

OPERATIONS COMMITTEE MINUTES – MEETING OF AUGUST 28, 2013

In attendance:

Committee: Chairperson Kati Driban, Mark B. Miller and Dr. Andy Pollock

Board Members: Michael Hartline

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

Public: Paul Rokuskie, Frederick Kutzer, Melissa Kutzer, Susan Getz, Mary Wharton, Michael Wharton

Call to Order:

Chairperson Kati Driban called the meeting to order at 7:05 p.m. A motion was made by Mr. Miller and seconded by Dr. Pollock to approve the minutes of August 7, 2013, 2013. Motion carried 3-0-0.

Bus Stop Requests

Mr. Fred Kutzer requested that the bus stop be restored to Meadow Drive and Middle Roads because of the number of students that are located nearer to that location. He indicated that the current stop at Overlook Drive and Middle Roads was further for this group of students. He was only aware of two other students utilizing the stop. Mr. Gretton indicated that there were three other public school students and two non-public students who were using the stop.

Ms. Getz indicated that the distance for the students to walk would be the same and questioned the movement of the stop originally. Ms. Driban explained the rationale for consolidating the stops in a neighborhood so that all of the students at all schools would utilize the same bus stops in the neighborhood. The system would allow central location for the stop within a specific area. She noted the added efficiency of this system versus what was done in the past. Dr. Pollock noted that when the stop change involves a safety issue, the Board makes the changes. Ms. Getz stressed that this would be convenient and provide this group of parents with peace of mind if the change was made to the Meadow/Middle location. Dr. Pollock noted that if the change is made, he would expect the other parents to object and come to the Board meeting to express their concern.

Mr. Miller indicated that he would request that the administration provide a recommendation. Ms. Driban outlined the process on how a bus stop would be changed and how the public would be notified if a change was approved. She requested that all members sign the attendance sheet in order that the administration could communicate their recommendation. Ms. Driban noted that the stops were established to consider future students as well as the current population.

Ms. Wharton provided information on the neighborhood and how the students would be affected. She noted that the distance for the various students is approximately the same because of the size of the neighborhood. She noted that the parents would feel better if they could see the stop from their residences.

McDonald Elementary

Mr. Crain reported that the building is complete and the final site work will be addressed in the next several weeks. He reviewed the change order related to the asbestos removal and the change order for the adjustment of the angle of the roof. It was moved by Mr. Miller and seconded by Dr. Pollock to move these change orders to the Board. Motion carried 3-0-0.

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Dr. Pollock would like to know if there was any action that could be taken against Vollers regarding the movement of the equipment and the other issues they have caused. Mr. Crain indicated that the district was not informed about the movement of the equipment, and the contractor has controlled the dust by watering the surfaces and the additional pavement that has been completed. Mr. Hartline asked about when the remaining portions of the building will be taken down. Mr. Crain indicated that this would be done according to the schedule, which allowed for 19 days beyond the current target date of September 6, 2013. Mr. Hartline noted that the administration has followed up with the individual homeowners and he would like to finalize the arrangements with them as soon as possible.

Mr. Miller asked about the rock crusher that is on site, and Mr. Gretton responded that the contractor has been asked for the specifications of the machinery to find out if a permit was required. He indicated that there should not be any impact on the school activities by use of this machine. Dr. Mundy reported that the administration has addressed each issue as we have been made aware of the concerns and placed the contractors on notice about the violations. Dr. Pollock asked if money could be retained for the violations. Mr. Crain indicated that the district currently had significant monies held for this contractor. Dr. Mundy encouraged the public to inform the police department if there were any perceived violation of the noise or Sunday work regulations.

Board Docs Presentations

Mr. Reed introduced Mr. Byron Gillin of NovusAgenda who provided information on their product and the differences between his and other programs. He reviewed and outlined the characteristics of the program as it relates to implementation at Centennial. Ms. Driban asked how the individual would know that the item had been approved or disapproved for the agenda. Mr. Gillin responded that an e-mail is sent to that individual. Mr. Miller asked how the older documents were stored and if the user could see the prior versions. Mr. Gillin indicated that all documents could be seen in the system on a progressive basis. Mr. Miller asked where the information would be stored and reviewed. Mr. Gillin indicated that the Board had the choice of having the information locally or stored in cloud system. Mr. Gillin emphasized the flexibility of their system and how the Board could access in different formats. He demonstrated how the tracking of the Board meeting was accomplished as the meeting progressed.

Ms. Driban asked about the vote based upon the consent agenda. Mr. Gillin demonstrated how that would be accomplished, as well as if someone abstained from specific portions of the consent agenda. A discussion was initiated about changes to documents. Dr. Mundy also asked about the additional cost for uploading the recordings of meetings and indexing of the meetings. Mr. Gillin indicated that Mr. Reed had been given the additional charges. Mr. Gillin reviewed reports that tracked certain issues and allowed for information to be retrieved conveniently and in any format.

Mr. Miller asked in what format the data was stored and if it was available. Mr. Gillin indicated it was written in an open format and available to the district at any time. Mr. Rokuskie asked who could see the order of questioning status item. Mr. Gillin indicated that all Board members would see the cue that would be available. Mr. Hartline expressed a concern that someone could change the information after it had been in the system.

