

## OPERATIONS COMMITTEE MINUTES – MEETING OF JUNE 6, 2013

### In attendance:

Committee: Chairperson Kati Driban, Steve Adams and Mark B. Miller.

Board Member: Michael Hartline.

Administration: Dr. Joyce Mundy, William R. Gretton III, Doreen Deola and Bob Reed.

Public: Michael Crain and Paul Rokuskie.

### Call to Order:

Chairperson Kati Driban called the meeting to order at 7:00 p.m. A motion was made by Mr. Adams and seconded by Mr. Miller to approve the minutes of May 1, 2013. Motion carried 3-0-0.

### Region II

Mr. Crain reported that the school was almost complete and that the district was awaiting the final inspection of the elevator and for Township approvals for occupancy. The site contractor has mobilized and much of the dirt is being moved and placed for planting. The abatement will begin when school is finished.

Mr. Crain informed the Board that Synertech had discovered additional asbestos behind the tack boards and beneath the gymnasium floor, which will result in an additional charge of \$125,976 which will be an additional change in the future. Mr. Bryson from Synertech noted that these individual costs were indicated in the original bid and these quantities were added. Mr. Gretton asked why this was not discovered during the standard testing of where these materials were found. Mr. Bryson indicated that the prior administration requested that this not be done because the school was still occupied. Mr. Hartline asked that the air quality of the new school be tested in order to assure the safety of the students in this building. Mr. Crain responded that the district could do testing, but that the filters would be changed prior to the students occupying the building. It was requested that the district have the air quality tested before the school year begins. Ms. Driban suggested that the testing be done to also make certain that the air quality is satisfactory prior to the staff returning.

Mr. Rokuskie asked about the schedule for inhabiting the building. Dr. Mundy indicated that we have been working with the Township to secure a date that items can be moved into the building and staff can occupy the space. Mr. Miller reminded the Board that the local community had aided in the transition at Davis, and Mr. Gretton confirmed that this offer had been received from the local church providing the volunteers. Dr. Mundy reported that the public will be receiving information on the opening of school and days when the public can visit the new building, along with revised transportation schedules.

Mr. Miller asked if the district had received a request from Southampton concerning the utilization of buses for the Southampton Days celebration. Dr. Mundy indicated that no request had been received, and following discussion, it was determined that this item could be added to the Board agenda when Dr. Mundy receives the request from the Township. Mr. Hartline requested that the schedule for demolition be added to the web-site in order that the public could be aware of the activity.

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### Food Service Presentation:

Ms. Deola presented changes made in the Food Service program to adapt to federal regulations, which had been waived in mid-year. She noted that participation has remained constant despite the mandate of more fruits and vegetables and the children perceiving they are receiving less food. The staff had increased the amount of food placed that the students can choose, so the reaction has been positive. Ms. Deola talked about the revised menus and how the staff adjusted and utilizing government commodities. The district had complied with the regulations and had been approved for the additional funding for each meal served. She talked about the meetings she had organized with middle and high school students to talk the program and the food products that would be offered as a result of these meetings.

Mr. Miller thanked Ms. Deola for the work that has been accomplished this year and Mr. Gretton thanked her for her service.

### Contracts and Bids:

Mr. Gretton reviewed the requirements for the Siemens Service contract, which provides service on all monitoring of building control systems throughout the district. This contract covers the repair of the points that connect the HVAC systems with the computer, allowing the Building Supervisors to control and monitor building temperatures, comfort level and air flow. Ms. Driban asked if there were independent contractors who perform this work. Mr. Gretton indicated this was proprietary. Ms. Driban also noted there was an error on the contract page that should be corrected. Mr. Miller asked if the Board could receive reports regarding the use and savings that are generated through the use of this tool.

Mr. Rokuskie asked if this was in just the new schools. Mr. Gretton responded that the ESCO projects provided this system to the Middle Schools, and therefore, all schools will be monitored. Mr. Adams noted the significant improvement in the technology since the elementary schools were built in the 1950's. Mr. Hartline asked if the ESCO project had provided software to shut-down computers in the buildings. Mr. Reed indicated that the software had been initiated Friday and the system had been working about one week. Mr. Adams noted that the district has gone to fully air conditioned buildings. Mr. Rokuskie asked if the projectors were included in the computer shut-down. Mr. Reed indicated that these devices had their own internal controls. It was moved by Mr. Adams and seconded by Mr. Miller to forward the contract to Siemens, with corrections, to the full Board. Motion carried 3-0-0.

