



NEW HOPE-SOLEBURY SCHOOL DISTRICT
*Engaging, Enriching, and Empowering All Students
through a World-Class Education*

Facilities Committee

Tuesday 26th February, 2019
6.00pm District Conference Room

*Per BOG 006.2, all public meetings of the Board of Directors,
including committees, are audio recorded.*

Call to Order

Approve Minutes from the January 17th 2019 Meeting

Old Business

- None

New Business

- EMG Facilities Condition Assessment Presentation- Mr. Champion EMG.
- Athletics Update- Mr. Pedersen
- Athletic Banners- Mr. Pedersen
- Batting Cage- Mr. Pedersen
- Hall of Fame- Mr. Pedersen
- Spring Athletic Facilities Requirements- Mr. Pedersen
- Tennis Courts Update- Mr. Teasdale
- Safety and Security Navigate Prepared- Mr. Teasdale/Mr. Pedersen
- Car Parking Presentation- Mr. Teasdale/Mr. Lechman
- Facilities Management Plan Presentation- Mr. Teasdale/Mr. Lechman

Public Comment

Adjournment



NEW HOPE-SOLEBURY SCHOOL DISTRICT
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Facilities Committee Minutes

January 17th, 2019

Board Chair—Mr. Capriotti

Administrative Liaison—Mr. David Teasdale

Attendance—Please see the accompanying committee attendance sheet.

Mr. Capriotti called the meeting to order at 7.17pm.

The minutes of the November 26th 2018 meeting were approved.

Old Business

- **Water Damage UES Kitchen-** Mr. Teasdale updated on the water damage caused to the kitchen from a rooftop HVAC Unit. The disruption caused a week shut down of the cafeteria. Mr. Cowell asked about the insurance status from this damage. Mr. Hansel requested information into the issue as he was not at last meeting.

New Business

- **Committee Update-** Mr. Capriotti provided an update on the new process for the public to join the committee and a request form would need to be filled out.
- **Athletics Update**
- Mr. Foulke provided and update on the athletic program and highlights for the winter season. His report also provided updates on individual successes of our students.
- Mr. Cowell asked about the EDR process for staff who are not under the teacher's contract. More discussion was had in relation to this process. A brief will be provided at next meeting in relation to the EDR process.
- Mr. Capriotti asked about the Baseball Batting Cage in the Middle School Gym. An update was provided by Mr. Foulke who has been sourcing quotes for this new system. There was discussion on the new batting cage and potential cost.
- Mr. Cowell asked the status of the Hall of Fame and Mr. Foulke had responded to the status and talks are being held at present with the next stage starting a sub-committee.
- Mr. Capriotti asked for information on the status in relation to PIAA. There was discussion in relation to this.
- **Construction Update**
- Mr. Teasdale provided an update on the construction project, we have been working with GKO/D'huy to have the final punch list items completed. We are down to the last few final punch list items.

- Update was provided in relation to the water retention basin and field 9 staging area works. Mr. Hansel asked about the status of field 9 and the grading and Mr. Teasdale updated on this. There was other discussion on this matter also.
- **Construction Change Orders**
- Mr. Teasdale provided an update on the two change orders from Boro Construction.
- The first change order is for extra programming of the fire alarm which was due to extra phasing. The cost of this change order is \$9,752.42
- The second change order is for extra lighting controls programming which was due to extra phasing of the project. The cost for this change order is \$9,018.09
- Mr. Teasdale advised that these change orders have been accounted for in the current financials, this is for work that was completed but the District were awaiting more clarification and information to approve these change order.
- **Safety and Security Update**
- Mr. Teasdale provided an update on the two-way radio system the District is installing, the FCC licensing has been received and we hope to have the system connected within the next 3-5 weeks.
- Mr. Teasdale advised we have had our Blazemark Life Safety 101 audit completed and this will move from Draft format to final in the coming weeks.
- Mr. Teasdale updated on a Safety and Security Assessment as part of the Act 44 guidelines. There was a prior contract with the BCIU for this service but due to them not having the credentials we have move forward and obtained a quotation from MG Tactical for the Safety and Security Assessment for the total of \$11,800 subject to solicitor approval and certification from MG Tactical. Mr. Hansel asked how this was being paid and is this required to be bid. Mrs. Alderfer also requested after the assessment can we have a presentation to the board on the findings. Mr. Teasdale provided answers to these questions.
- **LES Well Water Issue-**
- Mr. Teasdale provided an update on the water issue at the LES last week and had advised works are being completed in the coming weeks which will help ensure this issue is rectified. This issue was one the District was aware of and works were planned before this issue occurred. Mr. Cowell asked if this would be covered under insurance but due to being under the deductible.
- **Facilities Management Plan**
- Mr. Teasdale provided an update that we have received the Draft report form EMG for the Facilities Condition Assessment report and we are working with EMG to turn this into a final document. We are hopeful to have EMG present at next meeting if not the following meeting. Mr. Capriotti provided an update on the Facilities Management Plan and there was Board comment on this matter.
- Mr. Teasdale provided an update that the District are looking at the interest from outside users who have an interest in utilizing our Parking Lots. Mr. Capriotti provided more of an update in relation to the parking needs and the approach to tackling this task. The district will come up with a plan that will be in the best interest of the school district but the community also. There was board discussion on this matter.

