

**BOARD OF EDUCATION
BUTLER SCHOOL DISTRICT 53
OAK BROOK, ILLINOIS**

Administrative Center Board Room
Monday, November 5, 2018
7:00 a.m. Buildings and Grounds Meeting

MINUTES

- I. General Business
 - A. Call to Order
Mr. Chow called the meeting to order at 7:03 a.m.
 - B. Roll Call
PRESENT: Mr. James Chow (arrived 7:08), Dr. Heidi Wennstrom, Mr. Bob Jakupi, Dr. Sandra Martin, Dr. Chad Prosen, Ms. Amy Read, Mrs. Kim Krupicka, Mr. Todd Beyer
- II. Approve Minutes of October 4, 2018
The minutes were approved as presented.
- III. Welcome and Explanation of New B&G Meeting Format
Dr. Martin welcomed everyone to the meeting and explained that from this point forward, Mr. Chow asked that meeting time be focused on major district initiatives such as how facilities are impacted by improvements in curriculum and instruction as well as technology. Later in the agenda, Mr. Chow himself discussed the concept and said that the full board would be discussing committee assignments in the near future.
- VI. Old Business/Operations
 - **BJH and B/F Folding Chairs**—This item was tabled at the October BOE meeting in favor of seeking additional options. No additional quotes have been secured other than looking at options at Costco and Home Depot. Both options are not commercial grade and quality is inferior to the one recommended. The chair that was recommended at the last meeting has solid weld joints with thicker grade aluminum. Mr. Chow asked about the price differential. A similar chair from Costco costs \$36.75 vs. \$31.00 from our vendor. Mr. Chow will speak with Ms. Biesel in about the options prior to bringing the item back to the board for action.
 - **Sound Equipment Proposal**—The proposal has been modified to eliminate the purchase of wireless microphones. Rather, the district will continue to rent microphones as needed and purchase the equipment that requires permanent installation. \$14,288.17 for BJH, \$13,321.36 for a grand total of \$ 27,609.53 In addition to the complaints the current equipment interferes with the frequency of the Oak Brook police department. This item will be placed on the next BOE agenda on November 15th for action.
 - **BJH – Student Furniture Replacement**—Samples have been ordered from Virco, but as of this meeting have not been received. Once they arrive, we will allow students to use them to determine the best selection. Mr. Chow

explained that purchases such as this should be part of a disciplined budgeting process.

- BJH Gate Repair from Bus Accident—Gate repairs are nearly complete but should be wrapped up by the end of the week. All invoices will be submitted to First Student’s insurance company. We will make payment and be reimbursed after the fact.
- BF Roof Status—The roofing contractor and his plumber removed significant debris including tools, misc. plastics and construction materials from three drains. The work was completed last Friday afternoon. All the work was video recorded. The drains were repaired. We should have a full report by the end of the week. With this work, the short-term repairs are 90% complete. By Wednesday all short-term work should be complete. Another meeting will be held to discuss long-term issues in the coming weeks. Prior to the roof replacement in June of 2017, Brook Forest did not experience roof leaks. As such, it appears clear that the contractor is responsible for the debris in the drain lines and the subsequent water infiltration.
- Winter Heating—Mr. Jakupi asked the principals to remind the staff that the building will move to “night setback” at 4:00 p.m. with the temperature moving toward 50 degrees. When triggered on the weekend, Brook Forest’s heating system requires that the entire wing be heated if a change is needed. Dr. Wennstrom asked that the staff be given the same number of days as last year for full-mode heat. Dr. Prosen will select the dates and communicate with Mr. Jakupi. Reducing heat when buildings are not in use lowers costs. Heating begins at 6:00 a.m. and runs until 4:00 p.m. when the building is occupied. When the PTO has activities, the time is extended. The schedule is adjusted based on building usage. This approach is standard operating procedures for most school districts.
- Snow Removal Quotes & Recommendation for Approval—The District requested quotes for snow removal for the coming winter. Mr. Jakupi reviewed the bidders and explained that the prior contractors and the problems the district experienced. The B&G Committee recommends approving the contract with Classic Landscape, Option 1 for snow removal at Butler Junior High only. Classic’s cost is \$310 per event. The flat rate per month is not, in the committee’s opinion, in the district’s best interest. Also, this vendor will stage equipment on site. The Board will need to consider purchasing an additional truck when the FY20 budget is developed, as the current vehicle is in need of replacement for full-time use. The current truck would serve the district well as a secondary snow removal vehicle.
- TECHNOLOGY OPEN PROJECTS—None at this time.

V. Facility Use Requests

- PTO: Elementary Golf: 11/6, 8, 13, 15, 27, 29 & 12/4, 6, 11, 13 (3:25pm – 4:25pm)
- PTO: iCook: 11/8, 15, 29 & 12/6, 13 (3:25pm – 4:25pm)
- PTO: Playwell Technologies: 11/5, 12, 26 & 12/3, 10, 17 (3:25pm – 5:00pm)
- Girl Scouts: 12/7 (3:30pm – 4:30pm)

Mr. Jakupi asked Ms. Grollo have requestors complete all the paperwork prior to approval. PTO has requested use of the science room for a cooking class. Mr. Jakupi

asked for clarification. No dangerous equipment is being used with students. Mr. Jakupi asked who will secure the building. Dr. Prosen said he will supervise the later sessions until 5:00 p.m. The requests will be approved as submitted.

VI. New Business

- None.

VII. Master Facility Plan/Capital Projects

- Summer 2019 and Beyond/Financial Plan to Support

Dr. Martin reviewed the master facility plan and the timing issue given the Brook Forest roof repairs that will take place June 2019. Dr. Martin recommended amending the master facility plan to postpone the BJH HVAC project until the summer of 2020 and moving forward with the recommended life safety items at BJH including the door replacements and improved security system during the summer of 2019. The committee stated collectively that safety is district's top priority. Technology infrastructure needs will also be factored into the summer plans as soon as they are known. Dr. Martin will coordinate a meeting with Wold Architects to formalize the plan moving forward. Mr. Jakupi asked for approval to request a quote from Wold Architects for summer 2019 work. The committee agreed to move forward with this plan.

VIII. Major Technology Initiatives

The major initiatives involve selecting the model technology plan for each classroom. SmartBoards are at the end of their useful life. They may pilot their design prior to a phased rollout. Dr. Wennstrom discussed the possible impact of the planned development of the McDonald's property, with the number of dwellings reduced to under 200. Dr. Martin asked that the B&G committee be kept informed as their initiatives will impact the B&G employees, projects and the budget. Survey data is being collected from the staff and may be differentiated based on grade level and/or subject area.

IX. Major Curricular Initiatives

Dr. Wennstrom stated that no major new initiatives are known at this time. Most of the resources are dedicated to professional learning for teachers. The state testing is being changed and will have some impact on teaching and learning. She expects an expansion of STEM and possible renovation of the art classroom at some point in the future.

X. Issues/Concerns

Mr. Chow asked about purchasing authority as it relates to board policy. The committee discussed the budget planning process and incorporating end-of-life purchases in the budget development process. Dr. Wennstrom discussed restructuring the committees so that the Board can discuss how the bigger initiatives can be tied together through the budgeting process. The Board will need to discuss the overall structure moving forward.

XI. Adjournment

The meeting was adjourned at 8:21 a.m.

Building & Grounds Meetings for 2018-2019

Rescheduled Dates:

(Calendar invitations have been sent.)

Dec. 6 (cancelled)

Jan. 11

Feb. 4

March 8

April 5

May 621