



Board of School Directors Committee Meeting Minutes Wednesday, January 8, 2020

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Members present: Courtney Barbieri, Nicholas Braccio, William Brong, Janet Flisak, Matt Holliday, Ken Keith, Stephen Nelson, and Donna Scheuren.

Members absent: Tom Kwiatkowski

Others present: Lisa Ball, Frank Ball, Christine Bollinger, Frank Gallagher, Christopher Hey, Michael Kelly (KCBA Architects), Jim Meitzler (KCBA Architects), Katie Kennedy-Reilly, Brian Pawling, Lisa Reiner, Barbara Rogers, Bo Travis (Gorman & Associates), Elishia Young-Platt, and Megan Zweiback

1. Finance Committee

1.1 Accept the Single Audit Report for 2018-2019

Mrs. Scheuren called the Finance Committee meeting to order at 7:06 P.M.

Mr. Keith apologized for the late start, indicating that the Board had been engaged in an Executive Session prior to this meeting.

Dr. Gallagher announced that the agenda item this evening was to review and accept the annual Audit Report.

Director of Business Affairs, Mr. Pawling noted that all transactions were correctly recorded, everything was in compliance and was pleased to report a clean audit. Mr. Pawling introduced Assistant Business Manager Ms. Ball, who introduced the Business department staff; Christine Bollinger, Elishia Young-Platt, Lisa Reiner, and Barb Rogers. Mr. Pawling and Ms. Ball indicated that the clean audit is a direct result of the diligent efforts performed by the Business Department.

Mr. Pawling introduced Mr. Bo Travis of Gorman & Associates, the firm responsible for performing the audit. Mr. Travis reviewed the report summarizing various content, and stating that while there were a lot of transactions reported, there were no errors. He also stated that this is not a common occurrence.

Mrs. Scheuren commented on her history of work as Finance Chair and the relationship that has existed between Gorman & Associates and the school district.

Mrs. Scheuren praised the Business Department staff and Mr. Travis.

Dr. Gallagher also noted the school district had been recognized by the Association of School Business Officials (ASBO) for the creation and preparation of its annual budget book.

All Board members praised the Business Department for their efforts and thanked them for a job well-done.

Mrs. Scheuren adjourned the Finance Committee meeting at 7:32 P.M.

2. Operations Committee

2.1 Recommend KCBA Architects to Perform a Comprehensive Facilities Study

Mr. Brong called the Operations Committee Meeting to order at 7:33 P.M.

Dr. Gallagher announced the agenda item that recommended awarding the architectural firm KCBA of Hatfield, PA to conduct a district-wide facilities study. Dr. Gallagher noted that Supervisor of Operations, Mr. Ball was in attendance and along with Mr. Pawling would be discussing the recommendation. Mr. Pawling reminded the Board that tonight is an informational presentation and there will be a motion to approve KCBA to perform the study, at the Board Action meeting later this month.

Mr. Pawling indicated that a facilities study had been performed five years ago, in conjunction with the E.M. Crouthamel Elementary School renovation project, as part of the Plan Con requirement.

Mr. Pawling stated that the district conducted an RFP (Request for Proposal) process which gleaned ten responses with estimates ranging from the low teens to \$70K. Upon review of the proposals by he, Mr. Ball, and Mr. Brong, three quality firms were considered finalists and were interviewed. Upon the completion of interviews, KCBA (Kelly, Clough, Boucher Associates) of Hatfield is the recommended vendor to perform the facilities study.

Mr. Pawling introduced Mr. Michael Kelly and Mr. Jim Meitzler of KCBA Architects. Mr. Kelly led a presentation highlighting the experience and resources of KCBA. Mr. Meitzler stated that he had previously worked with the school district on our secure vestibule projects during year the year 2014 through 2016. Mr. Kelly discussed several other local projects that KCBA has worked on, as well as his personal expertise on Plan Con Advocacy, school security and energy efficiency.

Mr. Kelly highlighted six goals for the district facilities study: supporting evolving instructional practices, implementing an efficient targeted process; operational and educational, explore the scenarios for full-day kindergarten, review security protocols, enhance energy efficiency, and engage the community.

Several board members had questions on the specifics of the study and Mr. Pawling indicated that it would be a comprehensive collaborative process which will result in a final report to the Board for their review.

Mrs. Flisak inquired about the scope of work and if parking lots and grounds would be included in the report. Mr. Pawling responded that it will include everything.

Mrs. Barbieri asked about the timeline of the study and Mr. Kelly responded that the results would be available in April, and a final report in May. A brief discussion occurred about how the study will be conducted and a brief plan to present and implement it.

Mr. Keith questioned the scope of the project and how the actual details will be presented. Mr. Meitzler said that recommendations and/or priorities will be made obvious to the Board and that any prioritizing of projects would be done collectively, by the Board.

Mr. Keith commented on the results of the study and how it will inform the budget process. Mr. Brong stated that the results will be considered a tool to better understand the condition of our schools. Mr. Brong suggested that the original RFP be shared with the Board and Mr. Pawling agreed to do so.

The committee agreed to move forward for January Board action.

Dr. Gallagher mentioned that the month of January was designated as School Board Recognition Month. He informed the Board members that they would be receiving invitations from building principals to visit our schools.

Mr. Brong gave an update on the high school pool ventilation system. As a follow-up on the public comment from December, Mr. Brong wanted the Board to know that the previous problems were caused from an older piece of equipment and that the new system is now working correctly.

Mr. Brong adjourned that Operations Committee Meeting at 8:25 P.M.

Respectfully Submitted,



Mr. Brian R. Pawling
Director of Business Affairs / Board Secretary