**BUILDINGS AND GROUNDS COMMITTEE MEETING**

Meeting Date: February 6, 2018

**Members: Attendance:**

Mr. Ken Darby, Co-Chair Yes

Ms. Annette Johnson Yes

Mr. Bruce Schubert, Co-Chair Yes

Ms. Beatrice Reyes-Childress Yes

Mr. Alberto Tijerina Yes

Dr. McDonald Yes

1. Roll Call
2. Public comments/questions
3. EHS Graduation at NIU
4. Food Service Presentation
5. Facility Improvement Assessment
   * 1. EHS Construction
     2. Waldo Summer 2018 – Waldo walk-through
     3. Summer Project List
     4. Energy Efficiency
6. E Rate
   * 1. Fiber install project for Middle Schools
     2. E Rate phone/cell project for District
7. Radon Testing Update
8. Water Testing Update
9. Custodial Supply Update and Adjustments
10. Snowplowing
11. Update on B&G Positions
12. Gates update
13. New Business
14. Closed session, if needed
15. Adjournment

Public Comment

NONE

EHS Graduation at NIU

Ms. Marina Kosak presented to the Committee an estimate of the cost of graduation to be held at EHS. The breakdown included the B&G estimated cost and rental estimates with a total cost of approximately $68,652.46. The largest cost is the covering of the field and the band shell rental. She contacted surrounding districts that have turf fields and inquired about their graduation activities. Surrounding schools either do inside graduation or go to NIU. The current contract at NIU is expiring in 2018. The next three year contract would include approximately $12,900.00 for rental, $2,500.00 deposit and $4,000.00 for buses. It was also pointed out that the students are allotted 10 tickets per graduate, which is more than if it were to be held at EHS.

The committee agreed to hold graduation at NIU. When the new three year contract needs to be signed, it will go to full board for approval.

Food Service Presentation

Mr. Mike Prombo and Mr. Simon Seibert presented food service. Thru December, Preferred Meals has provided 526,000 meals and Sodexo 572,000 meals. Mr. Seibert spoke regarding the Taste 4 concept (Fresh, Fun, Friends, Flavor). The students have more food choices at several stations that are available and changes were made with student feedback that adhered to the food guidelines. He also indicated a survey was conducted and 76% of students are happy with the new food changes. The only complaint was with the sun butter, Mr. Siebert indicated it has been looked into. He also stated that juice is now an option and has been added back into the menu. Mr. Seibert informed the committee that Sodexo is now able to serve approximately 700 students in 20 minutes.

Discussion also took place regarding the lunches that were provided for Summer School and the 21st Century Field Trip Programs. The committee would like to see a change to the summer lunch provided along with a sprucing up of the menu for the Middle Schools.

Mr. Prombo pointed out the District is in year #2 of the food service contracts having the option to renew for the next three years, with an increase of 2.5% on both contracts. Mr. Prombo suggested renewing the contract for next year and he will bring the contract renewal to the March or April Committee Meeting as an action item.

Mr. Prombo indicated the survey results/complaints are forwarded to the Business Department and then are sent to Mr. Seibert. It was suggested the results/complaints also now go directly to Mr. Seibert.

Mr. Seibert will survey the Middle Schools and bring the results back to the Committee in March or April.

EHS Construction Update

Mr. Albert Tijerina reported EHS main lobby and fine arts wing area is open with a ROE temporary permit and are expecting final occupancy mid-March. Contractors are currently in the process of working on punch list items. Mr. Ken Darby requested a copy of the punch list.

Ms. Reyes Childress informed the Committee that Ms. Kosak was considering an open house on Feb. 21st along with the fine arts concert. The open house would take place at 5:30pm with the concert beginning at 7:00pm. Ms. Kosak would like to clear this with the Committee and Ms. Reyes Childress will present to the Board. Ms. Reyes Childress also indicated the Food Pantry Open House is scheduled for Feb. 23rd.

Mr. Darby inquired regarding the Cordogan Clark & Assoc. trailer parked at EHS. Mr. Tijerina stated there was discussion regarding using the space where the trailer is located for temporary parking for EHS. The Committee agreed with the recommendation and asked Mr. Tijerina to get the budget amount and some pricing to complete the project.

