

BUILDING & GROUNDS COMMITTEE MEETING

MEETING DATE: WEDNESDAY, DECEMBER 9, 2015 AT 4:30 P.M.

<u>Members:</u>	<u>Attendance</u>
Mr. Ken Darby (Co-Chair)	Yes
Mr. Richard Leonard (Co-Chair)	No
Mr. John Laesch	Yes
Ms. Christi Tyler	Yes
Mr. Alex DiMare	Yes
Dr. Michael Popp	Yes

AGENDA

1. Roll Call
2. Public comments/questions
3. Time clocks
4. Cell tower at Dieterich School
5. Direct TV at East High
6. Project update
7. Closed session (if needed)
8. New Business
9. Adjournment

CONSENT AGENDA

Next Meeting January 6, 2016 at 4:30 pm, School Service Center.

PUBLIC COMMENTS

There were no public comments or questions.

ACTION ITEMS

None

INFORMATIONAL

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

Time clocks: Ms. Christi Tyler informed the committee that time clocks were presented at the November 16, 2015 Board of Education meeting. She asked the committee if the Board was ready to move forward with the implementation of time clocks. Ms. Tyler recommends beginning with the custodial and maintenance staff, along with the hourly non-represented employees such as crossing guards and lunch supervisors. Mr. Darby asked why the other represented groups would not be included. Ms. Tyler recommends starting small so that any kinks can be worked, then we could proceed with the remainder of the hourly staff. Mr. Darby asked what was written into the contract for the service staff. Ms. Tyler replied the contract indicates time clocks would be discussed with the Union. Mr. Darby asked if that has been done, Ms. Tyler replied yes, at the monthly labor-management meetings. Mr. Darby then asked what the Union's thoughts were on the subject. Ms. Tyler responded they had some questions, such as what the punch-in method would be, i.e. a finger print or swipe card. She mentioned that both methods were quoted and this information was distributed at the November 16 BOE meeting. Mr. John Laesch indicated he did not have the information in front of him, Ms. Tyler said the information is still available online in the board book. Mr. Laesch asked what the cost was, Mr. Darby answered the lowest was \$66,000 and it goes up to \$81,000 depending on the number of licenses. Ms. Tyler added quotes were based on 200 licenses, which the committee had asked for. Mr. Darby mentioned this was based on 19 clocks, but the District had more than 19 buildings, does this mean someone will need to clock in one building and go to another? Mr. Alex DiMare responded that all schools would have one, as well as Hill Avenue and the Extension Campus. Mr. Darby said

there were more buildings than 19, which ones will not have a time clock? Mr. Laesch added there was also a recurring fee with every new employee. Ms. Tyler added the fee would apply to a new license, but the District would be in charge of registering employees. Mr. Darby asked what the monthly monitoring fee would be, Ms. Tyler answered there was no monthly monitoring fee, but there is an annual licensing fee. Mr. Darby asked what the fee was, Ms. Tyler answered it would be roughly \$40.08 per license. Mr. Darby commented that the feedback he has received from staff is that the time clocks are not necessary. Mr. Darby said, "I'm having a hard time swallowing that cost you know right now with negotiations with everything else going on and some of the other issues that I feel we have had over the last little while, so I'm having a hard time with that. So what is it that really isn't working with the way we are doing things now?" Ms. Tyler responded right now everything is paper, there's always a concern with a slip being lost as well as human error, and the time clock system would also feed data into the system when an individual was working out of classification, the Time Clock Plus system feeds into our existing payroll software. Ms. Tyler also mentioned another issue is the payroll cycle; in essence the employees are being prepaid since they are paid twice a month. Typically their salaries are figured in advance and then divided equally into 24 payments. Mr. Laesch asked why they couldn't be paid every two weeks instead of twice a month. He also asked if the work order system could work as a time clock system. Mr. DiMare reported currently there is one supervisor at night; this person cannot be at all buildings to monitor. Mr. Laesch wanted to confirm the rationale for the time clocks: 1) Other board members wanted it; 2) digitalize and make the process automatic; 3) people may or may not be leaving early. Mr. Darby and Mr. Laesch were in agreement to move this discussion to the full board. Mr. Darby would like a plan for implementation of the time clocks district wide. Ms. Tyler answered this would need to be discussed with each bargaining group.

Cell tower at Dieterich School: LCC Telecom Services presented a request for lease space at Dieterich Elementary School. The purpose for this space would be to install a cell tower. Mr. Darby asked if they have reached out to the city in regards to this. They responded that they have analyzed zoning codes and reach out to the planning department. The current options include a space that would work with either the City of Aurora or Kane County. LCC Telecom Services reported their client would ideally like to install a 199 foot tower. The lease would be for \$500 monthly fee that would be paid annually. There is a ten year initial term with an option of seven consecutive five year terms. Mr. Darby asked if there was a cost to the district for maintenance or utilities. LCC Telecom Services responded that maintenance within the compound would not be the responsibility of the District. Dr. Popp asked if it was safe to have a cell tower so close to a school. LCC Telecom Services said they felt it was safe, and handed out materials in regards to FCC consumer guides. Dr. Popp also asked if they would have a problem sending their children to school with a cell tower so close and they replied no. Mr. Darby would like the attorney to review the lease; Ms. Tyler agreed to forward it. LCC Telecom Services said that items in the lease were negotiable.

