

**Operations Committee
Minutes
Wednesday, January 13, 2016**

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

BOARD MEMBERS:

STAFF: Dr. David Baugh, Timothy Trzaska, Dr. Jennifer Polinchock, Raymond Kase

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 December 2, 2015.

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

Motion Carried 3-0-0

FACILITIES

Information: 4.1 Update on Current Facility Projects

Mr. Trzaska stated that every month the Board is presented with a list of projects that are being worked on throughout the district. The tennis courts remediation and growth lab at Willow Dale are being pushed out into the Spring. We did receive bid pricing and the pricing was more than what we wanted to spend. We are hoping to get more participation in the Spring.

Mr. Adams asked, why do we not get competitive bids or complete bids from people. Are they being read incorrectly?

Mr. Trzaska responded, that he thinks it is the timing. With the tennis courts we did not get the bid out until the summer and contractors are already busy at that time. Not sure why we did not get any responses from contractors with the growth lab. Maybe because the size of it. This year we required clearances from the contractors before they can be on school property.

Mr. Adams stated that basically the companies did not meet the bid requirements.

Ms. Morgan asked, what is the growth lab?

Mr. Trzaska stated that the growth lab is a pavilion to build outside of the building where the students can go during the day and have covered area where they can do teaching and learning.

Action: 4.2 Crabtree, Rohrbaugh Architect Fees for Mechanical Design at Swan Way

Mr. Trzaska stated that Crabtree, Rohrbaugh Associates is our architect for Swan Way and they have requested additional fees for the design. The additional fees is for design of all new HVAC mechanical systems in the building. This was an alternate bid that was discussed in the last operations meeting. Our contract with Crabtree is that they did a level one and level two type proposal. Level one would be designing the building without touching a lot of redesign. Level two would be redesigning everything in the building. We requested to have the HVAC equipment be redesigned as a replacement which would put this into a more engineering intense type of design. The \$12,300 is to do the design work.

Mr. Adams responded the he felt that the \$12,300 would be well spent.

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

Motion Carried 3-0-0

Information: 4.3 Middle School Feasibility Study Schedule

Mr. Trzaska stated that the Schrader Group is working on the feasibility study. We expect to have the final report back by April. This study is to look at Klinger and Log College Middle Schools and give us an idea of whether we can keep the existing buildings and if not, what are our options. The Schrader Group options are to build new buildings, renovate existing buildings or keep existing buildings and add additions. This feasibility study is part of a demographic study.

Mr. Adams asked, where are they looking to build new buildings?

Mr. Trzaska stated that when the RFP went out we asked to look at the Administration Building property first. They will give us other options on other properties that we own. When you build a single building that size there are parking requirements.

Mr. Adams mentioned that since we are paying for this report we should make sure that the architect is aware of our options with this land and the other properties that the school district owns.

Dr. Baugh stated that we can make sure the architect is aware of that as an option. Some of the initial work that occurred prior to Dr. Baugh's arrival to the district talked about this site. When they talk about a single middle school facility they are thinking about the Administration Building area. They talked more specifically about a hybrid if you will, at the existing sites. The challenges at both of the middle school sites is we have to educate the children. One of the thoughts they had was there is enough space on both of those sites to build new learning sections while renovations are being done.

Ms. Driban mentioned that she wanted to give the committee heads up that there are some other things were looking at that administration has for the middle schools as far as repairs and some different things. We are holding off on some of this until the feasibility study comes back.

Depending on how the feasibility study comes back and what we are looking at financially long term to be even able to look at these plans. We may see this at the end of the school year. It's on the back burner because we do not want to sink any money into the schools until the feasibility study comes back to make any kind of decisions.

Action: 4.4 Snow Scraper Bid

Mr. Trzaska stated that this was a public bid and was advertised for four weeks. We did contact three vendors directly to make sure that we get some participation in this bid. We only received one bid for this from Quintin Machinery for \$25,550.

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

Motion Carried 3-0-0

Action: 4.5 Warminster Basketball Facility Use Waiver Request

Mr. Trzaska stated that Warminster Basketball is requesting a reduction of fees for Saturday and Sunday gym usage at five school locations from November 2016 to April 2016. The estimated cost of this usage is \$29,601. The costs will be determined by the percentage of reduction that will be recommended to send forward to the Board.

Ms. Driban stated that exceptions to policy go directly to the full Board. The Operations Committee can discuss this but cannot make any recommendations.

Mr. Adams mentioned that we need to look at the history at some of the groups that use our buildings.

Ms. Driban replied, her understanding by Board direction was to get the facility use policy changed in time to give people notice for next school year.

