

Dr. Rasmus called the Millville Area School District Buildings and Grounds Committee Meeting to order at 6:06 pm.

Those present in the High School Library were Joseph Rasmus, Superintendent; Whitney Holloway, Business Manager/Board Secretary (via phone); Matthew McWilliams, Supervisor of Buildings and Grounds; William Berger, Buildings and Grounds Committee member; Heather Mausteller, Buildings and Grounds Committee member; Matthew Diehl, Buildings and Grounds Committee member; Jessica Whitmoyer, Board member; Gena Maize, Board member; Matthew Mills, High School Principal; Britt Rider; Corey Whitmoyer and Chelsea Rosenberger, Board Recording Secretary.

Emotional Support Classroom - Safety Modifications & Calm Down Room

- Dr. Rasmus reported that there has been a significant escalation of behaviors in the elementary emotional support classroom this school year. He shared that the district currently faces approximately \$310,000 in tuition costs for students placed in out-of-district programs just for one program. He explained that the district aims to educate students in their home community whenever safely possible, using its own self-contained programs (ES high school, ES elementary, autistic support, life skills, MDS program). However, this year, several elementary ES students have demonstrated escalated physical aggression, posing a danger to themselves and others.
- Dr. Rasmus shared that the emotional support classroom has already been stripped down by administration to remove any physical hazards for an emotionally escalated student and that staff have been trained in de-escalation and safe physical restraint, but certain students still create unsafe conditions.
- Dr. Rasmus then proposed the following modifications to the emotional support classroom:
 - Remove existing built-in cabinetry, counters, and sink along the walls in the emotional support classroom to eliminate climbing and jumping hazards.
 - Construct a small “calm-down room” similar to those already in the Elementary autistic support classroom and the high school emotional support classroom.
 - The proposal for construction would include:
 - 2x4 framing with plywood walls utilizing plywood mostly on hand from prior gym floor protection work.
 - Walls and floor covered with gym-style safety mats.
 - No solid door as the doorway becomes blocked with a safety mat when needed so staff can remain safe while supervising.
- The Committee then discussed some potential cost figures and funding for this project.
 - Mr. McWilliams shared the rough estimate for pads at about \$2,400–\$2,500 for an 8' x 8' space.
 - The Construction labor and materials (other than mats) would be handled in house by the district maintenance team.
 - Dr. Rasmus stated that the administration will explore using ACCESS funds to purchase pads (as a student-safety item), recognizing ACCESS cannot pay for the physical construction work.
- The Committee discussed that this work would be scheduled for over winter break, when students and professional staff are out of the buildings.
 - The consensus of the Committee was to proceed with the emotional support room modifications and calm-down room construction, with administration to pursue ACCESS funding for pads and to utilize the maintenance budget for construction costs.

Interior / Exterior Door Replacement & Proximity Access Project

- Dr. Rasmus because by reviewing the previously discussed door replacement project and proximity access system. He shared the previous quote from Gordian for approximately \$33,721 towards six classroom doors, rear interior gym doors, and doors for girls' and boys' restrooms/locker rooms. He explained that one door (for Ms. Jenkins's room) has already been purchased and installed as part of the proximity access project, reducing the total cost by about \$1,800.
- Dr. Rasmus then reviewed the proximity access bid process already undertaken by the district. He explained that the initial bid opening yielded one bid at approximately \$80,000 with a second, lower bid for about \$49,000 arriving after the deadline. Therefore, the project was rebid which yielded a better outcome with NRG, a long-standing partner on control work, submitting a bid in the \$49,000 range.
- The proximity access project will include:
 - Access control at the proposed new district office area.
 - Access control for self-contained special education classrooms (autistic support, life skills, emotional support), to allow rapid, secure entry when students are dysregulated.
- After discussion, the Committee acknowledged the plan to proceed with door replacements once PCCD funds are released and asked that the accepted bid proposal from NRG be presented to the full Board for approval.

Schneider Electric Project - Outstanding Issues

- Dr. Rasmus and Mr. McWilliams reported on some ongoing concerns with the Schneider Electric energy project. They noted some of the following issues:
 - There was an unusual loud noise from one of the modular HVAC units.
 - The chiller has gone into alarm multiple times. The Maintenance team worked to reset it once, but the alarm recurred.
 - When the technician came out to assess the system, they concluded that there was a glycol leak in the system and that a "light oil heater" was functioning at only about a 20-degree rise.
- Dr. Rasmus shared that Schneider Electric's response so far has been essentially: "whatever we took out, we put back in," which the district finds insufficient. He explained that the district has not paid for the project in full and would be reaching out for clarification on these outstanding issues prior to full payment.
 - The Committee asked that Dr. Rasmus follow up with Schneider Electric on these issues and insist on on-site testing of the chiller, glycol system, and related components as well as the clear corrective action plan and timeline.