Waldo Summer 2018

Moved to end of agenda

Summer Project List

Mr. Tijerina informed the Committee Summer Projects are in the project scope and preparing documents for the bidding process. Building envelope work will be taking place with window replacements, roofing and mechanical projects. He will bring more detailed information to the March Committee Meeting.

Ms. Reyes Childress informed the Committee that Ms. Margo Schmitt has looked into grants for window replacement. Ms. Johnson stated the District grant department needs to watch for grants and align them to the facilities improvements.

Energy Efficiency

Lighting projects were discussed. There are more energy meetings scheduled in the next couple weeks. Mr. Darby inquired as to why there are so many lights on at the locations. Mr. Tijerina informed the Committee they are for security purposes. Mr. Tijerina will look into the possibility of programmable lights for some areas along with occupancy sensors for inside.

E-Rate

Mr. Sheldon Luo presented E Rate contracts. The E Rate Fiber Bid for the Middle Schools consisted of 3 vendors with Advanced Wiring Solutions the low bidder in the amount of $86,071.00.

The Cellular Voice and POTS Lines consisted of 3 vendors with AT&T the low bidder for Cell Voice at 150 lines/$4,945.00 per month and POTS lines at $2,700.00 per month.

Based on the above, the Committee is recommending the awarding of the Fiber bid/contract to Advanced Wiring Solutions and the Cellular voice and POTS lines to AT&T.

E Rate for Fiber is approximately 80-85% and Voice is approximately 10%.

Committee agreed to move to Board for approval

Radon Testing

Mr. Tijerina spoke regarding radon testing. He stated funds are in the budget if testing was to take place this year. He indicated that certain conditions need to be taken into consideration when testing (i.e. windows closed).

There are currently 2 quotes from vendors that are both over $25,000. Ms. Shields indicated it falls under professional services, therefore would not require bidding. Mr. Tijerina will contact the 2 vendors, ask for updated quotes that are comparable and bring back to March meeting.

It was suggested in the future, if testing was put on a 5 year cycle, in-house staff could be trained.

Water Testing Update

Mr. Tijerina gave an update on the water testing. He noted installation of faucets and filters are still on track for completion and retesting to take place the first 2 weeks in March. He stated Buildings and Grounds is tracking the installations with work orders and pictures. There are 1500 gallon filters being installed and replacement will only need to take place 6-12 months depending on the usage.

Mr. Tijerina informed the Committee there will be a cost to retest, however, testing will take place when all locations are completed to keep cost down.

Mr. Schubert stated a good foundation has been set. The expectations of the IDPH will be for schools to build on this foundation and develop comprehensive Water Quality Management Plans.

Custodial Supply Update and Adjustments

Mr. Tijerina informed the Committee the recent bids for Custodial Supplies were rejected due to insufficient bid submission by vendors. The bid is currently in the rewriting process and will be rebid as soon as possible. Ms. Shields informed the Committee that the current contract with vendors expired on June 30, 2017. She stated where prices have not changed, we have stayed with the same vendor. Where prices have increased, comparable quotes have been obtained prior to ordering. Ms. Johnson would like purchases looked at due to change in suppliers. Mr. Darby requested pricing for what is being purchased at the present time in comparison to the cost of the past contracts.

Mr. Darby inquired as to why the contracts were not taken care of before expiration. Dr. McDonald spoke regarding the changes that have taken place in Buildings and Grounds since 2016. It was on each Directors agenda and as they moved on or did not address during their time, it kept getting pushed back. He also informed the Committee that with the bid, there should be an increase in the quality of products and the service of vendors.

Ms. Reyes Childress informed the Committee there were three (3) items that were taken into consideration with this bid. 1) 48 hr. turnaround, 2) Online ordering and 3) Training included in the cost. She also noted that these items could knock out some vendors. The 48 hour turnaround was discussed and was agreed to move to 5 day delivery. Mr. Schubert also stated the bid should adhere to Board Policy with Green Seal Products.

Snowplowing

Mr. Tijerina shared with the Committee a binder that was put together by the Supervisors for snowplowing. He indicated that the department can track data, hours and mapping of snow patterns. He noted at the end of the season, a cost/report can be put together for snow removal. He also informed the Committee adjustments have been made with snow removal hours and a Supervisor is on site when snow removal is taking place. The Maintenance are responsible for the plowing of lots and the firepersons/custodians are responsible for entryways and sidewalks.

