

**OPERATIONS COMMITTEE
MINUTES
Wednesday, February 4, 2015**

IN ATTENDANCE: Committee Chair David Shafter, Kati Driban, alternate Jane Schrader Lynch

BOARD MEMBERS: Mark B. Miller

STAFF: Dr. Joyce Mundy, Timothy Trzaska, Michael Kordelski, Raymond Kase, Katie Braun

PUBLIC:

CALL TO ORDER

Mr. Shafter called the Operation Committee meeting to order at 7:00 p.m.

MINUTES

Action: 2.1 Approval of minutes from the meeting held December 3, 2014

Motion by Kati Driban, second by Jane Schrader Lynch

Final Resolution: Motion Carried 2-0-1 [Mr. Shafter abstained since he was not on the committee in December.]

Yes: Kati Driban, Jane Schrader Lynch

Abstention: David Shafter

FACILITIES

Information: 3.1 Raptorware Report - December 2014 and January 2015

Mr. Trzaska reviewed the Raptor Report for December 2014 and January 2015, which outlined the number of visitors to each of the school buildings within the District.

Ms. Driban made a motion to move information item 3.6 up on the agenda, second by Jane Schrader Lynch. **Motion carried 3-0-0.**

Information: 3.6 Warminster Township and YMCA Partnership - Mr. Steven Wiesner, Interim Township Manager, Warminster Township

Mr. Wiesner, Interim Warminster Township Manager gave an overview of the township's relationship with the Y (YMCA). Mr. Wiesner explained that the building would be located at Warminster Community Park, Y programs would be within school facilities, and discounts would be for the entire District community including Warminster, Ivyland, and Southampton residents.

After a discussion on the applications for facility use from the Warminster YMCA/CBFYMCA for Summer Camp Programs, it was decided to move the facility use waiver of fee applications to the full board on the February 20, 2015 board agenda.

Ms. Driban made a motion that information item 3.3 be moved forward in the agenda, second by Mrs. Lynch. **Motion carried 3-0-0.**

Information: 3.3 McDonald Punch List for Certificate of Occupancy and New Parking Lot Plan

Dr. Mundy stated that the District was working with Warminster Township to complete the punch list and to devise a new parking plan for McDonald Elementary School.

Mr. Trzaska explained that there were seven items which needed to be addressed to obtain the Certificate of Occupancy.

Mr. Kordelski reviewed the list with Vollers being charged with completing outstanding items on the list.

Dr. Mundy stated that an escrow account should have been established.

Mr. Wiesner stated that the Township was looking forward to the amended final for the parking lot.

Mr. Shafter inquired as to who was responsible for the completion of the seven items.

Mr. Kordelski replied: #1 – Vollers, #2 – Vollers, #3 – Vollers, #4 – District, #5 – Vollers and District, #6 – District (which was revised and completed), #7 – District (set up escrow account).

Mr. Shafter inquired if there was a new parking lot plan. Dr. Mundy stated that the parking lot will be part of capital plan for the upcoming year. As of now, the District will be running shuttles for events.

Ms. Driban inquired why Reynolds was not being held responsible for items on the punch list; where is the escrow coming from; and Davis' parking lot was no better off than McDonald's.

Mr. Kordelski replied that the District was holding \$52,840 in payment to Vollers until items are completed on punch list.

Mrs. Lynch acknowledged that Davis was in the same boat as McDonald. McDonald has frontage to be used for parking and she is waiting to see plans for the additional parking.

Mr. Shafter suggested that maybe 10 or 15 additional parking could be added to Davis' parking situation.

Ms. Driban made a motion to move item #5.2 up in the agenda, second by Mrs. Lynch. **Motion carried 3-0-0.**

Discussion: 5.2 Bucky Clark Way

Dr. Mundy explained that she was approached by Mr. Bowen regarding the road leading from Norristown Road to Log College being named in honor of Dr. Clark.

Mr. Bowen spoke to the committee regarding Dr. Clark's retirement after 43 years of service. Dr. Clark was a principal at Log College Middle School for 41.5 years, longest serving Principal in the District, and led Log College Middle School to being a Blue Ribbon School with his years of dedication and service.

The signage for the roadway would be Clark's Way with the approval from Warminster Township.

Ms. Driban inquired if the District's Naming Rights Policy was reviewed. Dr. Mundy said it was. Mr. Bowen stated that Mr. Miller was very helpful from the beginning advising what would be needed to be done.

Motion by Kati Driban, second by Jane Schrader Lynch

Final Resolution: Motion Carried 3-0-0

Yes: Kati Driban, Jane Schrader Lynch, David Shafter

Information: 3.2 Bid Recommendation for Façade at Klinger Middle School

Mr. Trzaska recommended that the District accept the lowest responsible bid from Premier Builders, Inc. in the amount of \$22,975. The District had received 10 (ten) bids. Premier Builders would shore up the side of the building and it should hold in place to 20 to 30 years.

Motion by Kati Driban, second by Jane Schrader Lynch

Final Resolution: Motion Carried 3-0-0

Yes: Kati Driban, Jane Schrader Lynch, David Shafter

Information: 3.4 Update on Current Facility Projects

Ms. Driban requested that the list be presented on an excel spreadsheet in the future.

Information: 3.5 School Dude Training Update

Mr. Trzaska explained that there would be training on February 5 and 6 for personnel from all schools who will utilize the Maintenance Direct and FS Direct programs.

Mr. Shafter inquired if program would have to ability to track the cost of the maintenance being done. Mr. Trzaska replied that eventually the District would be able to track costs of the projects in the program, but for right now he would like personnel to get used to using the program properly. Mr. Shafter stated that the Facilities department would want credit for work being done within the District.

The facility use program would be able to schedule use in buildings and fields within the District. Billing would be done through the system.

TECHNOLOGY

Information: 4.1 Nixle Update

Mr. Kase explained that the District has been working with Nixle to resolve issues. Recently, Nixle was acquired by another company, and with the acquisition, all new features and enhancements to Nixle would be “frozen” until the combined company figures out the features of its products.

Mr. Kase stated that the current plan is to continue using Nixle for the current school year and assess the situation to determine if the District should explore the use of another product in the future.

TRANSPORTATION

Information: 5.1 Recommendation to Move Bus Stop

Mr. Trzaska stated that Administration was recommending moving the bus stop due to safety concerns along County Line Road being a high traffic area with four lanes of traffic.

Motion by Kati Driban, second by Jane Schrader Lynch

Final Resolution: Motion Carried 3-0-0

Yes: Kati Driban, Jane Schrader Lynch, David Shafter

OTHER DISCUSSION

Further discussion took place with Mr. Shafter stating that bus stops are and should be determined by Administration.

Dr. Mundy replied that parental requests go to Transportation, and if needed, she would be involved. If there is a problem, administration will bring to the Board.

Ms. Driban stated that it is the District’s responsibility of using maximization of routes.

Dr. Mundy stated that Administration routinely make decisions to do what is needed.

Mrs. Lynch requested that additional parking at Davis be done during the summer for next year.

Ms. Driban suggested that the District could contact Bethanna for the use of additional parking during day and Tamanend Park for shuttle service.

ADJOURNMENT

Motion by Kati Driban, second by Jane Schrader Lynch

Final Resolution: Motion Carried 3-0-0

Yes: Kati Driban, Jane Schrader Lynch, David Shafter

7.1 The next Operations Committee Meeting will be held Wednesday, March 4, 2015 at 7:00 pm

Respectfully submitted,

Timothy Trzaska

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