Public Comment

- Mr. Duffy had public comment on the car parking and alternative option of underutilized areas.

- Mr. Band had public comment on the car parking and underutilized areas, Committee Minutes, EDR Staffing, Staffing Roles and payment, NHSSD Hall of Fame, Field Trips and Staffing and Construction needs and wants.
- Mr. Kent had public comment of the total number of parking spots and how to cap out spots to allow parking opportunities and revenue from parking lots.
- Mr. Marcus had public comment in how the District is managing the parking issues within the district. And how we are moving forward with this.
- Mr. Cretella had public comment in forming a relationship and commitment with the district in relation to the parking needs.
- Shannon Myers had public comment in relation to parking and the booster clubs be considered in the talks, Facility Management Plan, Fields playability and Usage concerns, needs and want concerns with sporting fields.
- Mr. Capriotti responded to the public comment.

Mr. Capriotti adjourned the meeting at 8.22pm.

Respectfully submitted,

Administrative Liaison

David Teasdale
Director of Operations



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Facilities Committee Meeting Sign-In and Attendance
January 17th, 2019

Name (Please Print)	Committee (C) or Public (P)
John Mazzari	C (P)
FRANK Cretella	C (P)
S. Grogan	C (P)
Arison Knapp	C (P)
Larry Knapp	C (P)
Chris Mullen	C (P)
Shannon Meyers	C (P)
McLennan Bond	C (P)
Chuck D'Leaf	(C) P
Ben Smith	C (P)
Deirdre Alderfer	(C) P
STAN MARCUS	C (P)
Andrew Lehman	(C) P Admin
Lisa Menz	(C) P
DAVID TEADALE	(C) P
Jennifer Chiodo	C (P)
MARK COWELL	(C) P
DAVID HANSEL	(C) P
Kris Foulke	(C) P
Dudley Rice	(C) P
Betsy Donaherty	C (P)
John Capriotti	(C) P

Please note: This sign-in sheet will be included in the meeting minutes and posted to the District's website.



NaviGate Prepared Proposal

Why Navigate Prepared?

We characterize our purpose with three important words.

The first is **FOCUS**.

We specialize in Emergency Preparedness and Safety for schools.

The second is **SIMPLICITY**.

Our charter is to make emergency preparedness simple. We strive to help schools readily manage the complexities associated with compliance and other safety initiatives.

Our software is easy to use by everyone who has access.

We provide a tool to help staff respond safely and effectively during drills and emergencies.

The third is **PEACE OF MIND**.

Our purpose is to provide peace of mind to all who are responsible for keeping children and staff safe.

Your staff is ready should an emergency arise. You are confident our solution works. You are working with an organization driven by continuous improvement in everything we do.

