

CEDARBURG SCHOOL DISTRICT

Buildings & Grounds Committee Meeting

June 21, 2016

6:00 p.m.

Board of Education Room

Minutes

This meeting will be considered an informational meeting of the School Board if a quorum is present

Committee Members Present: Kevin Kennedy, Rick Leach, Phil McGoohan, John Koster
Others Present: Todd Bugnacki, Kirstin Rose

Mr. Kennedy called the meeting to order at 6:03 p.m.

I. Nominate Chairperson

Mr. Leach nominated Kevin Kennedy. Mr. McGoohan seconded the motion. Motion passed, 2-0. Mr. Kennedy abstained.

II. Approve Minutes of January 11, 2016

Mr. Leach moved to approve the Minutes of January 11, 2016. Mr. Kennedy seconded the motion. Motion passed, 2-0. Mr. McGoohan abstained as he did not attend the meeting.

III. Survey Questions

Mr. Bugnacki discussed School Perceptions, an independent research firm that specializes in public and private school surveys. He indicated School Perceptions helps educational leaders gather survey data to make strategic decisions and is interested in getting feedback on our services.

He mentioned these are standard questions used by School Perceptions. If we use these standard questions our answers can be compared to other districts. However, if we change questions in any way, the results can only be used as our reference. Information gained from these surveys will help administration structure the District Strategic plan.

A team will be formed to work with School Perceptions to create surveys unique to our District. A timeline was shared by Mr. Bugnacki.

Discussion ensued.

Mr. Bugnacki is asking for feedback from the committee regarding survey questions. In particular, are they the right questions for our District? Contact Mr. Bugnacki regarding additions/deletions/changes to survey questions.

IV. Facilities Use

Mr. Bugnacki stated there have been many conversations regarding facilities use due to outdated policies and discussions with NEOLA. Tonight is for discussion only.

Mr. Koster reviewed the Use of School Facilities Procedures Policy. Shown in red font are tracked changes to the policy that will be sent to the Policy Committee for review. Recommended changes are aligned with our neighboring districts' policies.

Discussed next was the Facility Use Fee Policy Exhibit 1. A new fee structure is shown in red font and tracked changes.

Discussion ensued.

Suggested changes to Use of School Facilities Policy: under Priority Group III, add "at least" before 75%. Suggested change to Facility Use Fee schedule, add "*" prior to Varsity Fields and footnote "*Not open for public use/contact John Koster."

Administration requests Buildings & Grounds Committee to review fee structure and provide feedback to Mr. Bugnacki.

The committee recommends Facilities Use be advanced to the next Personnel & Finance Committee Meeting.

V. Security Cameras

Mr. Koster discussed security cameras currently in use and the need for higher quality cameras in light of recent situations at the high school.

Administration is asking for direction on how detailed the board wants to go. A meeting will be scheduled with Mr. Bugnacki, Mr. Koster and Ms. Rose to discuss server capacity, storage capacity, software, etc.

Mr. Bugnacki requests input/feedback from the Committee. Administration will provide proposal(s) with two to three options and prices.

VI. Signage

Mr. Bugnacki and Mr. Koster attended the City's Planning Commission meeting with proposed Signage designs. Mr. Koster stated the Planning Commission will allow the District to put in an electronic sign.

Discussion ensued. The District will stay true to commitment to city.

Mr. Leach moved to seek approval from the Personnel & Finance Committee. Mr. McGoohan seconded the motion. Motion passed, 3-0.

In the meantime, the District will seek fundraising avenues.

VII. Facility Upgrade

Mr. Koster shared preliminary facility upgrades at Cedarburg High School, Parkview and Thorson Elementary Schools based on prior discussions at Buildings & Grounds Committee meetings. Discussion focused on vision and the needs of all students and staff. Mr. Bugnacki stated the district will take a closer look at future teaching and learning needs and how best to meet those needs to provide opportunities for all kids.

He stated administration will provide the board with a preliminary report within the year.

VIII. Building & Grounds Projects

- a. Tennis Court Update – Mr. Koster reported everything is on schedule. The contractor ran into limestone once they began which may incur some additional costs and no interruption with schedule. He will keep us posted.
- b. LED Light Conversion – Mr. Koster directed everyone to the new LED lights that were recently installed in the boardroom. He mentioned the huge savings the district will see by using LED lights. In three years we will make up for the initial cost. Cedarburg Light & Water is giving the district \$31,000 from their focus on energy grant.

Mr. Leach moved to advance this to the upcoming Personnel & Finance Committee meeting to review cost implications for funding. Mr. McGoohan seconded the motion. Motion passed, 3-0.

- c. Summer Projects – Mr. Koster discussed summer projects at Parkview, Thorson and Westlawn. Carpet, painting, roof repairs at all three schools. In addition, a bathroom renovation at Thorson is being done in house by Dave Latzl, Buildings & Grounds Master Plumber at a savings to the District. Seal coat crack fill parking lot and playground at Thorson as well.
- d. Summer Cleaning – Mr. Koster discussed summer cleaning in all schools.

Discussed other priority projects

IX. Future Meeting Dates

Ms. Weaver and Mr. Koster will work on a date for the next meeting.

Mr. Leach moved to adjourn the meeting. Mr. McGoohan seconded the motion. Motion passed, 3-0.

The meeting adjourned at 8:11 p.m.

Respectfully Submitted,

Ann Weaver
Secretary to the School Board