

**Operations Committee  
Minutes  
Wednesday, June 10, 2015**

IN ATTENDANCE: Committee Chair David Shafter, Andrew Pollock, Kati Driban

BOARD MEMBERS: Mark B. Miller

STAFF: Timothy Trzaska, Raymond Kase, Michael Kordelski, Shannon Stone, Joe Papeika

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 May 13, 2015.

Mr. Shafter made a motion to move forward.

**Motion Carried 3-0-0.**

FACILITIES

Information: 3.1 Update on Current Facilities Projects

Mr. Trzaska provided a list of updated facility projects for any questions/discussion. The McDonald Certificate of Occupancy was questioned. The District has sent the check to the township. The township will approve the certificate at the next meeting.

Action: 3.2 McDonald Parking Lot

Mr. Trzaska stated that Barry Isett & Associates, our Engineer of Record, has submitted the proposal for design services. Not to exceed design fees of \$85,300.

Ms. Driban asked if there are any bushes that will need to be removed and if there will be a sidewalk from the lot to the school.

Mr. Trzaska stated that there is no landscaping in that area and there is currently a sidewalk that the parking area will be connected to.

Ms. Driban made a motion to move to the full Board, Mr. Shafter second. Dr. Pollock denied.

**Motion Carried: 2-1-0**

Information: 3.3 Capital Projects 5 Year Plan

Mr. Trzaska presented a list of projects and repairs to be funded through the capital reserve in the next five years. Beyond the 2015-2016 school year, this list is only projections and estimates.

Mr. Shafter asked about the roof repairs at \$100,000 for the next three years at Klinger Middle School.

Mr. Trzaska stated that we do not know what is going to happen with the school until the feasibility study is done and is keeping money aside for the next three years to cover any roof issues. The cost is for budgetary purposes only.

Action: 3.4 Drainage Improvements at Davis Elementary School

Mr. Trzaska stated this was a project that was sent out to bid back in 2014 by our engineer. The lowest bidder was contacted to make sure the price was still valid. We need to address the drainage issues at Davis Elementary and get this finished this summer.

Dr. Pollock made a motion to move to the full Board, Ms. Driban second.

**Motion Carried: 3-0-0**

Information: 3.5 William Tennent Lunch Consolidation Proposal

Mr. Trzaska stated that the request is to reduce lunches from four to three. He reviewed this with Food Service and decided that they would be able to upsize the three lunches.

Mr. Papeika stated that there are about 500-550 students in each of the first three lunches. Fourth lunch is only a few of hundred students. The fourth lunch is the one that is being proposed to be eliminated at the high school. By eliminating the fourth lunch it will open up more scheduling opportunities for the students because the fourth lunch gives a split fifth period.

Mr. Shafter questioned if Food Service will be able to serve 600 students in 30 minutes.

Ms. Stone is confident that the Food Service staff will be able to get the students through the lines in time.

Ms. Driban stated that she supports the three lunches, but to help finalize the three lunch program, and has asked Ms. Stone to report back, no later than November, how the numbers are going and how long it takes to go through the lines.

Action: 3.6 Swan Way – Plan Con Submission

Mr. Trzaska stated that he had a meeting with Crabtree, Rohrbaugh & Associates Architects to submit for Plan Con part A & B for the Administration Building fit out. They also will prepare an addendum to our District Wide Facility Study performed in 2008.

Dr. Pollock made a motion to move to the full Board, Ms. Driban second.

**Motion Carried: 3-0-0**

## BIDS

- Action: 4.1 Trash Removal Bid  
4.3 Chiller Maintenance Bid  
4.4 Dry Mop Service Bid  
4.5 Art Supplies Bid  
4.6 Maintenance Repair Parts & Supplies Bid

Ms. Driban made a motion to move to the full Board, Dr. Pollock second.

### **Motion Carried: 3-0-0**

Action 4.2 Window Washing Bid

Ms. Driban recommend rejecting 4.2, Dr. Pollock second.

### **Motion Carried: 3-0-0**

## TECHNOLOGY

Information: 5.1 Capital Expenditure Plan

Mr. Kase presented a 5 year capital plan to the Operations Committee and focused on the initiatives and their impact on the District.

Ms. Driban mentioned checking on a program that will “talk to other programs” instead of piecing the different software. Also, devices for the staff should have a policy in place.

Mr. Kase will gather more information concerning the devices for the staff.

## TRANSPORTATION

Action: 6.1 Bus Boss Software Cost

Mr. Trzaska stated that the school district utilizes Bus Boss software to route its transportation. He is requesting a one year renewal of maintenance and support, with the 2015-2016 cost at \$4,655.

Action: 6.2 Fleet Repairs

The District received twelve proposals in response to Fleet Repair Parts and Accessories Bid 2014-44. The bid is on a discount basis and is intended to drive value on one-off parts purchases.

Action: 6.3 Route Optimization Contract

Ms. Driban stated that when we re-districted, a route optimization was completed and now we are being told two years later that we have to pay someone to have our routes optimized again. Can we look into what changes were done or get rid of Bus Boss and move on?

Mr. Trzaska stated that it is too late this year to make any changes with the software and we will need to stay with Buss Boss. The plan is to have the optimization person come in and to evaluate the software and possibly give us some other options.

Ms. Driban made a motion to send 6.1, 6.2 and 6.3 to the full Board, Dr. Pollock second.

**Motion Carried: 3-0-0**

### FOOD SERVICE

Information: 7.1 Meal Menus/Participation

Ms. Stone presented a list of ideas to increase participation in purchasing lunch/snacks in the cafeteria. Ms. Stone also has talked to kitchen staff to evaluate ways to improve participation and make suggestions. Mr. Shafter requested information regarding Federal Reimbursement and the National School Lunch Program indirect costs (utilities, custodial work, administrator) be brought to the next Operations Committee meeting.

Action: 7.2 Produce Quote

The fresh produce quote is an annual quote for the purchase of fresh produce as needed by the Nutritional Services Department for the 2015/2016 school year.

Action: 7.3 Bread Bid

This is an annual bid for bread and rolls for the Suburban Schools Food Service Purchasing Co-op member districts for purchases, as needed, during the 2015/2016 school year.

Action: 7.4 Milk, Dairy & Juice Bid

These are annual bids for milk, dairy & juice products for the Tri-County Purchasing Co-op member districts for purchases, as needed, during the 2015/2016 school year.

Ms. Driban made a motion to move 7.2, 7.3 & 7.4, Dr. Pollock second.

Mr. Shafter made a motion to move to the full Board.

**Motion Carried: 3-0-0**

Action: 7.5 Primero Edge PA Student Eligibility System

Ms. Stone stated that the state is offering the Student Eligibility System for free, which is an on-line system to process our free and reduced student applications.

Dr. Pollock made a motion to move to the full Board, Ms. Driban second.

**Motion Carried: 3-0-0**

Action: 7.6 SNAPa Conference

Ms. Stone is a member of SNAPa and is asking to participate in an overnight conference given by The School Nutrition Association of Pennsylvania on August 3-5, 2015, in Gettysburg.

Ms. Driban made a motion to move to the full Board, Dr. Pollock second.

**Motion Carried: 3-0-0**

#### OTHER DISCUSSION

None

#### ADJOURNMENT

Ms. Driban made a motion to adjourn, second by Dr. Pollock.

8.1 The next Operations Committee meeting will be held August 5, 2015 at 7:00 p.m.

Respectfully submitted,

Timothy Trzaska  
Operations Director

#### READ AT HOME

None