

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION FACILITY COMMITTEE MEETING**

Monday, December 6, 2021

5:30 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 minutes for public comments.

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

A quorum of the Board may be present

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. 2021-22 PROJECTS REPORT

A. CAPITAL PROJECTS

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Attached please find the most recent report on the Capital Projects that were approved by the School Board for the 2021-22 school year. Projects that are completed are shaded at the top of the spreadsheet. Administration is recommending delaying the Prairie Playground Project and replacing it with a High School Electrical Infrastructure Project. We are requesting a motion from the Committee on this project and we have attached the quote from Westphal.

VI. CUSTODIAL/MAINTENANCE STAFFING UPDATE

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Administration will review the short-term goals and the longer term goals for the custodial/maintenance department. Attached please find information regarding the current positions that have been approved by the School Board. We are pleased to share that all current positions have been filled with the exception of a 16 hour weekend custodial position.

Attached please find the staffing report that was completed earlier this year by our vendor, Hillyard. Also please find attached a job description for a Community Education Head Custodian. Administration will share how these two documents are connected together. We are seeking feedback from the Committee regarding the topic of the District hiring a Community Education Head Custodian.

Also attached please find a list of potential November 2022 referendum maintenance projects. As a reminder, the School Board was interested in the District managing as many maintenance projects as possible. Administration will review examples from this attachment for projects that the District could manage. However, in order to manage these projects, the addition of a Custodial Maintenance Supervisor position is required. We have attached a draft job description that reviews the responsibilities of this type of a position. This position would be funded by the savings from the maintenance projects that would be managed by the District. Projects managed by the District do not have either the architectural fees or the construction management fees, or perhaps both. The Facility Committee included questions on this topic during the interview process for both architects and the construction management firm. We are seeking feedback from the Committee regarding the topic of the District hiring a Custodial Maintenance Supervisor.

VII. FUTURE MEETINGS

VIII. ADJOURN

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

2021/2022 Capital Projects									
Item No.	Location	Description	Original Funds Requested	Funds Adjustments	Revised Funds Requested	Estimated Project Cost	Year-to-Date Actual	Funds Balance	Status
4	AES	Snow tractor	\$15,000	\$11,200	\$26,200	\$26,200	\$26,200	\$0	Complete
11	District	Truck Mounted Leaf Vac	\$5,000		\$5,000	\$3,915	\$3,915	\$1,085	Complete
19	WMS	Snow tractor	\$35,000	\$7,000	\$42,000	\$42,000	\$42,000	\$0	Complete
2	AES	Music Room Carpeting	\$7,000		\$7,000	\$4,990	\$4,990	\$2,010	Complete
5	AES or PES	Radon Mitigation	\$25,000	-\$25,000	\$0	\$0	\$0	\$0	Complete
6	football stadium	Press Box Carpet	\$5,000	-\$825	\$4,175	\$4,175	\$0	\$4,175	Complete - waiting for invoice
9	Bethel	repair parking lot	\$32,000	-\$32,000	\$0	\$0	\$0	\$0	Remodel or referendum
16	District	Playground Crack Fill	\$30,000	-\$10,000	\$20,000	\$19,600	\$19,600	\$400	Complete
21	PES	Classroom Carpet	\$33,000	-\$12,000	\$21,000	\$21,000	\$20,648	\$352	Complete
23	WHS	Old Gym BB Safety straps/motors	\$15,000		\$15,000	\$15,257	\$15,257	-\$257	complete
24	WHS	Classroom carpet replacement	\$3,000	-\$1,500	\$1,500	\$1,692	\$1,692	-\$192	Complete
25	District	6 walk behind snow blowers			\$0	\$0	\$0	\$0	Complete
26	WMS	upstairs hallway carpet	\$0	\$22,000	\$22,000	\$22,000	\$21,967	\$33	Complete
27	WMS	Remodel classroom 223 for science	\$22,000	\$3,125	\$25,125	\$31,903	\$31,903	-\$6,778	Complete
1	AES	Water Heater	\$15,000	\$12,000	\$27,000	\$27,000	\$0	\$27,000	WIP
3	AES	Exterior fiberglass double-door on storage closet	\$7,000		\$7,000	\$9,244	\$0	\$7,000	WIP
7	Bethel	HVAC engineer/reconfigure/replace	\$30,000		\$30,000	\$30,000	\$0	\$30,000	Not yet started
8	Bethel	Generator	\$50,000	\$25,000	\$75,000	\$75,000	\$0	\$75,000	WIP
10	District	Playground maintenance & upkeep	\$25,000		\$25,000	\$25,000	\$9,540	\$15,460	WIP
12	District	HVAC Repairs	\$30,000		\$30,000	\$30,000	\$7,019	\$22,981	WIP
13	District	Roof Repairs	\$25,000		\$25,000	\$25,000	\$1,485	\$23,515	WIP
14	District	Re-key exterior doors	\$7,000		\$7,000	\$7,000	\$0	\$7,000	WIP
15	District	Door and Building Repairs	\$20,000		\$20,000	\$20,000	\$11,348	\$8,652	WIP
17	District	Kitchen Equipment replacement	\$31,000	-\$9,000	\$22,000	\$22,000	\$8,108	\$13,892	WIP
18	District	Plumbing Repairs	\$22,000		\$22,000	\$22,000	\$5,433	\$16,567	WIP
22	Pool	Replace Men's lockers	\$20,000		\$20,000	\$14,900	\$0	\$20,000	WIP
28	Pool	Repairs	\$0	\$10,000	\$10,000	\$10,460	\$10,460	-\$460	WIP
29	WMS	Fire Panel	\$0	\$0	\$15,000	\$17,388.80	\$17,389	-\$17,389	WIP
30	WIS	ADA Door	\$8,455			\$8,455		\$8,455	WIP
20	PES	Playground Drainage	\$16,000		\$0	\$0	\$0	\$16,000	DEFER to 22/23
31	WHS	Emergency Infrastructure			\$16,000	\$16,000	\$0	\$0	NEW REQUEST
			\$533,455	\$0	\$540,000	\$552,179	\$258,954	\$274,501	



