

SALISBURY TOWNSHIP SCHOOL DISTRICT

Operations Subcommittee Meeting Administration Building, Wednesday, September 11, 2013

Committee Members Present: Mr. Frankenfield, Chair

Other Board Members Present: Mr. Bobeck (arrived 7:30 p.m.), Mrs. Fischer, Mr. Giordano,
Mr. Mantz, Mrs. Ziegler

Administrators Present: Mr. Brackett, Mr. Bruchak, Mr. Roth, and Dr. Ziegenfuss (arrived 8:03 p.m.)

I. Call to Order

The meeting was called to order by Mr. Frankenfield at 7:03 p.m.

II. Administration Building Security Bid

Mr. Brackett presented the bid quotes that were received for the administration building security and fire alarm system. The base bid was for the fire monitoring system and some moderate upgrade to the security system and video iPhone system for the front entrance and card swipe for the rear door. There were four companies that participated in the bid process. G.R. Sponaugle & Sons had the lowest base bid of \$53,440.00. The lowest base bid with the alternate of exterior IP cameras was \$106,401.00 from B&B Electrical. The lowest base bid with alternate of exterior and interior IP cameras was \$167,811.00 from B&B Electrical. Mr. Brackett is recommending the installation of a Simplex system instead of the alternate manufacturers as in alternate 1. Simplex is used throughout the district and this would be tied in with existing systems. The funding for this project was earmarked at \$200,000. It is being recommended to accept just the base bid and apply the savings to securing the middle school front entrance. Mr. Brackett has a scheduled meeting with Mr. Haller from D'Huy Engineering, Inc. to further discuss the redesign of the middle school front entrance and obtain a solid price of the project. It is thought that the project at minimum will cost \$50,000 but could exceed \$100,000 depending on the resign or rebuilt of the entrance.

The board was in agreement to give D'Huy permission to notify Sponaugle with the Notice to Proceed with the administration building security and fire alarm system. A motion will be on the September board agenda for formal board approval.

Mr. Brackett is working with Salisbury police on the potential upcoming grants related to security issues.

III. Summer Work Projects

Mr. Brackett showed a slide of the high school sign. He will be in contact with a local landscaping company to discuss the placement of shrubbery below the sign.

Mr. Brackett showed slides of the sidewalk replacement at the middle school. There were two ADA ramps installed. The sidewalk along Devonshire Road was removed as well as some trees. Four new trees were planted in front of the middle school.

The sidewalks were completed at Harry S Truman along with ADA handicapped ramps. A new section of sidewalk was added at the A-Pod exit. The students now leave through A-Pod to reach their busses. This is eliminating some congestion in the front entrance at dismissal.

The Harry S Truman front entrance security wall is complete. Visitors now have access to only the office upon their entrance. The two sets of doors that give access to the main hallways can be locked. The electronics on those doors that include a card swipe and push button release are not installed as of yet but are expected to be completed by next week. There have been no traffic flow issues with the addition of the wall. The project cost was approximately \$20,000 for wall and electronics.

Western Salisbury Elementary feedback from parents in regard to the new secured entrance has been positive.

IV. Budget timeline

Mr. Bruchak stated that September 1 was when PDE was to publish the 2014-2015 base Act 1 Index but has not been done yet. PASBO has published an unofficial Index of 2.1%. The end of September is when the budget memos will be sent out and PDE's deadline to notify district of their adjusted index. There will be a discussion of the timeline, Act 1 Index and PSERS at the October Operations Committee meeting. The building budgets will be returned by the end of October and individual budget meetings will be completed through November. It was suggested that the Reorganization Board meeting be held on December 2 followed by the Operations Committee meeting and then the Regular Board meeting will be held on December 4 upon consult with the district solicitor. (*It was decided after the meeting to revisit the December meeting dates.*) The 2014-15 Preliminary budget will be presented at the January 8 Operations Committee meeting. January 30 is the deadline to make the 2014-15 Proposed Preliminary Budget available for public inspection or to adopt a resolution indicating that the district will not raise taxes by more than the index. February 5 Operations meeting will review and update the Preliminary Budget. February 9 is the deadline to give public notice of intent to adopt the Preliminary Budget and is also the deadline to adopt a resolution to not raise taxes above the index. February 19 is the scheduled Regular Board meeting at which the board would adopt the 2014-15 Preliminary budget and it is also the deadline to adopt the budget. The concern of not

IV. Budget timeline (continued)

rescheduling this board meeting and moving it up by one week is the possibility of missing the adoption deadline due to a cancellation of the meeting due to inclement weather.

There will be a budget update and a review of the five year budgets and actual expenditures and revenues at the March 5 Operations meeting. A budget update and review of the four year projections and unfunded mandates at the April 9 Operations meeting. The 2014-15 Proposed final budget presentation will be at the May 7 Operations meeting. The 2014-15 Proposed final budget will be adopted at the May 14 regular board meeting. The budget goes to voters for approval if referendum is necessary will be on May 20. The deadline to make the 2014-15 Proposed Final budget available for public inspection is May 29. The district needs to adopt the 2014-15 Proposed Final budget by May 31. There will be a budget update and discussion at the June 4 Operations meeting. June 8 is the deadline to give public notice of intent to adopt the Final budget. The final budget adoption will be on the June 18 board agenda.

V. Other

It was questioned whether the township contacted the district regarding the use of district land along Emmaus Avenue. Mr. Brackett stated that the contractors, at the request of the township, have been in contact with him as they have done in the past to request permission for the contractor that is doing work in the area to use that land as a staging/parking area.

The payment in lieu of taxes from the Lehigh Valley Hospital has been received.

As of the 3rd day enrollment the district is up 10 students which is the first time in a long time since this has happened.

Mr. Mantz has been approached by a few township residents to find out how they could find out what is going on at the high school. It is difficult to read the electronic sign due to the size and speed of the message. Mr. Brackett will contact Mrs. Morningstar and Mr. Dovico to question if the size and speed of the messages could be changed. In regards to what information if posted on the sign, Mr. Brackett directed that those questions would need to be asked of Mrs. Morningstar and Mr. Dovico.

Mr. Ziegenfuss will address a concern brought to the meeting regarding the cafeteria online point of sale program's possible change on the site and level of difficulty.

The November election day is a professional development day for teachers. There will be no students in class while residents are voting at the middle school.

The board will contact Mr. Bruchak with their recommendation on who to elect as the PSBA officers. This action will need to be taken at the September Regular Board meeting.

VI. Citizens' comments

None

VII. Next meeting

The next meeting will be held on October 2, 2013.

VIII. Adjournment

Mr. Frankenfield adjourned the meeting at 8:08 p.m.

Robert P. Bruchak
Business Administrator/Board Secretary