

**BETHLEHEM AREA SCHOOL DISTRICT
BOARD FACILITIES COMMITTEE
MEETING MINUTES
MONDAY, APRIL 7, 2008**

Mrs. Michele Cann, Facilities Chairperson of the Board of School Directors, called the meeting of the Board Facilities Committee to order at 6:05 p.m. on Monday, April 7, 2008, in the Dining Room of the Education Center. Present were School Board members Rosario Amato, Benjamin Tenaglia, Charlene Koch, Loretta Leeson, Michele Cann, Irene Follweiler, and Eugene McKeon. Also present were Dr. Joseph Lewis, superintendent of schools; Scott T. Gilliland, director of facilities and operations; Arif Fazil, Jim Hanna, and Mike Spadafora, district engineers (D'Huy Engineering, Inc.); Robert Gross, associate superintendent; Stanley Majewski, assistant to the superintendent for finance and administration; Thomas Washington, director of student services; Mary Katona, assistant to the superintendent of curriculum and instruction; and representatives from the press.

The following items were discussed:

CONSTRUCTION UPDATES –

Dr. Lewis gave a photo update of the Liberty High School and Broughal Middle School projects and also reported that the district received a \$50,000 grant to fund a dental lab in the Family Center at Broughal. Some of this money will be used for equipment and some for construction changes.

Mrs. Leeson asked what portion of the Family Center is not self sustaining and funded by the district.

Dr. Lewis and Mr. Majewski said the majority of it is self funded.

Mr. Amato asked if the centers are not self funded, would Mrs. Leeson propose they be closed.

Mrs. Koch asked if we could schedule a board meeting at Liberty High School. Dr. Lewis stated that this can be accommodated with board direction.

DISCUSSION ITEMS –

Mr. Gilliland reviewed agenda item A, Pandemic Influenza Contingency Plan for the April 21, 2008, Regular Board Meeting.

The following changes were made to the documents:

Page 2 – Replace LEA with Local Education Authority.

Page 9 – Delete “not” in “Workers may not be absent due to family care needs”.

Page 11 – Insert “School Board Members” under Members of Task Force.

Insert “The Task Force will hold meetings when requested by the appropriate official according to the schedule below. The meetings could be physical, telephonic or via the internet when requested.”

Page 19 – Insert “School Board Members” under Supervisor of Dining Services

Page 37 – Insert “Provide updates to school/office staff and school board on the extent of the infection.”

The Board Committee approved the item with the changes to the above pages.

Mr. Gilliland reviewed agenda item B, Pennsylvania Department of Education Self Certification Approval – Nitschmann Middle School Art Room Floor Replacement.

Mrs. Leeson asked where the funding for this project would come from.

Mr. Amato asked Mr. Gilliland if there is no contingency, how we will pay for these change orders.

Mr. Gilliland reported that there are some emergency funds in his maintenance budget.

Mr. Majewski also noted that there is \$100,000 left over from the Nitschmann right of way project for use. Mr. Majewski also pointed out that there may need to be additional borrowing as pointed out previously to complete the Broughal Middle School Project.

Mr. Fazil reviewed agenda item C, Authorization to Expend 2005 and 2007 Bond Funds – Liberty High School Additions and Renovations Project – Change Orders.

Mrs. Cann asked for clarification as to why power is needed for the IP telephone systems.

Mr. Fazil stated that voice over IP communication is directed to various intermediate distribution frame (IDF) rooms in each building at the Liberty Campus. Uninterruptable power supply (UPS) is provided, but provides a very limited period of power.

Dr. Lewis explained the vulnerability of IP systems verses plain old telephone service/systems (POTS) line, but noted that one substantial expense of POTS lines is eliminated.

Mrs. Follweiler asked how long the UPS systems power the units.

Mr. Fazil stated that the UPS systems will run around twenty minutes.

Mr. Amato asked where we will get \$68,000 to pay for the change orders.

Mr. Fazil stated that the money could come from contingency funds from the projects.

Mr. Majewski stated that although contingency funds were allotted for the project, there is no actual money available to pay for this at this time. He stated that may or may not mean it would

come out of bond funds, and as previously noted, additional bond funds would be required to complete the Broughal and Northeast Middle Schools demolition.

Mr. Amato questioned what the bond funds must be utilized for.

Mr. Majewski responded that they must be used for general construction purposes.

Mrs. Leeson asked for a list of change orders at Liberty and a sum of associated costs.

Mr. Fazil responded that he would provide this information for the board. He commented that this was the most contingency that he has ever used on any project in his career.

Mr. Tenaglia asked if the change orders on this project were related to renovation and unforeseen circumstances.

