



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

Facilities Committee

Thursday March 21st, 2019
7.15pm 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 February 26th Meeting

Old Business

- Batting Cage Update- Mr. Pedersen
- Hall of Fame Update- Mr. Pedersen
- Facilities Management Plan Update- Mr. Teasdale
 - Athletic Capital Improvement Items- Mr. Teasdale
- Car Parking Management Plan Update- Mr. Teasdale

New Business

- Review and Approval of Updated mission statement- Mr. Capriotti
- Athletics Update- Mr. Pedersen
- Lacrosse Trip- Mr. Foulke
- Facilities Use Fee Schedule/Procedures Update- Mr. Teasdale

Public Comment

Adjournment



Facilities Committee Minutes

February 26th, 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 6.00pm.

The minutes of the January 17th, 2019 meeting were approved.

Old Business

- None

New Business

- **EMG FCA Presentation-** Mr. Champion provided a presentation of the Facilities Condition Assessment findings for all buildings within the district. Mr. Capriotti asked some questions on life expectancy of electrical and other items in the presentation. Mr. Adar had a question in relation to longer term costings and if this is typical spending for the age of the buildings and what is the status of the capital reserve fund and how are we planning for the future. Mr. Hansel asked if the Bus Depot got inspected and asked if they was any missing data that EMG would of liked to complete this audit and also about finishes and timelines.
- **Athletic Update-** Mr. Pedersen provided an update In relation to winter and spring sports.
- **Athletic Banners-** Mr. Pedersen gave information in relation to the Athletic Banners which were deleted from the Project. The cost of the banners is \$6,410 and the recommendation is to move this to finance to determine where the funds can come from. There was discussion in relation to the banners and what is on these and what these will be replaced with. Mr. Hansel asked the question who decides what is banners are going back up and what is on these. There was further discussion in relation to the banners. Motion was approved to send this item to finance committee.
- **Batting Cage-** Mr. Pedersen gave information in relation to a new Indoor Batting Cage which is required for the middle school due to the old netting system not being operational and the new gym design does not allow for this system to be re-utilized. The cost of the batting cage is \$15,000 and this was moved to finance to determine if

funds are available. Mr. Hansel asked if there had been any donations or funding for these items. Motion was approved to send this item to finance committee.

- **Hall Of Fame-** Mr. Pedersen provided an update on the Hall of Fame Committee.
- **Spring Athletic Facilities Requirements-** Mr. Pedersen explained we will need to look at alternative facilities to hire due to the wet conditions, some of our spring facilities will be unplayable. Alternative venues will be found where needed.
- **Tennis Courts-** Mr. Teasdale provided information which has caused safety issue concerns with the tennis courts. This has been an ongoing issue the courts are now closed due to safety issues. Due to the past history of the courts our recommendation is to work with professionals and determine what the best location for new courts to be constructs in conjunction with our Facilities Management Plan. Mr. Pedersen explained he has been sourcing alternative venues for Tennis. Mr. Adar had a question in relation to the tennis courts are in the FCA and how do we plan to pay for this. There was further discussion in relation to the tennis courts.
- **Safety and Security Update-** Mr. Teasdale updated on a software package we are looking at implementing called Navigate Prepared which is an Emergency Management portal which has many great features for the district to utilize in the event of an emergency. There were some questions in relation to Navigate Prepared.
- **Car Parking Presentation-** Mr. Teasdale and Mr. Lechman gave a presentation in relation to the parking needs of the district and the potential opportunities we may be able to offer to those who have shown interest in using our lots. The presentation explained all parking areas of the district and administration plan to come back to the facilities committee in April with their recommendation. There is a current agreement with Odette's and it was agreed we look to use the 90 day clause to cease this agreement. Lisa Menz expressed concerns in relation to valet parking, there was further discussion in relation to the parking presentation.
- **Facilities Management Presentation-** Mr. Teasdale and Mr. Lechman gave a presentation which incorporates the FCA and other Capital Items within the school district. There was discussion in relation to this presentation.

