

CENTRAL BUCKS SCHOOL DISTRICT

Operations Committee Meeting Minutes  
August 30, 2017

**Committee Members Present**

Mr. Glenn Schloeffel, Member  
Mr. Ken Rodemer, Asst. Director of Operations

Mr. Robert Kleimenhagen, Jr., CFM, SFP  
Director of Operations

**Committee Members Not Present**

Mr. John Gamble, Chairperson

Mr. Dennis Weldon, Member

**Others in Attendance**

Mrs. Beth Darcy, Board President  
Mrs. Sharon Collopy, Board Member  
Mr. Paul Faulkner, Board Member  
Mrs. Karen Smith, Board Member  
Mr. John Kopicki, Superintendent

Dr. David Bolton, Assistant Superintendent  
Mr. Dave Matyas, Business Administrator  
Mr. Ed Tate, Director of Communications  
Mrs. Danielle Turner, Director of Athletics  
Mr. Wayne Birster, Facilities Manager  
Mrs. Suzanne Moffat, Office Manager-Operations

The meeting was called to order at 6:00 p.m. by Mr. Schloeffel.

**PUBLIC COMMENT**

There was no public comment.

**REVIEW OF MEETING NOTES**

The June 21, 2017 Operations Committee Meeting Minutes were reviewed and approved.

**FACILITY ASSESSMENT STUDY – KCBA ARCHITECTS PRESENTATION**

Mr. Kleimenhagen introduced Mr. Michael Kelly, Principal of Design from KCBA Architects. KCBA has undertaken an eight-month district-wide facilities study and Mr. Kelly will present a summary of their findings. Mr. Kelly introduced Mr. Nick Kroeger from Snyder Hoffman Associates and Mr. Mark Marella also from KCBA Architects. Mr. Kelly noted that both he and Mr. Marella are parents of CB students and were honored to have worked on the study.

To complete a comprehensive study, KCBA Architects and Snyder Hoffman evaluated all district buildings, had multiple meetings with district representatives, and surveyed teachers and principals for feedback. All 23 schools as well as the Administration buildings were reviewed for the study. The findings include about 320 pages of information, and flash drives of the report were presented to committee members.

KCBA and Snyder Hoffman employ experts in many different architectural, mechanical and design fields. KCBA feels the structural and maintenance needs of the buildings go hand in hand with the educational and curriculum needs for the future. The study goal was to supply the information needed to enhance existing facilities, enabling them to support educational needs of the future. It includes recommendations to achieve equal standards across buildings, to identify safety and security issues within the buildings, and to note critical concerns as well as long term goals by creating a priority list of items that need to be addressed.

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KCBA studied the sites, the functionality of each building, the general building conditions (interior and exterior), code compliance, security and safety, building systems and capacity. The full study includes details for each building in all those areas. Items that need review were highlighted in the report. A facilities condition ranking system was developed to identify “critical issues” (ranked as 5) through “items to consider” (ranked as 0). Buildings were then given a “need” rank based on their scores. Some buildings like Holicong ranked low, others like Doyle ranked high on the list of buildings in need.

Mr. Schloeffel raised a concern regarding what he considered a misrepresentation of the 1:1 pilot program at Holicong. The report states that “the district is in the process of integrating a 1:1 laptop program within the middle schools”. Mr. Schloeffel stated that the district is in the process of piloting a program, no decision has been made as to whether this will be a program adopted for the full district in the future. Mr. Schloeffel and Mrs. Colopy agreed that they felt the study language should be changed to reflect the more accurate description of a pilot program in one school. Mr. Kleimenhagen noted that the update will be made.

Mr. Kelly presented a slide of “needs by building”, prioritizing items and attaching an anticipated repair cost for the most critical needs. He stated that KCBA was happy to report that the District’s proactive approach to facility maintenance has placed us in a good position. He did note that there was an inequality between buildings at the secondary level and those at the elementary level. Focus over the last few years has been given to needs at the secondary level, however due to the large number of elementary schools their needs have not been as well addressed. Mr. Kelly noted that Technology and STEM education are a focus of the district, and building needs that will support that focus should be addressed at both elementary and secondary levels.

