



In Association With



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MEETING

MINUTES

Job Name **Barberton City School District**

City/State **Barberton, Ohio**

Meeting ID **Executive Partnering Session**

Meeting Date/Time **Monday, April 21, 2008 9:00 a.m. – 4:00 p.m.**

Location **Barberton YMCA**

Minutes Taken By **Roshelle Fennell**

Date of Minutes **May 05, 2008**

Participants

<u>Name</u>	<u>Present</u>	<u>Distr.</u>	<u>Organization</u>	<u>Phone</u>
Bill Courson (BC)	√	√	OSFC – Project Administrator	330-425-2423
Glenn Rowell (GR)	√	√	OSFC – Planning Director	614-466-6420
Vince Frammartino			BCSD – Interim Superintendent	330-753-1025
Patti Cleary (PC)	√	√	BCSD – Assistant Superintendent	330-753-1025
Sally Avant (SA)	√	√	BCSD – Superintendent Secretary	330-753-1025
Ryan Pendleton (RP)	√	√	BCSD – Treasurer	330-753-1025
Kay Graham	√	√	BCSD – Treasurer Assistant	330-753-1025
Deanne McQuaide (DM)	√	√	BCSD – Board President	330-848-3927
Dave Polacek (DP)	√	√	BCSD – Board Member	330-825-2950
Joe Stefan (JS)	√	√	BCSD – Board Member	330-414-9671
Russ McCune (RM)	√	√	BCSD – Board Member	330-753-4033
Jason Ondrus (JO)			BCS – Principal	330-848-4232
Tim Thorn (TT)	√	√	BCS – Asst. Principal	330-753-1684
Jeff Ramnytz (JR)	√	√	BCS –Principal	330-848-4243
Justin Gates (JG)	√	√	BCS –Principal	330-848-4236

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Janet Barth (JB)	√	√	BCS – Teacher	330-848-4246
Mark Brown (MB)	√	√	BCS –Maintenance Supervisor	330-753-1025
Mary Beth Bell (MB)	√	√	BCS – Food Service Supervisor	330-753-1025
Lyn Downey (LD)	√	√	BCS – Tech. Coordinator	330-753-1025
Anne Vainer (AV)	√	√	BCS – Special Education	330-753-1025
Doug Guilda (DG)	√	√	BCS – Teacher	330-848-4236
John Daniels (JD)	√	√	BCS – Teacher	330-848-4229
Steve Zannoni (SZ)	√	√	Project Management Consultants– Facilitator	216-533-5865
Jeff Miterko (JM)	√	√	Thorson Baker – Electrical Engineer	330-659-6688
Mike Stamas	√	√	Thorson Baker – Landscape Architect/Civil	330-659-6688
Mary Lou Woodford	√	√	BCS – AFSCME	330-753-1084
Don Osterhout (DO)	√	√	Fanning Howey Architect	614-764-4661
Ev Musser (EM)	√	√	Fanning Howey Architect	419-305-3375
John Gladden JG)	√	√	Fanning Howey Architect	614-764-4661
Michelle Sutton (MS)	√	√	BCS – BEA	330-815-6169
Heather Miller (HM)	√	√	BCS – BEA	330-848-4230
Joe Vernacotola	√	√	BCS – BEA	330-848-4243
Annette Kamenar	√	√	BCS – BEA	330-760-6212
Cindy Sutton	√	√	BCS – BEA	330-825-7174
Maggie Masson	√	√	BCS – BEA	330-848-4241
Melanie Friedman	√	√	DiMaio Architects	330-836-2343
Trevor Extine (TE)	√	√	DiMaio Architects	330-836-2343
Michael DiMaio (MD)	√	√	DiMaio Architects	330-836-2343
Mark Moore (MM)	√	√	DiMaio Architects	330-836-2343
Robb Seders (RS)	√	√	DiMaio Architects	330-836-2343
Scott Burton (SB)	√	√	RLBA – Project Executive	216-377-3872
Bob Kerr (BK)	√	√	RLBA – Project Manager	216-377-3812
Gavin Smith (GS)	√	√	RLBA – Project Manager	216-377-3823
Michael Arnold (MA)	√	√	FPCM – Project Executive	724-452-9690
Roshelle Fennell (RF)	√	√	FPCM – Project Manager	724-452-9690

