

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 Friday, November 2, 2018, beginning at 7:00 AM in the Grodsky Administration Center.

I. Call to order

II. Discussion item(s)

A. Lost Time/Overtime Report

Discussed custodial lost time and/or overtime due to absences for the purpose of discussing productivity and staffing.

B. Ross Evening Custodian Position Status

Discussed the posting for night custodian position at Ross Elementary School and the status of filling that position while the search for a new employee occurs.

C. Maintenance Position Replacement Scenarios

Discussed scenarios for replacement of anticipated maintenance vacancy as requested. Based upon discussions with the committee, replacing the current maintenance position with 2 separate maintenance employees is the recommendation. A cost analysis, including savings generated by the skill level(s) of the positions recommended, is attached.

The anticipated end date of the current maintenance employee is in early June. As such, the recommendation is to determine the desired option for replacement with the job descriptions to be presented at the December committee meeting. The posting of these new jobs/the vacancies is recommended for January, approval at the March 2019 BOE meeting and potential overlap for training purposes beginning in April 2019 or as the candidate(s) become available.

D. Energy Contract Opportunities (Electric and Gas)

The Business Office and Buildings & Grounds Department has been reviewing the natural gas and electric contracts for the District over the past few months. Proposals have been received. As you may be aware, the District entered into an 8 year contract for electric in 2012. However, this only covers 25% of the District's electric usage. The District is under no contract for its natural gas usage.

There is a proposal that will be recommended to the Building & Sites Committee and Finance Committee. The proposal would allow the District to lock in rates which are currently at historic lows. However, rates are locked on a daily basis and cannot be held open. As such, rates are beginning to rise again as we progress toward winter.

In order to lock the rates, it is recommended that the Board Committee discuss and provide the recommendation to the BOE for formal approval at the November BOE meeting but provide consensus with the Finance Committee to proceed immediately in order to recoup the savings of the proposed agreement.

Building and Sites reviewed the proposal and were in support of accepting the proposal as presented.

E. Air Quality Testing Update

Discussed the air quality testing performed at Eisenhower or the report issued and sent to the BOE and staff on Friday, October 26th.

F. Eisenhower Baseball Field Follow Up

Discussed request from Prospect Heights Youth Baseball Softball organization regarding Eisenhower Elementary School Baseball Field.

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

A. Approval of Minutes - October 3 2018 Building & Sites Committee meeting

Approved the minutes from the October 3 2018 meeting of the Building & Sites Committee

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

V. Adjournment