

OPERATIONS COMMITTEE MINUTES – MEETING OF AUGUST 7, 2013

In attendance:

Committee: Chairperson Kati Driban, Steve Adams and Dr. Andy Pollock

Board Members: Michael Hartline, Chuck Kleinschmidt, and Mark B. Miller

Administration: Dr. Joyce Mundy, William R. Gretton III, and Bob Reed

Public: Paul Rokuskie

Call to Order:

Chairperson Kati Driban called the meeting to order at 7:00 p.m. A motion was made by Mr. Adams and seconded by Dr. Pollock to approve the minutes of June 6, 2013. Motion carried 3-0-0.

Request from Warminster Township

Ms. Karen Whitney, on behalf of the Park and Recreation Department, requested the use of two buses for Warminster Day on Saturday, September 7, 2013 to shuttle participants during the event. One bus would require a wheelchair lift while the other would be a regular “van” for transporting adults and children. The request is between 10:30 a.m. and 4:30 p.m. Dr. Pollock asked who paid for the buses. Ms. Whitney indicated that the school district donated the bus use for the days. Dr. Pollock indicated that Southampton had made a donation to the Education Foundation in lieu of paying for the services. Ms. Driban indicated that the Southampton Day event was a fee event and Ms. Whitney reported that this was a free event for all participants. It was moved by Dr. Pollock and seconded by Mr. Adams to forward this request to the full Board for consideration. Motion carried 3-0-0.

Board Meeting Broadcasting

Mr. Reed presented a plan to the Board for the broadcasting of Board meetings due to the notice from Middle Bucks Institute of Technology that they would not be available for this service. Mr. Reed proposed a tentative plan to have the high school television program broadcast the two regular Board meetings, the middle school programs broadcasting two of the committee meetings, and a staff member to broadcast the Finance Committee meeting. He outlined the prior costs of this service and recommended that the staff/students be paid in accordance with the recommendation.

Ms. Driban noted that the students would require some parental permission for the students to participate. Dr. Mundy noted that this would be done for any activity. Ms. Driban asked about other individuals from the department that may be interested in participating. Mr. Gretton indicated that the administration has requested the staff to volunteer, but other obligations had prevented them from making that commitment. Mr. Miller expressed his concern about the middle school students committing this amount of time over a ten month period and how that might conflict with their studies. Dr. Mundy reported that the middle school students had a great interest in this program and these questions would be addressed with the staff and the student workers. Ms. Driban indicated that the middle schools had a large contingent of interested students. Dr. Pollock supported raising the hourly rate to \$12.00 per hour. Mr. Hartline stated that the students would be paid for a minimum of 3 hours, asked about the permission to work these hours, and how these students would be paid outside the payroll. Mr. Reed indicated that if a meeting exceeded 9:00 p.m. the students could leave and the cameras would be stationary. Ms. Driban indicated that she hoped that the set-up and breakdown of the equipment would be a part of the training and experience for the students. Mr.

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Reed reported that the equipment set-up would be a part of the training. Dr. Mundy indicated that the administration would like to proceed to discuss this proposal with the staff and return to the Board with information and a proposal.

Board Room Equipment Performance Bid

Mr. Reed explained the proposal to solicit from firms to replace the current equipment used by the Board to broadcast meetings from the Board Room that would move the equipment to a new location, the purchase of audio equipment, the purchase of additional camera capacity, replacement of the microphones, and display of current presentations either by improved cameras or televisions. Ms. Driban would like to eliminate the table and expressed concern about a microphone submitting residual sounds. She asked if the system could be moved, and Mr. Reed responded that this would be a condition of the equipment purchased. Mr. Adams thought the Board should wait until the decision is made as to the location of where the equipment should be placed. Mr. Gretton indicated that the timing of the purchase would be coordinated with the recommendations of the Ad Hoc Committee and Board.

Mr. Hartline asked about the projection of documents as well as video. Mr. Reed responded that the goal would be to have this be clearer in the room but was uncertain how this would improve to the home viewers. In response to Dr. Pollock, Dr. Mundy indicated that it was proposed to send this out to get proposals for the Board to consider. Mr. Miller suggested that transmission via telephone and/or skype was important and should be included. Mr. Rokuskie reported that the replacement of the microphones would have several options that would allow the user to know when the unit was functioning and he expressed the importance of the equipment being movable.

It was moved by Mr. Adams and seconded by Dr. Pollock to allow the administration to proceed with the options for the Board Room Technology.