Direct TV at East High: Ms. Tyler presented a request from the High School to have a news and education channel in the High School cafeteria via Direct TV. This would require entering into a contract with Direct TV for the equipment and wiring needed. Ms. Tyler wanted to know if this was something the Board would be interested in. Mr. Darby responded that the service would be free; the cost involved would be in installation. He felt this should be quoted out for an estimate on how much this would cost. Mr. Laesch would like more rationale on what this would be for, would it be just to run the news and education programs in the cafeteria or would it go into the classrooms as well. Mr. Laesch asked if students would be participating in a mock news channel to report news, if this was the case it would be more equipment. Dr. Popp commented this looks like it would be to bring Direct TV news into the school. It was determined that estimates can be received in order to obtain an idea of price and that Mr. Crespo would be present at the next committee meeting to answer questions and provide a rationale.

Project Update: Mr. Craig Welter from Cordogan Clark and Associates presented the project updates. Mr. Welter took a moment to thank the committee for approving the bids at the last board meeting. A coordination meeting will be set up for the winners of the bid: Youngrens won the mechanical portion and Light Construction won the general construction. Ninety percent of the demolition has been done by District 131 staff in the Little Theater. Mr. Darby asked if more money was added into the budget other than \$250,000 in July. Ms. Tyler replied that originally yes \$250,000 was put in the budget; it was budgeted in two places site construction and health life safety. The District has received preliminary approval from the ROE and is waiting on ISBE to use the life safety funds in the amount of \$371,000. Mr. Darby asked if the mechanical work has been ordered and received by now. Mr. Welter replied some changes needed to be done to

Phase 2 causing the shop drawing to be resubmitted. Mr. Darby expressed wanting to have the Little Theater ready in time for the Fine Arts Festival in May. The seating is being bid out by the District; this bid will be opened on December 17, 2015. Mr. Darby asked if the bid included ADA compliances, Mr. Welter responded yes. Mr. DiMare added that life safety was included as well. Mr. Darby asked if the District was the construction manager, Mr. DiMare replied yes to Phase 1 but not to Phase 2. Ms. Tyler added that meetings were being held with Ross Wheeler in regards to the sound equipment needed. Dr. Popp asked if the space would be usable for both theater and meeting/presentation purposes. Mr. Welter replied the goal was to incorporate the space for both purposes.

Mr. DiMare informed the committee that roofs and mechanical systems for summer projects have been identified, and the goal is to have bids out by January 2016 to be ahead of the curve.

Mr. DiMare advised the committee that there was an emergency repair to one of the water lines in the High School's basement. There is a 70' water line with no shut off valve, the area seems to have been neglected for quite some time. Mr. DiMare obtained three quotes in order to repair the water line; the lowest quote was for under \$25,000 to Arrow Plumbing. This work will be completed over the winter break. It is important to repair this since it affects the cafeteria and locker rooms. Mr. Laesch asked if the line water line was exposed and what size pipe was it. Mr. DiMare answered it's a 3" galvanized pipe with copper on the ends. Mr. Laesch asked if it would be replaced with copper, Mr. DiMare replied yes and that also new shut off valves would be installed. Mr. Laesch also asked why it could not be fixed in-house; Mr. DiMare replied it was beyond our scope, we only have one licensed plumber.

New Business:

- Mr. Darby asked if the ROE said the "Do Not Eat the Paint" signs do not need to be posted in the football stadium; Mr. DiMare replied that was correct.
- Mr. DiMare informed the committee the container unit at the High School is District 131 property, it will be moved from the High School once he determines which site will need it.
- Mr. Laesch asked what the status on the punch list was. Mr. DiMare said everything has been completed. Any issued that came up have been addressed.
- Mr. Laesch would like to see a contract with Cordogan Clark and Associates presented to the Board including hourly rates and fees related to projects. Mr. Darby, Ms. Tyler, and Mr. DiMare said this was addressed at a prior Board meeting. Ms. Tyler said she would find out when it was voted on and send it to Mr. Laesch.
- Mr. Darby would like to see number of maintenance staff and the work orders they are working on or completed.
- Mr. Laesch would like to see a personnel list that includes licenses and technical experiences and certifications held.
- Mr. Darby mentioned he would like to see overtime numbers in order to determine if the numbers warrant additional staff. He also would like to have snow plowing tracked, Ms. Tyler said a new account code was setup to differentiate when staff was working overtime /extra ours for snow removal.

The meeting adjourned at 5:41 pm.