

# 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, June 4, 2019, beginning at 7:00 AM in the Grodsky Administration Center.

### I. Call to order

Present: Members Bednar, Chester; Administration: Rominski, DeBartolo, Angelaccio; Guest: Amy McPartlin

### II. Discussion item(s)

#### A. Lost Time / OT Report

Brian Rominski shared the report of lost time and overtime which demonstrates the same pattern of missed days and unfilled vacancies.

#### B. Custodial Vacation Time Buy-Back

Per the Board's direction, the custodial group was given the opportunity to buy-back vacation time which will be applied to the July 15 pay roll check. 3 custodians elected not to participate. Summary totals are shown in the attachment.

#### C. Summer Construction Work Community Outreach

The two attachments were letters prepared and distributed to D23 families immediately adjacent to Eisenhower, PHPD, and PHYBA.

#### D. Proposed FY19/20 Facility Usage Rates

The proposed changes are identified in bold and larger font. Only proposed change is the building management fee, both straight and OT hourly costs, which reflect the custodial hourly pay increases per SEIU contract, approximately 3.75%.

#### E. Furniture discussion

An example of effective planning and use of resources was presented by Brian Rominski. We will also discuss the District's future vision on furniture replacement in common areas, extended learning spaces and classrooms.

#### F. Schoenbeck Sidewalk Extension

Public works provided information regarding planned sidewalk extension along the east side of Schoenbeck Road. The sidewalk extension along the west side of IKE parking lot will impact snow removal, due to this area being a snow pile location. We anticipate bidding snow removal services September 2019, and

will account for service adjustments due to new sidewalk location.

G. Prospect Heights Waste Hauler Request

Prospect Heights is changing waste service vendors. The outgoing vendor (and City of Prospect Heights) requested the use of MAC parking lot July 5, 6 and 7th to reclaim garbage cans and pack onto flat bed trucks. Brian talked to waste service vendor and suggested that they use the far south end of Ross, there will be no summer school present on July 5th. Further information will be provided as we get closer to the scheduled date.

H. IKE PAVING - 3rd Party Construction Observation & Material Testing

3rd party observation and materials testing is a code requirement and best practice to document that subsurface conditions and asphalt materials meet specifications. 3 proposals were received. SET Consultants is a local engineering company (Mount Prospect) and qualified to perform the work. We recommend proceeding with SET with the NOT TO EXCEED cost of \$3,290.00.

I. FY19/20 Sewer Structure Repair Work

As a result of the sewer structure repairs in front of Admin, Mauro Sewer, who completed the repairs, was directed to inspect all remaining parking lot sewer structures District wide. The attachment documents Mauro's field notes and proposal. Mauro is working as a subcontractor to All Star Asphalt @ IKE this summer. Mauro was contacted direct, to avoid a subcontracting fee from All Star. It is recommended to proceed with Mauro Sewer to complete the repairs in the amount of \$13,900.00. Funding for repairs will be from O&M Fund FY19/20.

J. FY 19/20 Sealcoating Proposals

2 proposals were received (3 were solicited) for 2019 sealcoating/crack sealing services at the main campus. Sealcoating/crack sealing is a preventive maintenance task needed every 2-3 years to maintain asphalt surfaces. Re-striping is also included in the cost. The attachment documents the areas to receive services, highlighted in the orange/black hatched areas only. MAUL completed sealcoating for the District last summer, we recommend proceeding with MAUL in the amount of \$19,681.00. Funding for these services will be from O&M Fund FY19/20.

K. FY 19/20 Paving Repairs

Per the ARCON paving discussion at last B&S meeting, 3 proposals were solicited from ALL STAR (working at IKE), K&L (working in D25 this summer), and SCHROEDER (working in CCSD21 this summer) for AREA 3 (pdf attached) only. Pricing was received for full depth repairs (down to soil) and asphalt patching only (down to stone). We recommend proceeding with ALL STAR to complete the asphalt patching in the amount of \$10,340.00.

Funding for patching work will be from O&M Fund FY19/20.

L. Construction voucher review

The first monthly voucher for the Summer 2019 construction projects is attached. There were no change orders for consideration this month. This voucher will be presented for approval at the June 12th BOE meeting.

M. Transfer of Facility Rental revenue

Once again the District had a successful year with its facility rentals. The 3 major contracts have provided \$70,169 in revenue and, to date, \$13,114 in expenses for weekend custodians. As such, these 3 major contracts have provided a net profit the District of over \$57,000. In addition, the District has collected \$23,648 from other facility rentals. Therefore, the District has a net position of \$80, 648 for FY2019 to date. To date, without May revenues being added to the District's financial position, the Operations and Maintenance Fund has collected more revenues than budgeted expenditures. As such it is recommended that the BIOE transfer \$80,000 to its capital projects fund at the June 2019 meeting.

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

A. Landscaping & Snow Removal Services Bid Update

We previously discussed bidding out landscaping services this spring. We will push the bidding to September 2019, which is preferred timing, and allow Amy to provide her expertise in purchase services procurement.

B. Approval of Minutes – April 30, 2019

Moved: Rominski Second: Bednar Approved: 5-0

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

A. Discussion about July Buildings & Sites meeting.

Due to the arrival of the new CSBO on July 1st (one day prior to the scheduled meeting) and the vacation of Brian Rominski during that week, the need and value of a Buildings & Sites meeting will be discussed. A virtual meeting via display of the voucher for construction projects and a written status may be the preferred method for July 2019. This way questions could be asked and the construction voucher can still be presented at the July 2019 BOE meeting.

V. Adjournment