

Corning Union High School Special School Board Meeting

DATE December 19, 2022

TYPE OF MEETING:
Special

TIME: 4:00 P.M.

MEMBERS ABSENT:

PLACE: Corning Union High School
Conference Room

VISITORS:

MEMBERS PRESENT:

Tony Turri
Cody Lamb, Larry Glover

SCHOOL DISTRICT REPRESENTATIVES:

Superintendent, Jared Caylor Caylor, District Superintendent
Brandon Lengtat, Director of Maintenance & Operations
Jessica Marquez, Admin. Assistant to the Superintendent

THE CORNING UNION HIGH SCHOOL -

- 1. CALL TO ORDER:** The meeting was called to order at 12.30 p.m.by Board President, Larry Glover
- 2. PLEDGE OF ALLEGIANCE:** Board President, Larry Glover asked the Board and audience to stand for the flag salute.
- 3. ROLL CALL:** Board President, Larry Glover asked for a roll call.

Attendance is as follows:
 - Tony Turri
 - Cody Lamb
 - Larry Glover
- 4. PUBLIC COMMENT ON STUDY SESSION ITEM:** None.

5. STUDY SESSION

5.1 TRAINING FOR NEW BOARD MEMBERS ON CUHS GENERAL TOPICS:

The topic discussed will be Maintenance and Operations.

Originally this meeting was going to be transportation and technology but Dave Messmer is recovering from surgery and Ken Husband is out sick.

Director of Maintenance and Operations, Brandon Lengtat thanked the Board for allowing him to share this information with them. He has 17 staff total. Brandon shared a responsibility chart which shares each employees name and what each person does.

Some are custodial, maintenance, grounds and HVAC. Board member, Tony Turri asked if the HVAC employee is busy and Brandon shared that yes, he helps a lot with audio set up and works with tech a lot when there are events during and after school.

Some highlights that Brandon shared are as follows:

Kim Tomas is a 2.5-hour employee during the school year and works the summer as a full-time custodian.

Nicholas Bergen works 6 hours a s custodian during the day with no breaks or summer work.

Overview

- Campus
- Grounds
- Classrooms and Facilities
- Preventative and Routine Maintenance Reports
- Academic/Athletic event set up/tear down- as these increase, the window for the regular scheduled jobs is minimized. There is money budgeted to use sub or pay for overtime when this happens.
- Campus Fire Safety/Security
- District Surplus/Auction- A company is used with online auctions but the district now handles it using Gov deals. Brandon will post and follow up on any questions. The company receives the funds and takes 12%, then sends the district the balance.
- Room Defect Requests (all teachers and personnel)
- Reduce the liability for the Board

Board Member, Tony Turri asked for an example of when OT was needed and Brandon shared that when the facilities cannot be cleaned until after an event is finished, this would be a time when overtime is offered. Board Member, Cody Lamb asked how things were going with the AMS Buildings and the 1-year warranty. Brandon shared that they have been responsive. There has been contact every year since the J wing was completed.

Systems/Safety- Beacon does a great job. The district used other companies in the past who weren't very helpful and Beacon was well under cost and has good support. Each staff member obtains a 4-digit code and Brandon receives notifications as security issues/concerns arise. An example is when the hail storm was here, the keypads are pretty sensitive so there were notifications to Brandon for him to come check things out. Sometimes it could be as simple as a low battery, wire shorting or fault of some kind. There was further discussion if this happens on the weekends and if it does, Brandon comes to check on it. If he is not going to be available he will often ask Justine to be on call, then the senior maintenance worker or senior custodial might also be the backup.

Board Member, Tony Turri asked what is done when a job is too large for the department to handle. If it is something to be built, can we and if not, we look for local contractors to do the work. If it is something electrical that Ronnie Johnson cannot do, we would look to hire an electrician. Superintendent, Jared Caylor also shared that job descriptions need to be considered as well. CUHSD is a CUPCAA district so if the job is projected to be over 200K there is a formal bid process. If it is under 60K it is informal and the district can use the approved list of contractors.

Safety

- Monthly insurance inspection (biannual visit)- there is an auditor who does an inspection every 2 years and an annual Facility Inspection Tool (FIT) report.
- Ongoing Keenan Safe Schools Reports
- IPM Coordinator/DPR Card Holder- Pest management and pesticide regulations. The chemical reports are sent to the state and this includes germs
- Fire Extinguisher & Air compressor Inspection Reports- Fir is inspected every month by a custodian and air compressors are done by the day crew (they drain them)
- Eye Wash Stations
- Tree trimming (here and out at the ranch)
- Bleachers are also a source of insurance claims so these are also checked every month

Board Member, Tony Turri asked if Brandon bypassed the county and went directly to the state for reporting and the answer is yes. He enjoyed working with the commissioner but this is the process now.

Athletic Field Maintenance

- Monthly sprinklers/irrigations – maintaining the fields
- Solar areas
- Patrol the parking lots
- Cracks around the gyms
- 2 gyms and café each month- these are cleaned 3 times on average per week as they get a lot of use with PE
- Emergency lighting- RJ checks and does a monthly update on concerns. Staff is relocated if needed and the supply chain can be problematic at times so they have to work through these obstacles.
- Basketball hoops have cables which need to be inspected each month and the curtains run on chains and need tightening and repairs monthly.

