

# Minutes of Building & Sites Committee Meeting

## The Board of Education Prospect Heights School District 23

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A Building & Sites Committee Meeting of the Board of Education of Prospect Heights School District 23 was held Tuesday, August 27, 2019, beginning at 7:00 AM in the Grodsky Administration Center.

I. Call to order – 7:10

Present: Members – Bednar, Chester; Admin: Angelaccio, McPartlin, Rominski

II. Discussion item(s)

A. Part Time Weekend Custodian

Due to a career change, our current part time custodian will no longer be able to cover the Saturday 11:30AM-7:30PM shift. There is an active job posting for this position. We will cover the shift with OT until filled.

Presenter: Brian Rominski

B. Lost Time / OT Report for 7-16 through 8-15

Presenter: Brian Rominski

C. SEIU Contract

The current SEIU contract expires on June 30, 2020. We are currently reviewing current custodial services and staffing levels, and will prepare a report of our findings, recommendations, options, and timeline for review at the October Building & Sites Committee Meeting.

Presenter: Brian Rominski

D. Landscaping & Snow Removal Public Bid

Bid documents are currently in progress. The intent is to bid both landscaping and snow removal (separate bids) mid-September, receive, evaluate and present recommended bid to the Board at the October Board meeting.

Presenter: Brian Rominski

E. Parking Lot Survey Work

Administration and MacArthur parking lots have been surveyed by CAGE Engineering. CAGE also conducted preliminary discussions with Prospect Heights and Municipal Waste Water District (MWRD) regarding permitting requirement. MWRD indicated potential permitting requirements. CAGE will be following up with MWRD once the survey work can be presented in digital format. If MWRD permitting is required we will want to process their permit prior to bidding any paving work, as their review may cause scope changes.

Presenter: Brian Rominski

F. Construction Update

With the exception of backordered window blinds (IKE) all projects are 100%

complete. Contractor are beginning to assemble all closeout documents which are first submitted to ARCON Associates for review.

HVAC work at IKE is under daily review. We will be meeting on Thursday, August 29th with ARCON, AMSCO Engineering, eCUBE, Emcor, and Honeywell to review data and observations from the first 2 weeks of schools. Any needed improvements or engineering changes will be discussed at this time.  
Presenter: Brian Rominski

G. Construction voucher review (partial)

The contractor's submission deadline for next construction voucher is 8/28. The completed voucher will be presented for approval at the September BOE meeting. At the time of B&S meeting agenda posting, no pay requests have been received, an updated version will be presented after contractor submissions.  
Presenter: Brian Rominski

H. Board Meeting Presentation Overview

Brian will have a short presentation at the September Board meeting, recapping summer 2019 work and a look forward to Summer 2020 construction planning.  
Presenter: Brian Rominski

III. Old business -- Item(s) discussed at previous Building & Sites committee meeting(s)

Approval of minutes from June 2, 2019 meeting

A. Approval of Minutes 6-4-19

Approved: 5-0

IV. New business -- Item(s) to be discussed at future Building & Sites committee meeting(s)

V. Adjournment – 7:35