CM Regent Insurance Audit - Findings & Follow Up

- Dr. Rasmus began by summarizing the February 2025 CM Regent insurance audit. He stated that approximately 85% of the cited items in the report have already been corrected by maintenance. Some examples of completed work were:
 - Annual bleacher inspections (stadium and indoor).
 - Replacement of aluminum step ladder.
 - Correction of GFCI outlet issues.
 - Safe storage of flammable/combustible liquids in proper cabinets.
 - Electrical panel access cleared.
 - Removal of pedestal grinder in shop.
 - Fire extinguishers properly wall-mounted.
 - Sidewalk near elementary pick-up/drop-off repaired.
 - Swing chains and hooks replaced.

- There were also a few major outstanding items that were discussed.
 - First, the insurance agent reiterated a long-standing recommendation (also in 2014 and 2020) to install a 6-foot chain-link fence around the two ponds down from the stadium. Additionally, they reported that the district should add padlocked gates and “No Trespassing” signs around the pond. The rationale for this was that the ponds present a drowning risk and unsupervised access potential.
 - The Committee discussed that the ponds have been there for quite some time without issue, are aesthetically pleasing and sometimes used for youth fishing events.
 - If the district were to move forward with the fencing project, concerns were raised about snow removal and vehicle routes (maintenance crosses nearby to reach other areas), people potentially climbing or injuring themselves on the new fence, and the insurance implications vs. the practicality and cost figures for this project.
 - After the discussion, the Committee decided to maintain the status quo and not move forward with the fencing project and revisit the issue if the district’s insurance is affected as a result.
 - Dr. Rasmus explained that the next outstanding issue was the stage curtain in the elementary school. He shared that the high school auditorium curtain has been inspected and verified as flame-retardant while the elementary auditorium and LGI curtains do not have the required flame-resistant treatment.
 - The Committee decided to proceed with the removal of the elementary curtains rather than treating or replacing them at this time.
 - Next, Dr. Rasmus shared that there is a metal support post on the horizontal climber at the elementary school playground that is cracked (likely due to freeze/thaw). He explained that our insurance carrier would not accept a field-fabricated weld “sleeve” because that would alter engineered equipment. Therefore, the recommendation from the insurance carrier was to replace the broken equipment with new pieces. Additionally, the ladder access for a slide needs replacement.
 - The Committee asked the administration to obtain pricing for replacement components or new equipment and explore using ACCESS funds for playground upgrades that benefit students with disabilities.
 - Then, Dr. Rasmus shared a concern from the insurance report regarding the concrete steps outside the elementary gym area. He explained that the curbing at the elementary gym/bus pickup area is heavily worn with the prior patching around handrails failing, presenting a trip or fall hazard.
 - The Committee asked the administration to solicit proposals/estimates for proper repair or replacement. The Administration should bring options and cost ranges back to the committee/Board and depending on the cost and scope of the project, it may require formal bidding.
 - Dr. Rasmus then shared a concern with the stadium concessions stand stove which has a hood that is covered in grease. Additionally, the insurance company noted that there is an exhaust fan present, but it is not a rated kitchen hood with an automatic extinguishing system. The insurance company recommended cleaning surfaces regularly (already done), and either installing a listed hood and fire suppression system, or removing gas appliances and ceasing grease-laden cooking.
 - The Committee discussed this issue and asked the administration to obtain pricing for a compliant exhaust hood and suppression system, explore possible cost sharing with the athletic association/boosters, and return with recommendations before any capital commitment.
 - Finally, Dr. Rasmus shared that the insurance company noted issues with the wood shop windows and the chemical storage room at the high school. They were concerned that the woodshop pop-out windows were observed open, creating potential unauthorized access. Additionally, a mechanical exhaust fan is available for paint/fume ventilation. Their suggestion was to keep the windows closed and locked during the school day and use mechanical ventilation instead. In the same vein, the chemical

storage room door was seen propped open with a bucket during the insurance inspection. However, Dr. Rasmus stated that the expectation is that rooms remain closed and locked at all times. He said that the administration would follow up with building staff regarding these expectations.

