

# Minutes of Building & Sites Committee Meeting

## The Board of Education Prospect Heights School District 23

---

A Building & Sites Committee Meeting of the Board of Education of Prospect Heights School District 23 was held Tuesday, December 1, 2020, beginning at 7:00 AM in the Grodsky Administration Building  
700 N Schoenbeck Rd  
Prospect Heights, IL 60070.

### I. Call to Order 8:00am

a. Members Present: Chester, Bednar; Admin: Angelaccio, Rominski, McPartlin

### II. Discussion Items

#### A. Lost Time - Over Time Report

Due to the holiday week, attached is the report for the 11/1-11/16 pay period. All OT coverage was to fill shift vacancies due to sick or personal time taken.

#### B. Proposed Summer 2021 Construction Projects

Brian Rominski discussed the proposed 2021 projects and discuss items identified in the recently updated FY21-23 Capital Improvement Plan. Project funding will either come from the 20 Operations & Maintenance Fund (previously budgeted) or the 60 Capital Projects Fund.

##### 1. HVAC Retrofit Work at Ross & Sullivan Phase 2 (60 Fund Work)

Phase 2 work will consist of the remaining Climate Master units (feeding office areas, corridors, and media centers) and 3 roof top units (feeding MPR, kitchen and three offices). ARCON and AMSCO Engineering will prepare abbreviated construction documents. We've negotiated a reduced T&M NTE fee of \$19,000 with ARCON/AMSCO for their professional services in lieu of the typical 7.5% fee (\$10,000 savings). We will continue to work with Emcor Mechanical & Honeywell to complete the retrofits, we expect their pricing to be consistent with the last two summers. eCube will also be engaged as the commissioning agent, as it is a valuable aspect of the project, a copy of their most recent report is attached for review. Preliminary cost estimates for the project are \$760,000.00. Proposals will be presented for approval at the February Board Meeting.

##### 2. Misc. 20 Fund Work

Other misc. 20 Fund work will include parking lot seal coating at Eisenhower (proposals presented at February Board meeting), LED lighting replacement (proposal attached for informational purposes) at Ross/Sull multipurpose room, small scale roof repair (proposal attached for informational purposes) at Sullivan, and various Honeywell building automation improvements (currently under evaluation).

Throughout the winter months we'll be investigating future building clock replacements, video surveillance upgrades, building intercom replacement (potential for 2022), addressible fire alarm devices, and will report back to the committee at a later date with recommendations.

C. Ross Media Center Mural Work

Attached are the preliminary sketches for Ross media center mural enhancements. The cost estimates for the work are approximately \$1,720 including installation, and will be paid out of budgeted media center activity funds. A final proof will be reviewed by administration before installation.

D. Discussion Of Potential Summer School Expanded Service - Facilities Perspective

Brian will describe some of the initial planning for summer school at Ike, Ross, Sull, and Mac from the facilities perspective. Ike's ESY program would run as it has in years past. We identified potential summer school hubs at each of the other schools, to keep grade levels consistent with the corresponding buildings, furniture size, etc. We also took into account capital project work and custodial summer tasks. Time constraints and custodial vacation time would require hiring part time summer workers to assist with custodial tasks. Summer worker salaries are budgeted for on an annual basis. Another consideration due to Covid concerns, is that custodial coverage and daily custodial duties (cleaning & disinfection) responsibilities during summer school would need to mimic a normal school day.

E. FEMA Update: \$33,390 will be allocated through this grant. We will continue to complete application and reimbursement for next phases.

III. Old Business

A. Approval of Minutes - November 4, 2020 Building & Sites Committee Meeting

The Buildings & Sites Committee recommends approval of the minutes from the November 4, 2020 meeting as written.

IV. New Business

V. Adjournment 8:17am