

**BETHLEHEM AREA SCHOOL DISTRICT
BOARD FACILITIES COMMITTEE
MEETING MINUTES
MONDAY, APRIL 6, 2009**

Mrs. Michele Cann, Facilities Chairperson of the Board of School Directors, called the meeting of the Board Facilities Committee to order at 7:50 p.m. on Monday, April 6, 2009, in the Dining Room of the Education Center. Present were School Board members Dr. Craig Haytmanek, Benjamin Tenaglia, Judith Dexter, Charlene Koch, Loretta Leeson, Rosario Amato, Michele Cann, Irene Follweiler, and Eugene McKeon. Also present were Dr. Joseph A. Lewis, superintendent of schools; Scott T. Gilliland, director of facilities and operations; Arif Fazil, district engineer (D'Huy Engineering, Inc.); Robert Furst, district architect (Architecture FURST, Pc); Thomas Washington, assistant superintendent for human resources; Frank Arbushites, acting director of information technologies; Mary Katona, assistant superintendent for curriculum and instruction; Richard Agretto, director of special education; Anne Morton, assistant director of business affairs; Joseph Santoro, principal of Broughal Middle School; and representatives from the press.

The following items were discussed:

COURTESY OF THE FLOOR TO VISITORS –

Stephen Antalics, 737 Ridge Street, Bethlehem: Mr. Antalics questioned if it would be possible to donate the existing Broughal Middle School to Lehigh University, and in exchange, have Lehigh donate back to the district numerous buildings that they currently occupy across the street from Broughal Middle School. He suggested that the administration contact Lehigh University to discuss this arrangement.

DISCUSSION ITEMS –

Dr. Lewis reviewed item two on the agenda, Dedication Plaques – School Construction – Broughal Middle School and Liberty High School. He said that the district would like to have these plaques produced soon. Dr. Lewis asked the board to look at attachment number 4 in the agenda packet to review the proposed Broughal Middle School plaque. On the plaque are the names of the board members at the time of PlanCon approval, the board members at the time of the opening of the school, and the current administration.

Mrs. Follweiler asked if the date of 2009 that was listed on the top of the plaque represented the tentative dedication date of 2009.

Mr. Tenaglia asked if this picture in the packet was a representation of what the plaque would look like. He also asked if the date of 2009 should be listed on the right hand side of the plaque as opposed to being centered on the plaque. Was the architect's name printed correctly as it is not capitalized like the rest of the names on the plaque?

Dr. Lewis answered that the architect's name was printed correctly. This is the copyrighted way of printing it. He also said that D'Huy Engineering, Inc. has offered to pay for the replacement plaque that the board requested for Liberty High School. The revised plaque for Liberty also represents the names of the board members at the time of PlanCon approval, the board members at the time of the opening of the school, and the current administration.

Mrs. Follweiler questioned why the old solicitor was listed as opposed to the current solicitor.

Dr. Lewis said that it was because the old solicitor (Sweet, Stevens, Katz, & Williams) was the one who performed a majority of the work on the Liberty High School project.

Mrs. Follweiler suggested listing both the names of the old and new solicitors with the corresponding dates of service in order to make the plaque historically accurate.

Mrs. Dexter agreed and said that she would also like to see the current solicitor listed on the plaque, the date of 2009 placed in the top center, and also noted that Dr. Haytmanek's name was spelled incorrectly.

Mr. Amato questioned what the protocol for the dedication plaques was. He stated that in years past, it seems as if the board members at the time of PlanCon approval were the ones who were recognized on the plaques, not the current board members. He questioned why we are changing the way that the plaques are done. He said that it seems as if certain board members want to take credit for all the hard work past board members and administration have done. Have these plaques been completed already?

Dr. Lewis said that every school is done differently. There is no standard protocol as to what needs to appear on the plaque. Dr. Lewis told Mr. Amato that the new plaques being proposed for Broughal Middle School and Liberty High School have not been made yet. The only plaque that has been completed is the one shown in the agenda packet for Liberty High School in the dark print. The revised plaque being donated by D'Huy Engineering, Inc. will replace this one at Liberty High School.

Mrs. Leeson noted that the Northeast Middle School and Freedom High School plaques were completed the same way that the new ones were being proposed.

Mrs. Cann polled the board, and after a vote, it was decided that the Broughal Middle School plaque would be printed as shown and the Liberty High School plaque would be printed with the suggested corrections (the correct spelling of Dr. Haytmanek's name and the current solicitor's name only). Mrs. Cann then thanked Mr. Fazil and D'Huy Engineering, Inc. for their donation of the new plaque for Liberty High School.