Benefits of NaviGate Prepared

We are pleased to offer the following benefits of NaviGate Prepared:

Outstanding Customer Service. Our approach to customer service is unparalleled in our industry. Not only do we provide turn-key set-up and service to reduce the time and effort for organizations to implement NaviGate Prepared, we stay by the side of each customer as they roll the product out to their staff and local first responders. There is never a charge for training whether it is in year 1 or year 5 of the license.

Free Updates. As we update and add new features to NaviGate Prepared, these are provided at no additional cost to current customers.

Tools to Respond. NaviGate Prepared has tools to put the right information into the right hands during an emergency. We ensure your local police, fire, and 911 agencies are educated, trained and integrated into NaviGate so that your critical information is at their fingertips in seconds – from emergency procedures to detailed call lists. Your staff and students have access to all information relevant to them through the Flipchart and Respond Applications.

Tools to Collaborate. The Virtual Binders tools within NaviGate Prepared keeps everyone working on the same page when it comes to emergency response. Each person can work off the same set of documents and organize these documents into binders in any way needed by the school. Update a document once and it is updated everywhere.

Peace of Mind. NaviGate does the work, stores and maintains the information on our redundant servers, and ensures everyone involved has the information they need when they need it. This allows your school to focus on education without impacting your safety or readiness to respond.

NaviGate Prepared Features

Flipcharts put the right information into the right hands when it is needed. Create an unlimited number of flipcharts and limit access by role, building, or campus. Make and push updates to user's phones at any time.

Call Lists provide profile photos and contact information for school officials. Create an unlimited number of call lists. Lists are easy to update, maintain and prioritize and with the drag-and-drop feature, also easy to organize. Changes are updated in real-time, eliminating the need for expensive copies. When an emergency occurs the list can be quickly accessed and calls made in the most effective and important order. First responders benefit by using the photo feature to identify and connect with the school officials.

Drill Logs manage your drills – from building-by-building scheduling through detailed reporting. Your district controls the number of required drills and each building administrator then schedules and logs each of these drills – with reminders sent to everyone involved to keep the process on track. Provides first responders access to scheduled and completed drills and completed drills can be shared through a link on the district website.

Respond App makes student accountability easy and seamless to your emergency. Classroom teachers will account for their students and building administrators will immediately see the names of missing students. Integrated secure messaging ensures everyone has the information they need, when they need it. Daily syncing with your school's student information system ensures the data is always up-to-date.

Maps and Floor Plans are organized by school building. Floor plans are easy to upload and adding icons can call-out the important components of your facility. Color-code your classrooms, offices, gymnasium, cafeteria, storage areas and more. Insert safety icons with the drag-and-drop feature, to indicate the locations of shut-off valves (e.g. electric, gas, water) and life-safety items (e.g. AEDs, areas of rescue, cameras, fire pulls, fire extinguishers). Use the floor plans feature to train staff and review emergency procedure.

Safety Plans Wizard steps your district through creating and publishing a plan to make the entire process consistent, simple, and easy. Establish a district wide plan for each building to follow as a template – again with step-by-step help to create a plan for each building. Easily update your plan each year by transferring answers from the previous year – changing only what is necessary.

Virtual Binders bring ease to organizing safety information. Upload current safety plans, group documents by building or campus, link documents, call lists and more to multiple maps and binders, and create pdf versions for viewing. This system makes it possible to stay current and ready for an emergency. No more photocopies, update emails or three-ringed binders.

Live Video Feeds are connected to the system through your web-browser compatible security cameras. School officials and first responders can access the camera by opening maps/floor plans for the desired school and clicking on the camera feature. Additionally, 911 Dispatch Centers can quickly locate the camera view(s) to assess the emergency and respond accurately.

First Responder Portal allows secure links to be created by the responder allowing interaction with responder CAD or mapping software. When an emergency call comes in, one click can auto-log into NaviGate Prepared, taking the user directly to the school's site.

Site Organization allows the convenience and opportunity to share safety information/protocols between your buildings. Share, duplicate and edit easily. This feature creates consistency and unification throughout the school's safety initiatives.

Access Control gives your district total control over who sees what information. Users – both internal and external – are controlled by the district. Permissions are setup to ensure users only see information that is relevant and necessary to their building.

