

Meeting Agenda

Attendees: Mr. James Chow, Ms. Laura Biesel, Dr. Heidi Wennstrom, Dr. Sandra Martin, Ms. Farheen Beg, Mr. Bob Jakupi, Dr. Chad Prosen, Ms. Amy Read, Mr. Todd Beyer, Ms. Andrea Korhonen (absent), Ms. Kim Krupicka, Ms. Amanda Longtin, Mr. Robbie Philipp, Mr. Nick Wlodarczyk

I. Call to order—Mr. Chow

Mr. Chow called the meeting to order at 7:05 a.m.

II. Approval of Minutes—January 8, 2019

The minutes were approved as presented.

III. Purpose of the Infrastructure Committee: Update—Mr. Chow

- A. Committee reviewed the framework; members were asked to provide feedback and/or suggested edits to the framework and vision statements within next three days.
- B. The committee added “other community stakeholders” as part of the membership; community members may be invited to participate based on their areas of expertise as it pertains to special projects.
- C. The Infrastructure Committee Framework will be attached to the agenda and will include key technology documents. Buildings and Grounds’ department documents will be linked for quick reference and for use in priority discussions; agendas will be in Google so live links can be incorporated.
- D. Health and life safety compliance is an important part of the framework.
- E. Policy will be discussed as needed. Currently the draft policy manual is being reviewed by the Policy Committee and Board.
- F. Mr. Chow will provide the Finance Committee with recommendations related to spending limits, taking into consideration state-bidding requirements. Dr. Martin will report back to Mr. Chow on the current policy/practice and recommendation for changed practice. The recommendation will then be shared by Dr. Martin with the Finance Committee for their consideration; board approval is anticipated to affect this budget cycle. Dr. Wennstrom shared that the board approval level of expenditures should reflect the level of trust the board has in

the administration so that proper oversight is ensured; an increase in the spending approval limit will be commensurate with a 2-step approval process.

IV. Core Components for Educational Technology—Update on Model Classroom

- A. Mr. Chow and the Technology team recommend running a three-year refresh cycle on teacher laptops consistent with the warranty and the useable life span of those laptops. Identified teachers are piloting 2-in-1 teacher laptops. The tablet allows for teacher ease of use and mobility, student utilization, and the digitization of classroom presentations and notes. This is essential to the redesign of innovative learning spaces.
- B. Alternate Learning Days - Do we have the tech built in for this? Our technology is currently working well for alternative learning days; we will continue to collect data to see if there are technology implications for this model. The trial Alternative Learning day included both elearning activities and non-e-learning activities.
- C. What committee will discuss this further? Topics to be generated by committee members.
- D. Mr. Chow will discuss updates with the board at its regular meeting. Link Robbie's presentation to the February BOE agenda. We want to be the ahead of the curve when we are at full implementation. Mr. Chow reiterated the need for a 3-year refresh cycle. Currently, the district is on a four-year refresh cycle. iPad refresh is currently needed, for FY20 as the last issue was 2015.
- E. As we review classroom technology spaces, we are looking for a solution that has the capacity for future enhancements. The committee discussed adding these items as short- and long-term priorities. Ensure a link between technology and learning growth. Mr. Jakupi requested that a third party review the technology infrastructure and its capabilities to accommodate the new technology schema for the learning redesign. Both buildings present challenges due to their considerable age and construction. Ms. Beg indicated that this essential step is part of the roll-out timeline in April for this year.

V. Identified Major Future Initiatives

- A. Summer Construction 2019 (Life Safety, BJH classroom doors, frames, hardware & additional hallway/exterior doors + BF wireless door access): Update—Mr. Jakupi

Mr. Jakupi reviewed the construction plans for this upcoming summer. Specifically, all BJH interior doors, frames and hardware will be replaced with the exception of doors that have

been replaced in the last ten years. This work will be done in conjunction with higher priority life-safety work and the keyless entry plan for interior door access. Brook Forest will also have selected interior doors replaced, specifically those doors that were not replaced during the last door update in the building and those identified in the Life Safety Survey. Interior wiring will create a keyless entry for interior doors. All door hardware will be replaced to accommodate this change.

