

BUILDING & GROUNDS COMMITTEE MEETING

MEETING DATE: WEDNESDAY, JULY 8, 2015 AT 4:30 P.M.

<u>Members:</u>	<u>Attendance</u>
Mr. Ken Darby (Co-Chair)	Yes
Mr. Richard Leonard (Co-Chair)	Yes
Mr. John Laesch	Yes
Ms. Christi Tyler	Yes
Mr. Alex DiMare	Yes
Dr. Michael Popp	Yes

AGENDA

1. Roll Call
 2. Public Comments/Questions
- DISCUSSION ITEMS:
3. Building and Grounds Budget
 4. Vehicle Inventory
 5. Summer Project Update
 6. Executive Session, if needed
 7. Adjournment

CONSENT AGENDA

Next meeting—Wednesday, August 5, 2015 at 4:30 pm at the School Service Center

ACTION ITEMS

None

INFORMATIONAL ITEMS

The Building and Grounds Committee meeting began promptly at 4:30 pm with a roll call by Mr. Richard Leonard. There were no public comments or questions.

Building and Grounds Budget

Ms. Christi Tyler presented the Building and Grounds budget for fiscal year 16. There were questions on the following line items listed in the budget:

1. Professional Development—Mr. Ken Darby asked who is our IASBO Facility Manager? Ms. Tyler responded that IASBO (Illinois Association of School Business Officials) offers a class which Mr. Alex DiMare could take as well as the Building and Grounds supervisors for certifications. Certifications could include: employee relations, supervisory management, mechanical systems. Mr. John Laesch asked if this would be a renewal certification or a new certification. Ms. Tyler responded it would be a new certification, since none of our supervisors or Mr. DiMare currently has it. Mr. Richard Leonard asked who our current facility manager was. Mr. DiMare raised his hand, Mr. Leonard then asked, “Is he the facility manager or the director of operations?” Ms. Tyler answered that IASBO calls the certification Facility Manager. She also recommended that both Mr. DiMare and the supervisors take the class.

2. Mr. Leonard then inquired what NIMS was. Mr. DiMare responded it was an emergency management course that building administrators take in how to handle tornados, emergency disasters, things of this nature. It involves protocols and what to do in the event of an emergency. Mr. Leonard also asked what pesticide control was. Mr. DiMare responded that the state requires the use of certain pesticides, and that we give notice on our website when we will spray. The District needs to recertify every year, even though that work is subcontracted out, someone in the District needs to be certified. Dr. Popp added that NIMS training opens doors for federal safety grants. Mr. John Laesch asked how many people have had the NIMS training, Ms. Tyler responded she would ask Mr. Nestor Garcia for the answer.
3. Mr. Laesch asked what types of professional development were available for the rest of the staff. Mr. DiMare responded he would like to have an in-house class in regards to non-violent crisis intervention. Mr. Laesch responded why the custodial staff would be tasked with breaking up a fight. Mr. DiMare replied, in the event a custodian had to intervene, he would like for the custodian to have the proper training to avoid any legalities. Ms. Tyler added that the workers compensation provider could also provide training free of charge. They can provide a list of trainings that could be offered to the staff. Other types of training include labeling of cleaning supplies, since the industry has changed the labeling procedures. This course could be provided by PCS free of charge. Mr. Laesch would like a complete assessment of the training needed for the custodial staff in order for them to carry out their duties; and also to help avoid the outsourcing of work. Mr. DiMare replied he was working on this, and that he has had conversations with the Union and staff. Mr. DiMare will work with Ms. Tyler in regards to budgeting for sending staff members to school/classes, and then bring the information to the committee once it is available. Mr. Darby requested that professional development be placed on the August agenda for further discussion.
4. Mr. Leonard inquired if the custodial staff substitute line item was for custodians who called in sick, were on vacation or no shows. Ms. Tyler replied yes, and also informed the committee that going forward there would be a different account number for regular salaries and substitute coverage in order to better assess how much we are spending on substitute coverage. Mr. Leonard also asked if the District would be going out to bid for snow removal this year. Ms. Tyler responded no, the District has purchased new equipment to aid our staff in snow removal. Mr. Leonard felt that it was more expensive to have staff perform snow plowing than to contract the service. Mr. Darby asked if comp time was available, Dr. Popp responded that comp time is not in the collective bargaining agreement; the District would need to pay overtime if applicable.
5. Mr. Laesch asked what the need for asbestos and mold testing abatement was. Ms. Tyler responded the District is constantly testing our buildings. He then asked if we have found any, Mr. DiMare replied yes.

