

**Operations Committee
Minutes
Wednesday, March 4, 2015**

IN ATTENDANCE: Committee Chair David Shafter, Andrew Pollock

BOARD MEMBERS:

STAFF: Timothy Trzaska, Raymond Kase, Shannon Stone. Lori Meyer

PUBLIC: Michael McDevitt

CALL TO ORDER

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

Mr. Shafter requested that 3.9 be moved to the top of the agenda.

Action: 3.9 Boy Scout (Student) Project Donation - Benches

Student Michael McDevitt presented his proposal to build benches for student use at McDonald Elementary School as part of his Eagle Scout project. The benches will be donated to McDonald Elementary, the school that Michael attended.

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

Motion carried 2-0-0.

MINUTES

Action: 2.1 Approval of minutes from meeting held February 4, 2015

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

Motion carried 2-0-0.

FACILITIES

Information: 3.1 McDonald Punch List for Certificate of Occupancy

Mr. Trzaska explained that the district has been in contact with Vollers and they will take care of the items on the punch list when the weather breaks. The district will be responsible for replacing the shrubs that died due to the severe weather. The Township engineer requested \$44,850.00 to

be placed in escrow, the district is currently holding \$52,535.00 in Vollers' construction contract which could be used for the escrow.

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

Motion carried 2-0-0.

Information: 3.2 McDonald New Parking Lot Plan

Mr. Trzaska stated that the district's engineer has been asked to investigate the project at McDonald Elementary School. The plan would be to create parking for an additional 100 cars toward the front of the property and to investigate if any parking can be added to Davis Elementary School. With restrictions on water permeable surface percentage, the engineer is investigating different designs for the parking lot area that would allow for water permeability.

Dr. Pollock asked that administration create a plan for what could be done, if anything, with the front of the property.

Information: 3.3 Current Facility Projects - Update

Mr. Shafter inquired about the column of Est. Cost (ext.) not having any estimated costs for completion. In future Facility Projects updates, he requested that an estimated cost be provided for each item on the list.

Information: 3.4 School Dude Maintenance Direct - Update

Mr. Trzaska stated that the maintenance direct web-based program went live February 17. The program is being utilized by staff members throughout the district to submit work orders. Administration has uploaded hourly costs for manpower and working on entering supply and equipment costs.

Action: 3.5 Landscaping Bid Results

Mr. Trzaska recommended that the district accept the lowest responsible bid from M&M Lawn Care in the amount of \$260,130.00 for the next four years of lawn care. Payments would be monthly based on work completed.

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

Motion Carried 2-0-0.

Information: 3.6 Swan Way Fit Out - RFP

Mr. Trzaska stated that the district had recently purchased 48 Swan Way on February 11, 2015, and the RFP presented will be placed on the website with the committee's approval. Administration recommends hiring a firm that can provide professional services to assist the Board

of Education with the planning and design for the construction fit out of the existing building to meet the needs of the administration main offices. Mr. Trzaska would have to fill in the dates for the RFP.

Dr. Pollock asked if the RFP would be given to the Board as information. Mr. Shafter stated he would include in his report to the Board for Operations.

Information: 3.7 Middle Schools Feasibility Study - RFI

Mr. Trzaska stated that the district received responses from 10 firms. He recommended the firms give a presentation at the next Operations meeting in April. After a short discussion, Mr. Shafter requested that FVHD be added to the list of firms to be interviewed.

Mr. Kase stated that the Property Condition Reports would be given to the firms which were previously done earlier this year.

Mr. Shafter requested that the Property Condition Reports be sent to him by e-mail.

Dr. Pollock requested that the firms being interviewed be limited to four.

Action: 3.8 Growth Lab - Willow Dale

Mr. Trzaska explained that the Willow Dale Growth Lab Project will be funded through a CEF grant. The Growth Lab is a pavilion-like structure with a concrete base that would be used for instructional field-based lessons in environmental science.

Mr. Shafter inquired if the lab would need a foundation. Mr. Trzaska replied that the district had a price of \$2,800 from Ark Enterprises to complete the foundation.

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

Motion Carried 2-0-0.

Information: 3.10 Operations Department Organizational Chart

Mr. Trzaska presented the Operations Department Organizational Chart for the facilities department. There are two positions that do not presently exist. Dr. Pollock inquired which two positions. Mr. Trzaska replied the Head Mechanic under Transportation and the Maintenance Supervisor position. Dr. Pollock stated that Mr. Trzaska ensures that the positions are budgeted for the 2015-16 school year.

Action: 3.11 PECO Account Contract McDonald - Update

Mr. Trzaska met with the PECO representative regarding the contract for McDonald the expected reduction to our electric bill would represent \$200 to \$300 per month.

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

Motion Carried 2-0-0.

TECHNOLOGY

Action: 4.1 Technology Infrastructure Purchases

Mr. Kase reviewed the cost analysis for a revised request for technology infrastructure purchases.

- Current system is at maximum capacity.
- Current disk system has a limited capacity to expand.
- Board's direction to use general fund monies.
- Proposed solution uses a new technology designed to provide the maximum amount of storage at the lowest cost.
- Proposed solution uses software and licensing that we already own.
- Proposed solution will be more effectively maintained by current district staff.
- Proposed solution will make more effective use of some of our current server hardware.
- Solution will address projectors that are needed in our middle schools.

Mr. Kase reviewed the cost analysis for the new storage, upgrade parts to some current equipment and projectors for the Middle Schools at a cost of \$67,330.04. The parts and storage would be bought through COSTARS pricing.

After a discussion, Dr. Pollock made a motion to move to the full Board, Mr. Shafter second.

Motion Carried 2-0-0.

FOOD SERVICE

Action: 5.1 Meal Cost Increase

Mr. Shafter inquired as to what would be the maximum the district could charge for school lunches.

Ms. Stone stated that she would look into that inquiry.

Mr. Shafter inquired as to how the a la carte prices compare to WAWA, etc. Ms. Stone stated that the prices were lower.

Mr. Shafter asked that a complete list be available for the next meeting. He would like to see the case charge broken down to our costs and to what we charge and the markups.

Mr. Shafter was concerned with the money due from food service to the general fund for its share of the new kitchens at Davis and McDonald. At the present time, food service does not have the funds to pay for it. Mr. Shafter would like to see the food service department generate revenue from food service fund so the district could allocate indirect cost to food service. Dr. Pollock stated that this is not presently being done.

Mr. Shafter inquired as to participation rates. Ms. Stone replied that it varies throughout the district.

Mr. Shafter requested that more information be available for the next meeting.

OTHER DISCUSSION

None.

ADJOURNMENT

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

Motion Carried 2-0-0.

7.1 The next Operations Committee meeting will be held Wednesday, April 1, 2015 at 7:00 pm

Respectfully submitted,

Timothy Trzaska
Operations Director

READ AT HOME

Information: 8.1 Nixle Update (Information)