Mr. Gilliland reviewed item three on the agenda, Broughal Middle School Equipment. He said that this was being presented as the board requested this information be brought to them. Mr. Gilliland noted that the average purchased price for furniture and equipment for a new school is five dollars per square foot. The administration projected a cost of four dollars a square foot; the

information for furniture and equipment presented tonight for Broughal Middle School represents a figure of \$2.52 per square foot. Mr. Gilliland said that he wanted to thank Mr. Santoro for working tirelessly on this project and also for using existing equipment from the current Broughal Middle School. The furniture company that the district is using for this project has also been able to offer modest furniture while not sacrificing functionality. He continued to say that in a meeting on Friday, some furniture and equipment items on the list were cut. Mr. Gilliland said that he would like to bring to the board's attention that there has not been one change order submitted on the Broughal Middle School project, nor has the contingency been used. He thanked Mr. Fazil and Mr. Furst for their hard work on this project.

Mr. Amato asked if the specifications on the furniture were the same as the original specifications. If the specifications were changed, and completely different furniture was purchased, then you would not be able to compare "apples to apples".

Dr. Lewis said that the savings were achieved by reducing the quantity of some of the furniture and equipment items. He said that Mr. Gilliland also received a lead from Mr. Agretto's office on a tremendous furniture donation. The district is trying to "do more with less"; less digital cameras will be purchased than originally planned, a different storage system was put in place at Broughal saving thousands of dollars, and a discussion will be held at a later date about the district possibly acquiring a partner on the proposed planetarium. Dr. Lewis also said that it was decided that a high lift will not be purchased; the one that the district already owns can be moved when it is needed at the school.

Mrs. Leeson congratulated the administration for the work that they have done on outfitting Broughal Middle School. She said that she has heard from other school districts and architects that instead of putting televisions into the classrooms, computers and projectors are being installed instead. She believed that televisions in the classroom seemed like outdated technology as a computer can be used to view "live streaming" on the Internet and the images projected for students to view.

Dr. Lewis said that the idea was to use the televisions as projectors. He then asked Mr. Arbushites of the cost difference between a television and a projector.

Mr. Arbushites said that initially, the cost of purchasing a projector is lower, but there is the hidden cost of the replacement bulbs. A replacement bulb is typically around \$400 to \$500 per bulb, per projector. The life expectancy of a projector bulb is around one to two years.

Mrs. Leeson thanked Mr. Arbushites for that information as she was unaware of the cost of replacement bulbs.

Dr. Lewis added that using televisions in the classrooms will allow the district to utilize various delivery and technology methods. Computer images can be routed to view on the televisions and display the same as a projector. Televisions are also needed in the classrooms to view television programs.

Mr. Arbushites said if projectors were purchased instead of televisions, tuners would need to be purchased for the computers to view television programs. That was also an extra cost that was not included on the equipment list.

Mrs. Leeson asked how often televisions are used in the classrooms.

Dr. Lewis answered that it would be used as much as a projector. Digitized images can be placed on the television directly through the computer. Using televisions is a more sophisticated system than using projectors.

Mr. Arbushites said that you cannot have a designated channel for broadcasts without a tuner. The school's video communication system needs a designated channel to be broadcast on.

Mrs. Cann asked Mrs. Leeson which particular line item on the Broughal Equipment and Supplies list she wanted to see reduced.

Mrs. Leeson stated she would like to see reduced televisions, mounts, and installation.

Mr. Amato asked what types of cameras were being reduced on the equipment list. He was concerned that these were security cameras for the school.

Dr. Lewis said that they were digital still cameras and digital video cameras for the classes and not security cameras.

Mr. Amato felt that Broughal Middle School was being "short-changed" again. He said that this school has been on the list for over fifteen years to be built, and now that it is near completion, necessary items are being cut.

Mrs. Koch requested that the administration not discuss building new schools or buildings until Broughal was completed.

Mrs. Dexter felt that the administration was "putting the cart before the horse" as they were recommending that building and classroom equipment be purchased before the curriculum was adopted. She also said that Broughal was not being short-changed as there is no other school in the district that has a greenhouse or planetarium like the ones being proposed.

Mr. Santoro asked the board to consider the fact that there are no wood or metal shops and only one home economics room. These are things that are in other schools, but not Broughal. He said that fifteen percent of the budget goes to related arts programs; Broughal is trading these traditional programs for the ones being proposed.

Mrs. Koch said that she did not recall bringing in used furniture to the other schools that were recently built or remodeled.

Mrs. Leeson said that there was furniture that was reused for these buildings. She also said that from her understanding, the planetarium and greenhouse were only going to be put in if there was a donor for the equipment. She understands that Broughal is replacing home economics and shops, but the equipment requested was expensive.

Mr. Santoro said that there are proposed courses in the curriculum for the planetarium and greenhouse.

Dr. Lewis stated that Mr. Santoro was willing to accept good, used furniture in order to save money so that other features of the building could be maintained. The curriculum for Broughal still needs to be discussed. Those rooms and equipment are necessary to teach these courses.