Building infrastructure and maintenance are heavy budgeting pressures for school districts across the state. Mechanical and electrical concerns are a large issue – structures last over 50 years but mechanical and electrical equipment have life span of about 20 years. Data needs have changed, which adds an additional infrastructure layer to building maintenance. The CB renovations done at the secondary level have been larger projects with a holistic approach. Elementary projects have been of a more particular nature, addressing smaller issues rather than building wide needs. There is a wide range of building age at the elementary level. Five elementary schools have been built since 1995 and those newer buildings have less need. Older elementary schools lack storage and have smaller physical classroom sizes, cafeteria and public spaces than their newer counterparts. Library spaces differ as well - Linden has converted classrooms in the basement functioning as a library, a newer elementary school like Mill Creek has a modern, larger library. Mr. Kelly noted that, as expected, the newer buildings ranked lower on the facilities condition scale.

Building capacities are at an acceptable level. PDE capacity regulations are based on a 1970’s style of teaching. A modern teaching style requires more space than in the past. The KCBA study shows the PDE regulation capacities per building vs. the actual capacity. Principals were asked to provide details on the actual number of students that utilized each room, and a target capacity was developed using those numbers. That target capacity more accurately reflects the need in the building.

Buildings were then given a capacity percentage based on the target number. Buildings like Butler are at 107% capacity. Bridge Valley, which unlike Butler has open space and support classrooms, is at 85% capacity. High schools and middle schools are currently in the 90-100% capacity range.

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The study noted that there were pilot full day kindergarten programs. Mrs. Collopy pointed out that those are not pilot programs, they are associated with Title 1 programs based on academic need and have been in place for several years. Mr. Kelly will ensure that is clarified on the report.

While building capacities are at an acceptable level, Mr. Kelly noted that there is very little room for growth to meet any new curriculum initiatives. For example, a program like QUEST requires space that does not accommodate a full class of students, reducing the number of classrooms available in the building. Any growth in the QUEST program would further reduce available classrooms. Mr. Kelly suggested that consideration could be given to smaller group instruction rooms, better utilizing existing space within buildings. He noted that even the smallest elementary school in the district has 500 students. Grade realignment and consolidation are not feasible solutions to a space problem when dealing with building populations of that size. Mr. Kelly reiterated that the KCBA study shows the district is currently operating at an acceptable occupancy level, however there is little room for growth.

There are buildings in the district that are operating well with the increased focus on technology integration, there are several that are behind the curve. Today's technology needs go beyond the limits of a smartboard. There are schools, especially at the elementary level, that need upgrades. Adding technology increases wiring, and older buildings cannot effectively accommodate that need. Additional equipment to support added technology raises security and maintenance concerns. The study addresses how to resolve those issues.

As curriculum and education needs change, options for classroom flexibility are explored in the report. For example, using space in the middle schools for a computer lab will be an outdated idea should the district move to a 1:1 laptop program. Mrs. Collopy remarked that an I.T. course was recently added to the middle school schedule, so there would still be a need for a classroom dedicated to computer use. Mr. Kelly agreed that there may be a need for one classroom to teach a class, but not three classrooms dedicated to providing student access to technology. He noted that the libraries at CB West and CB East met student needs in the 1990's, which included lots of books and computers. Today's more collaborative learning is not well supported by that style of library. A slide was presented showing a library built with collaborative spaces. It included smaller work areas that were private but visual. Those work areas would provide students with space to complete projects with some independence, while still in view of a teacher that could operate as a facilitator. In today's educational environment, libraries are no longer the space to go to get knowledge. With technology available everywhere in the building, libraries then become meeting and collaboration centers. Mr. Faulkner noted that converting the library spaces would only work if there were a 1:1 laptop program. If that program were not in place, there would still be a need for student access to computers. Mrs. Darcy commented that the district was moving away from buying more PC's and instead supplying laptop carts. Mr. Kelly agreed that the concept of converting library space only worked if the district adopted a plan to provide each student with a device. The study noted the library conversions as an "area of opportunity" should the district move in that direction.

Mr. Kelly noted that there were auxiliary spaces available in schools that could be adapted for supporting the more collaborative style of teaching used in STEM courses. He remarked that a large auxiliary gym at Unami could be divided in half, using one side as auxiliary gym and one side for STEM courses. Mrs. Collopy commented that the auxiliary space at Unami was utilized for their wrestling team and she expressed concern about reducing the size of the room. Mr. Kelly noted that the principal indicated there would be enough space for the team if the room size were reduced. Tamanend also has a large auxiliary space at the

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front entrance, currently being used as a classroom. He noted that the space was too large for a core curriculum classroom, but would be well utilized for a STEM course.

