



Wyomissing Area School District

630 Evans Avenue, Wyomissing PA 19610

Facilities/Finance Committee
Monday, September 10, 2018
Community Board Room

Committee Chair: Karen McAvoy/Maria Ziolkowski

Committee Members: Laurie Waxler, Chris McCaffrey

Meeting Minutes

Attendees: Susan Larkin, Karen McAvoy, Chris McCaffrey, Melissa Phillips, Terrie Taylor, Laurie Waxler, George Zeppos, Maria Ziolkowski, Rob Scoboria, Mike Cafoncelli, Mark Boyer, Jessica Lengle, Matt Redcay

Committee Members Absent: None

Public Attendees: Sign-in sheet attached

Facilities Meeting called to order by Karen McAvoy at 4:45 pm

Approval of Minutes

- Motion to approve the Facilities Committee minutes from August 13, 2018
- Resolved: Minutes from the meeting on August 13, 2018, were approved without modifications.

Public Comment: None

Old Business:

Facilities

- Flannery Field – Mr. Cafoncelli said the renovations are expected to be done in the Summer of 2019. He was looking for clear direction on the scope, budget, and timeline for the project. Brian Bingaman from Turf, Track & Court LLC presented a rendering of the proposed renovations limiting the acreage disturbance to one acre so as not to incur additional permitting which would delay the project for another year. The scope presented in the drawing included repairs to the running track base (removing the surface, repairing the base and heaving areas, expansion to an eight-lane straightaway, milling of asphalt, new asphalt wearing surface, relocation of the long jump/pole vault, relocation of padding cage, and a perimeter fence around the track) and a trench drain. The cost for that portion is approximately \$308,500. Running track improvements to the surface would be an additional \$325,000 using the Sandwich System. Upgrades to the track pavilion including electric heating,

insulation and door replacement would be \$115,000. Additional project items include asphalt paving with a six-space parking lot, bleachers, a storage building, and perimeter fencing around the entire complex. The total projected cost estimate is approximately \$1,220,000. After a lengthy discussion regarding the individual components of the estimate, the consensus was to pull out the six-spot parking lot, the renovations to the track pavilion, and the storage shed and revisit those items later. Mr. Scoboria cautioned that making too many revisions requiring engineering calculations may push the timeline beyond possible completion next summer which would overtax a facility that has already exceeded its life expectancy. Mr. Boyer reminded the Board that \$1.6m in funds was earmarked for this project in the prior bond issuance.

- Outdoor Classroom – The requested teacher usage survey is in process and the results should be available in October. AEM would charge approximately \$12,000 to design the project, create the bid documents, and for the construction implementation process. Mr. Scoboria suggested reaching out to another firm who may have more expertise in constructing outdoor classrooms for an estimate. Senior Joanna Helm indicated the twenty teachers of various subjects she surveyed very much supported the idea. While the Board will wait to review the results of the entire survey, the project already has financial support from several donors. Other potential uses for the classroom were discussed such as club meetings, drama performances, athletic team meetings, summer programming, a nature lab, mini college rep presentations, and special education classes.
- STEAM Area – The occupancy permit for the STEAM lab has been received. Furniture was delivered September 7, technology is being installed and punch list items are being finished.
- JSHS Phase II – HVAC controls are being commissioned and fine-tuned to the energy contract stipulations. Punch list items are being finished.
- Safe Schools Advisory Committee – The District is focusing on priority recommendations from the Committee such as increasing communication for teachers in crisis situations. Crisis-Go funding has been secured by BCIU for county school districts for three years. This system provides buttons on district laptops, iPads computers and phones to communicate in the event of a crisis. It also stores emergency planning and procedures in a central location. Full implementation and training is expected in January 2019. The District is exploring Raptor, a visitor management system which includes an immediate background check by swiping a driver's license. Funding has been requested in the Safe Schools Grant. The District is currently evaluating and aligning the safety drill plans and teacher training K-12. Currently two staff members are trained in ALICE and the hope is to migrate to that system. District nurses will also train staff on Stop the Bleed, emergency first-aid training for applying tourniquets.
- SRO Update – Following the support of both boroughs and the Board, Mr. Scoboria is reviewing the draft proposal between the three entities prepared by our solicitor. We are still awaiting news on grant funding which is expected to be announced at the end of September or early October.

New Business:**Discussion Items:**

- Parking Lot Paving/Resurfacing – Mr. Cafoncelli said parking lots have been neglected too long. He would like to identify needs, investigate the costs, and ultimately implement a regular maintenance schedule for paving, seal coating, line painting, and perhaps reconfiguring the WHEC lots for improved traffic flow.
- JSHS Phase III – Mr. Cafoncelli would like to start investigating the process to renovate the 1938 section and parts of the 1993 section. He expects he will encounter issues with accessibility, ADA compliance, and infrastructure. There are also single-paned windows that will need to be replaced.

Comments/Questions:

- Small depressions are being repaired on the football field, but progress has been slow due to excessive rainfall. Excess rocks under the bleachers are being used to fill the depressions.
- A request was made to approach the Borough about the tree removal sooner than agreed upon because debris from the trees is scratching the new surface on the tennis courts.

Announcements: None**Adjournment:** 6:18 pm

Respectfully submitted by Michael Cafoncelli, Director of Buildings and Grounds.

Finance Meeting called to order by Maria Ziolkowski at 6:18 pm

Approval of Minutes

- Motion to approve the Finance Committee minutes from June 6, 2018
- Resolved: Minutes from the meeting on June 6, 2018, were approved without modifications.

Public Comment: None**Old Business:****Finance**

- The financial audit will begin in two weeks.
- The cash flow for 2018-19 is showing more revenue than projected because the payment from the hospital was received earlier than usual. Expenditures are pretty much on target with the projection.
- Payroll budget-to-actual projections are off due to a 27-pay cycle versus the normal 26-week cycle. This will not affect the total amount.
- Interest income has spiked in the general fund due to the increase in basis points as well as the Board's proactive approach in the investment portfolio.

- The 2017-18 deficit is about \$733,000 which is less than expected and includes about \$425,000 of the STEAM wing. In October there will be a discussion on allocating the fund balance of which some could be used against the STEAM wing to reduce the deficit.

New Business:

- Mr. Boyer reviewed the 2019-20 budget calendar. The Act 1 index should be released by the end of September. January 31, is the deadline to decide if the District will tax beyond the Act 1 index. The final proposed budget will be adopted in May. After a 30-day public review, the final budget will be adopted in June.
- In November, Ken Phillips from RBC Capital will present some options for borrowing funds to prepare for the JSHS Phase III project.
- Business Privilege Tax Update – Mr. Kegel, district solicitor, sent the revised regulations to both boroughs and we are anticipating a favorable response from both. Due to the different fiscal cycle of the District and boroughs, the Board will need to approve the revisions at the December 3, Board meeting in order for the boroughs to begin collecting on January 1.
- UGIES should be occupying the former VF Outlet area in the Spring of 2019.
- Mr. Boyer reviewed Special Education contracts for two new students that will be on the agenda on September 24.

Announcements

Adjournment: 6:37 pm

Next Meeting Date: Tuesday, October 9, 2018

Respectfully submitted by Mark Boyer, Business Administrator