Batting Cages - Turf & Concrete Pad Proposal

- Mr. Mills then shared that a community member proposed improvements to the baseball and softball batting cages with an offer to donate artificial turf and labor, including forms and finishing, and to install concrete pads under the batting cages. He explained that some benefits to this are that the athletes would be able to use the cages even when fields are wet or muddy; reduce maintenance and rutting compared to bare ground and provide equitable facilities for both baseball and softball.
- The Committee discussed some proposed costs for a 16' x 72' concrete pad at 4" depth estimated at about \$1,400 in concrete, plus stone and wire mesh. Committee members proposed that the district could potentially fund the concrete, stone base, and the necessary reinforcing wire.
 - Mr. Britt Rider, donating community member, stated that he would be willing to provide the turf, the forms, and the labor to install the project in the district.
- The Committee discussed some location considerations being that the current baseball cage is near the school and ideally situated while the softball cage is down near the lower field/behind dugouts and harder to access with vehicles. They considered variables for reasonable access for concrete trucks or alternative delivery, any potential interference with maintenance vehicle routes, and electrical access for the pitching machines.
- After the discussion, the Committee asked administration to refine the dimensions and exact locations for both baseball and softball cages and check the options and cost for the concrete pad versus some other base as well as utilizing the existing cage structure as opposed to possible prefabricated cage frames. They asked that administration bring detailed proposals back to the committee at a future meeting (approximately within two months).

Community Aid Donation Bin - Request for Second Bin

- Dr. Rasmus presented a request from Community Aid in regards to adding an additional clothing donation bin. The current one is located in the upper parking lot near the baseball field.
- Some committee members noted that items are sometimes left outside the bin and that Community Aid believes a second bin would reduce waste and preserve quality donations.
- Dr. Rasmus expressed his concern that the upper lot is sometimes closed in winter because it is difficult to keep clear of snow/ice. A second bin might reduce parking space availability and could encourage dumping of non-clothing items (exercise equipment, etc.), as seen at other locations.
- The Committee approved adding a second bin provided that the bins be oriented so the doors face the building/parking area and be placed side by side, using roughly the same footprint so that no additional parking space is lost.
- The administration will communicate these placement requirements in writing to Community Aid.

District Office Relocation & Space Configuration

- The Committee revisited the long-term issue of the district office building and relocation to the main campus. Some of the issues with the current district office space are that the existing standalone district office has a Non-ADA compliant restroom (not accessible to mobility-impaired visitors), an exterior ramp that is unsafe and too steep, with a deteriorating structure, rotting porch supports, and likely mold issues. The Committee previously agreed that investing more money in that structure was not desirable.

MILLVILLE AREA SCHOOL DISTRICT

Buildings and Grounds Committee Meeting Minutes

November 18, 2025

- Dr. Rasmus reviewed the construction completed in the high school campus.
- The Committee walked through the spaces and discussed concerns and next steps for the project.
 - The district currently stores many years of financial and personnel records in the attic of the old office, which is impractical and not ideal for security or access.
 - There is a storage room off the library and shelving areas that could supplement record storage.
 - The Business Manager often handles sensitive financial and personnel-related calls. Additionally, the Superintendent regularly holds confidential meetings around personnel, student issues, or legal matters that require privacy.
 - Other concerns discussed were for the front-office staff who handle tax payments and student enrollment.
- The administration's original concept involved building multiple closets (in each of the new office rooms) and a few privacy walls to subdivide the spaces.
 - The Committee raised concerns with this plan due to the cost of framing, drywall, HVAC adjustments, electrical/lighting changes; as well as the impact on workflow and noise.
- After quite a bit of discussion, the Committee proposed to possibly reduce to one main storage closet in the business office, along with the use of existing shelving in the library-adjacent storage room. Additionally, they proposed using the existing "Meeting Room" near the library for private conferences and some secure storage, if needed. Finally, they asked the administration to explore modular/cubicle systems instead of fully framed walls, citing a few local vendors that may have used versions for a reduced price.
- The Committee asked the administration to rework the layout plan for the two front rooms using minimal or no permanent wall construction, prioritizing modular privacy panels where possible. Also, they wanted to utilize the existing meeting room and library-adjacent storage where practical.
- The Committee asked that administration return to the Buildings & Grounds Committee with updated drawings and cost estimates before any final project is approved.

ADJOURNMENT

The Committee adjourned the meeting at 7:34 pm.

Chelsea Rosenberger
Assistant Board Secretary