NaviGate Prepared

1776 Tech Park Drive Ste 221, New Philadelphia, OH 44663, US
Phone: (866) 861-7400 Fax: (330) 339-3373
Email: info@navigateprepared.com

Quotation

Quote #: Q-00543
Date: Jan 12, 2019
Expires On: Feb 10, 2019

Ship To
Erik Pedersen
New Hope-Solebury SD
182 W Bridge St
New Hope, PA 18938
(215) 862-2028 x3170
epedersen@nhsd.org

Bill To
New Hope-Solebury SD
182 W Bridge St
New Hope, PA 18938

SALESPERSON	EXT	EMAIL	DELIVERY METHOD	PAYMENT TERMS
Chris Porter	x	chris.porter@navigateprepared.com		Net 30

Covers all district buildings.

QTY	PART #	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
2.00	ES-OnSite	Elementary/Intermediate/Primary School OnSite Service	USD 2,000.00		USD 4,000.00
1.00	HS-OnSite	High School OnSite Service	USD 4,500.00		USD 2,000.00
3.00	LIC-1YR	1 Year License for NaviGate Prepared	USD 1,500.00		USD 3,000.00
DISCOUNT:					USD 4,000.00
TOTAL:					USD 9,000.00

Rewewal Information

Annual Renewal: \$3,000/year.

Terms & Conditions

OnSite services are available only in conjunction with the NaviGate Prepared license.

Signature: _____

Effective Date: ____/____/____

Name (Print): _____

Title: _____

Please sign and email to Chris Porter at chris.porter@navigateprepared.com

THANK YOU FOR YOUR BUSINESS!

NaviGate Prepared will provide the following services:

1. Provide OnSite Service. NaviGate Prepared will:
 - a. Upload floor plans (provided by the school district) for each school building and color-code each room based on room type.
 - b. Add icons to the floor plan indicating the location of all utility shut-offs, cameras, life safety equipment, etc. for each school building.
 - c. Take and upload a 360 photograph of all rooms in each school building with the exception of closets too small for the camera equipment.
 - d. Take and upload 360 photos of all hallways in each school building.
 - e. Take and upload a photo of all interior and exterior doors in each school building.
 - f. Review all work with the customer at the completion of the OnSite Service.
 - g. Upload and create School Emergency Operations Plan for each school building based on the school's current plan.
 - h. Upload and create Flipcharts for each school building based on the school's current flip charts or using one of the templates in NaviGate.
2. Software License and System Set-up. NaviGate Prepared will:
 - a. Provide unlimited access (storage, users, use, etc.) to NaviGate Prepared Software.
 - b. Provide unlimited train-the-trainer training to customer designated champion(s).
 - c. Designate an account representative to be the main point of contact for customer champion(s) and contacts.
 - d. Create Flip Charts based on current school flipchart and train district users how to update and publish.
 - e. Set-up the respond application to allow the school district to provide student accountability in an emergency.
 - f. Create the district level Emergency Operations Plan based on the current school plan and work with the district to complete any missing/additional required pieces.
 - g. Provide in-person training to local first responders and school administrators on the use of NaviGate Prepared.
 - h. Link in cameras from the school's camera system (after district has provided us access and system allows for web-based access) to the NaviGate maps.
 - i. Build out initial virtual binders for each school building and train district staff on updating these binders.
 - j. Provide ongoing assistance and training at no additional cost for the term of the license.
3. The Customer agrees to:
 - a. Provide a main contact for initial setup of the OnSite and coordinate the visit of our OnSite teams with each of the school buildings.
 - b. Ensure that the OnSite team has access to all parts of the building.

- c. Ensure staff is notified that our OnSite team will be in the building.
- d. Provide a main contact (or contacts) for NaviGate that will be trained on the setup and use of NaviGate Prepared.
- e. Provide clean and accurate floor plans for each of the school and ancillary buildings.