Mr. Gilliland noted that the used furniture that was acquired by the district is being used by mostly teachers and staff. When the furniture was selected for the Freedom and Liberty High School projects, the furniture company used a computerized program to fit all the rooms out; all buildings are done this way. All furniture quotes start out at a few million dollars and then are pared down from there taking into consideration what is needed and what can be reused. The quote on furniture that was received six months ago was based on the rising prices of metal; today's quote is lower. The manufacturer cut their prices as well.

Mrs. Cann asked Mr. Santoro what programs were put in place of wood and metal shop.

Mr. Santoro said that as size and needs of the school grows, there is no place to put the students. Currently, technology courses are offered in place of shop. Presently, not all courses exist.

Mrs. Koch questioned whether or not East Hills and Northeast Middle Schools brought in used furniture when they were completed.

Mr. Gilliland answered that Northeast Middle School did not bring in used furniture; it was left at the old building for the Liberty Freshman Campus to use. Most of the furniture there was in disrepair.

Mr. Fazil said that because additional square footage was added on to East Hills Middle School, additional furniture needed to be purchased.

Mrs. Dexter asked how much money it will cost to maintain the proposed equipment purchases at Broughal.

Mrs. Follweiler said that she commends the administration on accepting the donations of furniture and for handling the equipment changes. She also said that the district's responsibility is to give our students the best education possible. Giving the best education does not necessarily mean providing them with top-of-the-line furniture. As long as it is functional, it serves its purpose.

Dr. Lewis said again that the administration will do its best to “do more with less”.

Mr. McKeon said that he noticed the equipment list indicates that additional desktop computer will be purchased. Where are the computers that are currently at Broughal Middle School going to be placed?

Dr. Lewis noted that the robotics lab is going to be moved to the new school.

Mr. Gilliland said that the chairs that were purchased for Broughal were different from ones purchased in the past in the fact that they were stronger, lighter, and about half the price. He stated that a cheaper price does not always mean that the product itself is made cheaply.

Mrs. Leeson asked if the keyboarding class that is offered is necessary in the curriculum.

Mr. Santoro said that the class is music composition. He felt that that it is an important class as graphic arts and keyboarding are exciting to the students. They look forward to taking these classes.

Dr. Lewis said that the equipment and furniture items for Broughal Middle School need to be ordered to move forward with the project. He said that the administration would like to have a resolution so the purchases can be made.

Mr. Gilliland noted that these items must be ordered now in order for them to arrive by the start of the 2009 school year.

Mrs. Leeson suggested bringing the building and classroom equipment list along with the curriculum for the Regular Board Meeting scheduled on April 27, 2009, and it could possibly be finalized at that meeting.

Mrs. Cann asked the board if a recommendation could be made to start the bidding process for the Broughal Middle School building and classroom equipment. After a poll of the board, it was decided that the bidding process could commence.

Mrs. Cann reviewed item number four on the agenda, Broughal Middle School Signage.

Mr. Furst explained that the sign will be three dimensional and the concept of the $E=mc^2$ feature was designed to support the science and technology theme of the school. He felt that the sign will be visible and easy to read and recommended that it not be changed. He also stated that the color of the sign in the sample that was shown to the board was not made in the true colors that it will be seen on the building. The $E=mc^2$ will be in a primary red color and be featured on a true black background.

Mrs. Koch asked if the color does not show up, can the sign letters be changed?

Mr. Furst said yes.

After a poll of the board, it was decided that the sign for Broughal Middle School will remain as it was originally designed.

Mr. Gilliland reviewed agenda items A [Authorization to Expend Capital Reserve Funds – Bids Opened February 25, 2009 – Roof Repairs – Asa Packer Elementary School], B [Authorization to Expend Capital Reserve Funds – Bids Opened February 25, 2009 – Roof Repairs – Farmersville Elementary School], C [Authorization to Expend Capital Reserve Funds – Bids Opened February 25, 2009 – Partial Roof Replacement – Freemansburg Elementary School], D [Authorization to Expend Capital Reserve Funds – Bids Opened March 3, 2009 – Fire Alarm System Replacement – Asa Packer Elementary School], and E [Authorization to Expend Capital Reserve Funds – Bids Opened February 27, 2009 – Audio/Visual Cabling – Broughal Middle School]. He explained that the administration is recommending these items be awarded so they can be completed over the summer. He also said that the administration recommends that alternate one of the roofing bids are chosen as the installation of the TPO roof will save money. Mr. Gilliland explained that TPO is the white roofing that is installed on buildings. It reflects the rays of the sun and will help to reduce cooling costs in the summer. He also said that the Freemansburg Elementary Schools roof was scanned and it was found that the existing insulation is still in good shape. Mr. Gilliland said for agenda item D, [Authorization to Expend Capital Reserve Funds – Bids Opened March 3, 2009 – Fire Alarm System Replacement – Asa Packer Elementary School] the administration is recommending alternate one (to use Simplex Grinnell) in lieu of the base bid. Simplex Grinnell is currently used in all of our district's buildings. The bids for all the projects were below the estimates.

