Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
OPERATIONS COMMITTEE MEETING
District Administrative Conference Room
Wednesday, February 1, 2012, 4:00PM.

MINUTES

I. Agenda

A. Call to Order—The meeting was called to order at 4PM by Dr. Mary Anne Wright.

B. Roll Call—as listed below

Roll Call Pr/Ab	Ab	Camille Bartlett	Pr	Joseph Reiter
	Ab	Willard Dellicker	Pr	Greg Sanders

Also present: P. Toll, B. Dietrich, C. Prudente, J. Holman, L. Frisbie, R. Kripplebauer, J. Zimmerman, M. Wright, N. Zellner

C. Approval of Agenda—The agenda was approved as presented.
Moved: G. Sanders Seconded: J. Reiter Vote: 2 Aye, 0 Nay

D. Approval of Minutes from November 2, 2011—The minutes were approved as presented.
Moved: G. Sanders Seconded: J. Reiter Vote: 2 Aye, 0 Nay

The Committee was asked for their indulgence to hear the presentation at this time.

- **Alternative Funding Ideas for Potential Stadium Improvements**
  Jason Zimmerman presented information he has compiled regarding stadium improvements, estimated costs, and possible funding. Suggested improvements include a synthetic track and artificial turf. The stadium is used annually for the following sports: five varsity football, two boys soccer, two girls soccer, five junior varsity football, five middle school football, one band competition, several NYAA football, and three spring track meets. He noted the field is not used if it is in poor condition and unsafe for play. Events must be moved to other locations if unsafe. J. Zimmerman would like the Board's approval to continue investigating possible funding sources such as corporate sponsorship. Committee members discussed including all interested groups who are already looking at ways to improve their field areas (ex. lights for soccer field), fair utilization of the stadium, public perception of improvements, and community efforts. Dr. Wright noted policy and guidelines would need to be developed for things like naming the stadium or field. The Committee supports J. Zimmerman to move forward to investigate stadium improvements without using tax dollars.

II. Routine Items

A. Update on Current Projects

- Middle School acoustical panel installation—The project is currently out on bid. R. Kripplebauer expects to be able to make a recommendation to the Board this month to award the bid. Because of the age of the carpeting on the walls, the District is looking at an alternate bid to remove existing carpeting on the real walls of the auditorium. Dr. Wright reviewed a history of Middle School construction that did not originally include an auditorium. A minimal auditorium was built as a cost saving measure at the time the Middle School was constructed. The Committee discussed utilization of the auditorium by the District.

III. Discussion of Items for Board Action

A. Vehicle Replacement Needs- buses, vans and truck

Bruce Dietrich, head mechanic, reviewed the age, mileage, and condition of the oldest buses with the recommendation to replace the two oldest in the fleet. Bus #1 is 22 years old with over 233,000 miles. Bus #37 is 20 years old with over 193,000 miles. Both are currently used as spares. B. Dietrich noted his goal is to get the average age of the buses down to around 15 years. The current average is 17.5 to 18 years. The Committee discussed the need for extended warranty, state contract or bid, and purchasing new or used vehicles. B. Dietrich noted last year the District did not get many responses for the bids. J. Holman reviewed current bus replacement schedule and the annual process used for reviewing the entire fleet and making recommendations for what needs to be replaced following that schedule and what could wait another year.

B. Dietrich noted one van should be replaced and the District usually gets a good trade in. He recommended a gasoline engine instead of diesel. The Buildings & Grounds service truck is 24 years old with over 90,000 miles with a replaced engine. It is used by the District electrician and was formerly used as a plow truck. B. Dietrich recommended replacement with a vehicle that could again be used for plowing.

The Committee questioned the installation of cameras on buses. B. Dietrich noted cameras are removed from the old buses and installed on the replacement buses.

B. Ongoing Capital Projects- review of status, sequence and scope

R. Kripplebauer gave an update of current projects. He is meeting with MKSD on Monday regarding the concrete and paving project to review the specs and bid packet. He expects to be able to put it out for bid soon (late February). The funding will come from Capital Reserve.

R. Kripplebauer asked for input on some of the remainder of the items in the High School building. The sections that were not touched during the recent renovation include the main hall from the office toward the auditorium and the hall (500 Wing) going back to the music room. Discussion followed on items such as the stage lighting, a 20 plus year old section of the roof, air conditioning in the office, and other items that are still on the Facilities Master Plan. Consideration should be taken on repair/renovation item by item or as a complete project. Dr. Wright suggested bringing back the FMP to the next Operations meeting to prioritize what has not been completed and to reconfirm if the timeline is still appropriate. Prior to the meeting, R. Kripplebauer will investigate if all items needing attention are captured on the list.

J. Reiter suggested a tour/walk through for the Committee or the entire Board to get an overview of the areas still needing renovations.

LeRoy Sorensen entered the meeting at 5:26.

C. High School Lavatory Partition Replacement Plan

R. Kripplebauer shared information on the condition of the bathrooms in the High School 500 Wing and the cafeteria area. The 500 Wing still has the original partitions and tiling and they do not meet ADA specifications. He shared estimated costs for repairs. The Operations Committee will make a recommendation after the walk-through whether to move forward with the partition replacements or a more complete renovation.

IV. Informational Updates

A. Lehigh County Emergency Management Agency—real time weather stations

The District was approached by LCEMA for permission to place equipment in District buildings (HS & WEIS) to facilitate their needs. The equipment is wireless. There would be no cost to the District for the installation and then only the cost of electricity used by the computer.

V. Other

A. Old Business

Dr. Wright noted Hillwood is currently in conversation with possible tenants for the commercial development project in Weisenberg Township.

B. New Business—none

C. Courtesy of the floor for public comment

Phil Toll, Ashley Ct, Kutztown, asked how far out the FMP goes, if it is ten years or longer and includes roofs and HVAC. He also asked if Operations is part of the Strategic Plan.

Chris Prudente, Springhouse Rd, New Tripoli, commented on energy usage, the District's plan on reducing energy usage, and questioned if that was part of the plan. He also commented on efficiency and low bid regarding high efficiency industry standards when renovating.

L. Sorensen asked for an update on wireless installation.

G. Sanders asked if there was any news on MKSD's application for the tax credits.

L. Frisbie reported on the impact of the building shutdown last July during an extreme heat day. She explained the way next year's rates were calculated by a formula using the amount of electricity used by the District on the five hottest days during summer.

VI. Adjournment

Upon motion by G. Sanders, seconded by J. Reiter, the meeting was adjourned at 6:04PM.