4. Confidentiality.

- a. Navigate agrees to use commercially reasonable efforts to maintain the confidentiality of Customer confidential information that is disclosed to Navigate in connection with the performance of services, and to use such Customer confidential information solely for purposes of performing services hereunder.
- b. Navigate shall require its employees, agents and subcontractors performing work hereunder to do likewise. For purposes of this Section, "Customer confidential information" shall mean any and all information related to our buildings belonging to Customer, or any other Customer information or data labeled or identified as confidential at the time of disclosure, provided, however, that this definition and the obligations of this Section shall not extend to any information that:
 - i. is or becomes publicly known through no fault or negligence of Navigate;
 - ii. is or becomes lawfully available from a third party without restriction;
 - iii. is independently developed by Navigate; or
 - iv. is disclosed without restriction by Customer to any third party at any time.

Facility Condition Assessment - Estimated Costs

Project Totals by Building

Fund	(All)							
Building	Values							
	Sum of 2019	Sum of 2020	Sum of 2021	Sum of 2022	Sum of 2023	Sum of 2024-2028	Sum of 2029-2038	Sum of Total Repair
LES	187,884	148,288	248,235	40,693	286,128	2,562,078	3,061,813	6,535,119
UES	59,280	858,056	638,531	464,489	19,685	3,623,794	2,819,273	8,483,104
MS	161,501	169,112	1,126,339	48,914	363,532	1,436,006	1,264,224	4,569,632
HS	865,181	27,006	1,164,723		2,736,950	2,910,202	6,615,104	14,319,148
Site	501,797	3,443	24,373		70,932	737,575	1,625,144	2,963,265
Operations Offices						6,884	42,603	49,487
Maintenance						1,278	96,498	97,776
Transportation	1,276		7,166		7,198	13,591	15,923	45,152
Grand Total	1,776,919	1,205,905	3,209,367	554,096	3,484,425	11,291,408	15,540,582	37,062,683

Project Totals by Grouping

Fund	(All)							
Building	(All)							
Grouping	Values							
	Sum of 2019	Sum of 2020	Sum of 2021	Sum of 2022	Sum of 2023	Sum of 2024-2028	Sum of 2029-2038	Sum of Total Repair
ADA	51,526					-	-	51,526
Ceiling	13,298					755,783	632,530	1,401,611
Door			4,303			474,999	157,384	636,686
Electrical			116,234	22,497	5,430	542,671	1,355,298	2,042,130
Elevator/Lifts		3,207	15,551		12,344	253,498	286,964	571,564
F&E	1,178	45,523	67,666		108,761	640,445	289,916	1,153,486
Fencing		57,619				-	-	57,619
Flooring	254,747		24,213	145,906	205,248	998,208	1,661,944	3,290,264
Fuel						1,278	408,726	410,004
Further Review			1,141,685			-	-	1,141,685
Grounds					1,385	16,019	-	17,404
HVAC	45,904	132,183	1,337,468	9,027	1,667,927	1,957,625	5,064,337	10,214,462
Landscape	96,530					-	-	96,530
Life/Safety	160,350	114,348	232,929	56,628	55,327	1,049,989	415,604	2,085,165
Lighting					21,185	1,255,563	159,435	1,436,183
Maintenance	25,705		166	667	641	2,569	41,329	71,081
Masonry	5,193				52,954	13,238	616	72,001
Outdoor Basketball Cc	66,455				63,075	4,387	49,121	183,039
Painting		85,007	186,006	155,005	62,002	427,700	1,178,801	2,094,520
Playground						20,173	87,948	108,122
Plumbing	17,681	22,577	32,369	42,821	41,069	262,433	148,916	567,865
Roads/Parking Lots	95,954	28,570	50,777	6,093		1,160,308	677,159	2,018,864
Roof	526,609			115,452	264,482	1,239,870	835,757	2,982,168
Safety/Security					794,613	-	794,613	1,589,226
Sidewalk	16,933					54,359	207,680	278,972
Signage	9,196					-	9,196	18,391
Site					127,982	-	128,997	256,980
Study	17,639					-	-	17,639
Tennis Court		716,871				-	-	716,871
Track	203,944					-	-	203,944
Window	136,785					135,855	177,861	450,501
(blank)	31,292					24,438	770,450	826,180
Grand Total	1,776,919	1,205,905	3,209,367	554,096	3,484,425	11,291,408	15,540,582	37,062,683