

**SPRING-FORD AREA SCHOOL DISTRICT**  
**Property Committee**  
**October 12th - 7:30 PM**  
**HS Conference room/virtual Meeting**  
**Minutes**

**Attendees:** Linda Fazzini, Colleen Zasowski via zoom, Christina Melton via zoom, Diane Sullivan, Dave Boyer, Jim Fink, Robert Rizzo, Erin Crew and Robert Hunter

Acceptance of the Meeting Minutes by Linda Fazzini

**Ongoing Business – Operations**

- A. HS Construction closeout update
  - a. The District has come to financial terms with Perrotto Builders for the out of pocket expenses incurred during the construction project.
  - b. The District will be reimbursed \$30,460.40 which will be deducted from the remaining construction of \$164,831.41
  - c. Final payment of 134,317.01 will be paid at final billing pending submission of all closeout documentation which is expected to be completed by the end of the month.
- B. District Office HVAC Plan review
  - a. ICS Consulting delivered HVAC plans for owners review that incorporated system changes for better humidity control and overall building coverage while still using the split system design.
  - b. Plan and budget review with ICS are scheduled on 10/21/20
  - c. Finished drawings will go out to KPN contactors first week of November for pricing
- C. Update on School opening project management
  - a. Mr. Fink provided an overview of how the school opening plan has been incorporated into Microsoft Project with the support of ICS consulting and how the District is using it to track progress.
  - b. An update was given for each department and critical milestones were discussed.
  - c. The project schedule is updated weekly and will be included in the Board of Directors memo.
  - d. To date all of the target dates for school opening are on schedule.
  - e. It was requested by attending Board members to provide this update at the October 26<sup>th</sup> Board meeting.

**New Business – Operations**

- A. Replacement of Landscape Contractor for Grass Cutting of Elementary Schools
  - a. Discussed the current status and performance issues of existing landscape contractor who just completed their second year of providing services to the District.
  - b. Currently a total of 65 acres at 6 schools are maintained by contracted services.
  - c. Grass cutting specifications will be reviewed and revised to go out for pricing in November

**Ongoing Business - School Police and Emergency Management**

- A. Projects and initiatives
  - 1. PCCD GRANTS **2019** - Ordered Part A Grant for \$45,000 Merit, UPS, and 32 more Digital Radios. I ordered Unlimited Power Supply Units per technologies request with the remainder of the funds.
  - 2. Revisions to the PCCD Grant for Covid 19 2020 in progress and to be completed no later than 10/31/2020.
  - 3. Security Patrols at each school and all after school events until 9 pm Monday – Friday. Many weekend events are covered by request.
  - 4. Traffic Control including crossing guards' details are in full operation at each school until 11/12/2020 per coordination with Limerick Police Department and Upper Providence Police Department.
  - 5. All ordered PPE has arrived except Nitrile Gloves in medium, large and extra-large. We do have vinyl gloves in stock in all sizes.

6. We are looking into purchasing more floor decals for the elementary schools under bid protection for grant money use.
7. Grants:
  - a. We did not receive the State Farm Grant for the AED Project. I am working on alternate funding sources.
  - b. PEMA-FEMA GRANT 2020 - I am constructing the framework for the Covid 19 PEMA FEMA Grant with Finance to cover costs not already paid for by the PCCD Grant of 2020.

**B. Training/PD**

1. The SFSP has started age appropriate ALICE Training at each school with the goal of training all staff by the end of the 20-21 school year. We conducted training at the 8GC on 9/30/2020 and it was extremely successful.
2. Condensed fire, evacuation and ALICE Drill schedules have been sent out to all administrators.

**C. Meeting Updates**

1. I met with Chief Skelton on 10/8/2020 regarding the crossing guard situation and we are working together on solutions short and long term.

**D. New Business**

1. Four year security camera plan
  - a. Bids were received for the server change over from Avigilon to Genetec, camera systems for 8GC and SCE and Chief Boyer is awaiting guidance from the committee as to whether we can proceed in 2020 or 2021. (See attached RFQ's)
    - i. Server Change Over Project \$106,200.00
    - ii. Cameras Project 8GC \$285,947.40
    - iii. Cameras Project SCE \$78,289.00

**Other Business:**

**Actionable Items:**

**Needs for Next Meeting:**

- A. Continue to provide updates on school opening project schedule

**Board Comment:**