

BOARD OF EDUCATION
BUTLER SCHOOL DISTRICT 53
OAK BROOK, ILLINOIS

Administrative Center Board Room
Tuesday, May 1, 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, Mr. James Chow (via conference call), 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 April 5, 2018
The minutes were approved as presented.
- III. Old Business
 - Summer 2018 Planned Projects:
 - BJH Faculty Lounge—New cabinets, counter tops, flooring, lighting, selected appliances, paint, tables and chairs
 - Planning is in progress. All materials have been ordered except the flooring.
 - BF and BJH Playground Project
 - Project is scheduled for July. The junior high project may extend into the new school year due to the constraints of the park district.
 - District Boardroom AV
 - This project is complete.
 - Brook Forest Handicapped Lift
 - The project is scheduled for FY18. Mr. Jakupi will schedule installation in June.
 - Parking Lot Reseal
 - Mr. Jakupi received three bids and rejected the lowest bid that used cold tar. The lowest bidder who complied with the specifications was Pavement Systems, at a cost of \$8543 for Brook Forest and \$8173 for BJH, for a total cost of \$16,716. Cost includes parking lots and playgrounds. Striping will include sand.
 - Rental Fee for Soccer Fields—Data from Other Districts
 - Mr. Jakupi surveyed surrounding schools about field rental policies and procedures. The usage is more complicated than first recognized as an agreement must be made with renters concerning ADA access, washrooms and defibrillators. The committee stressed that the fields are for the primary use of our Butler students both through the core academic program and extra-curricular program. Since the District has made such a significant investment

in the fields, use of the fields by our students is our highest priority. Usage fees from other districts are modest. Mr. Chow said this is a straight up business proposition weighing the costs and benefits. After some discussion, the committee recommended a usage fee of \$75 (per event/maximum 2 hours). Longer events will be charged at \$35/hr. without supervision. Renters will be responsible for cleanup. Forms and waivers (ADA, restrooms, and defibrillators) will be updated and required for usage.

- TECHNOLOGY OPEN PROJECTS

None.

V. New Business

- Board Room Guest Seating—The committee discussed concerns raised about the present seating. The cost for 30 chairs is \$7,769. This purchase will be incorporated in the O&M budget. The committee recommended approval.
- Parking Lot Procedures BJH—A parent expressed concern about improving safety and efficiency of the BJH parking lot during dismissal. While the parent offered several models, the strongest model switched the bus loading to the north parking lot and had parents cue up off Windsor Drive on to the south circle drive and parking area. After some discussion with the Oak Brook police, the administration is not able to move forward with the alternate plan. Ms. Read noted that the range of pick-up time from first car to last car is between four and seven minutes. While both the elementary and junior high parking lots have been improved, individual parents at times do not follow procedures, double parking, cutting through the lot, etc. Such anomalies are addressed on an individual basis.
- Sand Pit for Track/PE—A request was made by the athletic director to reinstall the sand pit for track & field. Mr. Jakupi requested dimensions and location for the new sand pit so that he could secure a quote from the district's landscaper.
- End of Year Checkout—Mr. Jakupi reviewed the check-out form with the committee. It was updated by the technology department and principals.
- Summer Programs and Use of Facilities—The only usage request was from Ms. Prola for Jump Start Summer School from July 30 to August 10.
- Contract for Voice & Security Cameras—Servers & Switches—Mr. Jakupi explained that our phone system is voice-over IP. The maintenance contracts for both the phone system and the camera system have expired. Mr. Jakupi requested quotes from the original vendors for both systems and from Heartland, our third party IT support. After a full analysis, Mr. Jakupi determined that Heartland provided the lowest quote for support. Mr. Chow discussed the current phone system and how technology has changed to be more cloud-based. He suggested that upgrading the phone system be considered in two or three years. The committee recommended approving the quote from Heartland to support the phone and camera systems for a total cost of \$15,889.83.

- BJH Students Damaging Landscaping & Lighting during Arrival & Dismissal—Ms. Read discussed her observation of students who are damaging school property and her actions to address this issue.
- Policy 3435—The committee reviewed this policy. The policy reflects current practice. The new law requires that the district collect data and reduce waste over time. Lunchroom recycling will be undertaken more vigorously.
- New Copiers—Dr. Martin discussed the acquisition of new copier machines. Mr. Chow provided input on the final contract and has recommendations for action prior to closing the deal. Dr. Wennstrom complimented the committee on the thorough job they did to evaluate the proposals and to make the recommendation to the Board.

VI. Master Facility Plan

- Summer 2019 and Beyond/Financial Plan to Support—Dr. Martin discussed an upcoming presentation to the Board of Education concerning finance and facility upgrades. The committee reviewed the rationale that provides the foundation for the Master Facility plan and gave additional input. The presentation will be made on May 14th.

VII. Facility Use Requests

- Christ Church of Oak Brook—Requested use of our parking lots from June 3 to July 15. Resurfacing of the parking lot will take place after July 15. The committee recommended approval.
- HOPE AACR—Requested use of the multipurpose room and a classroom from July 13-15. The MP room is not available due to the remodeling of the teachers’ lounge. The gym floor will also be resurfaced at this time. Given ongoing construction, the use of BJH is not approved.

VIII. Issues/Concerns

- Open

IX. Adjournment

The meeting was adjourned at 7:58 a.m.

Building & Grounds Meetings for 2018-2019

Sept. 6
Oct. 4
Nov. 1
Dec. 6
Jan. 10
Feb. 7
April 4
May 2