

**Executive Summary**  
**ICN Meeting**  
**September 15, 2008**  
**Facilities Services (Maintenance and Operations)**

The custodial ICN met Thursday, September 11, 2008, at the First Mexican Baptist Church on 201 Meredith Street. This was the first meeting of the year.

The purpose of the executive summary is to capture the essence of the dialogue that took place and not a detailed account of every discussion item. An agenda was provided at the meeting. The following is organized as per agenda.

- **Uniforms:** Mr. Kamal Elhabr announced the districts appropriation of \$175,000.00 for uniforms. This appropriation will only cover shirts. Suggestions/recommendations on the uniforms were solicited from all Facility Services ICN members. There were several issues raised and discussed. The discussion centered around the blend of uniforms material composition due to safety concerns. Suggestion was made to provide 100% cotton in lieu of bid cotton/polyester blend. It was agreed that SAISD would investigate the cost difference between suggested 100% cotton and the bid cotton/polyester and report back to the ICN/ALT members. It was also agreed that only certain shops would receive 100% cotton depending on safety needs. It was agreed that based on the needs of certain shops 100% would be desirable.
  - In terms of shirt color the following was discussed:
    - Maintenance - agreed that the pin stripe of the color pattern of blue and white is satisfactory
    - Maintenance Foreman – requested time to discuss the color with other foreman and would bring the findings back.
    - Custodial Head Custodian – Agreed on Navy Blue color (sample presented at meeting).
- **4-10: hour work week for summer:** Mr. Elhabr advised that the District is considering implementing a 4-10 hour work week for the summer months and requested commentary from all Facility Services ICN/ACT members. It was the consensus of the group that a 4-10 hour work week was acceptable and desirable. Mr. Elhabr explained that this program would need to be approved by the district. Also, it was stated that at least for this year, the Fourth of July shut down would still be in effect. The following are some note worthy points.
  - If an employee misses or takes leave/vacation day during the summer, the employee would be charged for a 10 hour day.
  - There would be some staff members that would be required to work on the scheduled off day, due to critical nature of the job. However; each department would endeavor to make necessary adjustments to create equity.
- **Cost Containment Committee:** Mr. Elhabr advised that the District is creating cost containment committee(s) to solicit input from employees that will save money. It was proposed that the ICN/ALT Members comprise the Facility Services cost containment committee. It was agreed by ICN/ALT Members. Several suggestions were submitted by members:

- Tinting of building windows: It was noted that the North/West faces of the building get hot, therefore the District should invest in placing tinting film on the windows to reduce the heat load on the air condition system thus reducing cost.
- Lighting: turn off all interior lighting in building thus lower energy cost. It was noted that most facilities have night lighting and that this would need to be submitted by the Police Department for review since this would constitute a safety issue at night for the Police Patrol Officers.
- Anonymous submittal: Ways to curtail/limit vandalism/graffiti at school. A suggestion was made to allow school staff to paint students art work on bathroom walls which limit graffiti since students would tend not to deface other students work.
- Members suggested an incentive program for those employees that submit and get approved a cost saving item such as:
  - Posting ideas on the ICN Bulletin – giving credit to employee
  - Gift Cards

At this time, the two groups (maintenance and operations) separated. The following is executive summary for Operations Department.

- **Custodial process for filing ICN vacancies.** Mr. Leroy San Miguel asked for suggestions regarding filling existing vacancies. The members suggested that nominations be sent to the area that has a vacancy and requested names are received, and that a ballot be created for nominees. A suggestion was made to stagger terms to keep continuity in the program. John Guardia advised that this is acceptable.
- **Equipment:** Mr. San Miguel announced that the District through support of Mr. Elhabr and Superintendent approved that rollover of Operation equipment funding. Mr. San Miguel reminded members that last year equipment money was allocated. Subsequently, an equipment committee was appointed to review specifications and equipment (from vendors via demonstration). Mr. San Miguel asked if there were others that would like to join the committee, to give notification to their respective area supervisors. Mr. Rey Almaraz handed out a draft survey instrument that the Operations Department is proposing to be sent to custodians who received equipment. The purpose is to ensure that the equipment that was bought last year was performing adequately and to ask for suggestions for equipment improvements. It was agreed that the survey instrument was acceptable. It is intended that this survey would be one of the basis for evaluation of purchased new equipment.
- **Floor Mats:** Mr. San Miguel stated that the Operations Department is in process of purchasing mats however there is not enough money this year to purchase required number of mats for each school. Therefore, a priority system would have to be implemented. It was agreed that mats were essential. It was suggested that a standard color and up to two sizes (3'x5' and 4'x6') would be established. Also it was discussed that the schools should be consulted regarding color and mascot. If there was additional cost it is to be paid by the school.

**Attendance:**

**Superintendent**

Dr. Robert Durón

**Administration**

Kamal Elhabr, Leroy San Miguel, Michael Sanchez, Jerry Fansler, Rey Almaraz, Vernon Winters, Reggie Stevenson, Betty Bohr, Pete Jimenez,

**Operations:**

Frank Garcia, Rene Sanchez, Joaquin Carmona, Elvira Guevara, Fernando Leos, Sharon Buttler and Casimiro Benetiz.

**Maintenance:**

Walt Tilleman, Foreman, Santiago Tovar, Leonard Marroquin, Terry Armstrong, Jesse Trevino, Arthur Ramos, Oscar Cardona, Santos Fuentes, Jesse Ledesma,