Security Vestibules

Mr. Gretton provided information on the proposed design for security vestibules for Klinger and Log College Middle Schools provided by Gilbert Architects. Various options had been considered and the bid would consider alternatives for bullet-proof glass in and out of the office, and indicated that the plan had been reviewed by the local police officials. Ms. Driban asked about heat and air in the space and Mr. Gretton indicated that the office would have its' own units. Ms. Driban confirmed that this would be tied into the remainder of the security operations.

Power Service Shut-down

Dr. Mundy reported on the action taken during the power shut-down on August 17th and explained that in the future the all systems would continue to be functional during any voluntary or involuntary shut-down. She indicated that the administration has concerns about the conditions within the room currently and issues that will need to be addressed through the technology audit. Mr. Reed noted that the battery back-up recently purchased functioned as designed, but that this device does not power the air condition units. Because the generator failed on this particular date, the cooling units did not perform sufficiently to maintain the servers. Dr. Mundy indicated that her concern was the data back-up and the maintenance of the equipment during such an event.

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Mr. Reed reviewed the recommendations and findings, including not shutting the district office down during this type of exercise, the replacement of the window unit and the addition of another unit to increase cooling, and the testing of the generator to discover why it failed. The unit had been tested the prior Tuesday and the following Saturday, and both times the unit performed as designed. Mr. Reed indicated that the UPS worked for 15 minutes, as designed. Mr. Reed indicated that in the future, should the units experience problems, the equipment would be turned off rather than remaining functional until they “crash” and cause additional damage. Mr. Reed also recommended that the generators be wired to run the network equipment following the recovery of the UPS units at each building. Mr. Reed explained the Comvault system and the storage of data off-site, as well as the proposal to store data in a “cloud” location, which would have access through the internet. He noted that both the ProSoft and Skyward systems are backed up by the providers at other locations as part of our contract. Mr. Reed reported on the replacement of servers in the near future and an option to consider server locations for daily operations at an alternative site. He also explained the configuration of the internet and inter-school connectivity, and indicated that a cost of an alternative and/or “ring” configuration would be presented in the future for consideration.

Dr. Mundy indicated that these actions are part of the security of the district and that the above thoughts were part of a larger discussion to maintain the communication ability of the district. She indicated this was an opportunity to plan for the future and include all facets of the operation. Ms. Driban asked about the warranty on the generator and who would get notification about a shut-down of the operation. Mr. Gretton indicated that the generator was not under warranty and Dr. Mundy indicated that a protocol would be in place to make certain that personnel were on site whenever an emergency was involved. Mr. Reed reported that he and Mr. Watkins could shut the system down remotely. Mr. Adams emphasized the importance of the administration center and how it should be upgraded to reflect that importance to the district operation. He continues to be frustrated about the condition of the building and the outdated equipment.

Mr. Miller stated that it was critical that the district have horizontal and vertical systems built into the operation in order that the system continues should there be one break in the total operation. He noted that this was not the first experience with extreme heat and the district should be prepared. Ms. Driban asked about the timing of the recommendations. Dr. Mundy reported that once the administration studies the alternatives and receives the recommendations from the audit, the administration should bring some plan to the Board by November.

Kindergarten Playground

Mr. Gretton reported on the results of the Kindergarten Playground bids and indicated that he would like to meet with the Home and School Associations of the two schools prior to making a recommendation to the Board. Dr. Pollock noted that all three elementary schools would have the same accommodations, and asked whether Willow Dale had a kindergarten playground. Mr. Gretton indicated that Willow Dale has a playground and equipment. Dr. Pollock requested that Mr. Gretton inquire as to whether the Home and School Association at Willow Dale was interested in purchasing this newer equipment. Mr. Miller asked if the equipment was identical and Mr. Gretton indicated that the two low bids had the same configuration and were certified. It was recommended by Ms. Driban that this could be forwarded to the full Board following the meeting with the Home and School Associations. It was moved by Dr. Pollock and seconded by Mr. Adams to move this to the full Board when the meetings had been held.

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McDonald Air Quality Testing

Mr. Gretton reported that the air test results were well within standards and that the equipment at the building was functioning properly.

Board Documents

Dr. Mundy requested that the administration review the programs prior to the September timeframe and allow the individuals who would use the system to evaluate the ease of use. Following that exercise the vendors would be able to provide another update to the Board and the feedback from the Support Staff before the piloting went forth. She expected that by the end of September there would be additional feedback to the Board. Ms. Driban asked for a specific rating sheet that would provide some comparisons between the programs.

Ms. Driban reported that the next Operations Committee meeting would be held on Wednesday, August 28, 2013 at 7:00 p.m.

Ms. Driban adjourned the meeting at 8:20 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "William R. Gretton III". The signature is written in dark ink and includes a stylized flourish at the end.

William R. Gretton III
Assistant Superintendent of Operations
Attachments