14 Marsh Court • Madison, WI 53718-8805 • Phone 608-222-0105

P.O. Box 7428 • Madison, WI 53707-7428 • Fax 608-222-0230

PROPOSAL

CUSTOMER

PROJECT

Proposal Number

SCOPE OF WORK

We appreciate the opportunity to submit a proposal on this project and look forward to discussing it with you further. Please feel free to contact us with any questions or clarifications you may have regarding this proposal.

Proposal Prepared By

Signature _____

Name / Date _____

Total \$

We accept Visa & Mastercard, along with bank ACH or PayPal payment options on our website: www.westphalec.com.

The accounting department at Westphal & Co. can be reached at (608) 222-0105, during normal business hours.

Price is valid for 30 days • Fees and expenses will be billed as incurred • Payment of our progress and final billings is expected within 30 days of invoice date • Additional work, that is outside of the agreed-upon scope of this proposal, will require authorization to proceed • Price is based on straight time labor rates, unless otherwise noted • All work to be performed in a neat and workmanlike manner • All work to be performed in accordance with all national and local electrical codes • The scope of work is based on our knowledge of the current requirements and project goals • This proposal is based on current commodity pricing • Westphal & Co., Inc reserves the right to modify this proposal in the event there is a significant pricing increase or decrease prior work beginning • Warranties other than those offered by manufactures are not offered or implied, unless otherwise noted

