

# BUILDING & GROUNDS COMMITTEE MEETING

MEETING DATE: WEDNESDAY, OCTOBER 7, 2015 AT 4:30 P.M.

## Members:

Mr. Ken Darby (Co-Chair)  
Mr. Richard Leonard (Co-Chair)  
Mr. John Laesch  
Ms. Christi Tyler  
Mr. Alex DiMare  
Dr. Michael Popp

## Attendance

Yes  
Yes  
Yes  
Yes  
Yes  
Yes

## AGENDA

1. Roll Call
2. Public comments/questions
3. Next meeting—Wednesday, November 4, 2015 at 4:30 pm at the School Service Center
4. Staff requirements to operate District owned vehicles
5. Staffing change request
6. ROE Walk-thru
7. Project Updates:
  - a. Little theatre
  - b. Child Service Center
- 8.

## CONSENT AGENDA

Next Meeting— November 4, 2015, 2015 at 4:30 pm, School Service Center

The Building and Grounds Committee meeting began promptly at 4:30 pm.

## PUBLIC COMMENTS

Mr. Ken Darby spoke; he mentioned that agendas for all committee meetings are different. He would like them to be more uniform. He also asked when the minutes were approved. Ms. Annette Johnson spoke from the audience and confirmed that minutes have always been in the full board agenda, this way the public would be able access them. Mr. John Laesch added that he would like to see an item for “New Business.”

## ACTION ITEMS

1. *Staffing change request.* Mr. Alex DiMare presented a request to extend the current custodial position at the Child Service Center from a six hour day to an eight hour day. Currently there is only one full time fireman position at the Child Service Center, with the Welcome Center moving to the Child Service Center, Mr. DiMare feel the additional help will be needed in order to maintain and clean the building. Mr. Laesch asked how many rooms were at the Child Service Center. Ms. Tyler replied there were seven classrooms, offices, and a multi-purpose room. Mr. Leonard asked if it was absolutely necessary to have an eight hour person at the building, Mr. DiMare responded yes. Dr. Popp added that a formal memo would need to be written for the full board. Ms. Johnson spoke from the audience and added that it’s important to include the insurance costs.

## INFORMATIONAL

2. *Staffing requirements to operate District owned vehicles.* Ms. Christi Tyler presented a district-wide Driver/Vehicle Operation Authorization form. This new form will be filled out annually by any District employee who drives the activity bus to transport students. Our risk management company, Mesirow Financial, does offer a

class for employees to train them on the proper procedures for transporting students for after school activities. The new procedure will also include reviewing the employee's motor vehicle report.

Mr. Richard Leonard asked how this item got on the Building and Grounds agenda. Mr. Ken Darby responded that he inquired about this topic at a prior Building and Grounds committee meeting. Ms. Tyler added that this came up during budget discussions, when the special education department requested two activity busses for transporting students. Mr. Leonard asked how many people are driving students now. Ms. Tyler replied coaches. Mr. John Laesch asked what happens with new hires that missed the class. Ms. Tyler responded that the class would need to be taken annually, if an employee missed the first one, they would take the next class when it was available. Mr. Laesch also asked what would happen if an employee received a DUI or becomes ineligible to drive. Ms. Tyler responded that in order to drive the employee is required to have a valid driver's license. Mr. Darby and Mr. Laesch suggested that verbiage be included that it is the employee's responsibility to report any change in their driving record immediately. Ms. Tyler informed everyone that training and new forms will be required annually.

3. *ROE walk-thru.* Mr. DiMare had a walk thru with the ROE at the high school stadium. The ROE recommends that signage be displayed indicating "eating paint chips is hazardous to your health," due to lead paint on the bleachers. Mr. Leonard commented that he heard some band uniforms were torn on the corners of the bleachers; he asked Mr. DiMare if he knew they were in poor condition. Mr. DiMare replied that some have been repaired; it is possible that after these were repaired others could have been damaged and not reported.

