

**Operations Committee
Minutes
Wednesday, February 3, 2016**

IN ATTENDANCE: Committee Chair Kati Driban, Dana Morgan, Steven Adams

BOARD MEMBERS:

STAFF: Timothy Trzaska, Dr. Jennifer Polinchock

CALL TO ORDER

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

2.1 PLEDGE OF ALLEGIANCE

MINUTES

Action: 3.1 Approval of minutes from meeting held January 13, 2016.

Mr. Adams made a motion to move to the full Board, Dana Morgan second.

Motion Carried 3-0-0

FACILITIES

Action: 4.1 Swan Way – PlanCon F

Mr. Trzaska stated that he is looking to approve PlanCon Part F. This would be to authorize submission and approve the project for bidding. Then the architect can advertise the bid. The overall value of the project went up about 5% going from design development into construction documents. This would be normal due to what Warminster Townships specifications are and is more defined on what we are putting into the building. The major cost that went up was the cost of the roof. The architect changed the square foot value due to under-estimating the first pass through. The base bid of the project is a recovery of the roof, which is a coating of the roof that is good for twenty years. We also have alternate bids, total roof replacement, also a twenty year warranty, restoration of the roof where bad areas are taken out and then a coating is put on which will be good for forty years. We are looking at some scenarios and different pricing from the contractors to give us some options when the bids come in. Some other items that went up in cost is the cabinetry being put in the classrooms, epoxy counter tops in the science lab and we are reusing an emergency generator that we had in a previous building. The generator will be outside so it will require an enclosure which will cost about \$10,000 to \$15,000. The overall cost is about \$130,000 for the project. We still have the alternates in place for the folding partitions, replacing interior lighting, HVAC system replacement, interior access panels with blinds for storefront windows and the different roof replacements that was previously mentioned.

Mr. Adams asked about the roof replacement. When we were originally looking at the property it was thought that maybe the roof did not need replacing for a while. Is it just more effective to have this done now?

Mr. Trzaska stated that the roof is at its end of life. We had several roofers look at it and they said that the roof is in decent condition. The roof restoration is a good candidate for the project and we will get a warranty with the roof.

Mr. Adams asked, if we have one generator at another location and we have one here at the administration building, that is only about five years old, what are we doing with this one?

Mr. Trzaska stated that we have one generator here and two at the bus garage. We sent all the information to the engineer to look at to see which generator would be best for the new building. We will be using one of the generators from the bus garage for Swan Way, keep one at the bus garage and the one that is currently here at the administration building will be an extra for the district.

Mr. Adams made a motion to move to the full Board, Dana Morgan second.

Motion Carried: 3-0-0

Information: 4.2 Update on Current Facility Projects

No discussion

Information: 4.3 Siemens Performance Assurance Report – Year Two

Mr. Trzaska stated that about three years ago the district signed a performance contract with Siemens for \$2,015,604. Siemens provided and installed energy savings equipment that would generate utility savings. These savings would offset the cost of the project over the next 15 years. The work performed yielded a savings to the District of \$198,787. This offsets the two million dollars that was put into the contract.

No discussion

Information: 4.4 Middle School Feasibility Study

Mr. Trzaska stated that we are still currently working on the feasibility study. Started the contract over a month ago and making good progress with the project. Met with the Schrader Group Architects, middle school principals and administration to discuss current and future teaching practices, classrooms and curriculum. The Schrader Group discussed options for the middle school buildings and will investigate the pros and cons of each as well as a cost analysis. Our options are to build one middle school at the Johnsville location, may have problems fitting school and required parking on the property. Renovations to existing buildings, renovation and additions to the current middle school building or new buildings on current middle school sites. Decision Insight met with the staff to review information for the demographic study and how to input into web based forms.

Mr. Adams mentioned, that since we are paying for the feasibility study, maybe someone could let the architect know about the property across the street from the administration building that could also be considered if there is not enough space on this property.

TRANSPORTATION

Information: 5.1 Bus Driver Recruitment

Mr. Trzaska stated that last school year we had a freeze on hiring bus drivers and substitutes. This year we have had retirements and some people have left the district. Currently there is not enough interest for bus drivers. Operations and Human Resources met to discuss options to increase interest in working for CSD as a bus driver.

- We currently have (5) sub drivers at \$17.78/hour. We are proposing to increase both current and new sub drivers to the Step 1 driver rate of \$21.81/hour.
- Proposing to eliminate the driver trainee rate of \$10.91/hour, no longer pay them hourly for taking the class. Instead, the class will be free to take and we are proposing to give them a \$300 sign-on bonus after they work a minimum of (6) months and 500 hours.
- Proposing to pay the driver trainers \$1.00/hour extra on top of their current pay when they are actually training.
- Proposing to put a sign on a bus on Street Road at McDonald Elementary to advertise for new drivers.
- Proposing to offer current employees a \$50 referral bonus for referring a driver that we hire and works the minimum (6) months and 500 hours.
- Proposing to hire (2) stand-by drivers daily to be utilized for last minutes call outs. If they are not used to fill in for a driver, then they can be used to clean the buses, etc.

Ms. Morgan asked, right now we have a full staff with five subs. Is this correct?

Mr. Trzaska stated that we currently do not have a full staff of bus drivers. Our subs are driving full time right now and two of our mechanics are driving buses also.

Ms. Morgan asked, how long does training take?

Mr. Trzaska replied, six weeks.

Ms. Driban mentioned about advertising to let people know that the opportunity is out there for a need of drivers. Maybe advertise at Bucks Community College, local retirement communities or maybe talk to the townships to see if they can help advertise.

OTHER DISCUSSION

None

ADJOURNMENT

Ms. Driban made a motion to adjourn, second by Mr. Adams.

6.1 The next Operations Committee meeting will be announced at a later date.

Respectfully submitted,

Timothy Trzaska
Operations Director

READ AT HOME