

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD OPERATIONS COMMITTEE MEETING
District Board Room
Monday, October 6, 2014, 7:00 PM**



MINUTES

1. Agenda

1.01 Call to Order

The meeting was called to order at 7:15 PM by G. Sanders.

1.02 Roll Call

PR/AB

AB	Willard Dellicker	PR	Greg Sanders
PR	Joseph Reiter	PR	LeRoy Sorensen

Other Board members present: Ron Morrison, Phil Toll, Paul Fisher, Darryl Schafer

Also Present: Arthur Oakes, Leslie Frisbie, Jennifer Holman, Mary Anne Wright, Nancy Zellner

1.03 Approval of Agenda

The agenda was approved as presented.

Moved: P. Fisher

Seconded: J. Reiter

Vote: 7 Aye, 0 Nay

1.04 Public Comment

The Chairman will offer Courtesy of the Floor for Public Comment.

1.05 Approval of Minutes for September 8, 2014

The Minutes were approved as presented

Moved: J. Reiter

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

2. Routine Items

3. Discussion

**Items for Board
Action**

3.01 Confirmation of the process for 2015-2016 oil/diesel bid and approval to move forward with the process to secure pricing for the 2015-2016 school year

M. Wright gave background on discussions on recommendations from community member, Dave Brennan, regarding future fuel purchasing. The Committee discussed the budgeting process, CSIU participation, going out on our own, and recouping the advertising costs to bid on our own. Board members made suggestions on different options.

- Committing to CSIU for 50% of our fuel purchase
- Shop 50% on our own
- Piggyback with other local districts

Lengthy discussion followed. The majority agreed to participate with CSIU for the 2015-2016 school year for 50% of our expected purchase for diesel fuel and heating oil. Action will be taken at the October Board meeting.

3.02 Confirmation of the bidding process for electricity generation rates for the 2015-2016 school year

L. Frisbie noted the current agreement expires at the end of June. She reviewed the three-year history with Provident and recommended continuing the relationship with Provident. All agreed to continue with Provident.

3.03 Discussion and Decision regarding 13-14 commitments for Fund Balance for June 30, 2014.

L. Frisbie contacted Bill Gorman, the District's auditor. After lengthy conversation with Mr. Gorman and his team, Mr. Gorman could support the rationale to commit amounts. L. Frisbie will prepare the paperwork using the amounts recommended by the Board at the October Finance Committee Meeting \$200,000 to PSERS and the remaining commitment to millage rate stabilization.

4. Informational Updates

4.01 Department Updates

KCBA has picked up a set of blueprints and will begin to inspect buildings October 13 for the feasibility study. DecisionInsite has received data to begin their work on the project. P. Fisher suggested contacting the township offices to inform them of the study and information that may be requested. The problems with building doors will be addressed in the study. R. Morrison and L. Sorensen commented on the problems. .

The High School boiler has been repaired. A. Oakes will continue to monitor.

A pump has been replaced at NWE to correct a chiller issue.

Knox boxes will be installed at all buildings.

4.02 Discussion on Request for Qualifications for Energy Savings Performance Contract

A. Oakes explained the difference between Request for Proposal and Request for Qualifications. J. Reiter commented on the value of the project and the amount of money the District would be paying for a bond to do the project. Discussion followed regarding advertising costs.

A. Oakes explained the process. M. Wright noted the process must comply with the principles of Act 39. L. Sorensen commented on energy savings vs. dollar savings. The majority agreed to move forward for Board approval to issue an RFP for Qualifications.

J. Holman asked Board members to think about the timing and commitment of gallons of fuel for the fuel bid. M. Wright also commented on the timing so that everything fits together in all future projects.

4.03 Informational update on getting quotes for test bores

A. Oakes shared a sample of an RFP to conduct two geothermal test bores (High School and Middle School) should the District decide to proceed with the energy savings performance project in the future.

4.04 Transportation Update

The District is still experiencing a driver shortage. A second job fair has been scheduled for October 20 and 21. Four people are currently in the process of training for van drivers. Several people have completed the 14 hr. class for bus training and are still in the process of obtaining their school bus certification. Maintaining drivers continues to be a challenge.

Two new vans have been delivered and radio equipment is being installed.

Additional office coverage has been assigned until a replacement is hired for the Transportation Manager position. Applications are being processed and screened for possible interviews next week. R. Morrison asked if the Board would be involved in the interview process. M. Wright responded that typically the Board is not involved in support personnel interviews. Discussion followed. The majority would like to see Board member involvement later on in the process at level 2 or 3.

The new bus cameras have been shipped. Board members had questions regarding audio recording. J. Holman and M. Wright noted violation of wire-tapping laws. A new law allows for use of audio recording of students and requires annual notification and posting of policy. J. Holman will get an opinion from the District Solicitor regarding use of audio recording of employees and employee notification.

A. Oakes reported on the adjusted work day of the mechanic and the effects of the data entry time that is lost. M. Wright will look into the structure of the office to remedy the problem.

R. Morrison asked if any research was done regarding propane buses for future purchases. The Committee discussed CNG (compressed natural gas) as a future alternative. All agreed to stay with diesel and discuss in the future if it becomes available in this area.

J. Reiter suggested contacting retired bus drivers to help out in emergencies. A. Oakes noted they would need to acquire background checks and clearances the same as anyone applying for substitute work. Clearances take from four to six weeks to acquire and may be cost prohibitive for someone who subs infrequently. The Committee discussed reimbursement of costs and implications to other department substitutes. A suggestion was made to advise future drivers who retire to remain on the sub list so they do not need to redo clearances if they are interested in subbing.

5. Other

5.01 Old Business

Questions were raised regarding the High School boilers. One is working properly, the other was repaired, but the repair is failing. G. Sanders suggested getting information on a temporary boiler as an emergency backup and getting another opinion on the repaired boiler. A. Oakes noted the boilers are 40 years old.

The new dishwasher at the Middle School was installed and is running. The welding done to the steam table is holding. Lori Seier will do a presentation at the November Operations meeting regarding the National School Lunch Program.

L. Sorensen inquired whether the High School doors that were repaired last year are still under warranty. J. Holman will check if they are under warranty, and noted it is very close to the one year warranty expiring. He also asked about the concrete work at the Athletic Office entrance. A. Oakes is addressing the issue. He reported it will be fixed in the next few weeks. The Committee discussed accountability and the process for correcting the problem. The majority supported continuing with the work and continuing with the process to recoup the costs for the repairs.

5.02 New Business

None

5.03 Public Comment

The Chairman will offer Courtesy of the Floor for Public Comment. There were no comments.

6. Adjournment

Upon motion by P. Fisher, seconded by D. Schafer, the meeting was adjourned at 10:03 PM.

Respectfully submitted
Nancy Zellner, Recording Secretary