

DUBUQUE COMMUNITY SCHOOL DISTRICT  
Facilities/Support Services Committee

BOARD COMMITTEE MINUTES

This form is used by all multimember committees established by the Board of Education. Before any meeting is held, be sure you have met the requirements of Chapter 1037 Laws of the 67<sup>th</sup> G.A., 1978 Session, Official Meetings Open to Public.

- I. Complete the Following Before Starting the Meeting
- A. Date agenda was posted for meeting: September 2, 2021
  - B. Date media were emailed agenda: September 2, 2021
  - C. Media who were emailed an agenda: Telegraph Herald; Des Moines Register; KWWL; KCRG; KGAN; Radio Dubuque; Townsquare Media Group; and Chamber of Commerce.
  - D. Board Committee: **Facilities/Support Services Committee**
  - E. Date and Time of Meeting: September 7, 2021 - 4:00 p.m.
  - F. Place of Meeting: The Forum
  - G. Attach agenda to this form. Verify that a copy of the agenda has been filed with the Secretary of the Board and the Administrator holding the Committee meeting.

If any of the above data does not comply with the open meeting law, do not begin the meeting.

Board Members present: Anderson Sainci, Kate Parks, Nancy Bradley, Tom Barton, Lisa Wittman (arrived at 4:09 p.m.), Jim Prochaska, and Tami Ryan. District representatives present: Stan Rheingans, Kevin Kelleher, Rob Powers, Mark Fassbinder, Mike Cyze, Rick Till, Amy Hawkins and Coby Culbertson

Kate Parks called the meeting to order at 4:00 p.m.

Agenda for September 7, 2021

The agenda was approved as submitted.

Covid Update/Mitigation Strategies-Masks

Superintendent Rheingans updated the Board on current COVID-19 mitigation efforts, provided a recap of Iowa law and Frequently Asked Questions Guidance from the Iowa Department of Education, and looked at the district's latest COVID-19 dashboard data.

The Board then discussed current protocols and communication about COVID-19. Based on the conversation, the district COVID-19 dashboard was made more prominent on the district webpage and the district will look to share additional information related to COVID-19 data sources with families and staff.

Purchase/Professional Service Contracts

Frontline Education-Purchase professional growth solution for district evaluations and professional learning opportunities at an estimated cost of \$80,597.00 first year, \$78,754.50 second year, \$82,692.22 third year, and \$86,826.84 fourth year. Board 9.13.2021

Hewlett-Packard-Purchase up to 500 HP ProBook x360 11 G7 EE laptops at an estimated cost of \$222,750.00. Board 9.13.2021

Kajeet Smartspot-Purchase up to 500 V400 hardware, 8-month cellular subscription, and telecom administration fees at an estimated cost of \$159,365.00. Board 9.13.2021

Loffredo Fresh Produce Co.-Primary vendor contract to purchase fresh fruits and vegetables as part of the Fresh Fruit and Vegetable Program, USDA Federal Grant at an estimated cost of \$64,457.00. Board 9.13.2021

Tyler Technologies, Inc.-iVisions ERP Software annual maintenance renewal and Tyler Technologies University at an estimated cost of \$146,055.69. Board 9.13.2021

Update on Current District Projects

**Senior High School Additions Renovations Phase 2**

Benjamin Beard, Straka Johnson, Architects – Area A slab on grade completed. Auditorium floor infill steel completed except decking. Steel in auditorium purlins for catwalk support has been started. Area A-

Auditorium roof system replacement completed. Area C sanitary sewer and storm installation completed. Mechanical piping to Area C started. Area C foundation excavation and concrete work has been started.

Bids for the theatrical luminaires were received on August 12, 2021. Three bids were received with no bid irregularities or anomalies. The apparent low bidder is Norcostco, Inc. at a cost of \$98,445.00. Architect's estimate for this project was \$125,000.00. Board 9.13.2021

### **Hempstead High School Intercom Replacement**

Final walk through on August 12, 2021, with CEC, MODUS and Buildings and Grounds staff. Generated punch list of outstanding items to be completed by contractor. Training session scheduled for August 17, 2021, with CEC and school administration and IT staff. CEC is working on fixing any troubleshooting and glitches. Supply chain issues are delaying delivery of a handful of speakers, no firm date of delivery from supplier. Certificate of completion and final release of retainage will be held until work is completed.

### **Central Kitchen Oven Replacement**

Nick Rettenberger, Origin Design - Final walk through on August 19, 2021, with Portzen, MODUS and Buildings and Grounds staff. Generated punch list of outstanding items to be completed by contractor. Project is considered substantially complete.

The certificate of completion was received from the architect and the final payment application from the contractor, the contractor has also issued a request for early release of retainage. This request allows the retainage to be paid prior to the typical 30-day maximum timeframe. Administration recommends approving this request. Board 9.13.2021

### **Central Kitchen Mechanical System Replacement.**

Nick Rettenberger, Origin Design – Visited site on September 2, 2021, to verify and document existing conditions against existing drawings from 1980 and 1988. Drawings planned to be available for bidding mid to late December with construction during Summer of 2022.

### **Kennedy Elementary School Playground Improvements**

Work is complete and punch list has been generated. Waiting for contractor to complete final work on this list. District painters have painted all line up lines and other activity courts on new asphalt surface of playground. There will be a change order request next month for existing sidewalks that were discovered under the old asphalt that needed to be removed. Final completion will likely be at November meeting.

### **Hempstead High School Kitchen Freezer Replacement**

The design team has met with the kitchen staff to discuss their needs regarding the cooler and freezer replacement. They are in the process of getting plans together to review with us. They will be on site again in late September to field verify and review an updated floor plan for the area of work. Still on schedule to bid the project in early December. Planning for work to start next summer and be completed by the start of the 22-23 school year.

### Cenergistic Update

Abbi Hammann is working on comfort concerns including temperature, air flow and humidity control. Thank you to district leadership for their cooperation. Hammann will continue to work on scheduling and is working with architects on utility consumption information. Peak demand closes with Alliant Energy on September 17 and comparison information from the previous year will be reviewed and presented at a future meeting.

### SBRC Request for Allowable Growth for Special Education and LEP Deficits

This is an annual request for increased spending authority. The numbers are not yet known. Financials are due September 15. This will come to the Board either in September or October.

### Substitute Compensation

Amy Hawkins reported on the shortage of substitute teachers and nurses. Administration is working on incentive programs. ESSER funds will be used to fund these programs. Board 9.13.2021

Investment Quote Results

Kevin Kelleher reviewed the bid results of a recent investment proposal. DuTrac Community Credit Union was the recipient of this investment.

Other Items

Superintendent Rheingans informed the committee of a supply chain shortage for paper.

Kevin Kelleher will present financial target information at the October meeting.

The next meeting was scheduled for October 4, 2021.

The meeting adjourned at 6:00 p.m.

Joan Steffen  
Business Services Coordinator