Mr. Fazil responded that they were and the majority was for subsurface items in the Student Activities Building and Commons Building.

Mrs. Cann asked if the change order for the Liberty High School VoIP system was really needed.

Mr. Fazil responded that this was a decision that the board would have to make. He felt that it was his duty to inform the board of this issue and to allow them to determine its outcome.

Mrs. Leeson commented that if the phone system went down as a result of a power outage, teachers could use their own cell phones to contact the office in an emergency.

Mr. McKeon commented that he felt that the recommended practice of teachers using their own cell in an emergency might result in a labor issue. He further asked what was budgeted for the Freedom, Liberty, and Broughal projects and what the actual costs for construction were.

Mr. Majewski noted that in a time of crisis, cell phone communications can overwhelm the system much as it did on September 11, 2001.

Mr. Fazil emphasized that when the telephones are down, the student body can not be paged. The only possible communication is an all-call from main office.

Mrs. Follweiler suggested that alternate methods of communication such as FM radios and megaphones be explored. She stated that these options are utilized in her workplace.

Mr. Tenaglia questioned what funds are currently available from our construction accounts.

Mr. Majewski stated that he will consult with D'Huy Engineering, Inc. and verify funding and expenditures of current projects.

Mr. Fazil explained item C of the proposed board agenda relative to a requested change order for a cost not to exceed \$32,000 to install select new light fixtures. He also requested board direction on the proposed change orders in order for him to prepare PlanCon I documents for their approval.

Dr. Lewis asked for consensus of the board on the proposed change orders.

Mrs. Cann polled the members and all in attendance stated they would like to bring all change orders to the April 21, 2008, Regular Board Meeting.

Mr. Fazil reviewed agenda item D, Authorization to Expend 2005 and 2007 Bond Funds – Freedom High School Additions and Renovations Project – Change Order Deduct.

AGENDA ITEMS FOR THE APRIL 21, 2008, REGULAR BOARD MEETING –

After discussion, the board committee agreed to bring the following agenda items to the April 21, 2008, Regular Board Meeting:

- A. Pandemic Influenza Contingency Plan
- B. Pennsylvania Department of Education Self-Certification Approval – Nitschmann Middle School Art Room Floor Replacement
- C. Authorization to Expend 2005 and 2007 Bond Funds – Liberty High School Additions and Renovations Project – Change Orders
- D. Authorization to Expend 2005 and 2007 Bond Funds – Freedom High School Additions and Renovations Project – Change Orders Deduct

COURTESY OF THE FLOOR TO VISITORS –

The board extended the courtesy of the floor to hear all of the public input. The following person addressed the committee with comments:

Stephen Antalics, 737 Ridge Street, Bethlehem: Mr. Antalics stated that he would not be available to attend the April 8, 2008, public meeting at Nitschmann Middle School. He questioned who did the cost studies for the various options.

Dr. Lewis stated the D'Huy Engineering did a cost analysis on the technical aspects of the proposals. Other estimates were prepared by cabinet members.

Mr. Antalics noted that there may be a subjective interest to relocate. He stated that those who prepared the estimates may be too close to the project. Mr. Antalics recommended that the district seek a second opinion for an approximate cost of \$300,000.

Mr. Gilliland responded that in his three year tenure with the district, he has worked with D'Huy Engineering, Inc. on multiple projects. He has always found their cost estimates to be very accurate when compared to project bidding. He further noted that square footage prices for renovation and new construction are reflective of prices noted in recent building trade publications and from our experience on other projects.

Mrs. Leeson asked if it would be possible to renovate Nitschmann Middle School cheaper.

Mr. Fazil responded that cost estimates for renovation were reflective of the parameters utilized for the renovation of Liberty Commons Building. He stated that we could renovate the building cheaper if certain things were excluded. However, the content of the budget numbers were to reflect as close as possible renovations that would last 30 years, similar to those performed in the Commons Building. He noted that the Nitschmann Building is similar to portions of the Commons Building.

Mrs. Koch stated that she is concerned about a long standing district policy of not selling the district property. She emphasized that the district may need this land for the future. She then challenged the board to think about the future and how difficult and costly it would be for future boards to purchase land.

Mrs. Follweiler asked what format would be employed for the April 8, 2008, public meeting on the discussion of Nitschmann Middle School construction options.

Dr. Lewis noted that the intent of the meeting was for the board and district administration to hear public input regarding the options.

OPEN FORUM – No discussion.

The meeting was adjourned at approximately 7:15 p.m.

Minutes prepared by:

Kristen M. Snyder, Secretary to the Director of Facilities and Operations

Scott T. Gilliland, Director of Facilities and Operations