

**RIVER TRAILS SCHOOL DISTRICT 26  
OPERATIONS COMMITTEE MINUTES  
JANUARY 22, 2013 – ESC – 6:00 p.m.**

**Call to Order**

The meeting was called to order at 6:00 p.m.

Members Present: Steve O'Mara, Donna Nasser, Linda Linder  
Member Absent: None  
Committee Guest: Ms. Lyndl Schuster, Steve Kosmicki, Dr. Dane Delli

**I. Approval of Minutes**

The Minutes from the April 17, 2012 Operations Committee Meeting were approved as presented.

**II. Electronic Documents (Information/Action)**

Ms. Schuster presented the Administrations recommendation for an electronic document management system. As part of the District's ongoing green initiative, moving towards a more paperless workplace is an important step. An electronic document management system can also help the District become more efficient and streamline operations. The ability to electronically store and retrieve archived documents will reduce the amount of paper documents stored on District property as well as reduce the significant effort, cost and frustration associated with maintaining and retrieving these records. The District issued an RFP and four companies responded.

The Administrations recommendation is to enter into a contract for Software as a Service with COTG/Treeno on a phased approach. Phase I will be a pilot and will include district office personnel only (5 concurrent users) and integration with Infinite Visions (for our accounting and HR functions) at a cost of \$8,500 for the first year and \$1,200 for year 2 and beyond.

If successful after evaluation, a proposal will be brought before the Board to move forward with Phase II.

In response to Committee member's questions:

- The only qualifications not met were deemed too technical and unnecessary for our needs
- We will start with scanning documents going forward, and if necessary past historical documents will also be stored
- Document storage will be offsite
- Policies will have to be updated to reflect storing electronic documents
- The funds for this project is in the Technology Department's budget

The Operations Committee was in consensus to recommend COTG/Treeno as the electronic document management system and present for information to the full Board at the February 5, 2013 Board of Education Meeting.

**III. Transportation Bids (Information/Action)**

The District issued an RFB for a three-year contract for Student Transportation Services and five companies responded. Companies were asked to submit two options, and specified that we preferred using alternative fuels in keeping up with the District's green initiative. Only one company was able to support alternative fuel busses. Seven factors were used to grade proposals:

**Analysis**

The factors used in determining the responsible bidder were:

1. Safety and quality of service record
2. Financial stability of the bidder
3. Adherence to transportation specification requirements
4. Reputation and experience in school student transportation
5. Location of facility from which the bidder shall maintain equipment
6. Contract that would be in the best interest of the District
7. Pricing

The Administration brought two recommendations for the Committee’s consideration. First Student is the lowest bidder, and Grand Prairie has a slightly higher cost but they support alternative fuel vehicles. After discussing the bids, the Committee recommends the three-year contract for Student Transportation Services be awarded to Grand Prairie at a three-year estimated cost of \$1,422,484.60. The contract represents significant savings over our current contract with Durham School Services. Grand Prairie’s fleet is also 95% bio-diesel, which completely keeps our District in line with our green initiative. Grand Prairie is able to assist us in obtaining preferential pricing for fuel. There should be no additional cost to the district to allow our fuel tanks to dispense bio-diesel rather than diesel. Grand Prairie currently has contracts with CCSD 59, Mount Prospect School District 57, and special education bussing for Township HS District 214.

In response to Committee member’s questions:

- Part of the bid specifications is to place the District’s name on the busses
- The monetary discrepancy between the bidding companies is something the District has seen in the past

The Operations Committee was in consensus to recommend Grand Prairie for student transportation services and present for information to the full Board at the February 5, 2013 Board of Education Meeting.

**IV. ISBE Maintenance Grant Projects (Information)**

Mr. Kosmicki explained the ISBE matching maintenance grant which was applied for last year that will match whatever we pay, up to \$50,000. Mr. Kosmicki explained that the first project is new flooring and painting the River Trails Middle School small gym. The next project will be upgrading the fire alarm system at Euclid Elementary. Ms. Schuster informed the Operations Committee that we have enough money to cover the \$100,000 of maintenance projects (\$50,000 from the state, \$50,000 left from summer construction) in our Capital Projects fund.

In response to a Committee member’s question the small gym at RTMS was originally built in the 1970’s and has not seen renovation since then.

**V. Preventative Maintenance (Information)**

Mr. Kosmicki explained that even though the maintenance department has seen staffing cuts over the last several years and are very budget conscious, preventative maintenance remains a big priority. Mr. Kosmicki also reported on a SchoolDude training session which was held over winter break with maintenance workers.

**IV. Adjournment**

The Operations Committee Meeting adjourned at 6:59 p.m.

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Committee Chair

\_\_\_\_\_  
Date