

Meeting Title: Buildings, Grounds & Transportation Meeting		Meeting Date: 3/10/15
Meeting Location: KOSD Board Room		Meeting Time: 6:30 pm
Attendees: Dan Domalik, Matt Cesario, Annie Shaw, Chris Swickline		
Agenda: 1) Parking lot engineering change order 2) New HVAC maintenance person for Board approved 3) Roofing 4) Stage lighting engineering 5) Radon testing 6) Security cameras 7) New key card system 8) Facility usage: Keys/Fobs access 9) New tractor purchase 10) Updated AT&T spec 11) B&G budget 12) Bus Contracts		
Old Action Items	Who	By-When
Look for lower cost timecard alternatively	Swickline, Brandenburg, Stropkaj	7/15
Determine any new projects – “good ideas” from GESA docs	Swickline	11/30 – Revised
Develop camera specs	Swickline	3/31 – Done
Complete engineering	NIRA	2/15 - Done
Bid construction	Brandenburg	2/26 - Done
Complete repair of parking lot light	Swickline	9/30
Rationalize, get detailed apples to apples quote for stage lighting for recommendation and board approval	Swickline, Hallam	4/30 - Revised
RFP for cooling tower brick	Swickline	4/30 - Revised
Check early parking lot work plan with affected principals	Swickline	2/17
Provide bid docs to committee	Antonelli	2/24 - Done
Redraft document for AT&T	Domalik	3/10 - Done
Solicit employees to review lighting design	Stropkaj	4/1
Check with auditor on how to account for cafeteria lighting	Brandenburg	4/1
Move May meeting to 5/4 and review lighting then	Cesario	4/1 - Done
Send prioritization document	Kramer	3/10 - Done
Send out Request For Qualifications	Swickline	3/24
New Action Items	Who	By-When

Schedule 3/31 meeting	Cesario	3/19 - Done
Send change order & personnel items to March vote	Swickline	3/13 - Done
Put Roofing on Sept agenda	Cesario	8/15
Check stage lighting references	Swickline	3/27
Tractor alternatives	Swickline	4/14
Finalize AT&T documents	Domalik	4/1
B&G budget analysis	Cesario	4/14
Bus contract next steps	Swickline	4/14
Tabled Action Items	Who	By-When
Send letter to Green Tree on digital marquee costs sharing and zoning	Stropkaj	
Nighttime parking study	Cesario	
Revisit radon testing (after HVAC work)	Cesario	

Next Meetings: **3/31 & 4/14 location – KOSD Board Room**

Items Discussed:

- 1) Parking lot engineering change order
 - a. OK, send to full board for a vote
- 2) New HVAC maintenance person for Board approval
 - a. OK, send to full board for a vote
- 3) Roofing
 - a. Plan for summer 2016 for MS “cell tower” and “lower area”. Get on our agenda in September, bid in Dec.
- 4) Stage lighting engineering
 - a. Check references
 - b. Bring them in on 3/31 to present
 - c. Emphasize to them we want vendor neutral work
- 5) Radon testing
 - a. There is a state grant that covers a small portion of testing – might be 10-20% for us.
 - b. Its very venting dependent, revisit after HVAC work done
- 6) Security cameras
 - a. Will be bidding cameras in a couple weeks
- 7) New key card system
 - a. HS broken, moving on it immediately
 - b. New system will be prototype for other buildings
- 8) Facility usage: Keys/Fobs access
 - a. Will get better at scheduling facilities as full SchoolDud is implemented
 - b. Are currently putting custodians on all day to cover sparse usage (e.g. one at 8 am and one at 6 pm)
 - c. Look at tightening up window, monitoring usage in SchoolDud
- 9) New tractor purchase
 - a. Tractor @ Myrtle is worthless.
 - b. Idea is to buy new one for HS, and move older one to Myrtle

- c. Will allow us to plow and salt much faster for morning snow storms. Will help with mowing too
 - d. Dormont & Aiken have one
 - e. Cost \$28 – 30 K.
 - f. Compare against alternatives
- 10) Updated AT&T spec
- a. Dan has a draft
 - b. Hard to figure out what to specify beyond govt regs, just leave it for now
 - c. Send to solicitor for review
 - d. One last review before sending out
- 11) B&G budget
- a. 50% is salary and benefits
 - b. Much of remainder is utilities
 - c. Focus on the remaining repair work. We could save up to 40% of this with the lighting & HVAC projects
- 12) Bus Contracts
- a. First Student expires 2016, Matthews in 2017
 - b. Matthews has sent letter requesting early renewal
 - c. Would like to focus on First Student, bid it out (no problems, just want competition).
 - d. Aggressive goal: have it for June vote, so winning bidder has 1 year to get the required vehicles and staff