

Meeting Title: Buildings, Grounds & Transportation Meeting		Meeting Date: 3/4/14
Meeting Location: KOSD Board Room		Meeting Time: 6:30 pm
Attendees: Annie Shaw (later), Matt Cesario, Dr. William Stropkaj, Eric Brandenburg, Chris Swickline, Richard Phelps (ABM), Mark Turner (ABM)		
Agenda: 1) Capital Projects Updated 2) Parking Lots – NIRA Review 3) Myrtle Elementary – 2 New A/C Compressors 4) TRUCK – PICKUP / PLOWS / SPREADER / BAND TRAILER 5) Review Action Items		
Old Action Items	Who	By-When
Develop prioritization	All	1/14 – ongoing?
Invite Cesario to next AIU consortium meeting	Brandenburg	TBD
Determine where Mt Lebo property ends, what role they would play in site improvement	Brandenburg	1/31
Send potential new scope for NIRA to Cesario / Brandenburg, decide on future scope	All	1/31 - Done
Count existing parking spots	Swickline	1/31 - Done
Walk the site to review NIRA map	Committee	1/31 - Done
Shut down gate power to prevent safety hazard	Swickline	1/15 - Done
Remove gates	Swickline	1/21 – TBD based on weather
Develop template for capital decision making	Brandenburg	4/15 - Revised
Send out communication of gate removal / new traffic patterns	Stropkaj	1/24
Trial ServiceDesk Plus	Swickline	1/24 - Done
Update capital projects spreadsheet: New formats, totals, remove items already paid for (e.g. SY15-16 Myrtle Compressors, Dormont Tractor) and blank items not requested by bldg staff / needed (PAHU5 compressor, etc). Highlight items that have safety / security impact. Move work studied by NIRA to SY16.	Brandenburg	2/11 - Done
Send “9 item” list to board	Brandenburg	1/17 - Done
New Action Items	Who	By-When
Fill out first building checklist	Principals	3/24
Schedule NIRA next meeting. Public, w/o 17 th or 31 st .	Swickline	3/12
Check on signage for AEDs	Swickline	3/17
Send letter to Green Tree on digital marquee costs sharing and zoning	Stropkaj	3/31

Procure shredders	Brandenburg	4/3
Get student parking permit count	Swickline	3/7 - Done
Daytime parking study	Cesario	3/17
Put maint software in budget	Brandenburg	3/17
There are multiple, project specific, action items built into capital spreadsheet. Please reference that as well.		

Next Meeting: **Tuesday 5/13, 6:30 pm location – KOSD Board Room (also Aiken & Myrtle walk through on TBD)**

Items Discussed:

- 1) NIRA next steps should be to have a meeting to present our expanded scope to them.
- 2) Epi-pens and other emergency medicine boxes are related to nurses, which fall under Kathy, kick to education committee.
- 3) Document destruction should be done by shredders, no incinerator, on site, expense.
- 4) Chris tried the ServiceDeskPlus. Not going to work for maintenance. Need SchoolDuud or similar. \$5k 1st yr, \$3K following years.
- 5) Mt. Lebo property determination will be part of the survey done for parking project.
- 6) What is rule for what projects get on capital spreadsheet? Min \$? Capital transfer only?
- 7) Capital spreadsheet is an evolving document. What is posted on website in meeting notes, may not be the most current. Can be made available on request.

Next Agenda:

- 1) Follow Up on Prior Action Items
- 2) Review ABM or NIRA work?
- 3) Continue review of Capital Projects Plan
 - a. Based on priorities
 - b. Safety & Security
 - c. FY13 not completed
 - d. FY15 approved
- 4) Other as necessary