Public Comment

- Mr. Marcus had questions in relation to financials for the Facilities Condition Assessment, he also had questions in relation to the school boilers and the status of these boilers.
- Shannon Myers had questions in relation to the EMG presentation as to why there was no mention of a turf field.
- Mrs. Vlahovic had questions in relation to the turf fields and the banners.
- Mr. Band had question in relation to the batting cages, banners and the turf fields in relation to drainage. He also had a question in relation to the tennis courts and the insurance carrier. He also had a question in relation to the EDR and Student trips involving the school nurse coverage.
- Mr. Hansel had a question about raising some money for Capital projects and what are the next steps for these groups to contribute.

- Mr. Duffy had a comment in relation to the Facilities Condition Assessment with the current student numbers and the feasibility of these building to determine the needs of the district buildings.

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
 February 26th, 2019

Name (Please Print)	Committee (C) or Public (P)
DAVID TEASDALE	<input checked="" type="radio"/> C <input type="radio"/> P
Bill Champion	<input type="radio"/> C <input checked="" type="radio"/> P
Dirdra Alderfer	<input checked="" type="radio"/> C <input type="radio"/> P
John Caprio	<input checked="" type="radio"/> C <input type="radio"/> P
Dudley Rice	<input checked="" type="radio"/> C <input type="radio"/> P
STARI MARCUS	<input type="radio"/> C <input checked="" type="radio"/> P
Melvin Band	<input type="radio"/> C <input checked="" type="radio"/> P
Kathy Feehan	<input type="radio"/> C <input checked="" type="radio"/> P
Lisa Menz	<input checked="" type="radio"/> C <input type="radio"/> P
Jowayrow ADAR	<input checked="" type="radio"/> C <input type="radio"/> P
Caroline Elias	<input type="radio"/> C <input checked="" type="radio"/> P
DAVE HANSEL	<input checked="" type="radio"/> C <input type="radio"/> P
Shannon Meyers	<input type="radio"/> C <input checked="" type="radio"/> P
Gwen Smith	<input type="radio"/> C <input checked="" type="radio"/> P
Robert Topolin	<input type="radio"/> C <input checked="" type="radio"/> P
Sandy Weisbrodt	<input type="radio"/> C <input checked="" type="radio"/> P
Allison Campbell	<input type="radio"/> C <input checked="" type="radio"/> P
Ed DUFFY	<input type="radio"/> C <input checked="" type="radio"/> P
Nikhil A. Hebke	<input type="radio"/> C <input checked="" type="radio"/> P
Judith Finn	<input type="radio"/> C <input checked="" type="radio"/> P
Dennis & Nan Nagg	<input type="radio"/> C <input checked="" type="radio"/> P
Analy Leichman	<input checked="" type="radio"/> C <input type="radio"/> P

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



Review and Approval of Updated Facilities Mission Statement

Current version:

Facilities Committee

Mission: This mission of the Facilities Committee is to oversee the School District's physical assets: its land, buildings, equipment, and technology infrastructure. More specifically, the Facilities Committee will develop strategies:

- a. to maintain the adequacy and condition of capital assets,
- b. to develop and periodically review policies,
- c. to advocate for new structures and rehabilitate or remove older structures, and
- d. to ascertain that adequate levels of funding exist for campus maintenance and operations, and technology infrastructure.

Principles: The Facilities Committee understands that welcoming, well-maintained, and safe schools are vital to helping ensure that all students have a positive learning environment in which they can succeed and thrive. In addition to studying the District's facilities, the members of the Facilities Committee will also monitor individual building maintenance concerns articulated by the Superintendent as well as the principal and the head custodian of each school. The Facilities Committee may request information about facility concerns in each building, may tour and inspect each building on a periodic basis and will monitor the completion of any projects targeted to address any concerns.

The recommendations of the Facilities Committee assist the Board of School Directors of New Hope-Solebury School District in developing an updated Comprehensive Plan which guides facility initiatives throughout the District based upon a study of current and future needs. These recommendations are formed by a review of the following information:

- a. school district enrollment history and projections,
- b. present and future educational program needs,
- c. city/county population data and growth projections,
- d. community development information.
- e. existing school capacity information,
- f. review of school district property available for development,
- g. existing school facility needs assessment data,
- h. capital funding options and information,
- i. input from students, parents, citizens and staff, and

j. available survey/polling information.

