

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, September 11, 2018, beginning at 7:00 AM in the Grodsky Administration Center.

I. Call to order

Members Present: Bednar and Chester; Admin: Rominski, DeBartolo, and Angelaccio

II. Discussion item(s)

A. Regional Office of Education Health Life Safety Inspection

Positive review for all buildings. Brian shared the feedback from the inspector.

B. HVAC/Humidity Update

Discussed details of the District's attempt to determine the issues and fixes for the humidity issues experienced in all 4 buildings. The discussion will include the data loggers installed in each building (28 total), the meeting on Monday, September 10th with the parties to walk the buildings and review conditions and other efforts being made to remedy the situation.

C. Staffing Discussion

Please see the discussion items under each individual topic.

1. Maintenance Position -- Retirement Replacement

Discussion of the current workload for Maintenance position and possible replacement scenarios. In addition, we discussed the timeline for exploration of future position(s) as well as timeline for posting/filling position.

2. Lost Time / Overtime Report

Discussed the lost time and overtime reports regarding the custodial unit. This is an ongoing subject to update the committee in our efforts to review building cleanliness, district effectiveness compared to industry standards and overall staff competence.

D. 2019 Spring/Summer Projects

Update on projects for summer 2018. Projection of 2019 based upon contemplation of and readiness for a successful bond issuance as well as projects independent of bond issuance if successful.

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

A. Approval of Minutes - August 7, 2018 meeting

Moved by Chester; Second by Bednar

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

meeting(s)

Discussed process of change order through review of rebate (\$9667.50) from masonry project. Notice to Board is important; review of data is important. "Checks and balance" is important. Timeliness is important. Suggested to identify members from Finance and Building and Sites to confer on change orders; establish parameters for steps and required communication.

V. Adjournment