Mr. Kelly presented ideas for one of many “master plans” outlined in the report. The presentation included a list of priorities the district could focus on over the next eight to ten years, primarily during summer months. One priority could be addressing the greatest needs detailed in the facilities ranking system, finding the most critical issues and fixing them. The next priority, should the district move to a 1:1 laptop program, could be upgrading and supporting the technology needs in the middle school buildings. The third priority could be the conversion of the high school libraries to more collaborative meeting rooms. The final option presented was upgrading and possibly replacing an elementary school to create more equality in building spaces and functionality.

Summer projects could include major HVAC upgrades in three elementary schools. Infrastructure and HVAC work would include the addition of air conditioning. Mr. Kelly noted that air conditioning does not only address comfort level for students and staff, but improves air quality as well as temperature issues related to data equipment. Nine of fifteen elementary schools do not have air conditioning, and the “master plan” including the three major HVAC upgrades and the addition of a new elementary school, would reduce the number to five. Mr. Faulkner pointed out that while some elementary schools do not have air conditioning throughout the whole building, there are large group instruction spaces and office areas that are air conditioned.

Mr. Kelly presented some budget numbers for completing the suggested “master plan”. The initial five-year phase of addressing the critical need items would cost approximately \$20 million. Upgrading the spaces and wi-fi needs in the middle schools would cost approximately \$3.5 million. The renovation of the high school libraries could be done for a cost of about \$4.5 million. The cost of adding a new elementary school would be about \$36 million. The total cost projection of all items over an eight-year span would be approximately \$82 million.

Mr. Kelly reiterated that the plan was just one of many options the district could consider. KCBA’s proposal follows the pattern CB has already established for proactive maintenance of its buildings.

Mr. Kopicki thanked Mr. Kelly for his presentation, and for the hard work all the experts put in to developing the proposal. He asked Mr. Rodemer if he was in support of the proposal. Mr. Rodemer stated that he thought the report represented the continuation of the proactive approach the district has taken, and that it was presented in an organized and thorough manner. Mr. Kleimenhagen noted that he felt the report was extremely comprehensive and will enable the Operations Department to develop short and long term plans for assigning resources to address any concerns.

Mrs. Smith noticed that several the critical items mentioned in the report included fire alarm systems. Mr. Kelly noted that some of the systems were older and at the end of their life span. Codes have changed since the systems were installed, and the report identified those systems as areas that need to be addressed. Mr. Kleimenhagen assured the Committee that the systems are fully operational, and that the recommendation in the proposal was included from a life-cycle perspective. He noted that as other work was being done within a building, it would be prudent to make those changes as required.

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Mr. Kelly remarked that the ranking system in the proposal was done to identify areas of most concern. Items ranked at a lower priority could be addressed at the same time work was being done on the more critical needs. Mr. Kleimenhagen agreed that it was good practice to review any areas of concern and make a comprehensive plan for repair. A holistic approach to doing any work in the buildings was the most cost effective way to complete projects. Mr. Rodemer noted that one consideration could be that while ceilings are down for HVAC repair, lighting could be upgraded. The replacement of 20-year old lighting fixtures would be an energy efficient and cost saving plan. Mr. Kleimenhagen noted that lighting upgrades would provide a 50% reduction in energy costs and would be a focus in any projects moving forward.

Mrs. Collopy agreed that the proposal was thorough and comprehensive. She reviewed much of the 300-page report, and wondered if some items addressed had already been budgeted for. She noted that the Butler roof project had already been discussed and approved, and that money had recently been allocated for technology upgrades in the buildings. Mr. Faulkner commented that as things move forward, committees will have the opportunity to see these items as an overlay on the budget that already exists. That will enable the Board to have a clearer picture of how the proposed \$82 million-dollar expense compares with items already budgeted for – he felt the committees may find that a large percentage of that amount had already been included as budget items.

Mrs. Collopy also commented that while the district may not have the latest in STEM classrooms, we still offer those classes as part of our curriculum. The district may be short on space, but is not short on curriculum. She did not want anyone reviewing the report to mistakenly believe the district was not offering STEM courses due to any space concerns. Mr. Kelly noted that space concerns at the middle schools were addressed in the report because of teacher feedback. Teachers had indicated they would like to expand the elementary QUEST program at the middle level, but were unable to due to space limitations. STEM courses are offered, but teachers indicated that so much more could be done if the space was available.

Mr. Kleimenhagen thanked Mr. Kelly and his team for their work.

**ITEMS FOR COMMITTEE/BOARD ACTION****CB East/Holicong Field Improvements Initiative-Update:**

Mr. Kleimenhagen introduced Mike Harte. Mr. Harte appeared before the committee last spring with a proposal for improvements at the CB East and Holicong fields. Mr. Harte will provide the committee with an update on the proposal.