Role: The Facilities Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for policy changes to enable improvement related to facilities. The Facilities Committee works in partnership with individuals from both campuses and community stakeholders in developing District-wide policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities. The Facilities Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this Mission Statement. These recommendations will be based on current research, best practices, and innovative new ideas. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Facilities Committee members, after thorough discussion and deliberation. The group consensus or voting of the Facilities Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.



Book	Policy Manual
Section	000 Local Board Procedures
Title	Functions of Standing Committees
Code	005.2
Status	Policy Committee Review

Proposed deletions: ~~strike-through~~

Proposed additions/revisions: **underlined and bold**

I. Authority

A. New Hope-Solebury School District has six (6) standing committees: Curriculum Advisory, Facilities, Finance, Policy, Human Resources and Special Education.

B. The functions of these committees are:

1. Curriculum Advisory Committee

a. The Curriculum Advisory Committee will support the School Board in establishing educational goals for the children of the New Hope-Solebury District and governing a program of education, or curriculum, designed to meet those goals.

b. The Committee works in collaboration with all NHSD stakeholders to build consensus around curriculum goals and activities.

c. The committee will recommend decisions and actions to the School Board that are based on current research, best practices, and innovative new ideas to further the District curriculum program within the context of federal, state, and District guidelines.

2. Facilities Committee

a. The mission of the Facilities Committee is to oversee the School District's physical assets; its land, building, equipment, and technology infrastructure.

b. The Facilities Committee will develop strategies:

i. to maintain the adequacy and condition of capital assets,

ii. to develop and periodically review policies,

iii. to advocate for new structures and rehabilitate or remove older structures, and

iv. to ascertain that adequate levels of funding exist for campus maintenance and operations, and technology infrastructure.

c. The Facilities Committee understands that welcoming, well-maintained and safe schools are vital to helping ensure that all students have a positive learning environment in which they can succeed and thrive.

d. In addition to studying the District's facilities, the members of the Facilities Committee will also monitor individual building maintenance concerns articulated by the Superintendent as well as the Principal and the head custodian of each school Director of Operations.

e. The Facilities Committee may request information about facility concerns in each building, may tour and inspect each building on a periodic basis and will monitor the completion of any projects targeted to address any concerns.

f. The recommendations of the Facilities Committee assist the Board of School Directors of New Hope-Solebury School District in developing an updated Comprehensive Plan which guides facility initiatives throughout the District based upon a study of current and future needs.

g. These recommendations are formed by a review of the following information:

i. school District enrollment history and projections,

ii. present and future educational program needs,

iii. city/county population data and growth projections,

iv. community development information,

v. existing school capacity information,

vi. review of school District property available for development,

vii. existing school facility needs assessment data,

viii. capital funding options and information,

ix. input from students, parents, citizens and staff, and

x. available survey/polling information.

h. The Facilities Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for policy changes to enable improvement related to facilities.

i. The Facilities Committee works in partnership with individuals from both campuses and community stakeholders in developing District-wide policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities.

j. The Facilities Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of the New Hope-Solebury School District to endure compliance with federal, state, and local laws while adhering to the principles outlined in this Mission Statement.

k. These recommendations will be based on current research, best practices, and innovative new ideas.

l. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Facilities Committee members, after thorough discussion and deliberation.

m. The group consensus or voting of the Facilities Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.