Mr. Gretton reported on the bid for caulking for the Middle School Windows. Ms. Driban asked if this process would be valuable for the time the windows would remain at these buildings or would the windows need to be replaced in this timeline. Mr. Gretton indicated that this project would last for several years and the windows would continue to be utilized for several years in the future. Mr. Adams noted that some repairs needed to be made to the building near the windows and paint should be applied by our Maintenance Department. It was moved by Mr. Miller and seconded by Mr. Adams to forward the bid for caulking to the full Board. Motion carried 3-0-0.

Mr. Gretton reported on the responses received for the Graduation Broadcast/Video Quote and recommended the Phoenix Media Group whose low bid meets the specifications. Mr. Miller commented on the sale of the DVD's and noted that the lower cost reflects the desire of the company

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to sell many of the DVD's to students to expand profit. It was moved by Mr. Miller and seconded by Mr. Adams to forward the bid for Graduation Broadcast/Video Quote to the Phoenix Media Group to the full Board. Motion carried 3-0-0.

Mr. Gretton explained the change in the recommendation for the purchase of hand-held radios for the elementary schools, rejecting the bid awarded in April, 2013 and award to the low bid that met the specifications with the alternate low-bid product. Mr. Hartline asked about the offer for “rebates” and Mr. Gretton noted there was none offered. Dr. Mundy thanked the work done by Mr. Gretton and Mr. Berdnik on this project. It was moved by Mr. Adams and seconded by Mr. Miller to move this award to the full Board. Motion carried 3-0-0. Ms. Driban recommended that this be listed as two separate items on the agenda.

Mr. Gretton explained the need for the “security vestibules” at the Middle Schools, which currently do not exist but have been incorporated into the new construction at other facilities. The recommendation is to have Gilbert Architects appointed to design, develop specifications, and oversee construction of these vestibules at these locations. Ms. Driban recommended that officials from the Townships be involved with the review of these projects. It was moved by Mr. Adams and seconded by Mr. Miller to approve Gilbert Architects to design and develop specifications for the security vestibules at the Middle Schools. Motion carried 3-0-0.

Mr. Gretton noted that the following bids have been received or will be received prior to the June 25, 2013 meeting but that full evaluation of the bids have not been completed. Ms. Driban recommended that information on the following bids be provided to the Operations Committee members in order that they could provide a recommendation to the full Board at that meeting. These bids include:

- a. Asbestos Removal from boilers at Klinger/Log College Middle Schools.
- b. Inventory Tracking System for Transportation
- c. Fleet Repairs and Accessories for Transportation
- d. Traffic Signal Modifications at McDonald

Mr. Miller suggested that the Inventory Tracking System may have other uses through the district and possibly could be expanded to other department. Ms. Driban noted that some of the bids had not been reviewed by the Operations Committee prior to being issued. Mr. Gretton indicated that some of these bids had been reviewed by the Finance Committee to include them in the budget. Ms. Driban recommended that some form of communication be developed to inform the Board of the bids. Mr. Miller indicated that in the past there had been a system of reviewing the bids within a Committee and then going to Finance Committee if there was a financial implication for the bids. Mr. Hartline noted that there is a listing of bids on the Business Office web-site that identifies bids that are being received by the District.

### Board Document Schedule

Dr. Mundy explained that a process had been identified to review a system to provide a portal for Board documents and that a finalization of this process should be proposed. She proposed that the timeline for the two “finalists” be reviewed and the firms be given an opportunity to present to the administration additional information for the process to go forward. Ms. Driban recommended that the two groups be given the opportunity during one day to review their product with interested

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stakeholders and compare the two systems. Ms. Driban suggested that Dr. Mundy establish the timeline and wanted the selection to be completed based upon the best information. Dr. Mundy indicated that the one company does allow a demo and possibly a committee and full Board meeting would be utilized for the demo. Mr. Miller suggested that possibly utilizing a Board meeting that has already taken place would be the best way to evaluate the features of the system.

Mr. Miller recommended that action be taken to assure that Dr. Mundy could take the request from Southampton concerning the Southampton Day celebration to the full Board. It was moved by Mr. Miller and seconded by Mr. Adams to take this request to the full Board when received. Motion carried 3-0-0.

Mr. Adams praised the staff and Mr. Berdnik for their efforts on maintaining the grounds of the high school following the planting of flowers and bushes.

Ms. Driban reported that the next Operations Committee meeting would be held on Wednesday, August 7, 2013 at 7:00 p.m.

Ms. Driban adjourned the meeting at 8:35 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "William R. Gretton III". The signature is written in black ink and includes a stylized flourish at the end.

William R. Gretton III  
Assistant Superintendent of Operations  
Attachments