

BOD UPDATE MEETING

October 1, 2007

Room # 251, 2:15 p.m.

I. 2:15: Call to order, Pledge of Allegiance

Present: Mrs. Miller, Dr. Moore, Mr. Carpine, Mrs. Schunk (came in later), Mrs. Purcell, Mrs. Fennel, Mrs. Provencher (taking minutes)

By phone: Mr. Quadrel, Mrs. VanMaren

II. Review/Adoption of Agenda: move band question prior to report of facilities.

IV. Band question: (see Submission Request Agenda Items)

Band needs more music stands and cart to store them. Has 25 stands and beginning group of 45 students.

LV – why didn't we know in August?

KM – 5th and 6th graders enroll in band elective later in September. Didn't know numbers earlier.

LV – Music stands are the desks for music students. Moved to buy music stands \$256.99.

CP - 2nd

Vote: CP – yes, LV – yes, PQ – yes, KM – yes

III. Report on Facilities – Mr. Carpine

A. Safety

1. PA system

DC – Total cost of PA system \$12,000 – \$13,000 (materials \$3800 - \$4000 and labor \$9000- \$10,000).

Company prefers not to do it on weekends. Can do it during school days/after school until 7-8 p.m.

Will take 2-3 weeks to install. It will take 7-10 days to get on their schedule. If they do installation during the day, ladders can be in low-traffic areas, wider hallways, well-marked.

LV – Concerns about ladders in crowded hallways. Microphones in elevators?

DC – No.

PQ – OK with starting at 1 p.m. on school days.

PS – Moved for expenditure of up to \$13,5000 to install PA system starting from 1 p.m. on school days.

PQ - 2nd

Vote: LV – yes, CP – yes, PQ – yes, PS – yes, KM - yes

2. Playground

DC and KM - Child's Play of Colorado inspector came. He suggested we put in and use sand for playground until rubber surface is put in. RCS not eligible for grant. Cheaper if we don't get grant; don't have to use as much material.

DC - \$28,000 is bid for just foam/rubber surface. Prep work: 2 bids for sand/gravel and roadbase.

Crystal – sand - \$9379. Wood chips have to be removed.

PQ – Concerns about sump pump.

DC – They will put surface over it and cut hole if maintenance ever needed. Not plugged in unless

needed.

DC - Child's Play can do work last week of October; will take 1 week to finish. Rubber chunks, epoxy on top; smaller chunks rubber, epoxy; colored rubber granules, epoxy; troweled like concrete. Security \$17/hr to monitor area and keep people out while drying for 2 days. Warranty 3 years. Life expectancy depends on maintenance – keep hard objects off it. 10-12 years is estimate. They can do resurfacing of just damaged parts. Can do overlay of entire top layer for approx cost \$2500 if needed. Cost of taking fence down – DC can do it. Install sand will take 2-3 days scheduling. Sand vs road base – roadbase cheaper by \$200.

PQ – Use sand, not roadbase, for “softer” and safer base. Install sand week of 22 Oct.; don't let students play in it. Will get in turf.

PS – Put sand in now and let students play in it.

LV – How much money needs to be appropriated?

PQ – Security guard \$700, sand \$7000, rubber surface \$29,000.

PQ – Moved to spend up to \$40,000 for everything to finish playground surface.

LV – 2nd.

Vote: Passed unanimously.

3. LockdownDrill:

DC - All blackout has been completed for classroom windows. Lockdown drill last Wed, 26 September. Some problems: doors not locked, blackout not complete. Responses from teachers and staff have been compiled in a document. Some protocols need to be clarified. Report will go to safety committee for decisions. Plan is to revise lockdown procedure, take it to faculty meetings, put in emergency manuals, have another lockdown drill by 18 Oct. Take results to BOD to set up schedule of drills for the rest of the 07-08 school year. Have someone act as a perpetrator for a drill.

KM – Have someone check the outside of building for security risks at next drill.

LV – Try to separate girls from boys in the room.

PQ – Did all classes attend the assembly?

DC – Yes, but one class was 10 min. late.

PQ – BOD will review after lockdown drill that will occur by 18 Oct.