3. Finance Committee

a. Mission: It shall be the mission of the Finance Committee to assist the Board of School Directors of New Hope-Solebury School District with planning and making decisions on all matters relating to finance by reviewing financial accounts of the District and making recommendations thereon.

b. Principles: The Finance Committee shall review and make recommendation to the Board of School Directors of New Hope-Solebury School District on all areas of financial policy, including but not limited to:

i. annual budgeting process and forecasting,

ii. financial activities for capital projects and operating activities,

iii. cash management,

iv. negotiation of large vendor contracts,

v. the financial impacts of all contracts,

Facility Use Fee Schedule

Facility	NHS Community Group No fee collected or no fee charged	NHS Community Group Fee collected or fee charged	All Other Groups
	Note: 1 below	Notes: 2 to 7 below	Notes: 3 to 7 below
Classroom, any	No facility fees charged	\$30/hr	\$60/hr
Library, any	No facility fees charged	\$60/hr	\$120/hr
Kitchen, any	No facility fees charged	\$60/hr	\$120/hr
Cafeteria, any	No facility fees charged	\$100/hr	\$200/hr
Gym- HS	No facility fees charged	\$115/hr	\$230/hr
Gym-MS	No facility fees charged	\$105/hr	\$210/hr
Gym- Aux	No facility fees charged	\$60/hr	\$120/hr
Gym- UES	No facility fees charged	\$95/hr	\$190/hr
Athletic Field	No facility fees charged	\$60/hr	\$120/hr
Buck Auditorium	No facility fees charged	\$185/hr	\$370/hr
LGI- UES	No facility fees charged	\$85/hr	\$170/hr
SGI- HS	No facility fees charged	\$60/hr	\$120/hr
Parking Lot, any	No facility fees charged	\$300 each	\$600 each
Note 1	Usage time must be during normal business hours.		
Note 2	Community groups must be located within New Hope or Solebury and have 503C non-profit status.		
Note 3	Custodial fee of \$50/hr for each event. Holidays are billed at double time.		
Note 4	Sound and Lighting control technician fee of \$75/hr. Holidays are billed at double time.		
Note 5	Security guard fee of \$55/hr when needed. Holidays are billed at double time.		
Note 6	Multiple and extended use fees and other special circumstances will be negotiated with the district office.		
Note 7	A Certificate of Insurance must be on file with at least \$1,000,000 per occurrence and \$3,000,000 total is required of all groups naming NHSD as an additional insured.		

FACILITY SPACE	NEW HOPE-SOLEBURY COMMUNITY GROUP NO FEE COLLECTED OR NO FEE CHARGED	NEW HOPE-SOLEBURY COMMUNITY GROUP FEE COLLECTED OR FEE CHARGED	ALL OTHER GROUPS
	NOTE: SEE 1 BELOW	NOTES: SEE 2 - 7 BELOW	NOTES: SEE 3 - 7 BELOW
Classroom	No facility fees charges	\$15/hr	\$60/hr
Library, any	No facility fees charges	\$30/hr	\$120/hr
Kitchen, any	No facility fees charges	\$60/hr	\$120/hr
Cafeteria, any	No facility fees charges	\$50/hr	\$200/hr
Gym, HS	No facility fees charges	\$60/hr	\$230/hr
Gym, MS	No facility fees charges	\$50/hr	\$210/hr
Gym, Auxiliary	No facility fees charges	\$30/hr	\$120/hr
Gym, UES	No facility fees charges	\$50/hr	\$190/hr
Athletic Field (see #8 below)	No facility fees charges	\$15/hr	\$30/hr
Tennis Courts	No facility fees charges	\$5/hr	\$20/hr
Buck Auditorium	No facility fees charges	\$100/hr	\$370/hr
LGI, UES	No facility fees charges	\$45/hr	\$170/hr
SGI, HS	No facility fees charges	\$60/hr	\$120/hr
Parking Lot, any	No facility fees charges	\$300 each	\$600 each
Note 1	Usage time must be during normal business hours		
Note 2	Community groups must be located within New Hope or Solebury and have 503C non-profit status		
Note 3	Custodial fee of \$50 per hour for each event. Holidays are billed at double time		
Note 4	Sound and lighting control technician fee of \$75 per hour. Holidays are billed at double time		
Note 5	Security guard fee of \$55 per hour when needed. Holidays are billed at double time		
Note 6	Multiple and extended use fees and other special circumstances will be negotiated with the district office		
Note 7	A certificate of insurance must be on file with the district with at least \$1,000,000 per occurrence and \$3,000,000 total is required for all groups naming NHSD as an additional insured		
Note 8	Fields requiring markings will be an extra cost		