

**Colorado School Plant Managers Meeting
March 24, 2006**

Host School: Adams 50

Location: Ciancio's at Hyland Hills Restaurant and Golf course
9650 Sheridan Blvd.
Westminster, Colorado

Members Present: 35 members and 2 guests

CSPMA Business: Wayne Blazek;

1. Non-profit incorporation piece will be together soon. We have the by-laws and paper work ready for Non Profit ID. We will send it out for verification.
2. Sponsorship is important to support the web site. Were trying to find 2 more sponsors to carry us through to the end of this year. Currently we have School Dude and we're working with John Campbell of CNA
3. An Architectural design firm promoting windows will be buying lunch at the CASBO meeting and looking at getting a booth.
4. Safety licensing and Code programs will be on the round table agenda at the CASBO Meeting. Other ideas for the agenda, please contact Dain or Wayne.
5. We have Eric Gillespie and Susan here today to speak on HB 1158.

We have put the web page on the agenda for discussion. We need to review information such as the by laws, mission statement etc. Some of the larger districts may be able to assist with funding; we had discussed that previously. What are the yearly costs? Web page is about \$2,800 per year. We will place on the agenda at Falcon's round table discussion. The first Western slope CSPMA meeting will be next Friday. Diana Scott will be hosting this event. This is the first step to establish a western slope division. Diana was going to try to do 2 meetings on the western slope. That may also assist CASBO in getting some western slope participation. Maybe we can help them out. We had Diana Scott, a representative from Cortez and Mike Drake from Elizabeth attend CASBO last year.

CASBO Update: Steve Hoban

CASBO conference is Apr 5-7. Let Wayne know if you are attending CSPMA so we can get a proper lunch count. This will be the last year at the Sheraton Hotel. Next year we will be at the OMNI in Denver. We also experienced our own issues at Beaver Run and the fall conference will be moved to Keystone in 2006. Register for that as early as you can. Keystone Valley is owned by Keystone and 95 percent of the hotels are owned by Keystone. You may be 5 blocks down the road if you don't register early. Speaking of the fall conference, we're looking hard for breakout sessions. I really need to know as quickly as you can what interests you, and what you would like to see at the fall

conference. We are able to stay up on the burning issues in this group but as a supervisor, I see a need for more training around conflict management and how to document appropriately with leadership training. Send me what you think is best for all of us. If you know any presenter on these topics please let me know. The CASBO schedule has changed to the 4,5,6 of Oct. For those who attend ASBO that may be a conflict, the following year we will be back to the September schedule. We have incorporated the CSPMA into the fall meeting as well. The Keystone conference facility is wonderful. The disparity of housing may be the only concern.

We have an election at the spring conference. Please show our support for Don Ciancio.

Steve Hoban: Presentation with an overview of their district.

A significant change was moving the head custodian to the night shift (at elementary schools only) where there is more direct supervision. This occurred through attrition. Steve gave a brief overview of the custodial department and the Custodial Academy.

Standards based or performance based training, Employees get training over a two-week period when they have experience. It takes about 4 weeks without any skills. If in 45 days they're not ready to go out and be released into the work place we need to think about other employment opportunities for them. Try to establish expectations early. Training first, then substitute and finally apply for school. We encourage principal's to attend the interview process but do not require it.

Eric Gillespie: Building Official, Public Safety Section

HB 1158 – At the last meeting it did pass to the next level. With each committee it passes, it becomes more difficult to oppose. The lobbyist for CASB is taking a neutral position on 1158. A discussion about cost increases did come up. The indication was that this isn't going to happen unless it is requested by the school district. There was a general discussion revolving around the pros and cons of HB 1158. It is important to note there are conflicting statements in this bill.

Do you know the last time a student was killed in a Colorado school fire? What are we fixing if it's not broke? I challenge you to set off the fire alarm and see how long it takes to evacuate. There is no better plan other than schools. Try hotels, other office structure etc. they don't have a well-developed plan for evacuation. CASB has taken a monitor approach on the Bill. A continuing discussion on the impact of HB 1158 went on at length. There is a rush to pass a bill that has not been adequately reviewed and studied. 2nd Frank Bernhard made the motion that we take a vote to craft a letter to oppose the legislation. There was a show of hands for unanimous decision to move ahead with the letter.

We still need to be the good stewards of code and safety compliance.

Dan Monroe: Information on the Grounds Academy.

All grounds staff will receive training through the Grounds Academy within one year of their hire date. This provides better-trained employees and more productivity.

(Insert presentation if available).

"We Care For The Kids From The Grounds Up"



Our purpose is to:

- Support the District Strategic Plan
- Maintain safe and aesthetic grounds District-wide
- Provide any renovations as needed to meet all programs through Strategic Plan
- Provide support for the District's 24 hour emergency coverage
- Support the District's athletic program by maintaining a safe and playable fields

The Ground's Department consists of 6 full time employees and 10-12 seasonal employees.