Mr. Trzaska stated that the administration was looking for the communication with the Board as to how to handle some of these requests.

Dr. Baugh stated that the challenge from administrative perspective is the way these things are framed. They often appear as if they are recommending a full reduction when in fact we may not be.

Ms. Driban responded, where does this fall in the current policy? What percentage should the groups be given.

Dr. Baugh stated that some of the leadership of Warminster Basketball has met with Ms. Braun and himself expressing some concerns about continuing to pay these fees. They did pay around \$20,000 last year to use our facilities. They are a community organization and strictly Warminster youth in this league.

Mr. Adams stated that the challenge is to decide where the cut off is. Their community members and pay taxes. But we have to raise taxes if ten people come in and want \$100,000 worth of waiver of fees. So, this is still costing the township. We have to find a balance.

Dr. Baugh stated that it is extremely hard to find a solution that is satisfactory for everyone. The past several months we have seen requests for 50% reduction of fees, which is a reasonable splitting of the fees. We estimate Saturday and Sunday usage for five buildings to be almost \$30,000.

Ms. Driban replied, that her initial thought is when you bring it to the Board have what they paid last year. Historically, did we give any kind of discount for Saturday's and Sunday's or do we always charge 100%. Knowing that we are going to be changing this policy, what do we want to do for this time? This will be one of the last times that it will be without a new policy.

TECHNOLOGY

Information: 5.1 E-Rate RFP – Fiber Network

Mr. Kase stated that we receive federal reimbursement through the E-Rate Program for our wide area network that is the fiber optic network that connects all of our sites. All data, telephone traffic and everything we do is connected by this fiber network. Since we have received that reimbursement every five years we are required to put an RFP on the street to bid these services out again. It is posted on our website and the federal E-Rate site for public bid. This is a regular every five year occurrence and you will see the results from the bids come to the Board in February. The new contract will start on July 1, 2016.

No discussion

Action: 5.2 New Remote Access Software

Mr. Kase stated one of our goals is to have our employees have an easier time and have more people be able to connect to the resources here in the district from home. History is, we had a solution called Citrix that does not provide reliable connections to the district network for employees to be able to work from home or off-site. We did a study and found a solution. This is not to purchase the license for the first year, but this is actually service to use the service to make sure that it meets our needs. This proposal is for one year, right to use, on this new remote access software from Ericom.

Ms. Driban asked, if a year from now we are happy with this service and we want to continue with this service, do we then do the purchase and is this a bid process or an RFP.

Mr. Kase responded, if we elect to purchase permanent licensing we can put out an RFP and put a bid on the street. We can also elect to continue as a service and just add more licenses. What we are going to do is next year is analyze the use case for this. We are buying 200 concurrent users. We want to analyze it over the year and say, is that the right number or not. We will have options at the end of year to either continue year by year or actually purchase what's called perpetual licensing.

Ms. Driban asked, if we went with perpetual licensing eventually, are we looking at around the same cost per year?

Mr. Kase responded, no, the perpetual licensing cost is about double pre-seat what the pre year cost is, this is the right to use for the service.

Mr. Adams asked, is this an enhancement or a replacement?

Mr. Kase, stated that the initial purchase cost happened long before he came to the district and was not sure what the initial cost was but the maintenance cost on the Citrix system is about 4,000 a year.

Ms. Driban asked, 200 concurrent users means that anybody in the district can use it that has access, but only 200 people can be on it at one time.

Mr. Kase, responded, that is correct.

Ms. Driban asked, about how many teachers and how many other employees are we looking at that will be trying to use those 200 concurrent?

Mr. Kase responded, the current installation is 100 concurrent users of Citrix.

Ms. Driban asked, was this enough?

Mr. Kase responded, we felt that this was enough, but the problems that we had with it we do not know how many gave up.

Ms. Driban mentioned about having some of those numbers for the Board meeting.

Dr. Baugh state that there are currently about 475 professional and secretarial staff. The thought was 200 then would be able to monitor it. Then this gives us some in-site as to the number of users at any given time and Mr. Kase will be able to analyze the usage.

Ms. Driban asked, if this is approved by the Board on January 26th, when are we looking to start this?

Mr. Kase responded, that we have already built this system once for demonstration purposes with the vendor. As quick as, cutting a purchase order, downloading the software and rebuilding the production environment.

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

Motion Carried 3-0-0

OTHER DISCUSSION

None

ADJOURNMENT

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

7.1 The next Operations Committee meeting will be held February 3, 2016 at 7:00 p.m.

Respectfully submitted,

Timothy Trzaska
Operations Director

READ AT HOME

8.1 Copy Center Contract (Information)