

**Upper Perkiomen School District Facilities Committee
Upper Perkiomen High School Library
2 Walt Road
Pennsburg, PA 18073**

February 6, 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 30, 2018 Meeting (Attachment A)
2. Facilities Tour – Upper Perkiomen High School
 - a. Feasibility Study Priority 4 & 5 Items
 - b. Strengths and Areas of Focus
3. Action Item Follow Up
 - a. Construction change orders – Proposed Motion for Board Consideration

UPPER PERKIOMEN SCHOOL DISTRICT**FACILITIES COMMITTEE****January 30, 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, John Sheeran, Gene Dolloff, Kaye Yurik, Laura Gloriosso-Moyer, Doug Buckler, John Walsh, William Licopoli, and Mark Rober.

1. APPROVAL OF MINUTES

Motion by Mike Elliott, seconded by Raeann Hofkin to approve the minutes of the January 16, 2018 Facility meeting. Motion carried; all voted aye.

2. NEW DISCUSSION ITEMS**a. Vision and Mission Statements**

After a lengthy discussion, the mission statement was established as follows:
Mission Statement – To provide the Board with an accurate description of the condition of all the district's facilities and to recommend items and projects that will keep the facilities in optimum condition while maintaining fiscal responsibility to the taxpayers and ensuring a safe, secure learning environment for the students and staff.

The vision statement was discussed but was tabled for a later date. The committee stated they would take into consideration the suggestions that were made.

It was also suggested that the committee might want to consider using the website to list the status of projects occurring in the district.

b. Feasibility Study Priority 4 & 5 Items

John Sheeran reviewed the capital improvement priorities 4 and 5 from the feasibility study and talked about the removal of the lockers at the middle school. A discussion on what would or would not be renovated also was affected by the long term plans for the current middle school.

c. Air Quality Studies

John Sheeran explained the process he used to determine the need for an air quality study. He budgets dollars annually in case there was a need.

A question came up concerning radon. John reported that there were eight individuals trained to do the testing.

d. Short term science lab fixes

The item was tabled until Dr. Drake could be present.

3. ONGOING DISCUSSION ITEMS**a. Feasibility Study**

The committee decided they would meet at different buildings so that they could do a walk-through of the facilities. The High School was chosen for the next meeting.

b. Middle School Construction Update

Melanie Cunningham and John Sheeran provided an update on the progress of the new middle school.

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4. **ACTION ITEM FOLLOW UP**

a. **Construction Change Orders**

Dr. McGloin reviewed change orders for projects outside the district to give the committee an idea of change order amounts, reasons, and processes. The committee expected to recommend a change order approval process for the next board meeting.

b. **Commissioning Plan**

John Sheeran explained the commissioning plan for equipment and the building.

c. **Solar Panels**

John Sheeran gave an estimate of 27 to 30 years for the payback of the solar panels. This was in response to a question raised when the district stated they would be recommending a deduct change order to eliminate the solar panels.

d. **Custodial Staffing Overview**

Sandy Kassel provided information on our current custodial and maintenance staffing and costs for salaries and benefits. Facilities expenses were also provided.

A discussion on conducting an audit for custodial and maintenance staff for the purpose of looking at our numbers and efficiency in the facilities occurred. Also discussed was the difficulty in maintaining part-time staff and the need to look at possible resolutions.

Motion by Raeann Hofkin, seconded by Mike Elliott to adjourn the meeting at 9:00 pm.