

**Operations Committee  
Minutes  
Wednesday, October 7, 2015**

IN ATTENDANCE: Committee Chair David Shafter, Kati Driban

BOARD MEMBERS: Mark B. Miller

STAFF: Timothy Trzaska, Dr. David Baugh, 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 September 2, 2015.

Ms. Driban made a motion to move forward. Mr. Shafter seconded.

**Motion Carried 2-0**

PRESENTATION – SWAN WAY

Information: 3.1 Crabtree, Rohrbaugh & Associates, Rohrbaugh & Assoc. – PlanCon Part D & E

Presentation from Crabtree, Rohrbaugh & Associates, Rohrbaugh & Assoc. – The purpose of the presentation is to show what has been done and where we are with the design.

Mr. Shafter asked about identifying the parking lot spaces being that we are sharing with another company.

Mr. Trzaska stated that we can paint the parking space lines a different color to help identify where we should be parking.

Mr. Shafter asked about having access to the gang bathrooms from the Board room.

Ms. Driban was concerned about large meetings being held and not enough bathrooms to service a large group. This was one of the specifications from the Board to have it set up in way that it was much more conducive for what we are using the space for.

Mr. Trzaska stated that we are reusing the existing bathrooms and walls in the building to keep the cost down. We are limited and trying to fit everything together in the existing building.

Ms. Driban mentioned that the administration secretarial staff should have privacy with parents coming in and with phone calls.

Dr. Polinchock stated that the secretarial staff will have cubical style areas with high walls to give some privacy while other people are on the phone.

Dr. Baugh stated that Dr. Polinchock, Mr. Trzaska & Mr. Miller have reviewed the plans with him and he feels that the plans have been very well thought out and it is a solid plan.

Ms. Driban asked if there will be a security vestibule for the students like all the schools have.

Mr. Trzaska stated there will be different options for the student entrance. It will be card secured and we can give the students access at certain times or maybe have a teacher standing there when the students enter the building.

Mr. Miller asked if we choose not to do the roof or make changes at this time how it would affect the fee. Mr. Miller's understanding was that in the negotiating of the contract that the fee is being based on an expenditure of \$2.5 million and that the cost was the actual fee not estimated.

Mr. Trzaska stated that the contract is a fixed fee and will not be adjusted to according to what the bids that come in. We give the architects the scope of work according to our construction budget.

Ms. Driban asked about the useful life of the existing HVAC units.

Mr. Korp, Barry Isett & Associates, Inc. said the units are near the end of their useful life, if not, past their useful life. They could last one year or ten years. The units are functional at present. Burns Mechanical has tested the units and we know what the units are delivering. A more modern unit will be more efficient, but looking at the capital budget the availability of funds is not enough.

Mr. Shafter mentioned about the Siemens energy program that we currently have for the schools. He asked about getting the savings contract in the near future for the administration building so that the savings will pay for the project.

Mr. Trzaska stated that this would be a performance contract, HVAC, controls and lighting. We would need to look into this program further in the future.

Mr. Shafter suggested replacing the existing lighting with more efficient lighting, which will add cost now but will be a savings in the long run,

Mr. Miller agreed with Mr. Shafter. Mr. Miller suggested to look into what is best for the project.

Mr. Korp, from Barry Isett & Associates, Inc., stated that he will specify new lighting.

Mr. Trzaska stated that we picked Crabtree, Rohrbaugh & Associates at a level one renovation which was the minimal amount of work to get us in the building. If you start looking for new lighting etc., we are looking at more costs.

Mr. Shafter suggested to put construction manager on the agenda for the Board meeting. He feels that the project is small and we should not need a construction manager.

### Construction Documents

Crabtree, Rohrbaugh & Associates reviewed the Swan Way project with the code official and the township. This project will be a waiver of land development and will need a formal application. The Planning Commission will be meeting in early November.

Crabtree, Rohrbaugh & Associates is looking to have the construction documents finished in the beginning of December with Board approval for PlanCon Part F in mid-December. The bidding period will be from December to January. Bids will be received January 18, 2016 and Board approval for PlanCon Part D will be January 26, 2016 with notice to proceed to the contractor in February. Construction will be four to five months and the goal is to have the building ready by late June or early July.

