

**Building Advisory Committee
Meeting Agenda
January 15, 2026 (5:30-7:00pm)
Hudson Elementary School
9825 Hudson Ave, St. Louis, MO 63119
(In Person)**

- I. Call to Order
- II. Adoption of Meeting Agenda
- III. Approval of November 20, 2025 Meeting Minutes
- IV. Public Comments to the Building Advisory Committee by guests
- V. Old Business and Reports
 - a. Prop S
 - i. Construction Project Updates
 - ii. Bond/Finance Updates
 - iii. Communication & Public Information
- VI. New Business and Reports
 - a. Facilities and Grounds Program Evaluation
- VII. Chair's Report
- VIII. Announcements by Members
- IX. Future Business
- X. Next Meeting - Schedule for 2025/26 Academic Year
 - a. ~~August 21, 2025 – Clark Elementary~~
 - b. ~~September 18, 2025 – Walter Ambrose Family Center~~
 - c. ~~October 16, 2025 – Givens Elementary~~
 - d. ~~November 20, 2025 – Hixson Middle School~~
 - e. January 15, 2026 – Hudson Elementary
 - f. February 19, 2026 – Bristol Elementary
 - g. April 16, 2026 – Central Office
 - h. May 21, 2026 – Edgar Road Elementary
- XI. Meeting Adjournment
- XII. Facility Tour – Hudson Elementary School

**Webster Groves School District
Building Advisory Committee
November 20, 2025**

Hixson Middle School
(In Person)

Craig, Chris	Member	Present
Fisk, Todd	Chair	Present
Hazelton, Mike	Asst. Principal	Present
Lamitola, Anne	Member	Present
Moses, Andrew	Member	Absent
Mueller, Jason	Director of Operations	Present
Myers, Jacob	CFO/COO	Present
Myers, Steve	Member	Present
Roode, Matthew	Vice Chair	Present
Smith, Jeff	Member	Present
Steuber, Rob	Construction PM	Present
Wall, Cassandra	Secretary	Present
Williams, Elliot	Member	Present
Fran Petruso	Board Liaison	Present

- I. Call to Order
 - a. Meeting was called to order at approximately 5:30 PM by Todd Fisk.

- II. Adoption of Meeting Agenda
 - a. Motion to approve the Meeting Agenda was not discussed.

- III. Approval of October 16, 2025 Meeting Minutes
 - a. Motion to approve the Meeting Minutes made by Ann Lamitola, seconded by Steve Myers, and approved unanimously by voice vote.

- IV. Public Comments to the Building Advisory Committee by guests
 - a. No members of public present.

- V. Old Business and Reports
 - a. Construction Update
 - i. RTU, night theater, door package, and HS FACS, just waiting on closeouts, pay apps, etc. and will fall of the list in next meeting
 - ii. Focus on HS for security alarm – received bids and \$230k – a lot of wiring, devices, equipment, etc. – board approved to use Midwest (they are the main vendor approved on the hardware/programs used)
 - 1. Director of Tech came to the meeting for PA/Intercom system work and phone integration with safety/security
 - 2. Question about the internet going out and everything goes out – looking at ways to have a redundant system if the internet goes out. Reviewing options
 - 3. Full summer to complete the work
 - iii. Ambrose – playscape closeout – finally got final approval from MSD
 - iv. Next summer –

