

# UPPER PERKIOMEN SCHOOL DISTRICT

Education Center  
2229 E. Buck Road, Pennsburg, PA

## Facilities Committee Meeting

July 16, 2019

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. Allyn Roche

Facilities Director: Doug Kenwood

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 – June 4, 2019 Meeting (Attachment A)
2. Updates/Discussion
  - a. Change order for DBA testing \$20,000
  - b. Timeline for 4-5 Grade Center Completion
  - c. Timeline for New Middle School Completion
  - d. GESA Next Steps
  - e. High School Humidity Update & Tile Issue
  - f. New Middle School - Safety Film on Sidelights in Classrooms
  - g. Upcoming Playground Checkup - Hereford and Marlborough Elementary Schools
  - h. New Middle School - Bollards/Planters at Front Entrance
  - i. Insurance Policy Discussed Prior for 2019-2020
  - j. JLR Availability to help with any IT after August 2nd
  - k. High School Secure Entrance

**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.

*In order to assist in keeping an accurate record of the proceeding of this meeting, the meeting is being videotaped by the District.*

## UPPER PERKIOMEN SCHOOL DISTRICT

## FACILITIES COMMITTEE

June 4, 2019

The Facility Committee Meeting was held at 7:05 p.m. at the Upper Perkiomen Education Center with the following committee members attending: Melanie Cunningham (chairperson), Mike W. Elliott and Raeann B. Hofkin. Others in attendance were: Andrea Farina, EdD., Sandy Kassel, Doug Kenwood, Troy Hill, Bob Navitski and Stephen Cunningham.

**1. APPROVAL OF MINUTES**

Motion by Mike W. Elliott, seconded by Raeann B. Hofkin, to approve the **minutes from the May 15, 2019 meeting**. Motion carried; all voted aye.

**2. 4-5 GRADE CENTER UPDATE**

Bob and Troy met to look at what the district needed to do and to plan on staging and site storage for the contractors. Bob believes there is ample room for dumpsters, material storage, parking etc. The project will start on June 17<sup>th</sup> and the schedule seems to be in place. Doug reported on the districts efforts of moving items out, including the county removing the panic system in the building.

Troy reported that everyone feels very comfortable that the project will be completed on time. Troy reported that drawings will be overnighted to the district. Electronic copies were previously sent.

**3. OFF SITE SIDEWALK UPDATE**

A meeting was held with Spear Excavating, Barry Isett Associates, the conservation district and the school district to go over the project. The meeting went well. There are several utility poles that need to be relocated.

The district did notify the two property owners regarding the start of the process for the school zone signs.

The committee was also informed of discussions that were occurring with Mr. Chrisman.

**4. NEW MIDDLE SCHOOL DEHUMIDIFICATION**

There are funds left in the HVAC budget so Mrs. Cunningham suggested that we take the \$89,000 left in the budget and add the dehumidification to the HVAC system. Coils would be inserted to allow the system to do the dehumidification. The committee agreed. No change order is needed.

**5. OTHER ITEMS OF DISCUSSION****Washer & Dryer Installation**

Change orders to provide for the installation of a washer and dryer in Special Education Room B 217. There will be plumbing, HVAC and electrical work needed. This will go to the full Board next week.

**4&5 Grade Center Playground**

This will be ordered and approved by the Board on Thursday. It will be installed by the general contractor.

### Pollution Insurance Policy & High School Humidity Update

The committee was informed and discussed whether we should proceed with a pollution policy that would provide some coverage if a mold situation would occur in the future.

Doug reported on the steps he is taking to try and control the humidity situation at the High School. Changes have been made to the systems. We are looking at bringing in dehumidifiers. We are meeting with an engineer to help look at the issues at the High School and employees are logging humidity readings.

The committee will consider at a later date whether to place an application for the insurance. The committee did recommend adding \$50,000 to the budget for the 3-year policy. The pricing was provided as an estimate by the insurance company.

### GESA

The committee was notified of the GESA interviews being scheduled for June 24<sup>th</sup> at 3:00 p.m. The proposals are due June 12<sup>th</sup>. We hope to have a recommendation for the Board Workshop meeting on June 27<sup>th</sup>.

### Marlborough Secure Entrance

The committee discussed hiring an architect for the safe entrance. It was decided to allow Doug to decide on the architect.

### 4-5 Grade Center Roof

This is too large to add as a change order. Doug will look at making a recommendation on as to how to proceed. Options would include going through GESA or cooperative purchasing. This is to be determined.

### Loading Furniture for the New Middle School

Doug discussed with the board contracting an elevator operator to run the elevator which would allow movement of the furniture to the floors in the building. The committee agreed to contract with an elevator operator.

Doug gave an update on the plans for graduation.

### OTHER

Mrs. Cunningham passed out a facilities committee update for the committee to review and discuss. The Committee reviewed the document and made several changes and additions. The final document will be presented to the Board at the June 27<sup>th</sup> workshop.

Mrs. Cunningham recommended tabling the baseball scoreboard temporarily. She also expressed concerns over Title IX.

The swimming sound system and timing system will be on the agenda for the workshop. It was decided to postpone putting the baseball scoreboard on the agenda until later in the year.

A discussion also occurred on the cost to use our facilities.

Motion by Raeann B. Hofkin seconded Mike W. Elliott, to adjourn the meeting at 8:23 pm.