

## **DAC Meeting**

Wednesday, December 19, 2018

6:30 p.m. - 8:30 p.m.

JSSC - Board Room

Attended:

### **DAC**

Mary Dougal (DAC Secretary)

Christa Keivan (Parent Representative-  
Elementary School)

Cheri Kiesecker (Charter School  
Representative)

Melissa Wagner (Secondary Administrator)

Richard Teck (Parent Representative –  
Middle School)

Jodi Hansen (Gifted and Talented)

Tommi Sue Cox (Elementary Administrator)

Christine Sanchez (PSD Teacher)

### **Additional Attendees**

Jerry Garretson

Norm Bastian

Leigh Anne Williamson

## **Minutes**

### **Opening**

Robert welcomed the group.

### **Approval of Minutes**

November meeting minutes were reviewed and approved (with corrections).

### **Facilities Discussion** (Jerry Garretson, Norm Bastian, Leigh Anne Williamson)

#### Facilities Needs and Requests Process

Facility Services is comprised of:

- Building Maintenance (carpenters, electricians, HVAC)
- Custodial Services
- Customer Support Center
- Energy and Environmental Management (Utilities i.e. lighting, air quality, recycling, etc)
- Outdoor Services (asphalt, fencing, mowing, snow removal, etc.)


#### Facility Services General Fund

- General fund budget for Facilities: \$2.3 million (not including utilities, \$4 mil)
- Routine maintenance
  - Approximately 20,000 work orders per year (1500 work orders in the system any given day)
- Preventative maintenance
  - Approximately 2,500 work orders per year (filter changes HVAC, irrigation, etc.)

- Emergency repairs due to weather; system failure, vandalism, etc. (different budgets fund different issues)
- Site-funded project proposals (specific changes requested at sites/departments)

### Capital Improvements

- Two sources of capital funding: fund 6A and 6B
- Capital fund 6A: \$830,000 annually (\$200,000 increase from last year)
- Capital fund 6B: \$60,000 annually (ADA, Early Childhood, ILS)



Site	Description	Department
Barton	Infant/toddler care	Facilities
Bauder	Flooring replacement in Early Childhood	Custodial
Bauder	Conversion of kindergarten room	Facilities
Bethke	Replace asphalt in staff parking lot	Outdoor Services
Blavins	Replace gym floor in north gym	Custodial
Building H	Tree removal	Outdoor Services
CLP WS	Replace theater curtains and track	Theater
Community Connections	Roof replacement	Carpentry
District Wide	Smoke detector replacement	Electrical
FCHS	Upgrade parking lot lighting to LED	Electrical
FCHS	Track shed installation	Facilities
FCHS	Track repairs	Outdoor Services
FRHS	Replace countertops in art room	Carpentry
FRHS	Replace auditorium floor	Custodial
FRHS	Upgrade parking lot lighting to LED	Electrical
Irish	Upgrade lighting to LED in pods and gym	Electrical
JSSC	Replace windows and ceiling tile in upper level	Carpentry
JSSC	Upgrade controls system	Controls
JSSC	Carpet replacement in upper level	Custodial
JSSC	Upgrade lighting in upper level	Electrical
Klnard	UDACT installation	Electrical
Laurel	Carpet replacement	Custodial
Lincoln	UDACT installation	Electrical
Partnership Center	Upgrade controls system	Controls
PHS	Upgrade parking lot lighting to LED	Electrical
PHS	Install greenhouse	Facilities
PHS	Replace softball scoreboard	Facilities
PHS	Install chicken coop	Outdoor Services
Putnam	Upgrade lighting in flux room	Electrical
Putnam	Upgrade parking lot lighting to LED	Electrical
Putnam	kitchen hood replacement	Plumbing
Red Feather	Upgrade controls system with H4	Controls
RWHS	Upgrade parking lot lighting to LED	Electrical
RWHS	Replace softball scoreboard	Facilities
South Bus	Upgrade controls system with H4	Controls
South Bus	Upgrade parking lot lighting to LED	Electrical
Warehouse 5	Upgrade controls system with H4	Controls
Webber	Replace docks	Electrical
Webber	Track repairs	Outdoor Services

\*Out of the \$830,000. Allocate out about 85% and hold some back for June.