1. Avery accessibility upgrades
 2. Hixson interior door package – surveyed doors to be done, hardware, window replacements or film
 3. Ambrose bathroom renovations in classrooms – flooring, fixtures,
 4. HS library abatement and flooring replacement – start a week before end of school to start move out of all library contents and will take most of the summer
 - a. Potential fundraising in the works for overall library renovation for John Clark
- b. Maintenance Projects (Jason)
- i. 5 RTU unit replacements at Ambrose blown out
 1. Found units off the shelf and were able to make the change quickly and can tie into the existing BAS system
 2. Next summer will be the remaining 16 unit replacements and change out of the BAS systems
 - ii. Board room Central Office Unit replacement – had already been included in Bond planned work but pushed up timing
 - iii. Avery windows continues – supposed to be done over the summer, then they were wrong, anticipated to be done over winter break – Presley Glass has had several issues
 - iv. Working through summer list
 - v. Lead water testing
 1. 4 areas failed their retest that will be addressed over winter break
 - vi. Any winter planning
 1. New bobcat will be needed
 - vii. New scrubber machine started at the High School – purchased with licensing for 5 years. Will allow for more frequent cleaning and less supervision by staff
 - viii. Sustainability
 1. LED lighting replacements and all buildings have been benchmarked using ACES (BAS company) also had another review by Schneider, HS, Avery, Bristol boilers are flagged for potential replacement
- c. Bond/Finance Update
- i. No major changes - \$12.5M remaining
 1. Working on putting bid packages together for scopes for the summer
 - ii. Change Order Review
 1. \$34k CO for Avery play scape to add new fencing on the lower parking lot used from donations from Ambrose employee
 2. Hixson windows - \$47k under budget
 3. Hixson windows part 2 – additional work due to repairs from window work and will be replacing the sidewalks used part of the \$125k allowance/contingency
- VI. Communication & Public Information – no update
- VII. New Business and Reports
- a. Introduction of new member, Elliot Williams
- VIII. Chair’s Report – no update
- IX. Announcements by Members
- a. Surveys to be sent out to the district requesting reviews. This is the first one that will include maintenance. Next meeting will review the survey

- X. Future Business

- XI. Meeting Schedule for 2025/26 Academic Year
 - a. August 21, 2025 – Clark Elementary - Complete
 - b. September 18, 2025 – Walter Ambrose Family Center - Complete
 - c. October 16, 2025 – Givens Elementary - Complete
 - d. November 20, 2025 – Hixson Middle School - Complete
 - e. January 15, 2026 – Hudson Elementary
 - f. February 19, 2026 – Bristol Elementary
 - g. April 16, 2026 – Central Office
 - h. May 21, 2026 – Edgar Road Elementary

- XII. Meeting Adjournment
 - a. Motion to adjourn was made by Matt Roode and approved unanimously by voice vote.
 - b. Meeting adjourned at 6:09 PM.

- XIII. Facility Tour – Hixson Middle School

Webster Groves School District

Bond Issue Project Update: 1/15/2026

Avery Accessibility Upgrades Hoener

- The Avery Accessibility Upgrades Project is currently in Design Development
- All project limits have been surveyed
- Additional underground pipe locate and camera was performed over the holiday break
- Work will be scheduled for this summer

Hixson Interior Door Package Bond Architects

- The Hixson Door Package is nearing completion of the design development with the anticipated release for bid before the end of January
- The package will include the replacement of 100 doors with upgrades to door hardware that will mirror the other interior door package projects previously completed.
- This project will be scheduled for this summer

High School Library Flooring Package BLDD Architects

- The intent of the Library Flooring Package will be to replace the entire library floor including the PD room, computer lab and other secondary spaces within the library.
- The existing floor will need to be abated, so a Library Flooring Abatement Package will also be released for bid.
- A moving company will be contracted with to remove all contents of the Library, and will return to move all contents back into the space once carpet is complete.
- A new check in/circulation counter is being designed as part of this project.

Hixson Sidewalk Replacement Lawlor

- The need to replace the sidewalk on the courtyard side of the existing 2 story wing was greatly needed due to its poor condition, but needed to wait until after the Hixson Window Package was completed.
- The sidewalk has been replaced in full and will be addressing the final grading and landscaping within the next few weeks.

Ambrose Bathroom Upgrades

- Approximately 12 -14 bathrooms will receive upgrades that will include replacement of the existing toilets, sinks and faucets. These are bathrooms that are located in each classroom
- The flooring will also be replaced with a slip resistant flooring. Currently the flooring is old ceramic tile that when wet, becomes very slippery.
- The walls will receive a fresh coat of paint to finish the renovation

District Wide Safety/Security Systems Upgrade Midwest Electronics

- The existing security and fire alarm systems are needing to be replaced. The current equipment components are becoming out dated with replacement parts hard to find or non-existent. A lot of components are not even being manufactured anymore and are being phased out by new updated systems
- Several District Buildings are being upgraded already by District IT Department and current District Safety/Security Service Companies.
- A survey of each facilities needs has been completed and recommendations have been submitted by the Districts security and Fire alarm systems service contractors.
- The work in this package will continue well into 2025/2026. (ongoing)

Facilities & Grounds Program Evaluation

Jason Mueller - Director of Operations

Objective

Assess WGSD Facilities &
Grounds operations against
industry benchmarks
(APPA) and the District
Strategic Plan.