Mr. Tenaglia asked why Freemansburg Elementary School was only getting a partial roof replacement.

Mr. Fazil said that the rest of the membrane was recently replaced under warranty.

Mr. Tenaglia said that the administration is requesting approximately \$800,000 to complete the proposed summer projects. If they were done, that would only leave about \$600,000 in the Capital Reserve Fund.

Dr. Lewis said that these projects are being proposed as they are the “barebones necessities” for what needs to be done.

Mr. Tenaglia then asked if the advertising for these projects can be paid for out of the Capital Reserve Fund.

Dr. Lewis said that he will get a formal opinion.

Mr. McKeon said that he was concerned about the difference in price between agenda items A and B. He said it was a notable difference; were the companies who submitted the bids okay to use?

Mr. Fazil stated that the price difference was a concern, but the contractors were looked at and there was no reason not to award them the bid.

After a poll of the board, it was decided that agenda items A, B, C, D, and E would appear on the board agenda for approval.

Dr. Lewis explained agenda item F, Quotations for the \$5,800 - \$15,200 Cost Category. He said that the district child care was awarded the Keystone Stars Grant. As part of the grant, a portion of the money had to be given back to the employees in the form of incentives. Dr. Lewis felt that instead of cash incentives, the administration would try to raise the appearance attire by offering shirts with the Bethlehem Area School District logo on it.

Mr. Gilliland explained agenda items G [Authorization to Expend 2007 Bond Funds – Library Move – Broughal Middle School Construction Project], and H [Individual Private Transportation Contract]. He said that the library moving service was successfully used at Liberty High School and Liberty Freshman Campus. The same company that moved those libraries would be awarded the bid for the Broughal Middle School library. Mr. Gilliland said that agenda item H was just being brought before the board now because in the beginning of the school year, our school district was told that this particular student was moving out of the district. The student did not move, but the transportation company continued to provide transportation for him to Wind Gap. In turn, they billed us for the transportation charges. We are responsible for this cost as this student was located in our district. He has since moved and is no longer our responsibility to transport.

Mrs. Leeson felt that \$110 dollars a day to transport a student to Wind Gap was excessive.

Mr. Gilliland said that the administration exhausted every other option to have this student transported.

AGENDA ITEMS FOR THE APRIL 14, 2009, SPECIAL BOARD MEETING –

After discussion, the board committee agreed to bring the following agenda items to the April 16, 2009, Special Board Meeting:

- A. Authorization to Expend Capital Reserve Funds – Bids Opened February 25, 2009 – Roof Repairs – Asa Packer Elementary School
- B. Authorization to Expend Capital Reserve Funds – Bids Opened February 25, 2009 – Roof Repairs – Farmersville Elementary School
- C. Authorization to Expend Capital Reserve Funds – Bids Opened February 25, 2009 – Partial Roof Replacement – Freemansburg Elementary School

- D. Authorization to Expend Capital Reserve Funds – Bids Opened March 3, 2009 – Fire Alarm System Replacement – Asa Packer Elementary School
- E. Authorization to Expend Capital Reserve Funds – Bids Opened February 27, 2009 – Audio/Visual Cabling – Broughal Middle School
- F. Quotations for the \$5,800 - \$15,200 Cost Category

AGENDA ITEMS FOR THE APRIL 27, 2009, REGULAR BOARD MEETING –

After discussion, the board committee agreed to bring the following agenda items to the April 27, 2009, Regular Board Meeting:

- G. Authorization to Expend 2007 Bond Funds – Library Move – Broughal Middle School Construction Project
- H. Individual Private Transportation Contract
- I. Broughal Equipment

COURTESY OF THE FLOOR TO VISITORS –

Dana Grubb, 2420 Henderson Place, Bethlehem: Mr. Grubb addressed the board with compliments on trying to stretch dollars for the district.

OPEN FORUM –

Mrs. Dexter requested that Mr. Gilliland investigate the lighting at Freedom High School due to a recent incident there. She also said that she was concerned with student traffic at Liberty High School and asked if it would be possible to investigate the possibility of creating a designated drop off point for students.

Mrs. Leeson suggested using the bus channel as a drop off area for students and have the buses drop off the students on Grenadier Boulevard.

Mr. Gilliland said that he recently had a conversation with Mr. Frank Barron from the City of Bethlehem about the traffic around Liberty and it would be looked into.

Mrs. Leeson said that parking was so difficult around Liberty because there is no visitor parking available.

The meeting was adjourned at approximately 9:23 p.m.

Minutes prepared by:

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

Scott T. Gilliland, Director of Facilities and Operations