The ROE's initial report in August also reported an extension cord in the food preparation rooms needed a double outlet; this has been done by District 131 staff. Also, a hose that was being used to wash equipment between the street and the building needed to be rolled up at the end of the day. The high school inspection is scheduled in November for Life Safety. The Life Safety walk-thrus will begin in November and end in January. Mr. Laesch asked what was being done to prepare for that. Mr. DiMare replied safety lights were being checked along with mechanical rooms and trip hazards. Mr. Darby asked if the AED's were being checked and if they were where they need to be. Mr. DiMare replied they are checked by the company and they are functioning, they are where they are supposed to be. All mandatory inspections have been completed for anseal systems, fire alarms, sprinkler systems, fire extinguishers have been completed.

The insurance company has been inspecting district buildings as well, the High School, Simmons, Waldo, Child Service Center, and Allen have been done. These inspections are important to pass as our risk rates are determined by how many violations are documented.

Mr. Darby asked where we were at with the security cameras at the high school. Mr. DiMare answered that the high school would like 11 security cameras. He met with the grant writer to see if grants were available to assist with covers. The high school would like to go IP digital, a lot of the current cameras are analog and this would require data ports. Mr. Leonard asked if this would go out to bid, Mr. DiMare replied yes. Mr. Leonard asked if the radios that were recently purchased would be used with the new system, Mr. DiMare replied yes.

4. Project updates:

- a. *Little Theatre.* A safety meeting has been scheduled for staff that will be participating in the demolition of the little theatre is scheduled for October 12, 2015. The seats will go to a storage shed at Hill Avenue; they will be sold on EBay. The ductwork was not salvageable, it's over 35 years old, and the insulation inside it has disintegrated. Mr. Darby would like for staff to log hours worked on this project. Mr. DiMare said that Cordogan and Clark would put together a projected price for a company to do the work, and he would provide how much it actually cost the District. Craig Welter from Cordogan and Clark will have a list of parts District 131 can purchase directly. Mr. Darby asked what the timeline was. Mr. Welter replied the project could take 6 weeks to two months. Mr. Darby asked if the building and trades class can do some of the work.
- b. *Child Service Center.* The Welcome Center will be moving to the Child Service Center, a dedicated entrance will be needed. Also traffic will be rerouted so busses are not blocked. A bathroom will be

added to the Welcome Center, the problem is we don't know if there is a main drain line, this needs to be checked out. Mr. DiMare would like someone to look at this to make sure there is a viable drain and scope the area to make a determination. Mr. Laesch asked if the City of Aurora could do this for free. Mr. DiMare said he didn't think so but he would ask. Mr. Darby asked if there was cost estimate on this, Mr. DiMare replied no, but he would prepare one. Mr. Leonard asked if the architect drew up the plans on this project, Mr. DiMare replied yes. Mr. Leonard also asked if we would go out to bid on this. Mr. Craig Welter from Cordogan and Clark replied that they would prepare the drawings for ROE approval and the District would handle the construction and remainder of the work. Mr. Leonard would like to know the hours, labor, and materials needed for this project. Mr. DiMare informed everyone that the ROE approved the building permit, and they will be doing the final inspection.

Mr. Leonard said, "Every hour you put in construction, you are not doing maintenance. These guys already have enough work tickets. I've already heard them complain they got dozens of work tickets; they can't get that done, so how can you be doing this? You are going to get yourself in trouble doing construction, I'm telling you."

Mr. Laesch asked what direction is needed from the board. Mr. DiMare replied a quote for the underground would be needed, as well as quotes for moving the sprinkler heads and fire alarm.

*Misc.*

Mr. Laesch would like an update on the back log of work tickets.

Mr. Leonard would like to know overtime rates. Ms. Tyler will provide the information. He also asked if time clocks have been looked into. Ms. Tyler and Mr. DiMare said it is being looked into.

Mr. Leonard asked who the chief security officer is. Dr. Popp replied Nestor Garcia is in charge of compiling crisis plans, he is not necessarily the security officer but he does have some responsibilities. There is not one central person. Mr. Darby felt that a few years ago this person was Marty Feltes. Mr. DiMare informed everyone the District has a comprehensive safety plan; principals are in charge of their building, and the superintendent also has certain responsibilities. Each school has its own safety plan, and safety drills. Fire, tornado, lock down drills, and bus evacuation drills are being done at the schools. The District is currently in compliance with mandatory testing.

Mr. Leonard asked how many building had leaking roofs, Mr. DiMare replied Rollins, Simmons, Hermes, Waldo, and Oak Park.

The meeting adjourned at 5:45 pm.