6. Mr. Darby asked if the line item for off duty police officers offsets the revenue we take in from athletic events. Ms. Tyler informed the committee that we cannot reduce an expense based on the revenue, since these are two different account codes. Mr. Leonard wanted to know why the line item was in the Building and Grounds budget, Ms. Tyler responded it was a safety issue. Mr. Leonard felt it should be in the athletic department budget. Mr. Laesch asked if the Aurora Police Department could provide the coverage, Ms. Tyler responded that it was the Aurora Police Department who performed the coverage. The Aurora Police Department will not do it for free. Mr. Laesch suggested that the Mayor send someone over for sporting events.
7. Mr. Leonard informed the committee that boiler inspection is a state function, they are state inspectors certified by the state. They do charge for their services.
8. Mr. Laesch inquired why we have a mop cleaning service. Would it be cheaper to buy all new mops? Ms. Tyler responded this was an item that was budgeted and used last year.
9. Mr. Laesch also asked why we were rekeying locks. Mr. DiMare responded that there was no continuity in classrooms, in a lock down drill the classroom is to be locked and when the drill is over the principal along with a police officer will open the door. We were unable to get into most classrooms. The Illinois Emergency Management Grant for School Security was issued to the District in July of 2014. We are in the process of completing this. Mr. Darby asked if this was being done by LJ Dodd. Mr. DiMare replied that there was another keying project. We are currently making keys for teachers so they can get into their classrooms. Keys are \$1.00 apiece. We purchased a machine through the grant to make our own keys at \$6,500. There are additional costs such as purchasing tumblers, cylinders and keys. Many rooms need to be re-keyed in order to secure the area. Mr. Leonard would like to know if all of our classrooms will have intruder locks installed this year. Mr. DiMare said he would check and report back.
10. Mr. Leonard asked what the status on the piping work at East High. He also suggested removing the name East High from the budget and leaving it as piping work. Mr. Laesch asked how many licensed plumbers we have on staff, Mr. DiMare responded one. Mr. DiMare also stated that his staff was multi-talented and capable of doing electric and plumbing work.
11. Mr. Laesch asked what the parking lot, sidewalk, and masonry repair were for. Mr. DiMare responded a lot of it had to do with trip hazards, portions of the sidewalk from the school to the parking lot, mostly the smaller projects or emergency repairs/projects.
12. Mr. Darby asked how much longer we have on the Extension Campus lease, Ms. Tyler replied the lease was originally for two years and we have one year left. Mr. Darby would like to start thinking about what the District will do once the lease expires. Mr. Laesch asked how many people/students were at the Extension Campus. Dr. Popp answered that the District did not have any numbers for how many students will be at the Extension Campus for the upcoming year; however, there will be multiple

programs being run. He will gather the anticipated use of the building as well as an estimate for how many students could be attending.

13. Mr. Laesch wanted to know what the line item for architectural services was for. Ms. Tyler replied it was for Cordogan and Clark's services to the District. Mr. Laesch wanted clarification on what it was for. Ms. Tyler replied it would be for projects going forward, such as summer projects for 2016. She also mentioned that invoices will be crossing fiscal years. Mr. Darby wanted clarification if Cordogan and Clark's fee comes out of this line item. Ms. Tyler replied correct, she also mentioned that their fees are separate from a bid. Mr. Darby asked if the District has looked into obtaining a new architectural firm. Mr. Leonard replied that Cordogan and Clark have a lot invested in the District and they have a lot of knowledge in District projects. Mr. Laesch suggested the District think about bidding out architectural services or considers an in-house person.
14. Mr. Laesch would like the budget to be more detailed with more description, as well as more detail in the architecture projected budget.
15. Mr. Laesch asked what the District was paying per therm and kilowatt for energy services. Ms. Tyler said Constellation Energy (formerly Integrys) is .06218/kwh for electric. She did not have the gas prices at hand. Both contracts were renewed in the fall.
16. Ms. Tyler informed the committee the District was looking into purchasing inventory software that would communicate with our financial software, Infinite Visions. The system will also auto create requisitions that would be turned into a purchase order, after administrator approval.
17. Proto Track is our current work order system; this software will become obsolete in December 31, 2015. The District is currently looking into finding a new system to replace it. Ms. Tyler is working with Infinite Visions to see if they have a compatible system. The goal is to tie in the employee's time to the work ticket, in order to determine how much is being spent per work ticket. This would be something that is implemented district wide; a ticket would need to be entered into the system before it can be completed.
18. Mr. Laesch would like to know how time clocks would work in the District. Ms. Tyler informed the committee that she would be looking into a time clock system, on the advice of the Board. The time clock would be for hourly employees, and there would be a time clock system in each building. Ideally the system would communicate with our current payroll module.
19. Mr. Laesch would like a list of current vehicles being used, what it is used for, and where it is at in its life cycle. Mr. DiMare stated he would be doing a complete inventory of all big ticket items currently in the District i.e., vehicles, cleaning machines, grass cutters, buffers, etc... He will include the working condition, where it is located, model numbers, and if it is under warranty. Ms. Tyler added that the next step would be to add this information into our financial software.

The meeting adjourned at 6:00 pm.