

**MEETING NOTES**  
**FACILITIES COMMITTEE**  
**COMMUNITY UNIT SCHOOL DISTRICT 200**  
**January 30, 2024**

A meeting of the Facilities Committee of the Board of Education of Community Unit School District 200, DuPage County, Illinois, was called to order at 4:00 PM on Tuesday, January 30, 2024, at the School Service Center, 130 W Park Ave, Wheaton, IL.

**PRESENT**

Board Members:     Mr. Brad Paulsen  
                             Mr. John Rutledge

Staff:                   Dr. Jeff Schuler, Superintendent  
                             Dr. Brian O’Keeffe, Asst. Superintendent for Business Operations  
                             Ms. Alyssa Barry, Director of Community Engagement and Communications  
                             Mr. Jordan Thorse, Comptroller/Treasurer  
                             Mr. Kevin Weisenberger, Director of Facility Services  
                             Mr. Colin Wilkie, Energy Operations Manager

**Middle School Facilities Timeline Discussion**

At the January Board meeting, there was a discussion on the middle school facilities that outlined the set of needs to move forward, with one set centered around developing a facilities solution. Some initial work with the architects has focused on timeline and process. Dr. O’Keeffe led the discussion on the phases of the middle school capital projects and shared a piece of draft information on the phases and options for potential project schedules. This included the following:

- Defining project phases
  - Pre-Design/Programming - information gathering, goal establishing, vision defining
  - Schematic Design - iterating, ideating, form developing
  - Design Development - adding more detail, refining the design
  - Contract Documents - preparing documents for construction
  - Bidding/Negotiation - soliciting/reviewing contractor bids
  - Construction - building the work
- Potential project schedule - baseline and alternative options

There was information and/or discussion on the following:

- Have some initial concept designs, and will need to move to the schematic design phase to get a better perspective on what the singular projects at each middle school will look like.
- Timing of when to move to the next phase, what it means in terms of cost and design work.
- When to start and what to start with - major construction or ancillary things to prep for the longer-term construction process.
- Determining the window of time for the projects; and trying to minimize increased construction costs.
- Development of schematic design - the timeline for this phase as it relates to the two presented options.
- The possibility of doing work outside of the summer season would be difficult in a middle school. Would have to do work during the school year that will not impact the student experience as a whole.

- Accelerated construction would save a ton of money, but do not believe we are ready for schematic design. Need to take the three different concepts, refine them further, and narrow in on one before we get to schematic design. This will enable us to think about how to sequence and phase the work.
- Questions on the timeline concerning phasing, sequencing, and construction.
- Would like to see concept design development before transitioning to schematic design.
- The mindset of approaching this work - one project vs. three separate projects.
- Refining the concepts during the coming weeks to zero in on the first phase.
- Mapping out how to approach the project.
- Definition of what is accomplished in the schematic design phase and concept.
- If there is a way to figure out a sequence that accelerates the investment next summer, there is an overall benefit to the program, school district, and taxpayers as this will save long-term costs.
- The feedback from the facilities committee was to have more development of the concept design before we move forward into schematic design.

### **Building Maintenance Staffing Discussion**

Dr. O’Keeffe presented a concept for the facilities committee to consider regarding the building maintenance staff that would benefit the District and would go along with the major capital work at the middle schools. The existing model we have in place from a staffing structure at Hubble Middle School centers on a head/lead custodian in that building who is responsible for maintaining the building on a daily basis. This model is also present at the two high schools. The administration believes this model should be at the three remaining middle schools - Edison, Franklin, and Monroe.

There was information and/or discussion on the following:

- Why this model would be beneficial.
- The timing of when to bring this position to the three middle schools; and the benefit of bringing these positions to the buildings at the start of the new school year.
- Having a lead inside of the buildings during the capital projects work.
- Consistency in the structure at all middle schools, as well as the high schools.
- Currently have a contracted service employee serving as the lead at the three middle schools, so this model would shift that to a district employee; would not increase the overall headcount; some cost in how that is structured from a salary/benefit perspective.
- Have a defined job description for this position; this position is part of the CEA (Classified Employee Association).
- The individuals would need to have a good understanding of the systems inside of the building, as well as manage the building's custodial services and maintenance.
- The benefits of a district employee with knowledge of the potentially new systems/controls in those buildings; taking ownership of the system vs. contracted hires.
- The skillset the District would be looking for and management capabilities as part of this role.
- The administration will bring back to the next facilities meeting a more detailed plan on what this would look like, how the position is defined and anchored, and information on the cost-benefit of moving in this direction.

The next facilities committee date has some conflicts with schedules. Will look at the schedules for the week of February 19 to determine the upcoming meeting date.

### **Public Comment**

- Middle School projects and the process; spending

The meeting adjourned at 4:49 PM.