Mr. Reed introduced Ms. Laura Vautour who reviewed the characteristics of BoardDocs Pro, which has been endorsed by the PSBA and is utilized by over 60 districts in the state. Ms. Driban emphasized that this was an update of the information that they had previously seen. Ms. Vautour noted that training is done on site and that support is 24/7 for all applications. The program includes

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all updates and enhancements. Ms. Vautour noted that the program was device independent and adaptable to all, with district information and format being utilized. She demonstrated the different levels of information available to the users. Ms. Vautour reported that the information is easily accessible with different information from different users. She noted access from other sources, including social media sources. She demonstrated the “indexing” of information and how that information could be transmitted in different formats. She noted how the system could be tied to goals or specific funding sources, to make it easy to track in the system. Ms. Vautour noted that a search could be done on all “public” information across all of their users so that Boards could share best practices and ideas.

Dr. Mundy questioned the indexing and who would accomplish this task. Ms. Vautour indicated that the district would perform the indexing task. Dr. Pollock asked if PSBA was utilizing BoardDocs. Ms. Vautour indicated that they were using it internally but it is anticipated they would be using it in the near future. Dr. Pollock asked if there were any local districts using the program. Ms. Vautour responded that she would provide an updated list to Mr. Reed. Ms. Driban asked if the information was available to download in the event that the district would like a record stored.

Ms. Driban requested information on the timeline and how the recommendation would come forth. Dr. Mundy recommended that the Committee have discussion and that the administration come with a recommendation at a later meeting. Dr. Mundy indicated she had spoken with the team that reviewed the programs and indicated there was not a significant difference between the two presentations. There was a concern that the one group only provided a cost for two meetings a month and there was a concern about the revision process. She indicated there was not a strong preference from the group. Mr. Reed indicated that either choice would be an upgrade to the current systems and noted that the presentations enforced the characteristics outlined on the summary sheet. He noted that NovusAgenda had a significant cost for the additional meetings, which impacted the comparison price. Mr. Reed explained the difference between using the Vimeo currently and indexed systems such as those offered by these groups. Dr. Mundy supported the advantage that this offered.

Dr. Pollock asked the opinion of Mr. Hartline and Mr. Miller who were familiar with the technology. Mr. Miller liked the dynamic positioning of the content through NovusAgenda and the paperless system that either of these systems would support. Mr. Miller noted that PSBA was not using BoardDocs currently because the staff had not seen the need based upon the number of meetings and distribution of that information. Mr. Miller asked if the administration had looked at other Bucks County School Districts and what they were doing in this area. Dr. Mundy responded that these were the two that had been identified and she had not surveyed other districts, but would follow-up with that information. Mr. Hartline expressed concern about the security of the system and felt the BoardDocs was more secure. He asked if either was any more labor-intensive so that time could be saved in the process.

Dr. Pollock liked the BoardDocs feature of unlimited meetings, and noted that this cost would significantly increase the cost of NovusAgenda. He did not like that BoardDocs did not offer a trial period and that there were no other local districts utilizing these systems. He would like to see the local survey and why they are not utilizing for this service, including Montgomery County Schools. Ms. Driban did not like that NovusAgenda did not provide on-site training and there limited support in the event there was an issue with the program. Dr. Mundy noted that districts evolve on how they make decisions and wanted to make certain that Centennial utilized the system that served our needs more directly and how information is conveyed. She wanted the information to be focused. Dr.

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Pollock supported on-site training, that all of our meetings televised, and immediate response to issues, and these characteristics made him support BoardDocs. Ms. Driban added that the security should be added to that list and Mr. Miller indicated that the document could not be altered without leaving a trail in the BoardDocs system.

Ms. Driban recommended that if the administration could provide the answers to questions brought forth and had a recommendation for the full Board, and that it be taken directly to the full Board. Mr. Hartline noted that this was included in the budget and encouraged that this go directly to the Board.

Consultant Appointment

Mr. Gretton reviewed the information from AEM Architects and recommended the appointment of this firm to review the information related to the architect design of the high school and the review of the significant change orders that had been generated from the design work at a cost not-to-exceed \$12,000. Mr. Miller questioned whether this was information for executive session, and Mr. Gretton responded that he had discussed this with Mr. Warshawer, who indicated this appointment would not be limited to an executive session of the Board. Dr. Pollock asked if sharing this information with Stantec would hurt us in future litigation. Mr. Gretton indicated that the District would share the information with Stantec with an alternative proposal for settlement. It was moved by Dr. Pollock and seconded by Mr. Miller to send the recommendation for the appointment of AEM Architects to review the design documents and change orders for the William Tennent High School. Motion carried 3-0-0.

Mr. Hartline mentioned the need for track lighting in the “F” wing hallways.

Mr. Rokuskie asked about the timing of the installation of the vestibules at the middle schools. Mr. Gretton indicated that due to the limitation of the entrance areas, this project would be completed next summer. He noted that the architect is ready to proceed, but that the limited access would dictate the timing of the installation. Mr. Miller reminded the Committee and audience that the Board had been responsive and provided an individual at the location to monitor visitors to the schools.

Ms. Driban asked that the when information on the transportation recommendation is made that the alternate distances be provided.

Ms. Driban reported that the next Operations Committee meeting would be held on Wednesday, October 2, 2013 at 7:00 p.m.

Ms. Driban adjourned the meeting at 9:14 p.m.

Respectfully submitted,



William R. Gretton III
Assistant Superintendent of Operations
Attachments