

## Meeting Minutes

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, Ms. Kim Krupicka, Ms. Amanda Longtin, Mr. Robbie Philipp, Mr. Nick Wlodarczyk, Malcolm Holland

### I. **Call to order—Mr. Chow**

The meeting was called to order by Mr. Chow at 7:01 a.m.

### II. **Approval of Minutes—February 4, 2019**

The minutes were approved as presented.

### III. **Purpose of the Infrastructure Committee—Link Attached**

The committee reviewed the purpose as stated in the attached document. Committee members were asked to submit edits prior to the next committee meeting on May 6th.

### IV. **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 provided an update on the following topics:
1. Staff Summer Access, Summer Programs, School Calendar  
Staff will be given access to the building August 7th, pending the construction schedule. Dr. Wennstrom is searching for summer curriculum project location. Summer programs will be held at an alternate location, with the exception of band camp and summer art. Space will be determined soon.
  2. Schedule for Bidding, Award and Construction  
Bid opening has been postponed until Wednesday at 2:00 p.m. due to an addendum. Only eight weeks are available for construction this year. Once a contractor is selected, a schedule will be determined.
  3. Additional Project: [Generators for IT Backup](#), [Electrical](#), [Mechanical](#)  
The IT Department and B&G Department have discussed the need for backup versus the cost for the backup generators. The committee discussed the cost for replacement batteries. Given that the cost is over \$325,000, the full board will need to determine

whether or not to move forward to with the project. It will be considered by both the Finance Committee and the full Board of Education.

4. Door Access—Protocol, Access, Lock-down, Procedures, Programming

The new access will be in all occupied spaces. Mr. Jakupi is seeking input on who will have access to which places at specific times. A committee needs to be developed and complete their work by the end of May. The committee discussed access for students and staff.

b) Brook Forest Roofing Project--Update

Adler Roofing was on site on Monday, March 25th. The contractor completed items on the punchlist. Mr. Jakupi sent his notes to the architect on Thursday. The project is 99% complete. Mr. Chow discussed allowing the spring rains to determine if the project is truly complete.

c) Classroom Design Update—Mrs. Beg

A number of staff members visited other schools with exemplary technology programs and specifically classroom configurations that are most conducive to 21st Century learning. The task force has been researching a host of devices and expect to make a recommendation by the end of April. Recommendations from other school districts is that our task force should take the time necessary to test the products prior to purchasing. Highest priority is flexible seating at Butler Junior High. Funds will be placed in a contingency budget for the model classroom.

Teachers would like to see improved student learning through collaboration, flexible seating, one large display, individual white boards and possibly those on casters. Teachers appreciated when technology was understated rather than the center of instruction. Their ideas will be incorporated in the plans to update BJH casework. New teacher laptops will be able to project wirelessly. Dr. O'Malley would like to be part of this decision-making process. Ms. Bieselin asked that the room capacity be determined with the new room design.

d) FY20 Budget

1. Building & Grounds

Most line items are the same from year to year with the exception of capital projects. Funds will be incorporated for the model classroom as well as the new truck purchase.

2. Technology

Staff laptops scheduled for replacement will be purchased (25) as well as new iPads for K-2 (150). Virtual reality headsets (25) and a class set of new iPads (that have built in augmented reality functionality) will also be purchased. Licensing for access points is also a major expenditure in the technology budget. A 5 year renewal was procured to reduce costs over time. Additional revenue is generated from selling retired devices.

- E) Major Future Purchases—New District Truck  
The District will utilize the State of Illinois bidding process.
- F) Update on Current Purchases—Sound Equipment, Staff & Student Device Selection  
The sound equipment was installed this past week. Mr. Jakupi requested names of staff members who will be trained on the new equipment.

#### **V. Adjournment**

The meeting was adjourned at 8:24 a.m. Next meeting is May 6th.