

**Operations Committee
Minutes
Wednesday, September 2, 2015**

IN ATTENDANCE: Committee Chair Dave Shafter, Andrew Pollock, Katie Driban

BOARD MEMBERS:

STAFF: Timothy Trzaska, Dr. Jennifer Polinchock

CALL TO ORDER

Mr. Shafter called the Operations Committee Meeting to order at 7:00 p.m.

MINUTES

Action: 2.1 Approval of minutes from meeting held June 10, 2015.

Mr. Shafter made a motion to move forward.

Motion Carried 3-0-0.

TRANSPORTATION

Information: 3.1 Review of Bus Fleet

Mr. Trzaska stated that there was a question asked, back in June, concerning how old are buses are. We have 31 buses that are 10 years or older.

Mr. Shafter asked if there is a state requirement on how old buses are allowed to be.

Mr. Trzaska responded, no, as long as they pass state inspection.

Mr. Shafter recommended that the District should have buses no more than 12-13 years old. Sell the old ones and inquire new buses, but not this year.

Dr. Pollock stated that we used to do four buses every year, but this has not been done in the past two years. The District bought extra buses for the elementary, but we are still four buses behind. To catch up we should purchase five buses for the next four years.

Mr. Shafter mentioned that we bought one bus this year, so the District is short three buses. He mentioned to look at the Capital Reserve budget to see about purchasing buses for this year. Further discussion will be done on 4.5 of this agenda.

Ms. Driban mentioned that consultant for the optimization report was supposed to be done before the beginning of school and does not see anything on the agenda concerning this.

Mr. Trzaska stated that the optimization report will be done by early October.

Mr. Shafter asked how many routes are we contracted out.

Ms. Lori Meyer stated that we do not contract routes out, we contract out students on a case by case basis. If any schools that are too far out of the district and the district buses would not make it back in time, then we would contract out.

Mr. Shafter asked if an analysis has been done to determine if we hired a driver and bought a bus on a lease purchase which is cheaper.

Mr. Trzaska stated that he is currently working with Ms. Meyer on how to bring back some of the runs to be cheaper by purchasing a van/bus and hiring a driver.

FACILITIES

Information: 4.1 Update on Current Facilities Projects

Mr. Trzaska provided a list of updated facility projects for any questions/discussion.

Information: 4.2 Klinger Middle School Air Quality Report

Mr. Trzaska stated that there were concerns of air quality at Klinger. EHS Environmental tested the air quality in the building and the test came back fine except one office area that is from the air conditioner ventilation causing condensation. Will be cleaned by custodial staff as well as a professional company.

Mr. Shafter made a motion to move forward.

Information: 4.3 Papal Visit

Mr. Trzaska stated that the Pope will be visiting Philadelphia on 9/26/15 & 9/27/15 and the Warminster train station is a hub for access to Philadelphia. The Administration is evaluating the effect on the school districts operations. The District will be meeting with the Emergency Management Services and will know more as we get closer to the visit.

Dr. Pollock states that there should not be any problems the day before and after being that the Pope is visiting on the weekend.

Dr. Polinchock stated that the concerns for the District would be heavy traffic and the safety of the pedestrians.

Ms. Driban asked if there is a schedule in place if the students arrive late.

Dr. Polinchock stated that we have a late schedule that is already in place for the school year which can always be followed.

Mr. Shafter made a motion to move forward.

Information: 4.4 Summer Projects

Mr. Trzaska provided a list of completed summer projects that were done through the Facilities Department.

Mr. Shafter made a motion to move forward.

Information: 4.5 Capital Projects Timelines

Mr. Trzaska provided a list of Board approved capital projects that were to be completed 2015-2016 school year. Some items are possibly being deferred until funding can be secured.

Mr. Shafter asked if we really need the fire alarm systems upgraded at Klinger and Log Middle Schools.

Mr. Trzaska stated being that the buildings are old the fire alarm system should be upgraded. We are currently in code, but the Fire Marshall has asked about getting the alarms upgraded. We will need to get pricing.

Ms. Driban asked, if the feasibility study will be done in the near future, what would the minimum requirement be for one year to get us buy?

Mr. Trzaska stated that the Fire Marshall wants to see progress in upgrading the fire alarm system.

Action: 4.6 Swan Way Site Survey

Dr. Pollock stated that he would like to hold off on this and get an RFP on our own. We are still working on a contract with Crabtree. Barry Isett costs is an estimate of \$6,000 and Crabtree is adding a 10% fee on top.

Mr. Trzaska stated that they will send out contractors to do the work and we also need to look at the liability. If there is a problem with the work being done, Crabtree will need to fix it.

Ms. Driban made a motion to forward to the full Board.

Motion Carried 2-1-0

Action: 4.7 Swan Way Asbestos Survey

Mr. Trzaska stated this proposal for Swan Way needs to be completed prior to the demolition required for the interior fit out. This will be an additional service to our contract with Crabtree

Ms. Driban made a motion to forward to the full Board.

Motion Carried 2-1-0

Action: 5.1 MOU with MBIT – National School Meals Program

Mr. Trzaska stated that the MOU allows MBIT access to our free and reduced program.

Ms. Driban made a motion to forward to the full Board.

Motion Carried 3-0-0

Action: 5.2 Head Start Contract

Mr. Trzaska stated that is a contract renewal to provide meals for the Head Start Program.

Ms. Driban made a motion to forward to the full Board.

Motion Carried 3-0-0

Information: 5.3 Food Service Cost Information

Mr. Trzaska provided direct/indirect costs and allowable/unallowable costs.

OTHER DISCUSSION

None

ADJOURNMENT

Mr. Shafter made a motion to adjourn, second by Dr. Pollock

6.1 The next Operations Committee meeting will be held October 7, 2015 at 7:00 p.m.

Respectfully submitted,

Timothy Trzaska
Operations Director

READ AT HOME

None