### 2016 Bond Improvements

- Development of the Ongoing Facilities Improvement List (OFIL) items we audited as a Facilities group and site group. List is over 100,000 items long. With very few exceptions, nothing comes off the OFIL list. It's just given a new life-cycle and goes on.
- Development of the \$40 million bond list (253 items. Addresses what will happen in the 2016 bond. Every school will be touched. Everything on this list is on the OFIL list. About 3 million dollars in furniture is included.
- Using OFIL to aid in developing annual capital improvement project list

### Facility Use Overview

- The Customer Support Center (CSC) coordinates over 80,000 district and community facility use activities annually (manage all facilities both district and community. About 20,000 community events a year.

- District Policy KF-Use of District Facilities
  - Facility Use Guidelines (what rooms allowed for outside use, fee schedule, insurance. Schedule with Operations maintenance lists so building isn't being worked on.
  - Rental process
- Facility use fee schedule

**Facility Use Fee Schedule  
Building Rental Fees**

*All fees are assessed on an hourly basis unless noted*

Elementary Schools		Tier 1 District Groups	Tier 2 Childcare	Tier 3 City/Municipality Youth Groups	Tier 4 Youth Groups (Pre-K-12th Grade)	Tier 5 Adult Groups
	Baseball/Softball Field	No charge	\$1.88	\$3.75	\$7.50	\$15.00
Classroom	No charge	\$2.25	\$4.50	\$9.00	\$18.00	
Grass Field	No charge	\$1.88	\$3.75	\$7.50	\$15.00	
Gymnasium/Flex Room	No charge	\$4.50	\$9.00	\$18.00	\$36.00	
Kitchen	No charge	\$10.50	\$21.00	\$42.00	\$84.00	
Media Center	No charge	\$4.50	\$9.00	\$18.00	\$36.00	
Pod Space	No charge	\$2.25	\$4.50	\$9.00	\$18.00	

Middle Schools		Tier 1 District Groups	Tier 2 Childcare	Tier 3 City/Municipality Youth Groups	Tier 4 Youth Groups (Pre-K-12th Grade)	Tier 5 Adult Groups
	Auditeria	No charge	\$4.50	\$9.00	\$18.00	\$36.00
Baseball/Softball Field	No charge	\$1.88	\$3.75	\$7.50	\$15.00	
Classroom	No charge	\$3.75	\$7.50	\$15.00	\$30.00	
Grass Field	No charge	\$1.88	\$3.75	\$7.50	\$15.00	
Gymnasium/Flex Room	No charge	\$4.50	\$9.00	\$18.00	\$36.00	
Kitchen	No charge	\$10.50	\$21.00	\$42.00	\$84.00	
Media Center	No charge	\$4.50	\$9.00	\$18.00	\$36.00	
Scoreboard*	No charge	\$3.75	\$7.50	\$15.00	\$30.00	
Tennis Court (per court)	No charge	\$2.25	\$4.50	\$9.00	\$18.00	
Theater	No charge	\$6.00	\$12.00	\$24.00	\$48.00	

High Schools		Tier 1 District Groups	Tier 2 Childcare	Tier 3 City/Municipality Youth Groups	Tier 4 Youth Groups (Pre-K-12th Grade)	Tier 5 Adult Groups
	Baseball/Softball Field	No charge	\$1.88	\$3.75	\$7.50	\$15.00
Classroom	No charge	\$3.75	\$7.50	\$15.00	\$30.00	
Commons	No charge	\$6.00	\$12.00	\$24.00	\$48.00	
Event Center/Mini Theater	No charge	\$6.00	\$12.00	\$24.00	\$48.00	
Grass Field	No charge	\$1.88	\$3.75	\$7.50	\$15.00	
Gymnasium/Flex Room	No charge	\$7.50	\$15.00	\$30.00	\$60.00	
Kitchen	No charge	\$10.50	\$21.00	\$42.00	\$84.00	
Media Center	No charge	\$6.00	\$12.00	\$24.00	\$48.00	
Scoreboard*	No charge	\$3.75	\$7.50	\$15.00	\$30.00	
Tennis Court (per court)	No charge	\$2.25	\$4.50	\$9.00	\$18.00	
Theater	No charge	\$7.50	\$15.00	\$30.00	\$60.00	

- (only 3 times this year has something been broken and user is responsible for repair) Fee collected used to go back to schools. Dave Montoya keeps that money (general fund) and we tap that money for theater repairs, high use gym repairs, etc.

**Questions:**

- Is a deposit collected? Sometimes. Theater or stadium, yes (non-refundable).
- Who reports damage? Custodian, usually.
- Are high use facilities responsible for wear and tear replacements? No
- All district events are required to have a district employee present. When community, custodian is present. Support organizations, school is responsible. Risk Management is the insurance arm of the district.
- School events take priority.
- Why are rates so low? PSD is one of the lowest districts in the state for fees. Pete took it to Superintendent and got them raised slightly. We break even on Church groups. Anything below Church groups, we subsidize. Gyms - \$15- \$25 /hr.

