

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD OPERATIONS COMMITTEE MEETING
District Board Room
Monday, May 5, 2014, 7:00 PM**



MINUTES

1. Agenda

1.01 Call to Order

The meeting was called to order at 7:03 PM by G. Sanders.

1.02 Roll Call

PR/AB

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

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

Also Present: Lori Seier, Luann Matika, Arthur Oakes, Jennifer Holman, Mary Anne Wright, Nancy Zellner

1.03 Approval of Agenda

The agenda was approved as presented.

Moved: W. Dellicker Seconded: L. Sorensen Vote: 8 Aye, 0 Nay

1.04 Public Comment

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

1.05 Approval of Minutes for April 7, 2014

The minutes were approved as presented.

Moved: W. Dellicker Seconded: J. Reiter Vote: 8 Aye, 0 Nay

2. Routine Items

None

**3. Discussion
Items for Board
Action**

3.01 Approval of Contract for NWE cleaning services effective June 1, 2014 through August 23, 2016

The agreement will include summer cleaning for this summer and next summer. The District will continue to utilize an in-house employee to staff the building during the day and one at night. W. Dellicker asked about the Weisenberg building. The cost per square footage at NWE is similar to WEIS. L. Sorensen had questions about a courier. J. Holman noted there is one mail delivery a day to District buildings. It is done by a grounds person delivering mail and packages with a District vehicle. Restroom cleaning will be done by District staff. This was removed from the contract. All agreed to move forward for Board approval at the May 21 regular Board meeting.

3.02 Approval contract for Johnson Controls for one year term at Weisenberg Elementary and Northwestern Elementary

A. Oakes recommended a one-year contract and will be looking for a single vendor to handle all systems in the future. All agreed to move the contract forward for Board approval at the next meeting.

**4. Informational
Updates**

4.01 Department Updates

The time clock system has been fully implemented in the Transportation Department. A sewer issue has reappeared in the District Administrative Office area. A. Oakes is

investigating implementation of "Inventory Direct" a part of the School Dude work order system for inventory control. The system has the ability to send alerts for low inventory and can include preventative maintenance. He waiting for quotes for pricing.

A. Oakes gave an update on recycling in the District. A notice had been received from Heidelberg Township stating the District was not in compliance for public areas of the stadium and athletics fields. A. Oakes has contacted Coughles Recycling for more recycling containers.

4.02 Discussion of going forward with Request for Proposals for Services

A. Oakes has made revisions to the draft RFP with input and suggestions from Board members. R. Morrison noted a change still needed to be made for the name of the Business Administrator and dates listed on the RFP. P. Fisher had questions on the process of getting RFPs to interested parties and suggested someone do follow-up to be sure they received the RFP and whether they are going to respond. W. Dellicker noted trade organizations usually get the word out through trade magazines.

4.03 Tractor Update

A. Oakes has researched several options for the purchase of a tractor or skid loader. (Kubota, Cat, New Holland) The tractor could be purchased on the State contract. He would like to buy one set of forks and a bucket. The track would need to be suitable for turf. Other attachments could be rented as needed.

4.04 Update on status of Energy Audit from McClure

A. Oakes and J. Holman met with representatives from McClure. The energy audit will begin soon with up to a 5-6 month completion schedule. They will also be looking at plumbing efficiency and water usage. McClure will return to report after the first year and second year. Committee members discussed possible energy savings.

4.05 PPL Rebate

We were able to take advantage of rebates for:

- 30 New LED Wall Packs
- 21 New Occupancy Sensors.
- 11 LED Exit signs.

4.06 Summer Operations

A. Oakes is investigating options of a four-day 10 hour a day work week for summer cleaning. Committee members discussed productivity and impact on use of the facilities. There is an expected 15% savings on AC shutdown during a four-day week but that may be a wash as AC is already shut down at 3PM during the workweek and weekends. It will be further discussed with the Admin Team. W. Dellicker cautioned about humidity problems if AC is set too high during shut down. M. Wright noted Provident Energy asks for the District's assistance during extremely high energy usage times. One or two times during the summer we close campuses at noon when Provident Energy requests assistance.

G. Sanders stressed making sure there is coverage on campus five days a week. The Committee supports trying the option of a four-day week for cleaning.

4.07 Transportation Update

3 New CDL Drivers—Three drivers completed CDL training and passed their test on Friday (Tim Roeder, Kelly Coffield, Tiffany Baugher). J. Reiter commented on recruiting and suggested looking at old applications.

Spring Bus Evacuations are completed and all went well.

The District will continue to recruit new drivers for both vans and buses.

5. Other

5.01 Old Business

R. Morrison commented on the athletics entrance and gym side ADA accessible entrance during the last storm. Although it continues to be a problem, not a lot of water entered the building. A. Oakes has contacted the contractor and architect. A question was

raised regarding any roof leaks (last roofing project) during the storm. A. Oakes noted a seam split at the Middle School. He is addressing the problem with the roofing company.

W. Dellicker asked for any updates on the property near Weisenberg school that requested a zoning change. M. Wright has not received any new information.

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 W. Dellicker, seconded by L. Sorensen, the meeting was adjourned at 8:28 PM.

Respectfully submitted
Nancy Zellner, Recording Secretary