As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid

Current Custodian Building & Shift Assignments					
Prairie Elementary	Employee	Work Days	Assigned Shift	Hire Path	Start Date
PEL-#01-08HRS	Frederick, Dean	M-F	6:00am-2:30pm		10/15/1987
PE-#02-08HRS	Horan, Dan	M-F	12:00pm - 8:30pm		03/15/2004
PE-#03-08HRS	Shore, Jeremy	M-F	2:30pm-11:00pm		03/22/2004
PE-#04-08HRS	Hansen, Marc	M-F	2:30pm-11:00pm		09/13/2010
Arboretum Elementary	Employee	Work Days	Assigned Shift	Hire Path	Start Date
AEL-#01-08HRS	Homan, Bob	M-F	6:00am-2:30pm	Puhalla S.<--Hauke B	08//31/2015
AE-#02-08HRS	Schroeder, Larry	M-F	12:00pm - 8:30pm		08/31/2015
AE-#03-08HRS	Burfeind, Dale	M-F	2:30pm-11:00pm	Rolstad, M<--Puhalla S.	9/7/2021
AE-#04-04HRS	Tietz, Sue	M-F	2:30pm - 6:30pm	Hansen M	10/15/2019
Heritage Elementary	Employee		Assigned Shift	Hire Path	Start Date
HEL-#01-08HRS	Gillis, John	M-F	6:00am-2:30pm		06/20/2016
HE-#02-08HRS	Buckingham, Mark	M-F	11:00 am - 7:30 pm		03/27/1997
HE-#05-08HRS	Wafford, Edward	M-F	2:30pm - 11:00pm	Chang T<--Gardiner D<--Fluery K	3/17/2020
HE-#03-08HRS	Steiger, Mike	M-F	2:30pm - 11:00pm		05/11/2015
HE-#04-08HRS	Yang, Ger	M-F	2:30pm - 11:00pm		09/17/2017
Intermediate School	Employee		Assigned Shift	Hire Path	Start Date
ISL-#01-08HRS	Vlachakis, Chris	M-F	6:00am-2:30pm	Hellenbrand R	02/12/2018
IS-#02-08HRS	Losinger, Howard	M-F	12:00pm - 8:30pm	TSparby<-Ripp, B.<--Homan, B <--Currier J.<--J. Masse	09/01/2021
IS-#03-08HRS	Roberts, Tom	M-F	3:30pm-12:00am	Dale Burfeind	11/08/2021
IS-#04-08HRS	Beck, Michael	M-F	3:30pm-12:00am		03/01/2018
IS-#05-08HRS	Cleary, Lindsay	M-F	2:30pm-11:00pm	Hagen, B. <--Yang, V.	9/7/2021
IS-#05-04HRS	Erickson, Hartley (start 12/9)	M-F	3:30pm - 7:30pm	Zilka P <- Ramsay, J.<--Hignite R.	
Middle School	Employee		Assigned Shift	Hire Path	Start Date
MSL-#01-08HRS	Esser, Ron	M-F	6:00am-2:30pm		08/19/1981
MS-#02-08-Noon	Breunig, Jeff	M-F	12:00-8:30pm	Cone, C<--	01/28/2015
MS-#03-08HRS	Moorhead,Chris	M-F	3:30pm-12:00am		02/04/2013
MS-#04-08HRS	Hignite, Bec	M-F	3:30pm-12:00am	Jaster D.	09/14/2016
MS-#05-04HRS	Rhoades, Bart	M-F	3:30pm-7:30pm	Zilka <- Glenn, B.<--Gardiner D<--Mazzara J<--Dedlow	10/4/2021
High School	Employee		Assigned Shift	Hire Path	Start Date
HSL-#01-08HRS	Hauke, Brian	M-F	6:00am-2:30pm	Reible N.	11/23/2015
HS-#02-08HRS-NOON	Buckingham, Nick	M-F	12:00pm-8:30pm	Puhalla, S<-Breunig, J.	09/07/2021
HS-#03-08HRS-1PM	Williams, Geri	M-F	1:30pm-10:00pm	P. Hardy	01/12/2015
HS-#04-08HRS	Miranda, Richard	M-F	3:30pm-12:00am	RMiranda<-Hoffman D<--Parker R<--Cremer A	01/06/2020
HS-#05-08HRS	Schey, Mark	M-F	3:30pm-12:00am	Duncan-Hignett P (LOA)	11/15/2021
HS-#06-08HRS	Krueger, Pam	M-F	3:30pm-12:00am	Puhalla, S.<--Ripp, B<--Geesling D<--	10/4/2021
HS-#07-08HRS	Walder, Jason	M-F	3:30pm-12:00am	Slavin T<--Burns R <--Williams G<--Hauke	10/21/2019
HS-#08-08HRS	Paradzikovic, Sadika	M-F	3:30pm-12:00am	Uffelmann, A<--Peterson J<--Brauner R	09/01/2021
HS-#09-08HRS	Paradzikovic, Selma	M-F	3:30pm-12:00am	Mazzara J<--Waite L	03/12/2020
HS-#10-04HRS	Saunders, Phillip	M-F	3:30pm - 8:30pm	Hartley Erickson<-Ryan Coenen<-Mazzara J<--Dedlow	10/4/2021
HS-#11-04HRS	Saunders, Phillip	M-F	8:30pm-12:00am		
6 hour SUB	Olson, Chad	M-F	mornings		
HS-#11-16HRS WKEND	OPEN	weekend	7:00 a.m. to 3:30 p.m.	Gaspard F.<--Karls N<--Olson C	
Bethel Building	Employee		Assigned Shift		Start Date
	John Cramer				June 2019
	Bauer, Scott	M-F	8:00am-4:30pm		08/15/2016
	Darwin, Mike	M-F	6:00am-2:30pm		03/26/2012
	Farrell, John	M-F	8:00am-4:30pm	Hellenbrand R. <-Hathaway D.	08/03/2021
DO-#01-04HRS	Davis, Jeff	M-F	3:30pm - 7:30pm	JAziri<-RCoenen<--FGaspard<--DGardiner<--Hignite	10/4/2021
	Ripp, Bill	M-F	6:30 am - 3:00 pm	Massey, J.	06/26/2018
	Nolden, Douglas	M-F	6:00 am - 2:30 pm	Bettencourt R.	09/04/2018
	Steeger, Benjamin	M-F	7:00 am - 3:30 pm	Clemens K.	09/17/2018
	Venske, Audrey (Admin. Assist.)	M-F	7:30am-4:00pm		Sept. 2004
	Ramsay, Josh	M-F	6:30 am - 3:00 pm	Zurner F.	12/02/2019

