A picture containing text, plant

Description automatically generated

**Capital Outlay Committee Minutes**

**Tuesday, December 14, 2021**

**8:00 a.m. – ROE Cafeteria**

***(To be approved at the next SDMC meeting)***

The Capital Outlay meeting was called to order at 8:10 AM by Dr. Fovargue. The participants were as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Participant | | |  | |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Keri Fovargue - [kfovargu@houstonisd.org](mailto:kfovargu@houstonisd.org) | Head of School |
| Candice Klein - [candice.klein@hotmail.com](mailto:candice.klein@hotmail.com) | Parent |
| Leslie Hillendahl – [lesliehillendahl@yahoo.com](mailto:lesliehillendahl@yahoo.com) | Parent |
| Haruko Cho - [kaito0110@hotmail.com](mailto:kaito0110@hotmail.com) | Parent |
| Katheen Hochberg - [kwells79@msn.com](mailto:kwells79@msn.com) | Parent |
| Stephen O’Leary - [swoleary55@hotmail.com](mailto:swoleary55@hotmail.com) | Parent |

Dr. Fovargue welcomed the committee. Dr. Fovargue advised that she met with ROE’s PTO President, Tricia Wycliff and she indicated that the PTO may set aside funds for maintenance at the ROE grounds which will be formally requested at the upcoming PTO meeting in January 2022 by the Capital Outlay Committee.

Candice Klein and Kathleen Hochberg are continuing to coordinate and research options for having the school grounds mowed and maintained as a supplement to the HISD mowing schedule. Research has been conducted and is ongoing by speaking with the PTOs and other members of other HISD schools such as Poe Elementary.

HISD’s mowing schedule is released at the first of each month but not necessarily strictly followed. Ants and other pests are an ongoing issue on the ROE grounds which Options being considered for ROE grounds’ maintenance include:

* Contract with an outside landscaping company, although this is made difficult for scheduling purposes due to HISD’s mowing schedule not being necessarily followed as publish.
  + $550/visit - estimate for mowing rear of ROE school grounds.
  + HISD is supposed to be at ROE grounds to mow at approximately 4am on the designated dates so that they are not mowing when children arrive but that typically is not the case.
    - Lack of consistency of HISD’s mowing schedule makes it difficult to schedule an outside lawncare service.
* Purchase a push or riding lawnmower
  + Estimated costs
    - $1,500-2,000 for riding lawnmower.
    - $300-500 for push lawnmower.
  + Mowing of grounds
    - Coach Bomersbach would likely agree to assist with mowing near playground areas.
    - Work with River Oaks community to have a volunteer schedule for mowing.
    - Hire someone to use the lawnmower to mow.
  + Consideration of liability
  + Storage of lawnmower
    - Inquire of PTO of possibility for use of shed to store lawnmower and size/measurements of shed.
    - Secure area in HVAC system for possible storage.
* Gutter cleaning
  + Because roof tiles are slate and easily breakable, need to have a professional company with experience with such roof materials to perform gutter cleaning.
  + Initial quote obtained - $1,200 and the work would take about a week to perform. Additional quotes being obtained.
* Power washing
  + $4,000 initial quote for professional service that removes mildew using power washing equipment and specialized solution.
* Annual cleaning of ROE grounds and building
  + Consider speaking with ROE Dad’s Club for assistance
  + Fall and Spring Cleanups
* Continued discussion of public use of ROE Spark Park afterhours and what can be done to maintain the grounds of ROE, i.e., trash left on park over weekends, misuse of outdoor gym resulting in damage to the gym floor.
  + Research conducted on Spark Park rules and ROE could post rules via metal signs on the fences for the public.
  + Only one gate off San Felipe is open for safety.
  + Continue efforts to have concreted trashcans on the Avalon side of the school removed as the public throws trash and other debris, including but not limited to dog feces and glass bottles over the fence toward the trashcans. This results in trash and debris such as broken glass and dog feces ending up in the park when the trashcan is not reached.
  + Ms. Harrison walks all of the ROE grounds each morning to ensure that fence is not damaged, and no harmful debris is in the park such as needles, etc. from the public’s use of the park.
  + Dog walking path behind ROE grounds between Avalon and San Felipe regularly littered with trash and alcohol bottles.

Action Items:

* Candice Klein to obtain additional quotes for lawn and building maintenance and formalize proposal for submission to the PTO at the January 2022 meeting.
* Leslie Hillendahl to prepare and maintain minutes of the Capital Outlay Committee meetings. Leslie will provide the meeting minutes to Dr. Fovargue and Candice Klein who will then have them added to the ROE website.
* Candice Klein will maintain the email distribution list for the committee, sending out minutes and preparing emails about future meetings.
* Kathleen Hochberg to take pictures of grounds and front of the Wharton Elementary School for consideration by Capital Outlay Committee for ideas.
* Stephen O’Leary and Brian Hillendahl to meet over Winter Break to assess leak in fountain and repair of light at the front of ROE.
* Stephen O’Leary to obtain additional quotes for powering washing ROE building and gutter cleaning.
* Create SignUpGenius for parents and other volunteers to sign up to clean the ROE grounds once to twice a month for 1-2 hours (depending on number of volunteers) first thing on Monday mornings (“Monday Morning Cleanup”). Easy way to get people involved and assist with maintaining school grounds.

The meeting concluded at 9:10 AM.