

Buildings and Grounds Committee Meeting
Friday, December 6, 2019 at 10:00 a.m. – District Office

Meeting is called to order by Committee Chairperson, Catherine Shallue at 10:02 a.m.

Committee Members Present: Catherine Shallue, Liz Williams & Lisa Johnston

Other members present: Director of Buildings and Grounds, Chris Dupre' and Buildings and Grounds Supervisor Austin Block

Any guests present: Buildings & Grounds Secretary Laurie Braun

Custodial Labor Update: Buildings & Grounds Director Chris Dupre' provided an update of the custodial position changes that occurred due to grade realignment. With the closing of McKinely School and a retirement at Stangel this shifted the FTE of custodians by eliminating 1.5 of the 2.0 FTE. This leaves the department the ability to hire a part time (0.5 FTE) night custodian.

During the past few months Austin Block has assessed the workload of all elementary night custodians. Austin has done a great job of gathering data to help make this decision and we now have a better picture of where this part time custodian will be most beneficial. The part time night custodian will be posted and hired to work in both Franklin and Jackson Schools. This position will be assigned to work at Franklin every other day and Jackson the opposite days.

This is not an additional position, this is a position that was budgeted for and planned for however, we again waited to see where this position would best be needed. The net savings to the district budget is 1.5 FTE.

A question was asked about what does the night custodian duties look like. The night custodians when they clean a classroom; empty the trash, dry mop the floors, wipe down the desks and clean the restrooms if there is one inside the classroom. On average it takes approximately 15 minutes per room, longer in the Kindergarten and 1st grade room, along with other daily cleaning duties. Hallways, stairwells, main restrooms, windows, etc.

A question was asked about if breakfast is being served and eaten in the classrooms. Each building is different, some buildings have breakfast served in the classrooms and some do not. Every building has a head custodian that takes care of the daily duties while staff and students are present in the building during the school day.

District Safety Information:

Chris Dupré shared information through a PowerPoint presentation of what does school safety all encompass. This PowerPoint explained the wide array of topics that fall under the category of school safety. Some of these areas are typical "OSHA kind of worker safety" (blood borne pathogens, hearing conservation, ladder safety etc.) some are building security systems (cameras and fire alarm systems) some are environmental (asbestos, indoor air quality, radon etc.) and some involve emergency and crisis response management.

Chris Dupré and Michael Morgen head up our safety department for the district and smaller teams are broken down in each building from there. Employee Health & Safety, Environmental, building security systems as well as environmental is handled by Chris Dupre's and his department Michael Morgen handles the emergency and crisis response, threat assessment team, safety grant, Other areas considered are the Workers Compensation and Cyber Security, Where multiple departments like Business Services, HR and IT all get involved in a team approach. A list was shared that identified all of our local and county-wide partners that help us with all things school safety.

Overview of District Buildings & Grounds Budget Process:

Buildings and Grounds Director explained how he communicates with Building Principals of how we prioritize the needs and wants of each building throughout the district. The budget season has already begun, and Chris meets with the principals between January and March and then discusses what the needs and wants are for their building. This is a collaborative opportunity to discuss how the budget will be set for the next year. Generally, we are repairing or replacing items that are no longer working vs what would be more of a convenience to do. During these meetings, we can also re-evaluate what was once a request, is it still a current request. The windows still are a concern throughout the district and when replaced, it will be a large dollar item. The Buildings and Grounds Budget is approximately 1.7 million; this budget is responsible for many things, many of which include routine items such as; custodian cleaning supplies, paper towels and toilet paper, maintenance supplies, utilities (gas, electric, sewer and water). This budget also includes what would be considered repairs and outside contractor type of projects, but does not include labor. There is some money available in the reoccurring referendum that is helping the department. For example, this money will pay for the new boiler at Washington. The cost for this project will land between \$95-100,000, Schaus Roofing & Mechanical and Hubbartt Electric will be working to complete this replacement for the boiler at Washington.

An update regarding the McKinley building would like to be discussed at the next building and grounds meeting.

On a motion by Elizabeth Williams, seconded by Lisa Johnston, the meeting adjourned at 10:37 a.m.