Ms. Driban made a motion to move forward to the full Board for PlanCon Part D & E. Mr. Shafter second.

### **Motion Carried 2-0**

Action: 3.2 Swan Way PlanCon D & E Submission

Mr. Shafter requested a short discussion to verify that all of the changes that were discussed this evening will be included when the full Board approves the plans.

No further discussion.

### TRANSPORTATION

Information: 4.1 Bus Fleet Top 10 Repairs

Mr. Trzaska mentioned that this was discussed with the committee in a previous meeting concerning repair costs. Mr. Trzaska presented a spreadsheet tracking the top repair costs to our bus fleet for the past year and a half. These costs do not include preventative maintenance.

Information: 4.2 Non-CDL Drivers

Currently, there are students that need to be transported to community-based instruction. In those cases, transportation schedules a van or a bus. The recommendation is to purchase (9) passenger vans so the CSD staff can transport the students. Mr. Trzaska stated that the district does not have non-CDL drivers. There are not enough vehicles for non-CDL drivers to drive. This would be an opportunity to reduce costs with the use of non-CDL drivers.

Ms. Driban stated that it is a good idea to look into this. Teachers do not have to participate in driving record checks, but need to be evaluated. The staff should have the option if they want to drive the student or not.

Mr. Shafter mentioned that drug testing would need to be completed twice a year and asked if we are going to have random drug testing. He said that CDL and non-CDL drivers should have the same regulations.

Mr. Miller agreed that this was a good idea. He stated that this was discussed in the past to help cut costs.

Dr. Polinchock stated that this would be an option and would require parent consent. If teachers are uncomfortable with it, we will still rely on our Transportation Department.

Mr. Shafter mentioned to look into bringing back the routes from the IU and hiring more CDL drivers.

Dr. Baugh suggested for administration to do further research on a bus proposal and a timeline.

## FACILITIES

### Information: 5.1 Update on Current Facilities Projects

Mr. Trzaska provided a list of updated facility projects for any questions/discussion. The tennis courts went out to bid and did not get any bidders.

### Information: 5.2 McDonald Parking Lot

Mr. Trzaska supplied a current plan for the parking lot. The parking lot will have 96 spaces to maximize efficiency and east of installation based on where our retention basins are and where piping has to go.

Mr. Shafter asked if it would be an option to do the parking lot in crushed stone.

Mr. Korp, Barry Isett & Associates, stated that the ordinance requires permanent hardscape, so crushed stone would not be an option. Grass pavers would not be that much cheaper and then during the winter months you will not be able to use the parking lot.

Ms. Driban mentioned that there are no handicap space showing in the plan. Are we going to restripe for handicap spaces?

Mr. Korp, Barry Isett & Associates, stated that he will be checking with the township ordinance to make sure they have enough handicap spaces and they will be closer to the building.

## FOOD SERVICE

### Information: 6.1 Food Service Cost Information

Mr. Shafter summarized the information given. He stated that if we do indirect costs for food service then we have to do indirect costs for NCLB and we currently don't do that. It will leave less money for the programs. If we had \$100,000 and with indirect cost your rate is about 4%-7%, what is the difference if we took \$6,000 to administration and then spend \$6,000 of local

money on the project to make up for it. Then there will be no change in the program for NCLB and we still get to use the indirect cost from food service.

Dr. Polinchock stated that we can look at that. A large portion of the Federal Programs money goes to salaries for reading specialists and to tutors. There is very little left for supplies. Indirect costs would be some of the printing pieces that we are currently doing in the district and also some of the secretarial support that we have, could shift some funds around.

Mr. Shafter stated that we do not have enough participation in our food service program.

Ms. Driban mentioned that last school year there was a discussion about reducing the number of lunches at the high school. Would like to see a year by year comparison of our percentage. The concern is if we take away a lunch then the lines will be too long and there will be even less participation in the food service program. She requested an update with other suggestions.

#### OTHER DISCUSSION

None

#### ADJOURNMENT

Mr. Shafter made a motion to adjourn, seconded by Ms. Driban.

6.2 The next Operations Committee meeting will be held November 4, 2015 at 7:00 p.m.

Respectfully submitted,

Timothy Trzaska  
Operations Director

#### READ AT HOME

None