		Data presented at 5/3/2021 Facility Committee Meeting			Hillyard revised		Staffing Levels Comparison		
		CURRENT POSITIONS	Before Equipment Purchase	After Equipment Purchase	12.2.21	Before Equipment Purchase	12.2.21		
Building	Cleanable Square Feet	Current Daily FTE (includes Head Custodian)	Daily Required FTE Prior to Equipment Purchase and other staff assisting with classroom disinfecting*	Daily Required FTE after Equipment Purchases and other staff assisting with classroom disinfecting*	Daily Required FTE after equipment purchase		Additional FTE needed by building	Current open positions (HR)	Requesting FTE Increase
Arboretum	79,951	3.50	4.39	3.26	4.01	0.89	0.51	0.00	0.51
Heritage	124,764	5.00	6.73	5	6.45	1.73	1.45	0.00	1.45
Prairie	106,652	4.00	5.49	4.4	5.42	1.49	1.42	0.00	1.42
Intermediate	141,053	5.50	7.13	5.54	6.74	1.63	1.24	0.00	1.24
Middle School	103,539	4.50	5.46	4.69	5.65	0.96	1.15	0.00	1.15
High School/TLC	340,366	10.00	13.8	12.23	13.68	3.80	3.68	0.40	4.08
Bethel/Sports Complex	12,601	0.50	0.71	0.45	0.43	0.21	(0.07)	0.00	(0.07)
		33.00	43.71	35.57	42.38	10.71	42.38	0.40	9.78

*Minimal Basic Cleaning Standard

Does not include any event/athletic set up times
Does not include special events, ie Food for Kidz, Friends of Library craft sale, etc

WAUNAKEE COMMUNITY SCHOOL DISTRICT

COMMUNITY EDUCATION HEAD CUSTODIAN

Job Description

QUALIFICATION:

1. High school diploma
2. Job related training or skills
3. Good communication skills
4. Ability to utilize various scheduling and work order software
5. Knowledge of proper use of all school vehicles and all custodial equipment
6. CPR/First Aid Certification
7. Ability to assume responsibility, display initiative, and exercise good judgment
8. A valid driver's license and good driving record is required.
9. Physical abilities include lifting/moving, bending, stooping, climbing and reaching.
10. Previous experience in a school or commercial setting is desired.

REPORTS TO: Director of Facilities

GENERAL RESPONSIBILITIES:

Serves as the coordinator of custodial related community education programs throughout the district. Responds to requests for assistance from community members, principals, head custodians, facilities director, teachers, and others. Monitors condition of building, equipment, cleaning equipment and performs building security checks.

ESSENTIAL FUNCTIONS:

1. Review, communicate and schedule with building head custodians and athletic department for planned community education events and athletic activities.
2. Perform cleaning tasks which include: vacuums; sweeps; mops; strips floor finish; finishes floors; cleans carpets; empties trash and recyclable containers; dusts surfaces; scours and sanitizes restroom facilities, sinks and water fountains; washes windows, mirrors, furniture and equipment; replenishes supplies including paper and soap dispensers.
3. Performs snow removal and ice from walkways, building entrances and steps and seasonal maintenance with other employees as necessary.
4. Sets-up and tears down equipment, tables, chairs and bleachers for community education activities and athletic events.
5. Secures building, locks and unlocks doors. Answers alarms.
6. Works positively and cooperatively with other employees and community members to respond to issues of immediate concern.
7. Serves as a role model by demonstrating a positive attitude, timeliness, commitment to quality and strong work habits, and support for building/district programs.