Dan Monroe
720-542-5124

GROUNDS DEPARTMENT

- Maintain 228.5 total acres
- Asphalt- 48.4 acres
- Concrete-15. 8 acres
- Turf- 98 acres
- Native turf-15.8 acres
- Pea gravel, granite sand-14 acres
- Fence-55, 615 linear feet
- Tree trimming and bushes- 671 trees, 1707 bushes
- Sprinkler systems- 5 pumps, 41 backflow devices, 50 controllers
- Playground inspections and repairs-16 sites
- Drain inspections- 26 sites

CONSTRUCTION, LANDSCAPING

- Drain installation
- Sprinkler installation
- Block wall installation o Plant bushes, trees
- Ground cover, pole peeling
- Aeration
- Plowing, snow removal, de-icer
- Sod work
- Fertilization, seed, top dress
- Spraying-120 gal. Round-up, 95 gal. Trimec
- Graffiti Removal
- Flag pole repairs
- Painting parking lot, play pads,
and athletic fields
- Sign work
- Verticut, turfvac
- Mowing, trim, edge turf

TRAINING

- Cross training with each employee
- Work on small equipment
- Emergency duty training

ATHLETICS

- Softball- drag and line, chalk, \ paint for 45 games
- Baseball- drag and line, chalk, paint for 145 games
- Soccer- paint for 45 games
- Football- paint for 55 games
- Tennis- clean courts for 6 events
- Track- paint, chalk for 4 meets
- Paint usage- 3850 gal.
- Chalk usage- 95 bags
- Maintain 5 football fields
- Maintain 7 soccer fields
- Maintain 6 baseball/ softball fields

Steve Hoban: Slide show demonstrating multiple concern and various code violations that can occur in buildings.

He presented a Superintendent Policy to assist in managing these safety concerns. See insert

DRAFT #2

Adams County School District No. 50 Superintendent Policy EF Facilities Physical Plant Building / Components Procedure

The purpose of this procedure is to maximize the long-term return on the district's substantial investment in its physical plants, and the building components associated within the physical plants. Decisions regarding physical plants, the building components, and spaces within those plants, will be based on the greatest benefit, collectively, to the entire Adams County School District No.50 community. Physical plant is defined as the building structure(s) and grounds associated with the physical plant a district owned facility.

1.0 Each building Administrator Manager is responsible for the day-to-day utilization and operation of the physical plant and building components assigned, including;

1.1 Ensure day-to-day routine oversight and care of the physical plant and

building components.

- 1.2 Ensure physical plant security and safety.
 - 1.3 Reporting physical plant building component maintenance needs.
- 2.0 Physical plants and building components are governed by federal, state, Board of Education, and Superintendent Policies, regulations, codes and statutes.
- 2.1 Improvements, renovations, modifications, and services shall conform to applicable fire, safety and building codes; permit requirements; bonding/insurance requirements; Board and Superintendent policy and procedures; School District No. 50 educational specifications and technical materials equipment specifications.
 - 2.2 Auxiliary Services (720.542.5100 or ext 5100) must be contacted by the Building Administrator prior to any modifications to building components or adding building components to the physical plant.
 - 2.2.1 The appropriate Department Director will be notified by the principal/supervisor, of any prospective facility changes before that change request is submitted to Auxiliary Services.
 - 2.2.2 Auxiliary Services is responsible to ensure required permits and approvals are obtained, as appropriate, for the work to be performed.
 - 2.2.3 Auxiliary Services will respond to the Building Administrator within two working days to set a meeting to understand the requested change, in a timely way. Auxiliary Services will then provide an estimate of the resources needed to provide the prospective work/services requested, also in a timely way.
 - 2.2.4 Improvements, renovations, and/or modifications that have not been approved prior to installation, may be removed and the building returned to the original condition at the expense of the school, site, or department responsible.
 - 2.3 Donated Items: Superintendent Policy and procedure KH governs the acceptance of all donated items and services.

New

Ciancio/Hoban 2/3/2006

Pete Hall provided this information:

Rocky Mountain High Performance Schools is on the web site. The conference is designed for school administrators. It covers sustainable design, LEED, and energy efficiency.

Sybertech waste reduction system is being installed in Colorado Springs. The web link is www.swrl.com.

How do you respond to spring sports with snow on track/ tennis courts, and people getting on the surface with gators and other equipment? We do not remove snow off these surfaces but let it melt. If it's a state competition, we will plow, but other than that we do not. We are very curious on how others handle this? Athletic staff are well meaning but it is damaging to the surface.

Frank Bernhard has volunteered to speak on Dept. of Labor audit at the May meeting