4. Fire drill:

DC - Last Friday, 28 September, 0800. Responses from teachers and staff have been compiled in document. Classroom window coverings don't go up completely; couldn't see into classrooms. Large windows beside doors – paper covering doesn't work well. Bid for blinds/shades to cover these so they go all the way up and can cover windows completely is \$1722 for 14 large windows that need to be covered.

LV - Moved to spend up to \$2000 to buy and install blinds to cover 14 windows.

CP - 2nd

Vote: Passed unanimously.

DC – Timeline – Probably 2-3 weeks.

Next fire drill is 9 Oct. at 0900. Fire Department will view the drill, debrief DC, and speak to K-3 about stop, drop, roll, with firehouse.

DC - Mike Rairdon was here; his main concern was unruliness and noise of upper-school students.

KM – Also some teachers not taking it seriously.

5. Front doors (buzzer, light):

DC – Door company contact has changed to Daniel. Have not established time-line or cost yet.
PQ – Temporary solution.
DC – Will get the cheap buzzers at Wal Mart.
LV – Put plexiglass box over button for people outside to push.
Seek other companies for permanent fix.

6. Report on AM Duty:

DC - Hiring completed. 0630 – 0750 – Mrs. Dompier – front door. 0630-710 - Mrs. Slocomb - PAC.
0630-745 – Mrs. Stevens – gym. Subs: DC and Mrs. Provencher. Teachers have been asked to submit lists of students who are in groups that meet in the morning. Started last Monday 24 September.

7. Security Service:

DC - On 23 September Loveland/Fort Collins Security was hired and started. They patrol 7 days per week, 3 passes per night. They call if anything is wrong and send fax next morning. Four nights out of 5 they found exterior doors open and/or not locked. They do the first round between 8 and 10 p.m.
PQ – How is that possible that so many doors aren't secured?
DC - Door that doesn't latch well; volleyball and Boy Scouts have used rooms and left doors open.
PQ – There can be a 6-hour time period when the building is not secure.
DC - Following up with these groups. Will charge fine of \$100 per incident as per policy.
PQ – Wants summary report at BOD meetings of security breaches.
LV – Wants weekly report at teachers' meetings.

8. Basement Security:

DC - Elevator has box; DC has 3 keys now. If he shuts elevator down, church, maintenance crew, textbook and paper, color copier, etc., access will be difficult to get. How will key control be managed?
KM – Check them out every time from 1 of 3 people. Students can't have key.
DC – For events, dances, should a key be assigned to head chaperone?
DC – Basement door locks: cylinders have been ordered. Will take 6-8 weeks to arrive. He will change locks on basement, exterior, administrators' doors. No cost estimate yet.

9. Appearance of site/disposal of garbage:

DC - Mr. Miller took play equip. Other concrete, wood, etc., discarded. Maintenance company will come by to discuss fall cleanup. Sprinkler blow-out 15 Oct. Bath nursery will look at trees this week. Under warranty.

10. Safety Committee:

DC – Has been formed: Mike Rairdon (sherriff's dept.), Kevin Wilson (fire dept.), Mrs. McNeil (parent).
Will forward to them all info from drills. Will set meeting with them to discuss duties and work on emergency procedures.
LV – Wants report at BOD meeting; put on agenda every time with regular reports.

11. Insurance Coverage – Outside (off campus) events and activities:

DC – Talked to Brown & Brown. Policy covers activities off-site. They recommend that no employees should transport students. If parents drive, permission slips are needed. Parents need to turn in proof of insurance and drivers license. Robotics: find out how many groups there are.

KM – We need list of sanctioned groups/activities.

LV – Need forms for groups that meet outside of school.

KM – Put in *Weekly Notes* to have parents tell RCS of these groups, such as OM, Robotics, Junior Great Books.

LV – Need separate policy for these groups. She will look for such a policy model.

V. Other items:

DC - Want to install new carpet in office and new student services classroom. There is some new carpet left over from previous jobs; may be enough for one or both rooms. Bid of \$1821.30 to carpet these areas. Will see if there is in his budget.

VI: Adjourn

CP – Moved to adjourn meeting.

KM – 2nd.

Vote: Passed unanimously.

KEY:

KM = Kim Miller

PS = Peggy Schunk

CP = Chelli Purcell

LV = Laurel VanMaren

PQ = Patrick Quadrel

TM = Terrence Moore

DC = Domenic Carpine

Minutes taken by Margaret Provencher