

**Upper Perkiomen School District Facilities Committee  
Upper Perkiomen Education Center  
2229 E. Buck Road  
Pennsburg, PA 18073**

March 19, 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 – March 6, 2018 Meeting (Attachment A)
2. Construction Update
3. Discussion on Middle School Tour
4. Vote to Adjourn - Next meeting April 9, 2018, 5:45 p.m. – Education Center

*Facilities Committee Mission: To provide the board with an accurate description of the condition of all the district 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 staff and students.*

**UPPER PERKIOMEN SCHOOL DISTRICT****FACILITIES COMMITTEE****March 6, 2018**

The Facility Committee Meeting was held at 7:10 p.m. in the Upper Perkiomen High School Library with the following committee members attending: Melanie Cunningham (chairperson), Raeann Hofkin, and Mike Elliott. Others in attendance were: Alexis McGloin Ed.D, John Sheeran, Ed Walczak, Kaye Yurik, Bill Licopoli and Doug Butler.

**1. APPROVAL OF MINUTES**

Motion by Raeann Hofkin, seconded by Mike Elliott to approve the minutes of the February 20, 2018 facility meeting. Motion carried; all voted aye.

**2. ADOPTION OF THE MISSION STATEMENT**

Motion by Raeann Hofkin, seconded by Mike Elliott to approve the mission statement. Motion carried; all voted aye.

**3. CONSTRUCTION UPDATE**

Mr. Sheeran reported he visited the site that day. He indicated the concrete would be poured the following week and that the steel would be erected shortly after.

**4. CONTRACTOR INVOICES AND SUPPORTING DOCUMENTATION**

The committee discussed earned value, p-hacking and how bills were authorized. It was determined that the committee would invite Arif Fazil to the upcoming meeting to explain the authorization process.

**5. PAXINOSA ELEMENTARY SCHOOL VISIT**

Mrs. Cunningham shared pictures from a visit the administration and she took to Paxinosa Elementary School. She indicated the school was converted from a high school to a middle school to an elementary school. The school recently went through a renovation and the team visited to get ideas on how to convert the current middle school to a 4/5 building.

**6. TOUR OF UPPER PERKIOMEN MIDDLE SCHOOL**

The committee toured the middle school facility and discussed a secure entrance among other topics.

The meeting was adjourned at 8:56 p.m.