

OPERATIONS COMMITTEE
MINUTES
Wednesday, January 8, 2014

IN ATTENDANCE: Committee Chair Kati Driban, members Jane Schrader Lynch, Mark B. Miller

BOARD MEMBERS: Michael Hartline, Steve Adams

STAFF: Dr. Joyce Mundy, Robert Reed, Wayne Robinson

CALL TO ORDER

Ms. Driban called the Operations Committee meeting to order at 7:00 p.m.

MINUTES

Mr. Miller made a motion to approve the minutes of December 4, 2013, Ms. Lynch seconded. Motion carried 2-0-1. [Mrs. Lynch abstained since she did not attend the meeting.]

FACILITIES

(Ms. Driban requested that the Radon Report – Presentation be moved to a later time in the agenda.)

b. Burglar Alarm Quote 14-011

Mr. Berdnik explained that based upon price, Administration recommended award to Delaware Fire and Security Division of DECI for installation of burglar alarm systems at Davis, McDonald, and Willow Dale Elementary Schools at a first year cost not to exceed \$10,416, with a five year life cycle cost projected at \$18, 240. Mr. Miller made a motion to move to the full Board, Mrs. Lynch seconded. Motion carried 3-0-0.

c. Engineering Services RFP 2014-17

Mr. Berdnik explained that Administration recommended to award to Barry Isett & Associates the highest rated proposal and for identified specific expertise and experience to SSM Group, Inc. that lends itself to being available to the District should we have a complex environmental concern for preparation of bid documents and other related analyses and services on an on-call and as needed basis over the next three and one-half years at the rates specified in their proposals. Mr. Miller made a motion to move to the full Board, Mrs. Lynch seconded. Motion carried 3-0-0.

d. Furniture & Equipment Bid 2014-08

Mr. Berdnik explained that the bid was for a one-time purchase of new and replacement furniture for the elementary schools as requested by the building principals. These awards are based on the lowest responsible bids received. Mr. Miller made a motion to move to the full Board, Mrs. Lynch seconded. Motion carried 3-0-0.

e. Facility Supplies & Repairs Bid 2014-11

Administration recommended that in order to provide the District pricing for various materials and services over the next 18 months an array of vendors be awarded the bid for facility supplies and repairs to enable the District to have contract pricing when time is of the essence. Mr. Miller made a motion to move to the full Board, Mrs. Lynch seconded. Motion carried 3-0-0.

FOOD SERVICE

a. PDE 3086 Contract Approval

Mr. Berdnik explained that the PDE 3086 contract was an approval for the District to sell meals to Bucks County Head Start located at St. John Bosco at an estimated value of \$57,420. Consistent with PA Department of Education and US Department of Agriculture regulations, the agreement simply utilizes PDE form 3086. Mr. Miller made a motion to move to the full Board, Mrs. Lynch seconded. Motion carried 3-0-0.

FACILITIES

a. Radon Report - Presentation

Mr. Berdnik explained the process of the radon report. Mr. Nate Burden from Advanced Environmental Systems reviewed the findings of radon levels in Log College Middle School, Klinger Middle School, and the Administration Building.

Dr. Mundy explained that on December 16, the Board of School Directors approved a District wide testing and remediation plan. Radon testing will take place in all buildings during the month of January. Should buildings show elevated levels, work will proceed in accordance with the approved mitigation plan. All work should be completed by late spring if deemed necessary.

Administration will have an information night in late January to review the reports and provide education for our community on the effects of radon.

SCHOOL SAFETY

a. All-Hazards School Safety Plan

Dr. Mundy presented a slide show to the Committee on the process the District undertook to develop the All-Hazards School Safety Plan for the District.

b. Agreement with CSIU for Assistance with Flip Chart

Mr. Berdnik explained that the Agreement with CSIU for Assistance with a Flip Chart coincides with the All-Hazards School Safety Plan. Since Mr. Don Smith was instrumental in helping the District create and perfect the All-Hazards Plan it would be logical for the District to contract for technical assistance from Central Susquehanna Intermediate Unit to distill essential elements into a classroom and office flip chart at a cost not to exceed \$1,440. The cost does not include printing, which the District would quote separately. Mr. Miller made a motion to move to the full Board, Mrs. Lynch seconded. Motion carried 3-0-0.

c. Go Kits – Show and Tell

Mr. Berdnik gave a brief overview of the items that are provided in the Go Kits provided in each classroom in the District buildings and offices.

TECHNOLOGY

a. Technology Strategic Plan

Mr. Reed explained as part of the 2013-2016 District Comprehensive Plan, was an audit of the use and support of technology which the Board selected the Bucks County Intermediate Unit to perform this task. Mr. Reed reviewed that timeline and the process of the audit. Mr. Reed was looking forward to reviewing the results of this District-wide effort and anticipates the positive impact of the District of the implemented recommendations.

Mr. Miller suggested that the District reviews the Comprehensive Plan to ensure that the Plan reflects accurately the direction of the new Administration. Dr. Mundy stated that she would contact BCIU with assistance in updating the Strategic Plan.

TRANSPORATION

a. Hazardous Route Evaluation

Mr. Robinson explained that after performing an evaluation of the walking

path for the portion of Centennial Road south of Hancock Road, Administration believes conditions have changed significantly to warrant a PennDot evaluation for the portions of Centennial Road, Hamilton Drive, and Grant Avenue. Mr. Miller made a motion to move to the full Board, Mrs. Lynch seconded. Motion passed 3-0-0.

Ms. Driban asked that the Committee read the Read At Home documents provided.

ADJOURNMENT

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

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

Respectfully submitted,

Christopher M. Berdnik
CFO

Next meeting February 5, 2014 at 7:00 p.m.

READ AT HOME

- a. Hart Property Bid
- b. Newtown Property Bid
- c. Draft Administration Building Relocation Timeline
- d. Bid and quote thresholds
- e. Capital project and capital reserve fund analysis