OPERATIONS COMMITTEE
MINUTES
Wednesday, March 5, 2014

IN ATTENDANCE: Committee Chair Kati Driban, members Dr. Andrew Pollock, Mark B. Miller, Mrs. Lynch was absent.

BOARD MEMBERS: Michael Hartline

STAFF: Dr. Joyce Mundy, Christopher M. Berdnik, Wayne Robinson

PUBLIC: Paul Rokuskie

CALL TO ORDER

Ms. Driban called the Operations Committee meeting to order at 7:30 p.m.

MINUTES

Dr. Pollock made a motion to approve the minutes of January 8, 2014, Mr. Miller seconded. Motion carried 3-0-0.

TECHNOLOGY

a. Program Quality Review Follow-Up

   Dr. Mundy reviewed the Program Quality Review (PQR) which the Bucks County IU performed. Dr. Mundy reviewed:

   (Area 1) the strengths and needs of the Instructional Vision section of the PQR. The next steps will be:

- Develop and publish a vision to guide the district in its short and long-term technology plan.
- Develop a flexible professional development catalog related to instruction at various grade levels and for various subject areas.
- Decrease the number of barriers for integrating technology into instruction.

   (Area 2) Technology Planning, Selection, & Evaluation Process. The next steps will be:

- Develop clear guidelines for the planning, evaluation and acquisition of technology. These guidelines should be developed in concert with a systematic curriculum renewal cycle.
- Develop a current inventory of all hardware and software in the district.
- Use the comprehensive internal inventory to identify resources available to students in every building, with the goal of addressing equity in the ratio of students to computers.

- Develop a well-communicated deployment process for future technology initiatives.

(Area 3) Instructional Technology Professional Development. The next steps will be:

- Develop a balanced, district-wide technology professional development catalog.
- Integrate technology initiatives into the existing Act 48 Committee's work.
- Plan for professional development time and costs in any new technology initiative or hardware request.
- Identify how instructional technology in the classroom will be reflected in supervision and evaluation consistent with Pennsylvania's Teacher Effectiveness Initiative.

(Area 4) Technology Staff Capacity. The next steps will be:

- Improve the availability of technology to staff and students.
- Support a well-trained, highly efficient technology staff.
- Clarify the responsibilities of the technology associates.

(Area 5) Skyward/Student Information System. The next steps will be:

- The IEP writing software has been explored for three years, yielding no improvement. There is an RFP for a new IEP software.
- The data warehouse is not a robust, flexible, fluid program. Again, principals have attended multiple trainings and tried various iterations. This will not be sufficient. There is an RFP for a data warehouse.
- Skyward as an SIS is satisfactory. We have an opportunity to train users now and add any appropriate features to explore if this meets our needs. We see the issue as a training and implementation issue at this point. We will continue to evaluate, but don't feel that we are in a position to migrate to a new system while training teachers on some of the requisite skills to maximize the potential of an SIS. As the Skyward survey results come back, we will report at the March Education Committee and April Operations Committee with clear recommendations from Administration.

A discussion followed with the following items needing to be addressed:

- Training needed so that there is consistent use of Skyward across the District.
- Transcripts sent out to colleges delayed. How to fix.
- Teachers/staff members experience anxiety over using grade book.
- POS training.
- Training for food service workers on how to use Skyward; set up procedures/training for everyday usage; consistent generated reports.
- Technology support for employees.

- Effective communication of updates.

Ms. Driban stated that as a parent she does not like using Skyward. Lack of training on using the system was a major issue. She commented that different software bundling needed to be considered, what does the District need and what systems work well together.

Mr. Hartline commented that the District should establish common goals, list of priorities, and set a timeline/benchmark as to when goals are to be accomplished, so that implementation can go smoothly whether using existing software or implementing new technology.

Dr. Pollock commented that the Director of Technology should be hired and the job of selecting or using existing software should be done by that individual. Select candidate based on these needs as well as leadership qualities.

Mr. Miller stated that the PQR was a narrow scope of investigation, but a good beginning.

Dr. Mundy suggested to give action teams and committees a chance to discuss changes that are needed so that the correct decisions are made of future technology choices.

b. Mac OS Consulting Services from BCIU

Mr. Berdnik explained that this proposal from the Bucks County IU was to provide two days of Apple consulting services at a cost not to exceed $1,600.00. This would assist our lead from the high school in building the server and tools to more efficiently deploy applications. Dr. Pollock made a motion to move to the full Board, Mr. Miller seconded. <u>Motion carried 3-0-0</u>.

FACILITIES

a. Underground Tank Removal Bid #2014-26

Mr. Robinson explained the process of the tank removal bid. The District will be paid to remove the tanks from the Administration Building, Log College Middle School, and Klinger Middle School. The oil left in the tank will be sold by the contractors after it is removed. Dr. Pollock made a motion to move to the full Board, Mr. Miller seconded. <u>Motion carried 3-0-0</u>.

b. McDonald Change Orders

Mr. Robinson stated that the change orders were for additional electrical work required for the elevator inspection and kitchen at McDonald Elementary School, plus additional sidewalks, curbing, and concrete pads were added to the scope of work. Dr. Pollock made a motion to move to the full Board, Mr. Miller seconded. <u>Motion carried 3-0-0</u>.

TRANSPORTATION

   a. All-Wheel Drive Passenger Vehicle Bid 2014-22

   b. Pickup Truck with Enclosed Utility Body Bid 2014-23

   c. Pickup Truck with Utility Body and Lift Gate Bid 2014-24

      Dr. Pollock asked Ms. Driban if the three items could be considered together. Ms. Driban agreed.

      Mr. Robinson reviewed each of the vehicle bids. Dr. Pollock made a motion to move to the full Board the three vehicles bids, Mr. Miller seconded. Motion carried 3-0-0.

COMMUNITY COMMENTS

      Mr. Rokuskie inquired as to whether the District would consider adding or changing the times for the late busses.

      Dr. Mundy replied that the inquiry should go to Administration first and after being researched, if warranted, going to Committee.

      Mr. Hartline inquired whether the electronic sign at Log College was repaired. Administration would look into it.

ADJOURNMENT

Dr. Pollock made a motion to adjourn the Operations Committee meeting, Mr. Miller seconded. Motion carried 3-0-0.

Ms. Driban adjourned the meeting at 8:40 p.m.

                              Respectfully submitted,

                              Christopher M. Berdnik
                              Business Administrator

Next meeting, April 2, 2014 at 7:30 PM

READ AT HOME

   a. Updated Capital Reserve Fund Plan of Finance

   b. Property Insurance Values