Campus Security

- Vandalism, theft locks
- Installed large gage chains
- Security codes
- Locks
- Fire Safety
- Ranch Codes (personalized for entry)
- Vehicle block gate entrances and use of barbed wire
- Covered Catalytic Converters
- Cameras

Challenges are: Student vandalism and graffiti. The campus supervisor has contact information and texts with Brandon regularly. This has been very helpful. Board Member, Tony Turri asked if this was a daily concern, which it is.

Employee Management

- Training (use of B6 if needed)
- Leads- Mark, Alvin, RJ and Fred meet monthly
- Equipment helps with efficiency
- Entire department meetings are held and keeps everyone on the same page (food is often involved)
- Evaluations are done annually and on probationary employees

Challenges are : Employee Retention and subs. There are some students working that are with the workability program. A lot of times the custodian positions are tough to fill due to the hours. When someone calls in sick, Brandon finds a sub. They are typically people who have daytime jobs looking to supplement their income and are on call to come in as needed.

Nigh crew Productivity (day crew support 151,000 sq. ft) sometimes they can be thrown off schedule by set ups and tear downs or graffiti/vandalism. Superintendent, Jared Caylor shared that although entry level custodians are tough to fine and maintain, Brandon will work shifts, pay overtime or hire subs to get the job done. The standards are pretty high here in this district in comparison to others.

There was discussion of whether or not the staff was still disinfecting. And yes, those are the industry standards now. Career Tech, Kennedy Kendrick, the students store and others will often refer workability students to work and currently there is one sub in grounds that attends college and still works with us. She started when she was a student here. Brandon mentioned that if a student is under 18 years old, they cannot use chemicals. There was a further discussion if students can work on projects such as hand rails or small projects with maintenance. Superintendent, Jared Caylor shared that there have been some projects completed by construction tech class and Proctor and Kee have helped with some projects. A lot of this has to do with the instructors and making sure that this is not a burden. If student involvement was encouraged, he would like to lean on Jason a bit to see if the teachers would work together for the student involvement piece. A good example is the sign at the Ranch. All agreed that having students working in a real-life setting is great for them and could be helpful for the school as well.

Challenges: Since COVID there have been a lot more spills (people eating and drinking in classrooms) The night crew works with the day crew with this and 2 student workers through the department of rehabilitation also work so there is some additional help. Board Member, Tony Turri wanted to know more about the culture and how often students received Starbucks, Dutch and Door Dash. There was a further discussion that there are set clear guidelines. If they bring it set it on the counter until they leave class but some of the younger teachers are not following through. During COVID students were encouraged to eat in classrooms to keep them in a smaller setting. There was discussion if the teachers can be talked to but it often depends on the situations, how often things are being communicated and at times, Brandon has talked to the teachers asking, can we get you some cabinets, do you need this or

could you use that in your classroom. The Board would like to consider ‘no more Starbucks’ . Superintendent, Jared Caylor shared that the Board could set some policies with specifics such as times. Some things to consider are:

1. Talk to legal (if a parent wants to see their kid and gives them a drink, how do we handle that)
2. What is the battle
3. Is the battle worth the outcome

This would be a student handbook item and the same rules would have to apply to every student.

Budget

22/23	Maint. Custodial & Grounds	\$185,790.00
22/23	Pest, Alarm & Uniforms	\$54,200.00
22/23	Extra Services (OT and subs)	\$44,00.00

Drinking fountain grant \$101,555.00 (4 years)
Installing the last 4 – Fund 01 (non-employee)

Deferred Maintenance is a separate fund 250K

Some highlights with deferred maintenance are:

Parking lot
Bus Barn Door
Landscaping
Desk chairs
Erosion
Wall coolers
Floor repaint

200 K has been spent this year.

Lastly, Brandon Lengtat thanked the Board.

Employee retention- improved due to the wage increase and employees who were solicited to go elsewhere were kept here. The new facilities are great and the outdoor spaces.

There was a discussion on the As built and how important those are. These will be especially helpful 2 or 3 years from now. The As built are papers that are drawn up as the building are built. Superintendent, Jared Caylor shared that Brandon has been involved trying to find things or help Zane our project manager remembers what’s been done by using pictures.

Brandon shared that we've worked with NMR and asked for digital copies of all the work not just the recent projects. Dave Messmer in the Tech Dept set up a google drive to upload the plans and photos.

Board Member, Tony Turri asked about Brandon's, opinion on the turn. Brandon knows that the project triggers and since he has been here, the community has a lot of interest in soccer. This will help with that, the bus drop off and parking issues. He hears about vehicle accidents and believes that this is going to be beneficial over all. The weather conditions are always a concern with rain, lack of rain, drainage, injuries and cancelled games. This may not make everyone happy, but he feels it is a good idea overall.

6. **ADJOURNMENT:** A motion was made by Tony Turri and seconded by Cody Lamb to adjourn the meeting. The meeting adjourned at 2:05 p.m.

Approved

Larry Glover, President

Jim Bingham, Clerk