

Administrative Bulletin to Board Members

May 17, 2013

Superintendent Report

Additions to Board Agenda:

Plan Con Kitchen Option

In the Plan Con portion of the project discussion and decisions center around the kitchen ending up with two options for the kitchen. Option 1 being part of the project which addresses only replacement of items of the greatest concern which would be replacement of the steam kettle unit, dishwasher and booster heater, both portable warmer cabinets, and the door on the walk in freezer. Option 2 is the replacement of all the items in Option 1 along with an alternate to replace the dishwasher, booster heater, convection ovens, range, and steamer kettle units as new gas appliances. Option 2 will be an alternate in the bidding process which the board can choose not to do or to add it to the project. Attached is the amendment to the professional service agreement for the options to be included in the project.

Track Bid

Bids for the track repair are due in the district office by 3:00 p.m. on Friday, May 17, 2013. The bids are slated to be opened for review at 8:00 p.m. prior to the board meeting on Tuesday, May 21, 2013. Bids will be in two parts. One will be resurfacing of the track that was damaged and this portion will be paid directly by the insurance carrier. We have also asked for bids on resurfacing the remaining areas of the track. This portion will be the responsibility of the board should you choose to do this during the same time as the track is being resurfaced. I felt it was important to obtain cost for these relatively small areas so the board can evaluate whether they want everything resurfaced at the same time. My guess would be it would be cheaper to have these resurfaced while a company is resurfacing the track and it would also insure we have the same surface to all areas.

It is important to note that we can accept the lowest bid for resurfacing the track which falls under the insurance carrier's payment and reject Part B which is the remaining areas and the responsibility of the board. If Part A (which is the track resurfacing) and Part B (which is the remaining areas) are not the lowest bids for a company then I would definitely recommend rejecting all bids for Part B.

Building Project:

At present time Reynolds Energy Savings portion of the contract is scheduled to be completed around the end of August beginning of September.

Present timeline for the Plan Con portion is as follows:

- Bidding specs go out between the middle and the end of June.
- Bids due by middle to end of July.
- I would like to schedule a special board meeting for August 6, 2013, to review and accept or reject any or all bids.
- Approval by PDE of bidding process should take approximately two weeks after board action.

Plan Con portion of this project will begin late August, early September. Contractors will be provided three rooms in a group to be completed and turned back over to the district, along with one of the rooms requiring major renovations such as the science rooms. All rooms that are not included in major renovations will receive the following work:

- New windows
- New ceilings
- New lights
- New floor

- Walls painted

Asbestos removal will be bid as a second shift project to insure no students or employees are in the building during that process. They can remove the materials, do their air quality process and have their testing completed before students and employees return in the morning. This is a process I have used with two other building projects and by removing asbestos in this manner and time frame it eliminated much of the liability on the district's part so as to insure students and employees are not in the building for this process.

During the Plan Con portion of the project we may need to look at holding board meetings in the elementary.

High School Report

District Track Meet:

There were 26 students that qualified to attend the District 5 Track Meet on Wednesday, May 15. Of those 26, 3 qualified to attend the PIAA State Meet on Friday, May 24. Those 3 students are: Jacob Ashkettle (400m), Dylan Cross (Pole Vault), and Tyler Richards (800m). Jacob and Dylan's trials will begin at approximately 11:00 a.m. and if they qualify, they will run in the finals on Saturday, May 25. Dylan is scheduled to begin throwing at 12:30 p.m. In addition, on the way home from the track meet, the back of the window on the bus was broken by accident. The track tent was loaded onto the bus and was placed on the floor. It was accidentally stepped on and the tent pole bounced to hit the glass. We have asked Dave to get an estimate on the cost of the window. Dave was concerned about making sure the bus was ready for the numerous fieldtrips on Friday, May 17 and was trying to get the window fixed today.

Building and Grounds Manager

Building Project:

Mr. Hann, Mrs. Hendershot and I meet with the architects in Harrisburg on Monday to develop a tentative phasing plan for the Plan Con part of the project. We will meet with them again at the high school today and next Wednesday to complete a tentative phasing plan of the project. This phasing plan will accompany the bidding process.

Anita Munson

Superintendent/Board Secretary
Southern Fulon School District