- Is the list prioritized? 1<sup>st</sup> is life safety issues, life cycle, etc. Sometimes costs are reactionary; hot water heaters, mowers, buses.
- We haven't seen an increase in our General Fund budget in 7 years. Used to spray for weeds (\$50k) and we now use that money elsewhere.
- What percent of funding for inhouse goes to contract? (31 people in maintenance, 14 in outdoor Services, 180 custodial. Staffing based on sq. footage/acreage) \$125,000- contract mowing. Contract all tree removal and 7% snow removal (\$350,000 last year). All emergency work is contracted out.
- Security: Separate from Facilities: 10 people in our dept. Maintenance and install of security equipment is done in-house. 2 years ago, was our first official budget. Maintenance, capital (not including after-hours events) is \$110,000. HS are 1<sup>st</sup> priority because that's where we have most issues. With the building of new schools, we will have to add more CSO's and security officers.
- Is the security access in schools working? Biggest problems are in the High School's where students let people in the side doors, prop doors open, etc.
- 2010 – we did a lot of retro fitting. What are you hearing in your circles about best practices . . . biggest opportunities? Be careful not to make campuses prisons. Make parents welcome but with strict identification practices. System where driver's licenses are entered, and it does a background check immediately. PHS putting in prox card entries where staff can put the school into lockdown without calling security. Biggest thing is mental health.

### **Brainstorm Hybrid Funding/Program Offering Recommendation**

The District establishes a core set of minimum standards, products, and services that each site will be required to provide. Sites would have the discretion to go beyond the minimum requirements.

#### **Process**

- Brainstorm ideas individually – on post-its
- Compare ideas by table – Identify themes, commonalities
- Share out big ideas to the group
  - Intervention
    - Literacy – Read lead
    - Technology available to help facilitate meetings.
    - If children go from one school to the next that same tech exists
    - Social Emotional – Staff in other areas so counselors can do their jobs
    - Student advisory committees
    - ADA compliant
    - Safe space where kids can go to relax
    - Curriculum/sports/specials: experiences equal from school to school
    - Technology
    - Core Subjects
    - Mental Health
    - Interventions, IS
    - Office staffing
    - Contact hours i.e. PEA agreement is 1400 min. instructional time

- Administrators from schools get together and say what kindergarten parent coming into district can expect their child to get at each level. DAC should recommend to Assistant Superintendents that the planning opportunity present itself somehow. Todd and Scott will be at DAC in January. We can present that concept to them at that time.
- Prioritize the top ideas

**Next Steps:**

Joint study with DAC/DAB – Feb.

Robert will explore this concept with Todd and Scott between now and Jan. meeting.

**Closing**

Next meeting: January 16, 2018

**Adjourned**

**2018-2019 Meeting Dates:**

- |                      |                     |
|----------------------|---------------------|
| • August 22, 2018    | • January 16, 2019  |
| • September 19, 2018 | • February 20, 2019 |
| • October 17, 2018   | • March 2019 (BOE)  |
| • November 14, 2018  | • April 17, 2019    |
| • December 19, 2018  | • May 22, 2019      |

**DAC Members**

- |  |   |
|--|---|
| • Lani Williams (DAB)  | • Shannon McGinnis (Business Representative)      |
| • Tommi Sue Cox (Elementary Administrator)                   | • Candace Martin-O'Connor (Early Childhood Staff) |
| • Melissa Wagner (Secondary Administrator)                   | • Katie Skelton (Classified Representative)       |
| • Cheri Kieseker (Charter School Representative)             | • TBD (Instructional Para-Professional)           |
| • Christine Sanchez (PSD Teacher)                            | • TBD (English Language Learners)                 |
| • Jodi Hansen (Gifted & Talented)                            | • TBD (Parent Representative – High School)       |
| • Christa Keivan (Parent Representative – Elementary School) | • TBD (Diversity)                                 |
| • Staci Nouri (Early Childhood)                              | • Anna Murphy (Integrated Services)               |
| • Richard Teck (Parent Representative – Middle School)       |   |

**Ex Officio Members:**

- Robert Beauchamp (District Administrator)
- Susan Gutowsky (BoE Liaison)
- Clare Barquero (Parent Engagement Liaison)