

**BOARD OF EDUCATION  
BUILDING AND GROUNDS COMMITTEE MEETING - MINUTES  
THURSDAY, JANUARY 24, 2019  
CONNOR SHAW CENTER - CONFERENCE ROOM**

**ROLL CALL:**

At 2:00 p.m., Vice President Richard Uthe called the meeting to order and requested all present to stand and recite the Pledge of Allegiance. A roll call was taken and the following members answered aye (2): Mr. Richard Uthe, Mrs. Tara Robinson and no nays.

**ALSO PRESENT:**

Mr. Steve Stein, Mr. Trevor Moore, Mr. Dave Osborne, Mr. Mike Arnold, and Mrs. Cathy Cuculich.

**VISITORS' LOG:**

No one signed the Visitors' Log.

**SPEAKERS' LOG:**

No one signed the Speakers' Log.

**OPPORTUNITY TO SPEAK:**

No Visitor Speakers.

**ACCEPTANCE OF PRIOR MEETING MINUTES:**

Mrs. Robinson made a motion to approve the minutes of the November 13, 2018 Building and Grounds Committee meeting. Mr. Uthe and Mr. Stein seconded the motion, and on a voice call vote; the following members answered aye (3): Mrs. Robinson, Mr. Uthe, Mr. Stein and no nays.

**BUILDING AND GROUNDS COMMITTEE  
FOR DISCUSSION:**

**Current State of Buildings and Grounds:**

Mr. Dave Osborne reported to the Committee that we are in better shape than we were a year ago. The weekly walk-throughs of the buildings have been reduced to every three weeks, instead of every week and the maintenance tickets are much shorter and more manageable for everyone. I do remind the principals every chance I get to use the maintenance work order ticket system. The system works very well when the principals use it for their buildings. Mr. Moore and I have been in the process of interviewing preventative maintenance companies for the District, two of the companies that we have interviewed so far are Performance Maintenance and School Dude. Trevor and I preliminarily have decided on Performance Services

which Trevor's previous District has used. We were also very impressed with Mr. Kurt Hintz, who is the Business Development Manager for Performance Services. Performance Services offers a free audit for all the buildings if we go through Performance to hire and use their contractors. Also they have an open book pricing and buying power with vendors. We both agree and think that Performance Services would work well with the District.

Dave Osborne also stated that he and Wade Headrick will be attending a facilities maintenance conference on March 7, 2019.

Dave Osborne reported to the Committee that many projects were completed over our winter break:

- Three classrooms at PES and one classroom at PIC were re-tiled. Two new cabinets, counters and sinks were installed at PES.
- Mike Arnold and his custodian crew did a great job of getting the rooms cleared out and put back together for the install of the new tile. The new floors were sealed and waxed prior to reassembly.
- Mrs. Kathy Davis headed up the project of replacing the lunch tables in the lunch room at PES. Dave said that Kathy Davis did an amazing job.
- New LED lights were installed in the gyms of CSC, PIC and PES. Which will be a daily savings rate of \$9.00 per day per building.
- Painting in HS commons and gym entrance area, bathrooms at CSC, PIC, PES and the hallway beams at PIC.
- Our fire system components were inspected by Midwest Integrated Solutions.
- Bleachers as well as the boilers in the District had their annual inspections completed.
- Backflow devices on the boilers and hot water heaters were inspected on January 21, 2019, and some of them were found to be defective. This inspected should be done annually, but I personally did not know when the last inspection was performed.
- We are also getting ready for a February fire marshal's inspection for all the buildings.

### **Current and Future Needs:**

- Suburban Locksmiths will be coming out to Peotone Junior High School on January 25<sup>th</sup> to give us an estimate on replacing all the door knobs with ADA required door handles. Anything that we have had to replace recently has been replaced to door handles.
- We are also researching what it will take to start converting some of the hallways of the buildings to LED lights. We were going to do a remote hallway at PES as a project to see how it goes.
- We are also getting estimates to replace one or more of the condensate pumps. The ones at the PJHS and CSC are getting near the end of their useful life and are starting to leak.
- Dave Osborne recommended to the Committee to start thinking about replacing one of the maintenance trucks. They are old and worn out.
- We've hired ALM lawn care out of Manhattan to treat our football and soccer fields for 2019. They will do five applications on each field throughout the year.

### **Upcoming Projects:**

#### **i. Floors:**

Mr. Mike Bartos from Hygieneering will be coming out to the District on February 18<sup>th</sup> to give us an estimate on upcoming flooring projects at PJHS, PIC and PES that will be done over the summer.

#### **ii. PHS Gym:**

We also have received an estimate to paint PHS' gym ceiling and walls from Bill Marquardt. Mr. Marquardt said it will take five weeks to complete over the summer break. Chris Gibson is also getting quotes for the gym floor at the high school. We will continue to get more quotes for the high school gym painting project. Also, the banners will be rearranged and the vinyl graphics will be removed and reinstalled reflecting the changes in our conference. A new vinyl graphic on the east wall of the gym is being discussed as it shows up in graduation pictures of students and staff standing on the stage.

iii. **Summer Grounds Crew:**

All outdoor equipment, except the Ferris, has been serviced and is ready to go. The Ferris will be taken in soon for a much needed service. The Ferris is used only to cut the sports fields.

iv. **Summer Custodian Crew:**

Mike Arnold reported to the Committee that he will need about ten to twelve more high school or college students for the summer cleaning crew. He has a couple of students returning to the summer cleaning crew this year, but stated to get everything cleaned and ready to go for the new school year, he will need 10 to 12 more students to help with the summer cleaning of all the buildings. Mike suggested to the Committee that he wanted to make signs and post them around the high school advertising for summer cleaning jobs. The Committee told Mike to post the available summer cleaning jobs now to ensure getting the summer cleaning jobs filled. The Committee suggested to Mike Arnold to ask the principals to please post the summer cleaning jobs on their school Facebook pages.

Mike Arnold also requested if the Committee could please purchase two portable air conditioners for the summer custodian crew. The buildings get very hot in the summer, and Mike suggested that having the portable air conditioners to cool off the rooms, since it gets so hot in the classrooms and buildings during the summer months. Mike suggested to the Committee that Mike stated that two portable air conditioners would be perfect.

v. **The “U” at PJHS:**

The Committee discussed the “U” at Peotone Junior High. Mr. Stein stated that he will reach out to Dave Patton to finalize the assessment and any additional charges for this project.

vi. **Doors:**

Dave Osborne stated that the only doors he that comes to mind are the exterior gym door at PIC and #9 at PES, two new doors were scheduled to installed on the interior gym on January 21, 2019 at PIC , but ran into a problem with the hardware. The doors are now rescheduled for February 18, 2019.

I also talked to Mr. Dennis Merz, the Frankfort Fire Department Inspector, to inquire about the fire requirements for those doors. Many doors, as well as other outside items, need to be painted.

All new doors that have been installed at the buildings have been painted.

The Committee wanted to thank Dave for all the work that was getting accomplished at all the buildings along with getting all the buildings cleared of snow and ice for the teachers, staff and students. Dave said it was a team effort of himself, Wade, Tim and Craig, along with Mike and his custodial crew.

**ADJOURNMENT:**

At 3:30 p.m., Mrs. Robinson moved for a motion to adjourn the Building and Grounds Committee meeting. Mr. Uthe seconded the motion, and on a voice call vote, the following members answered aye (2): Mrs. Robinson, Mr. Uthe and no nays.



Richard Uthe, Vice President



Cathy Cuculich, Reporter