8. Maintains confidentiality of student and staff information.
9. Helps to maintain a safe environment by following safety protocols.
10. Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

1. Perform other responsibilities as assigned by the Director of Facilities.
2. Promote a positive image of the District at all times.

Facility	Original Date	Expected (yrs)	Total Targeted Life Span	Scheduled Replacement Date	Remaining Life (yrs)	Estimated Total Immediate Needs
Arboretum	8/1/2006	10	10	7/29/2016	(4.0)	\$6,018
Arboretum	8/1/2006	10	10	7/29/2016	(4.0)	\$53,600
Arboretum	8/1/2006	10	10	7/29/2016	(4.0)	\$53,600
Arboretum	8/1/2006	10	10	7/29/2016	(4.0)	\$53,600
Arboretum	8/1/2006	10	10	7/29/2016	(4.0)	\$53,600
Arboretum	8/1/2006	10	10	7/29/2016	(4.0)	\$42,880
Arboretum	8/1/2006	10	10	7/29/2016	(4.0)	\$42,880
Arboretum	8/1/2006	10	10	7/29/2016	(4.0)	\$42,880
Arboretum	8/1/2006	10	10	7/29/2016	(4.0)	\$42,880
Arboretum	8/1/2006	10	10	7/29/2016	(4.0)	\$42,880
District Office	8/1/1994	15	15	7/28/2009	(11.0)	\$69,673
District Office	8/1/1994	25	25	7/26/2019	(1.0)	\$9,000
Middle	8/1/1992	25	25	7/26/2017	(3.0)	\$138,269
Middle	8/1/1992	25	25	7/26/2017	(3.0)	\$51,357
High	8/1/1991	15	15	7/28/2006	(14.0)	\$30,000
High	8/1/1991	20	20	7/27/2011	(9.0)	\$30,000
Prairie	8/1/1996	15	15	7/29/2011	(9.0)	\$28,210
Prairie	8/1/1996	15	15	7/29/2011	(9.0)	\$28,210
Prairie	8/1/1996	15	15	7/29/2011	(9.0)	\$28,210
Prairie	8/1/1996	15	15	7/29/2011	(9.0)	\$28,210
Prairie	8/1/1996	15	15	7/29/2011	(9.0)	\$28,210

Waunakee Community School District
EVENING CUSTODIAL SUPERVISOR

Job Description

QUALIFICATIONS:

- 1) High School diploma
- 2) Job related training or skills
- 3) Good communication skills
- 4) Prior experience in custodial field
- 5) CPR/First Aid Certification
- 6) Ability to assume responsibility, display initiative, and exercise good judgment.
- 7) Must possess clean driving record and a valid Wisconsin driver's license.

REPORTS TO: Director of Facilities

GENERAL RESPONSIBILITIES:

Serves as leader of custodial staff and evening activities in the school buildings. Performs general supervision and related work as required. The Lead shall operate and maintain school facilities in a safe, orderly manner and protect from fire, water and any other deterioration. The job demands the ability to bend and lift, stand and/or walk for extended periods of time, and to climb and reach. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

- 1) Manage day-to-day custodial operations, scheduling, and 2nd shift personnel
- 2) Work cooperatively with head custodians for evening tasks and supervision
- 3) Oversee activities and event set ups with Community Ed Head Custodian
- 4) Act as point of contact for evening custodians and building users.
- 5) Train employees in the safe operation of equipment and general custodial functions.
- 6) Monitor custodian's completion of daily assignments
- 7) Communicate regularly with head custodians and Facility Director.
- 8) Sweep, mop scrub, seal and wax floors.
- 9) Empty trash and garbage containers.
- 10) Assist in snow removal
- 11) Operate school vehicles and all custodial equipment.
- 12) Report needed maintenance repairs, such as lighting, equipment, plumbing and electrical needs.

- 13) Obey all safety rules and regulations.
- 14) Climb ladders and scaffolds.
- 15) Maintain building security (lock doors, windows, etc.).
- 16) Assist in loading and unloading trucks.
- 17) Perform minor maintenance projects such as painting, carpentry work, etc.
- 18) Wash windows, walls, sinks, toilets, furniture, woodwork, etc.
- 19) Perform dusting and vacuuming
- 20) Set up rooms or gym area for school activities as requested.
- 21) Load, lift or unload supplies and materials, equipment, etc.
- 22) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- 23) Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

- 24) Perform other responsibilities as assigned by the Director of Facilities or Building Administration.
- 25) Promote a positive image of the District at all times.

Adopted: