



**BACKGROUND**

**Business Services Committee**

Gregory L. Swank, Chairman  
John Krings, Member  
Anne Lee, Member  
Michelle K. Bean, President

**October 6, 2008**

LOCATION: Board of Education Conference Room A

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services

A. Administrator Cell Phone Use – District

A concern uncovered during the review of the District crisis plan was the ability to communicate with Administrators when they are out of the office and the ability to mass communicate with all administrators at the same time. The recommendation was for the District to provide cell phones for all administrators to use when away from the office on school business. Most administrators already have a District provided cell phone. What needs to be determined by the committee is the definition of school business versus personal use. Bryon Kolbeck will be present to discuss this issue with the committee.

The administration will provide some options for the committee to consider for approval.

B. Convection Steamer – Purchase

The steamer in the East Junior High kitchen requires replacement. It is over 35 years old and no longer functions. Quotes for a Cleveland two compartment convection steamer were requested from three vendors. Quotes received were as follow:

CTL Company	- \$19,019
Reinhart Foodservice	- \$18,053
Streich Equipment Co.	- \$19,404

The administration recommends approval to purchase a Cleveland two compartment convection steamer from Reinhart Foodservice at a cost of \$18,053 to be funded from the Food Service Fund 50.

IV. Updates and Reports

A. Fresh Fruit and Vegetable Grant – Update

Mead Charter School was selected as one of 25 schools in the state to receive a Fresh Fruit and Vegetable Grant. The total amount received will be \$23,652.02 or approximately \$51.00 per student to be used by June 30, 2009. A mid-morning snack will be served each day to all students beginning Monday, September 15, 2008.

## B. Breakfast Program – Update

The new breakfast program at Washington Elementary School has been very successful. 125 students participated the first day and 135 students the second day. The students receive a "grab and go" breakfast and which they are able to eat in the classroom. This has worked well for students coming off buses.

## C. Nutrition Enhancement Breakfast Grant – Update

We were notified from DPI that we received a Nutrition Enhancement Breakfast grant in the amount of \$4,725.00 for the new breakfast program at Washington School this year. We also received a Nutrition Enhancement Breakfast grant in the amount of \$10,582.00 for our other 8 schools with breakfast programs (Howe, LHS, WJH, Mead, Grove, Woodside, Pitsch, EJH). This grant money is sufficient to pay for the breakfasts served during WKCE testing at these schools.

Vesper, Rudolph and Grant are not covered by this grant, and their WKCE snacks will need to be paid through an alternate mechanism. Last year the WKCE snacks for those 3 schools totaled approximately \$630.00. (Rudolph was \$180.00, Vesper was \$110.00 and Grant was \$340.00).

## D. Summer 2008 - Referendum Project – Update

Work on the summer of 2008 facility referendum projects has been substantially completed. The summer 2008 facility referendum projects included:

Facility Referendum

- |                       |  |
|-----------------------|--|
| Lincoln High School   | - Boiler replacement   |
|                       | - Phase 2 of electrical service replacement                          |
|                       | - New air conditioning in server room                                |
|                       | - Server room electrical upgrades and additional backup generator    |
| West Junior High      | - Replacement of water main line inside the building.                |
| Grant Elementary      | - New boilers and univents installed in original portion of building |
|                       | - Replacement of roof on middle section of building                  |
| Washington Elementary | - Replacement of classroom univents in original building             |
| Woodside Elementary   | - Kitchen grease trap installation                                   |

QZAB Projects

- |                   |  |
|-------------------|--|
| Howe Elementary   | - Kitchen booster heater and hot water tank removal        |
| Mead Elementary   | - Replacement of boilers and univents in original building |
|                   | - Cabinetry replacement                                    |
| Pitsch Elementary | - Replacement of classroom univents                        |

## E. Summer 2009 - Referendum Project – Update

The final facilities referendum projects will be completed during the summer of 2009. These projects are currently being designed and will be bid on December 11<sup>th</sup>, 2008. The final projects include:

Facility Referendum

- |                  |  |
|------------------|--|
| East Junior High | - Univent replacement  |
|                  | - Conversion to hot water heating in the 1957 and 1962 additions |
| Grant Elementary | - Asbestos flooring removal and replacement                      |

QZAB Projects

- |                   |  |
|-------------------|--|
| Howe Elementary   | - Boiler and univents replacement<br>- Classroom cabinetry replacement<br>- Classroom upgrades in whiteboards and tackboards<br>- Painting |
| Pitsch Elementary | - Asbestos Flooring removal and replacement  |

## F. Storm Damage Roofing– Update

Roofs have been replaced on Grove Elementary, Mead Elementary, and Pitsch Elementary schools. A portion of the Washington Elementary roof has also been replaced. Portions of the roof on Lincoln High School have been replaced and the contractor will continue working at Lincoln High School until weather curtails the construction season. Roofs remaining to be repaired or replaced are Howe Elementary, Woodside Elementary, East Junior High, and West Junior High.

The district will be securing 12,000 square feet of storage space in town to store roofing material until next summer. While the District had secured guaranteed pricing through December 2008, manufacturers have been notifying the District of substantial cost increases in the near future. As a result, the insurance company has authorized the district to purchase the needed roofing material now and will cover the cost of storage.

## V. Agenda Items

Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the Regular Board of Education meeting.

## VI. Future Agenda Items

Future agenda items of the Business Services Committee include, but are not limited to the following:

- Approval of Purchases by more than one committee
- Short-Term Borrowing
- Employee Benefits – 403(b) Plan Adoption