

To: Dr. Dave Palzet, Superintendent
From: Frank Adams, Business Manager
Re: Maintenance Director
Date: May 28, 2019

Keeping our facilities in good condition and ensuring the safety of our students, staff, and families is a top priority. The purpose of this memo is to provide information on the potential hiring a higher skilled individual to support the safety of our schools and to maintain our mechanical systems. To achieve this goal, we need an effective maintenance and custodial team. To date, we have done a fair job with the maintenance team that was in place. However, with the departure of our former maintenance person, we have a cost-efficient opportunity to improve the team and make the schools safer and more comfortable for everyone.

As a new business manager, I made it my goal to learn as much as possible about the function of the district's mechanical systems. Through this process, I learned more about the infrastructure of the buildings, and I identified areas for improvement and several others that require immediate attention. For example, there are rusted pipes on the boilers at the elementary school that began to leak as recently as this week. Also at the elementary school, we discovered the actuators are broken. This led to considerable manual work by our custodian, rather than the automatic work done by the actuators. Also, the dampers to exhaust air out of the boiler room are broken which can be a CO2 danger and the boiler room heater has been non-functioning for years which can cause pipes to freeze in extreme cold weather. I am confident that Catherine Chang working diligently with Art McCoy did everything she could do to keep things running to the best of her ability. A director of buildings and grounds would have more knowledge and expertise in these areas than Catherine or I have.

Art McCoy leaves us with 14 years of experience and a great deal of knowledge and skills. Even with all his experience, he was unable to develop systems, structures, and maintenance routines to ensure all mechanicals are attended to properly. In implementing a director position, it would be my goal to continue to move forward from where Art left. The bottom line is, we will stay behind if we fill this position with a less-skilled person at \$24.73 per hour. This will only put us further behind and cost us even more.

Filling Art's maintenance position, however, with a Maintenance Director could benefit the district in many ways. When analyzing our service contracts, it is clear that our greatest area of need is Heating, Ventilation, and Air Conditioning (HVAC). When considering candidates, we would look to hire someone with background and knowledge in HVAC systems. Additionally, we would give priority to candidates with working experience in plumbing, carpentry, and electric. This strategy would help mitigate the \$28,366 in HVAC services, \$13,579 in plumbing, \$5,635 in auto/small engine repair and \$1,730 in carpentry totaling \$52,742 in total services/repairs performed this year. Additionally, making this a position with a higher level of responsibility and expectation would make it easier to cover outside work hour needs such as emergencies, snow/weather related situations, etc. The successful

candidate would have the ability to develop systems and maintenance schedules to prevent unbudgeted expenses for services and for the emergency replacement of equipment. A Maintenance Director would also have the responsibility of coordinating all mandated inspections, creating maintenance plans, and repair logs. Finally, we envision this position will help coordinate the custodial staff and make sure we are more efficient and following a more systematic workflow. As we look at our township peers, we find that all other LT associate districts employ a director type position to ensure that the physical plant is running effectively and efficiently (see table below).

District	#	Position Name	Salary
LaGrange Highlands	106	Director of Buildings and Grounds	\$ 120,264.00
Western Springs	101	Director of Maintenance	\$ 72,000.00
LaGrange ¹	102	Director of Buildings and Grounds	\$ 137,800.00
Lyons	103	Maintenance Director	\$ 85,000.00
LaGrange	105	Director of Buildings and Grounds	\$ 66,765.00
LTHS	204	Director of Facilities	\$ 95,227.00
Willow Springs ²	108	Director of Buildings and Grounds	\$ 54,230.00
Gower	62	Director of Buildings and Grounds	\$ 122,017.00

As stated in the opening of this memo we want to ensure the finest facility for our student and staff. We believe, for the reasons above, that transitioning to a Maintenance Director will allow us to achieve that goal. Attached to this memo, you will find an updated job description outlining the specific responsibilities of the proposed Maintenance Director. Our starting salary range for this position would be between \$70,000 and \$80,000 which falls in line with market. We currently have \$76,000 budgeted for this position as this was Art's salary upon his departure. Additionally, the individual would be an at-will employee, similar to our confidential employees providing management with maximum flexibility.

¹ Individual has 19 years of service

² Only performs day-to-day maintenance