

SALISBURY TOWNSHIP SCHOOL DISTRICT

Operations Subcommittee Meeting Administration Building, Monday, September 10, 2007 – 7:00 P.M.

Board Members Present: Mr. Gatanis, Mr. Giordano (arrived 7:15 p.m.),
Mrs. Heffelfinger (arrived 7:08 p.m.), Mr. Mantz, Mrs. Miller,
Mr. Pauloski, Mr. Reinsmith, Mrs. Ziegler

Board Members Absent: Mrs. Feinberg

Also Present: Mrs. Famularo, Mr. Brackett, Mrs. Morningstar, Ms. Deeb

I. Call to Order

The meeting was called to order by Mr. Reinsmith at 7:05 p.m.

Mrs. Famularo read a letter to the board from Dr. Wright, who was not able to attend tonight's meeting due to another commitment.

II. Overview of Capital Plan – Chris Haller, D'Huy Engineering

Mr. Haller of D'Huy Engineering reviewed the layout of the Capital Improvement Plan book that was handed out to the board members.

The capital improvement plan does not include items that are considered regular maintenance items. The estimates and recommendations were based on plans and site observations. Environmental issues were excluded from the plan. Most of the subjectivity for the priorities was eliminated using a logic matrix. The data within the plan will be updated as work is completed or additional items are identified. The recommendations were assigned a priority index based on the degree of need. The items were Priority Indexed after each was passed through a Logic Matrix formula. After determining the total value of needed repairs for each facility, a Summary of Facility Project Costs Comparison was prepared. The recommended 2008 summer projects are replacing the boiler and domestic water heater at the middle school, replacing the emergency generator at Harry S Truman and replacing the roof at the administration building.

The next step in this process is to implement any adjustments to the plan and acceptance of the plan by the board. Selected projects will be implemented beginning in the summer of 2008 following further review and planning. The district will continue to develop a 10-year plan.

The capital improvement plan does not include moving 9th grade to the high school. This is an area that will be addressed after the decision is made about moving the 9th grade.

Mr. Pauloski complimented Mr. Haller for the quality work that has been done by him and D'Huy.

II. Overview of Capital Plan – Chris Haller, D’Huy Engineering (continued)

The board will review the Capital Improvement Plan and forward any questions to Mrs. Famularo or Dr. Wright who will forward to Mr. Haller for answers. These questions and answers will be discussed at future committee meetings.

Mrs. Miller asked for capital improvement plan discussion guidelines for future meetings to be better prepared and focused to move forward.

III. Summer Projects 2008

Mrs. Famularo reviewed the list of summer projects. These projects are not ones which are typically done by our in-house staff but ones that will need to be bid projects. It is important to begin this process at this time to obtain the best contractors and prices. After some discussion it was decided to proceed with placing the approval for D’Huy to begin to design and develop specifications for Summer 2008 Projects on the September board agenda.

Mrs. Famularo presented a PowerPoint on funding for the 2008 summer projects. After reviewing the Bond fund and capital improvement fund it was shown that an additional \$33,000 will be required in funding.

It is being recommended to designate a part of fund balance to complete the funding of the recommended capital projects in the 2008-09 fiscal year, and leave a minimum \$100,000 amount for capital reserve fund and designate at least \$143,00 of June 30, 2007 fund balance.

The assumptions for the fund balance analysis are that the final audit number are consistent with estimates presently, no other changes to fund balance occur for 2007-08 or 2008-09, no unexpected emergencies, and there is no high school addition.

The board members in attendance concurred with Mrs. Famularo’s recommendation on the approach to fund the 2008 Summer Projects.

IV. Moving of Weight Room

Mr. Brackett presented a PowerPoint presentation regarding the relocation of the weight room from the lower level of the Administration building to the high school. The concerns of the existing facility are poor ventilation, partition walls made of non-fire rated wood construction, inadequate square footage, showers not meeting ADA standards, student use of administrative parking area, and loud noises penetrating through the floor of the administrative offices. The proposal includes renovating the existing old boy’s and girl’s locker rooms at the high school and relocating the weight equipment into this area. This move would eliminate all the stated concerns. The labor could be done by in-house staff. The cost for construction material for the

IV. Moving of Weight Room (continued)

renovations and the floor mats would be approximately \$6,200.00. Mr. Brackett stated that his budget would be able to absorb the cost for supplies and possible some expense for the mats. Ms. Deeb will be in contact with our school organizations to see about funding some of the expense for the mats. Mr. Mantz questioned whether or not the wrestling room will remain in the basement of the administration building. Mr. Brackett stated that initially it will but there may be other options in the future.

Mr. Giordano asked why the district needed two weight training facilities. Mr. Mantz stated that two areas are needed due to the large number of athletes using the facilities. Mrs. Morningstar added the equipment in each area is used for different training purposes.

V. Paragon Transit Contract Amendment

The district currently has an audio/video surveillance policy. Mr. Leibensperger requested an amendment to the current agreement that the school district has with Paragon before starting to use the audio/video surveillance equipment on the school buses. Attorney Freund drafted an amendment which will need to be approved by both parties. Mr. Pauloski asked that an addition be placed under number 28 to read “reasonable” attorneys’ fees and the board agreed. Mrs. Famularo will be in contact with Attorney Freund regarding the change. The approval for the amendment will be placed on the September board agenda.

VI. Refrigeration Equipment at Western Salisbury Elementary

The refrigerator and freezer at Western Salisbury Elementary are failing and need to be replaced. Mrs. Steiger obtained three quotes and it was decided to purchase the units from Howard Refrigeration and A/C Company at a cost of \$7,102.00 for both units. This purchase will be paid out of capital funds.

VII. Other

Mr. Mantz questioned the condition of the high school football stadium field. Mr. Brackett responded that the maintenance/custodial staff are working hard to keep the field safe for the players, weather permitting. Mr. Brackett feels that the staff can keep the field safe for two years although it may not be the best looking field. Mr. Brackett stated that the entire field needs to be turned over and bringing in topsoil to reestablish the crown on the field for better drainage. After the prior has been done, there are two ways to repair the field; one is to reseed the entire field which would require staying off of it for 18 months versus sod, which has an increase in cost, would require being off for 3 months.

VII. Other (continued)

Mr. Brackett stated that the \$2 million renovation to the field which is included in the capital improvement plan would include a turf field, new track, bleacher repair and lighting repairs. A turf field has an expected life of 10 years.

VIII. Citizens' Comments

None

IX. Next Meeting

The next Operations Subcommittee Meeting will be held on October 8, 2007.

X. Adjournment

The meeting was adjourned at 9:48 p.m.

Susan H. Famularo
Business Administrator