

**Upper Perkiomen School District
Education Center
2229 East Buck Road
Pennsburg, PA 18073**

January 30, 2018
7:00 pm

Welcome to the Facilities Committee meeting of the Upper Perkiomen School District

CHAIR: Melanie Cunningham

MEMBERS:
Raeann Hofkin
Mike Elliott

Ex-Officio: Dr. Kerry Drake, President

Superintendent: Dr. Alexis McGloin
Facilities Director: John Sheeran

We will be passing around a sign-in sheet. Please include your email address and phone number if you wish.

AGENDA

1. Approval of Minutes – January 16, 2018 Meeting (Attachment A)
2. New Discussion Items
 - a. Vision and Mission Statements
 - b. Feasibility Study Priority 4 & 5 Items
 - c. Air Quality Studies
 - d. Short term science lab fixes
3. Ongoing Discussion items
 - a. Feasibility study – Discussion about meetings at each district building for tour/evaluation of concerns/strengths
 - b. Middle School Construction Update – Melanie Cunningham & John Sheeran
4. Action Item Follow Up
 - a. Construction change orders – Update from Breslin & D’Huy regarding past projects and change orders – Dr. McGloin
 - b. Commissioning Plan – John Sheeran
 - c. Solar Panels – Update on ROI – John Sheeran
 - d. Custodial Staffing Overview – Sandy Kassel, John Sheeran

UPPER PERKIOMEN SCHOOL DISTRICT**FACILITIES COMMITTEE****January 16, 2018**

The Facility Committee Meeting was held at 7:00 p.m. in the Upper Perkiomen School District Education Center with the following committee members attending: Melanie Cunningham, Raeann Hofkin, and Mike Elliott. Others in attendance were: Alexis McGloin, Sandy Kassel, and John Sheeran.

Melanie Cunningham announced that the next meeting will be held on January 30, 2018.

SOLAR PANELS

The committee discussed the removal of the solar panels from the Middle School project. Dr. McGloin recommended issuing a change order for removal of the solar panels. The original intent was to use the panels in seeking LEED Gold status which would be needed for the possible acquisition of a grant. Since the grant did not open, Dr. McGloin felt it was not worth spending the \$193,396 due to the long payback on solar panels. Dr. McGloin stated she would speak to Mr. Fazil about putting together a change order.

CONSTRUCTION CHANGE ORDERS

Mrs. Cunningham started a conversation on the change order process. Dr. McGloin spoke to Ken Roos' office who put together a sample authorization to approve change orders and reviewed it with the committee. Dr. McGloin spoke with Justin O'Donoghue and Arif Fazil who both independently recommended a not to exceed amount of \$50,000. It was suggested to look at what other districts have done. Dr. McGloin stated she would check with Arif Fazil and Bob Breslin. The committee discussed recommending authorization of a motion at the February Board meeting after further discussion at the January 30th meeting.

FIVE-YEAR FACILITIES PLAN - BASED ON 2015 FEASIBILITY STUDY

John Sheeran reviewed the five-year facility maintenance/equipment plan. The plan was broken down in three sections; 2018/19 Plant Maintenance/Upgrade/Repairs, Equipment New/Replacement, and Recommended Capital Projects/Expenditures. John explained the feasibility study item number and study priority number on the handout and showed how the items referenced back to the feasibility study.

Dr. McGloin explained that some maintenance occurs incrementally and not all at once. The committee was asked about extended warranty on equipment – John responded that we do not do extended warranty but that have an HVAC person on staff. He also state the district employed preventative maintenance on our equipment. John was asked questions regarding the roof and the evaluation process of the roofs. Several questions came up regarding items on the maintenance/upgrade/repairs list.

AUDIT OF CUSTODIAL NEEDS

Dr. McGloin explained why the district was looking to pursuing an audit for custodial needs. She stated the district has found that the turnover of part-time staff has caused issues. Dr. McGloin stated, the district would like to look at staffing and scheduling in our buildings. She said the district found it difficult at times to fill vacancies either for absences or positions. Further, she stated the district has looked at service agencies who have not been able to supply us with staff. Dr. McGloin explained why the district needed to take a hard look at what they were currently doing and recommended that the committee consider recommending to the full

Board an audit of our custodial programs. She stated she would like to get a few additional quotes before that occurred.

Motion by Mike Elliott, seconded by Raeann Hofkin to adjourn the meeting at 8:10 pm.