B. Staff Summer Access & Summer School

Access to buildings will not be available this summer due to the extensive construction in both buildings. Since Summer School cannot be held in the building, an alternative location will need to be secured immediately; Mr. Jakupi indicated that staff PD could be accommodated in early June. Mr. Jakupi said that band camp in the BJH MPR was a possibility, however all other school access will have to be restricted.

C. Interior Door Replacement Project at both schools is scheduled for the Bidding, Award, and Construction

Dates - Bid available to contractors - 3/15, bid opening - 4/1, bid award - 4/8. Space will be required for the installation of a generator to maintain the servers for the district in the event of a power outage.

VI. FY20 Budget

A. Building & Grounds

Adding generators (2 total)

Security System/Summer Construction

Replacement of District Vehicle--The committee discussed the merits of retaining the existing truck and adding a new truck to perform all snow removal for both buildings in-house. Dr. Martin will develop a cost/benefit analysis to assess the value of having two trucks for snow removal vs. hiring an outside firm.

Classroom furniture at BJH - review is ongoing. This should be included in the budget. The topic will be discussed at the Education Committee. Discussion of needs will be included in the BJH taskforce committee meetings and priorities will be identified by teachers by department.

Projections for end-of-life hardware/products should be included in the long-term budget; they have been shared with the BOE within the master facilities plan.

B. Technology

Classroom set of iPads/ Chromebooks
Staff laptops
Switches (E-rate funding)
New Internet contract (E-rate funding)

2 ideal classrooms (infrastructure, devices) Pilot classrooms will be in place at both schools this summer

C. Major Future Purchases—New District Truck, Playground Replacement at BF

1. **Playground** - Dr. Wennstrom will discuss the need for replacing the south playground with the PTO and will ask them to assist with the funding. Cost is expected to be in the \$300,000 range and will need to be done in the next few years. The playground will be added to the Master Facility Plan. The need will be shared with the Outreach Community Committee.
2. **Truck** - A discussion was held regarding the need to replace the current district vehicle that is now four years old. Two options were discussed: 1) Purchase the new truck and retain the current vehicle for snow removal/salting at the second site (BJH) where we currently contract snow removal annually, and 2) Purchase the new truck and turn in the present vehicle as a trade-in and continue to use a contractor for snow removal at the second site (BJH). **Background** - Mr. Jakupi currently completes all snow removal at Brook Forest. Given our amount of pavement and need to have safe conditions in place by 7am at each school day, a contractor is currently used to clear snow and salt one of our two schools. This has been an effective model, but an opportunity exists to undertake snow removal at both sites if an additional vehicle is available. Mr. Chow requested that Dr. Martin put together an overview of the proposal and need for further board consideration. Mr. Jakupi and Dr. Martin discussed government contract pricing. Mr. Chow and Ms. Bieselin discussed the possibility of a donation and requested that Mr. Jakupi forward the vehicle specifications to Mr. Chow for his follow up on this matter.

D. Update on Current events, projects, purchases—Sound Equipment

Audience chairs have been purchased and will be received shortly.

Sound Equipment, we are currently waiting on more components; installation is anticipated to begin on February 16.

Water damage - clean up efforts are completed and monitored; classrooms are occupied now; equipment is out for evaluation; three classrooms at BJH were affected; an insurance claim has been opened; we continue to monitor all systems.

V. Adjournment

Next Meeting Date - Share out electronically; only scheduled if it is needed (March 5th). April 1st is the next official meeting. Meeting was adjourned at 8:35am.

VI. Key Documents

[Infrastructure Committee Framework](#)

[Technology 5 year Facilities Plan](#)

[Technology Vision and Goals](#)

[Project Innovation Space](#)

[Butler SD 53 Systems Integration 2017-20](#)

[Teacher Feedback for Current Classroom Presentation System](#)