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Tom Harnden	√	√	BCF – Charity	330-745-5995
Ric Wiley	√	√	BCF – Charity/Community Member	330-848-0118
Rich Muller	√	√	Barberton Herald	330-753-1068
Bob Genet (BG)	√	√	Barberton Mayor	330-848-6719
Vincent Morber (VM)	√	√	Barberton Police/L.E.	330-745-2181
Kim Baldwin (KB)	√	√	Barberton Fire Chief	330-848-6738
Andy Wildman (AW)	√	√	Barberton Parks Director/Community Member	330-706-0654
Diane Sheridan	√	√	City of Barberton	330-848-6652

**Action
Required**

GENERAL ADMINISTRATIVE ITEMS

- 1.01 Steve Zannoni of PMC introduced himself as facilitator of the partnering session.
- 1.02 Each attendee introduced themselves, including their affiliation, role in the project, experience within design/construction industry, and what they hoped to achieve in this session. Please see flip chart pages 1 -4.
- 1.03 Steve Zannoni explained the session’s agenda, schedule and housekeeping rules.

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**Action
Required**

SESSION

1.04 Please refer to the attached slides for a summary of topics presented by Steve Zannoni. Main topics include:

- Alphabet Soup of Acronyms
- Causes of Project Failures
- Site Acquisition
- Explanation of Partnering
- Key to Good Construction – Ready, Aim, Fire
- The Four Design Phases
- Goals and Objectives
- Project Alignment
- Current Issues Discussion

Please refer to the attached flip charts/power point presentation.

1.05 A discussion on site acquisition took place. The time line for the new middle school and the relocation of the Norton Housing Site was discussed. The current timeline to obtain purchase agreement for the Norton site was December 31, 2008; however based on discussions, this timeline needed to be revised to sometime earlier. The Architect/CM was requested to provide a date in which they needed the purchase of the property to be final to meet the required design/construction schedule.

District to provide the necessary letters to the residents of the Norton site for re-enrollment purposes.

Please see flip chart pages 6-7.

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**Action
Required**

- 1.06 Some of the initial design studies were discussed at the meeting. These items will be tracked at the monthly core meetings. Please see flip chart page 8.
- 1.07 AE discussed the individual design submissions and explained what happens in each of these phases.
- A joint POR/SD phase submission would be allowed per DiMaio's tentative schedule, but the DD and CD portion of the design schedule must be adhered to.
- Please see flip chart pages 10-14
- 1.08 The CM, Architect, District and OSFC each presented their portions of the project organization. Please refer to the attached flip charts. Please see flip chart pages 15-19.
- 1.09 The project goals were discussed by all parties. Please see flip chart pages 20-23.
- 1.10 Obstacles for the design and construction program were discussed. Please see flip chart page 24.
- 1.11 The project schedule for the entire program was reviewed indicating the flow of the projects with anticipated completion dates.
- All parties agreed to continue the schedule discussion to formulate a base line schedule at the project's first core meeting scheduled for Friday, May 09, 2008.

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**Action
Required**

Please see flip chart page 25.

- 1.12 Project Agreement /Communication – OSFC will inform the District on what steps the District needs to produce in order to get agreement completed.

The team also discussed how communication would be handled not only internally with the project team, but also, externally with the community and the building staff.

Please see flip chart pages 26 – 28

These meeting minutes summarize the writer’s interpretation of the meeting. Attendees are requested to forward any corrections or additions via e-mail within five (5) business days of receipt.

Submitted by,

Richard L. Bowen + Associates Inc.
In Association With **FOREMAN PCM**

Roshelle Fennell
Project Manager

cc: Richard L. Bowen – RLBA