

Terms of Reference
District 181 Superintendent Committee
Operational and Maintenance
Approved by B.O.E. 11/12/07

Context

Major facility projects since 2000 have addressed most security, building envelope, life safety, mechanical and space issues.

Maintaining the district's buildings for safety, education, comfort and investment is a continual process.

Objectives and Scope

- Revisiting and updating 5-year Capital Improvement Plan;
- Budgeting for operations and maintenance objectives;
- Making accommodations in schools affected by enrollment solutions.

Team Structure

Gatekeeper: District 181 BOE Planning Committee

Core team:	Director of Buildings and Grounds	Chair
	Superintendent	Member
	Director of Finance and Budget	Member
	CHMS Principal (or Assistant Principal)	Member
	HMS Principal (or Assistant Principal)	Member
	Elementary School Principal	Member
	Elementary School Principal	Member
	District-Wide Maintenance Person	Member

Resources: Existing 5-year Capital Improvement Plan
Life-Safety Reports
Roof Asset Management Program
Decisions from Middle School Attendance Task Force
Architects (if needed)
Engineers (if needed)

Timing

Kick-Off Meeting:	October 2007
HMS Budgetary Study:	November 2008
HMS Enrollment Expansion Study	December 2007
Gap Analysis Completion:	January 2008
Update 5-year Capital Improvement Plan and Budget:	February 2008
Recommendations for 2008-2009 Projects:	March 2008

Key Issues and Concerns to be Explored

- Critically analyze FY '08 HMS building improvement budget for areas suitable for deferred project implementation until long term middle school facility solutions have been explored;
- Explore the impact of adding 100 students to HMS for the 2008-09 school year;
- Elm and Oak Schools' updates were to a lesser extent as the other remodeling projects;
- The Lane, Oak, Hinsdale Middle and Clarendon Hills Middle Schools do not have secure entrances;
- Levying money for the Life Safety Fund;
- Voice Over IP (VOIP) telephone system to be designed, proposals accepted and implemented during the summer of 2008.

Expenditure of funds for architectural or engineering studies would be brought to the Board of Education.

Metrics

- HMS needs will be analyzed along with suitable deferred projects. Board Report will be ready, November 2008;
- The impact of adding 100 students to HMS will be studied. Board Report will be ready, November 2008;
- Consideration will be given to determine if money should be levied for the Life Safety Fund. Report to Finance Committee will be prepared early in December, 2007;
- An analysis of building equity will be reviewed. Board Report will be ready, January 2008;
- A study of Voice Over IP (VOIP) will result in an annual telephone line savings of 25% which will result in a two-year pay-back on the investment of the VOIP system.