The Current Environment

1. Scope

Approximately
1,000,000 sq. ft. of
district space.

2. Key Finding

Current staffing
creates a "reactive
maintenance model."

3. Current Status

Operating between
APPA Level 4
(Moderate Dinginess)
and **APPA Level 5**
(Unkempt Neglect)
based on current
staffing to square
footage.

Methodology

1. Stakeholder Feedback

Surveys from families and staff on cleanliness and response times.

2. APPA Standards Analysis

Quantitative review of staffing per square foot (adjusted for building age).

3. Operational Review

Analysis of work order volume (1,903 requests in 2025) and backlog trends.

Current State – Custodial Operations

1. The Capacity Crisis:

- Staffing loads significantly exceed industry maximums.
- **WG High School:** ~30,400 sq. ft./custodian.
- **Hixson Middle & Givens:** ~25,000+ sq. ft./custodian.

2. Supervision Gap

- Lack of night shift supervision leads to inconsistent quality and training gaps.

Current State – Maintenance Operations

1. Operational Mode

- "Crisis" Mode (APPA Level 5) based on current staffing and square footage.

2. The Ratio Gap

- **Target:** 1 FTE per 60,000–70,000 sq. ft.
- **Current:** Small team attempting to cover 1,000,000 sq. ft.

3. Hiring Challenges

- Uncompetitive pay scales prevent hiring for skilled positions (e.g., Level 2 Skilled Maintenance).

Stakeholder Feedback

1. The "Human" Element

- High satisfaction with the people. Custodial and maintenance staff are viewed as hardworking, polite, and professional.

2. The "System" Element

- High dissatisfaction with the results. There is a strong consensus that current staffing levels are insufficient to maintain standards.

3. Top Three Concerns

- **Restroom Sanitation:** The lowest-rated area district-wide.
- **Curb Appeal:** Overgrown grounds and unkempt exteriors.
- **Deferred Maintenance:** Visible aging (peeling paint, worn fixtures).

Stakeholder Perspectives

1. Lack of Staff

- Explicit recognition that custodians are overworked (e.g., *“They are doing what they can with a limited budget.”*).

2. Lack of Funding

- Perceived inability to afford necessary repairs or personnel.

3. Deferred Maintenance

- Frustration with long-standing capital issues (roofs, gutters) being ignored.

Strategic Recommendations
(Phase 1)

**Immediate
Stabilization to APPA
Level 3 (Casual
Inattention).**

**Increase
Night
Custodial
Staff (+6
FTE)**



Targeted relief for High School, Hixson, Givens, and Service Center. Add a night supervisor/trainer

**Increase
Maintenance
Staff (+2-3
FTE)**



Reduce backlogs and emergency-only responses. Expand grounds coverage.

**Comp &
Benefits**



Comprehensive evaluation of pay scales to attract skilled labor.



Long-Term Strategy (Phases 2 & 3)

Sustainability & Improvement (Targeting APPA Level 2).

Focus on
Being
Proactive



Implement structured
Preventive Maintenance
schedules.

Separate
Roles



Dedicate specific staff to
groundskeeping vs.
delivery/moving tasks.

Comp &
Benefits



Fiscal planning to support
gradual improvement



Strategic Plan Alignment

1. Equity

- Ensuring older buildings and high-traffic schools receive equal care to newer facilities.

2. Sustainability

- Shifting from "reactive" to "preventive" extends the life of roofs, boilers, and capital assets.

3. Health & Wellness

- Improved cleanliness reduces allergens and illness, supporting student/staff health.

Next Steps

1. Present

- Submit revised staffing model to Board of Education.

2. Budget

- Align upcoming budget planning with APPA benchmarks.

3. Communication

- Inform stakeholders of the link between staffing investment and service quality.

Any questions?
Ask away!

