

BOARD OF EDUCATION
BUTLER SCHOOL DISTRICT 53
OAK BROOK, ILLINOIS

Administrative Center Board Room
Thursday, September 6, 2018
7:00 a.m. Buildings and Grounds Meeting

MINUTES

- I. General Business
 - A. Call to Order
Mr. Paskalides called the meeting to order at 7:00 a.m.
 - B. Roll Call
PRESENT: Mr. Lou Paskalides, 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 May 1, 2018
The minutes were approved as presented.

- III. Old Business
 - Summer 2018 Completed Projects:
District Wide:
 - All H.V.A.C system (Roof top's, exhaust unit's, boilers, pumps, univents, air handlers) Filters were changed; unit were lubricated coils were cleaned; belts were replaced as need.
 - Parking lots and playgrounds were resealed and striped.
 - All interior and exterior lighting fixtures were cleaned; ballast and lamps were replaced as needed.
 - All classrooms and furniture had deep cleaning prior to new school season.
 - All Carpet was steam cleaned and all VCT was waxed.
 - All Fire Extinguisher were tested and were replaced and tagged as need for ROE Inspection
 - Fire Alarm panels, and detectors were all tested and inspected for ROE visit.
 - Grounds work - Installed mulch around all planting beds
 - Re programmed and issued all new access cards for district staff
 - All lockers cleaned inside and out.

 - BJH:
 - Teachers' lounge complete renovation- Flooring, cabinets, walls, tile, counter tops, electric, plumbing, furniture, paint and appliances.
 - Gym Flooring - re sand and re finish
 - Board room audience chairs replaced
 - New playground system installed.
 - Installed sand pit for gym teacher as requested.

B/F:

- New playground system installed.
 - Library - Stem Lab = moved all book shelves and reorganized as requested, mounted J-Touch T.V on wall.
 - New handicap lift was installed.
- B/F Roof - Working with third party consulting firm. Dr. Martin summarized the work completed to date and will provide an update to the BOE at their next meeting.
 - TECHNOLOGY OPEN PROJECTS
Mr. Jakupi is replacing a projector at Brook Forest.

V. New Business

- Approved step ladders will be made available to the staff for checkout from the main office at each building.
- BJH and B/F - need to replace all visitor chairs (250 at Brook Forest and 300 at BJH)—Mr. Jakupi is seeking quotes for replacements.
- Update card access system—Mr. Jakupi is updating the software and chips. He expects to complete this work over a weekend or on a holiday.
- B/F Burglary/Emergency call station to be added to DuComm (DuPage County monitoring system) for monitoring (Cost estimate not to exceed \$6,000.00). This upgrade was recommended by the Oak Brook Police Department to connect to the police radio dispatch room. The Board will be asked to approve the quote at their next meeting.
- BJH - Furniture needs—Student desks and chairs need to be replaced. The district will work directly with a furniture vendor to request samples prior to ordering for the entire building. Several classrooms will, most likely, be replaced during this school year, with the balance of the classrooms replaced next summer.
- BF—The committee will evaluate the lower level to determine future needs for furniture, etc.
- Village of Oak Brook Revitalization Plan
The plan includes two projects that may impact Butler District 53 enrollment. The two sites are the soccer fields near the post office and the site of the Drake Hotel. Given the size of our schools and the nature of our classrooms, space for additional enrollment is limited. Wold Architects are updating the building capacity plan.

VI. Master Facility Plan

- Summer 2019 and Beyond/Financial Plan to Support—Mr. Jakupi and Dr. Martin are working with the architects to determine to what extent we can complete the projects planned for next summer. A decision will be made in the next several weeks.

VII. Facility Use Requests

- [PTO After-school Coding](#) 9/11, 9/18, 9/25, 10/2, 10/16, 10, 23, 10/30
- [PTO After-school Girl Power Yoga](#) 9/11, 9/18, 9/25, 10/2, 10/16, 10/23, 10/30

- [PTO After-school Stage Stars](#) 9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24
- [PTO After-school Chain Reaction](#) 9/13, 9/20, 9/27, 10/4, 10/11, 10/18, 10/25
- [PTO After-school Sticky Fingers](#) 9/13, 9/20, 9/27, 10/4, 10/11, 10/18, 10/25
- [PTO After-school TinkRworks](#) 9/5, 9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24
- [Dongfang Performance Arts](#) 9/15, 5-10 p.m.
- PTO Before-school & After-school 10/19 through 5/20
- [Little Linguist/Spanish](#)
- Rates for Field Usage—A revised form was developed that contains usage rates, including the fields. Mrs. Grollo will request a check with the application so that Mrs. Moore does not have to pursue collection of fees owed.

VIII. Issues/Concerns

- First Student Bus Collision—A school bus hit the fence off Windsor Drive. The bus was occupied by the driver only and no students were in the area. The bus company will need to pay for repairs. Mr. Jakupi will coordinate with the insurance company.
- HVAC at Both Buildings—Some of the units are experiencing problems. They were installed in 2007. Three or four units need repair.
- Sound Systems for Both Gyms—A meeting will be held next Monday at 9:30 a.m. to discuss options for future enhancements.
- BF Library—Mr. Prosen will address the concern about the furniture.
- BF Screen and Projector for Gym—Mr. Jakupi has a quote for the equipment \$6,795, installed. The committee recommends approval at the September 17th board meeting.
- Gaga Pit—Sand was installed.
- PA System—A service call has been placed to address static on calls to individual rooms.

IX. Adjournment

The meeting was adjourned at 8:03 a.m.

Building & Grounds Meetings for 2018-2019

Sept. 6

Oct. 4

Nov. 1

Dec. 6

Jan. 10

Feb. 7

April 4

May 2