Mr. Tijerina also informed the Committee that Maintenance staff address work orders and daily work after snow removal. There are 2 Maintenance staff who do not plow available during the day for work orders and emergencies. There are also 2 night Maintenance workers plowing and salting in the evening as needed.

Mr. Schubert questioned Mr. Tijerina regarding costs for outsourcing snow removal as a follow-up to the committee’s discussion from its last meeting. Mr. Tijerina informed Committee he has looked into outsourcing, but has not yet received any costs. He indicated he will try to obtain costs and share at the next meeting.

Discussion also took place regarding hiring a Seasonal Grounds Crew for snow removal and summer lawn service. Ms. Reyes Childress suggested she can discuss with legal in regards to the CBA contract for a Seasonal Grounds Crew.

Update on B&G Positions

Mr. Tijerina spoke regarding the open positions for summer. There are currently postings for (8) Seasonal Lawn Crew, (12) Summer Painters, (4) HVAC Workers and (30) Summer Cleaners. There is also a vacancy for Building Engineer EHS with (2) internal candidates that is currently being worked out with the Union. References for the Construction Consultant and Safety Security Manager have been checked and recommendations will be submitted. Mr. Tijerina conducted an interview with a B&G Supervisor, and will move to a second interview with the candidate.

Gates Update

Mr. Tijerina gave an update on the Gates, January 7th sprinkler head burst at 4:00am. The sprinkler head froze and burst in the Computer Room causing extensive damage. A contractor was called to replace sprinkler heads in the Computer Room and other rooms in the same area that were also cold and a contractor to extract and clean carpet. It was determined the univent in the Computer Room was turned off causing the sprinkler head to burst. There were also 4 other rooms in the same wing that had univents turned off. The IT Department was contacted to access the damaged equipment and obtain replacement costs. The possibility of dry systems were also discussed.

Mr. Tijerina informed the Committee an action plan has taken place to create a checklist for building staff. A policy and procedure will be put in place. Mr. Tijerina will inform the Committee in the future of any Buildings & Grounds incidents/situations.

New Business

Mr. Darby informed the Committee he had received an email regarding small engine repairs. Mr. Tijerina stated the repairs were for numerous scrubbing machines that were in need of repair/maintenance. Many of the scrubbers had gone for a long period of time with no maintenance performed. Ms. Reyes Childress informed the Committee that there is now a Maintenance staff worker that can perform some repairs. Mr. Tijerina will get a listing of equipment in need of repairs and prioritize the need along with a work ticket report.

Floor Mat Bid that was approved by the Board a couple months ago was discussed. An error was found in the process. It appeared low bidder did not meet the specification requirements and the bid was awarded to the second lowest bidder. Dr. McDonald stated the bids should have been rejected and the product rebid. Dr. McDonald will check bid documents before going to the Board moving forward in the future.

Mr. Tijerina spoke regarding creating new ideas to run department more efficient. The Supervisors have developed a plan to offer and direct Maintenance Staff assigned buildings. Schools will be clustered and assigned on a seniority basis with each Maintenance worker assigned to 3-4 buildings.

Mr. Tijerina informed the Committee in meeting with the labor management team, it was agreed to set up specific hours for breaks and lunches for day and evening staff.

Mr. Schubert would like to see Budget tracking on Phase 6 at EHS at each meeting. Mr. Darby would like a full Board updated within the next couple Board meetings.

Waldo Walk-thru

The Committee conducted a walk thru of several areas of Waldo Middle School.

Library – more electrical. CCA to get costs. Furniture and flooring replacement, painting

Computer Lab – Skim coat walls, furniture, flooring and painting

Mechanicals

Window replacement – caulking to be tested. Dates of installation discussed and TBD

Classroom flooring – hardwood under carpet to be refinished and if no hardwood replace with LVT, classrooms – skim coat and paint walls

Whiteboards – update in classrooms

Hall Lockers – replacement/refinish, possibly double stack lockers

Boys Locker Room locker replacement/door repair

Doors and door hardware replacement

Gym – painting

Gate – replace with doors

Attic Gate – move to top of step

CCA to bring back to committee costs for casework refinishing

Meeting adjourned at 7:50 pm