct MPS vendors and sub-contractors

(D) Estimated Total Project Requests: Sum of (A+B+C)

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61

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## Historical Funding for Summer Projects

**Summer Project Funding 2004 - 2011**

<b>Year</b>	<b>Budgeted</b>	<b>Actual</b>
2004	2,248,500	2,248,500
2005	1,327,274	1,327,274
2006	3,426,145	2,720,221
2007	5,791,898	5,485,020
2008	4,182,414	4,015,854
2009	1,000,000	1,024,009
2010	5,233,920	4,715,541
2011	4,461,405	
2012		
2013		
2014		
2015		
<b>Total to-date</b>	<b>27,689,354</b>	<b>21,534,419</b>
<b>Averages</b>	<b>\$3,952,765</b>	<b>\$3,076,346</b>