Mr. Harte thanked the committee for their time, and refreshed the board on the proposal presented last spring. He noted that the Citizen's Advisory Committee had an independent evaluation done of all the playing fields in the district. Those findings indicated some need at the CB East and Holicong fields. As President of the Plumstead Baseball league, Mr. Harte had been involved in extensive repairs done to their fields. Mr. Harte is also a CB East parent and volunteer coach. He and some community partners prepared a proposal to upgrade the fields at East and Holicong. Coaches, parents and community partners met and reviewed the needs of each field. A meeting was held with Buckingham Township to review the proposed improvements. The Township was very receptive to the ideas presented, and made only a couple of adjustments to the proposed improvements.

Mr. Schloeffel asked what changes the Township required. Mr. Harte introduced Chip Jones from Shangri-La, who noted that one of the changes was due to impervious surface restrictions. The proposal included

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the addition of gravel in front of some dugouts to provide drainage. The Township did not approve the gravel because impervious surface maximums have already been reached. The proposal was revised to include the addition of field mix instead of gravel, with an under-drain pipe. Sand will be placed with 2-3 inches of field mix on top. Water will pass through and exit through the under-drain pipe. Mr. Schloeffel inquired if heavy rains would disrupt the sand/field mix. Mr. Jones indicated there would be enough field mix on top to prevent any issues.

Mr. Faulkner asked where the under-drain pipes exited. Mr. Jones noted that was the next concern Buckingham Township expressed. The proposal had the pipes at the East fields draining to a naturalized landscaped buffer area along Anderson Road. The Township expressed concern about runoff creating icing on the sidewalk, and about the health of the plant material in the buffer. The proposal was changed to have the outlet pipes underground but capped at the edge of the field. There will still be under-drain grids through the field, the pipes will be pitched and there will be percutaneous drainage down through the pipes under the field.

The proposal also had the drainage pipes at the JV softball field exiting toward the wooded area. The Township had concerns about neighboring properties. The proposal was altered to include a collection pipe that will run along the third base line into an existing retention basin.

Mr. Rodemer clarified that the proposal only addresses Fields 1-4. Mr. Harte noted that Fields 5-6 were already in good shape. There had been some concern about the need for portable fencing along Field 6 to prevent balls from entering the parking lot, but it had been determined that it was not necessary.

Some items, like scoreboards and training aids, were removed from the initial proposal after being identified as potential fund raising or donation items. The Township gave permission for temporary dugout covers to be used for the duration of the season if they were taken down at the end of the season.

The proposal was modified based on the Township's directives, and a summary is being submitted to the Committee to review. Total cost for the proposed changes is \$129,950.00. Mr. Harte and the community partners are asking that the Committee pass the proposal to full board for approval.

Mrs. Darcy noted a couple of concerns. The independent evaluation of the fields was district-wide, many of the fields have serious issues. She feels the Board has a responsibility for all the fields, not just the ones at CB East and Holicong. She also commented that three of the four fields in the proposal were for baseball fields, not softball fields, and that the Board needs to be cognizant of any Title IX issues. Mr. Harte indicated that the proposal only addressed fields that needed work, the remaining fields were already in good condition. He also pointed out that field hockey teams also use those fields and the coaches were consulted on what their needs may be. Mrs. Darcy pointed out that a Title IX evaluation would not take into consideration those factors. They will compare baseball to softball and note any deficiencies. Title IX concerns are a responsibility of the Board, and Mrs. Darcy believes the proposed changes need further review to ensure there are no Title IX implications.

Mr. Kopicki recommends that the proposal not be passed to full board. He commended Mr. Harte and the community partners for their hard work in preparing the well thought-out and thorough proposal. He noted that Title IX issues are a serious concern that require detailed attention. He suggests a further review of the proposal be done, including input from the district solicitor. Once a review is completed, it can then be moved to full board.

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Mrs. Darcy commented that Title IX does not require a dollar for dollar investment, just an equality of opportunity on similar fields. She expressed gratitude to Mr. Harte and the community partners for their concern and commitment to creating safe and high quality fields for CB East and Holicong. She noted that partnerships between concerned groups and the district are exactly what the Board is interested in fostering. There are wider implications that the Board needs to consider before moving this proposal to full board. Mr. Faulkner agreed that concentrating on one or two buildings is also something that the Committee needs to consider prior to approving the proposal. Mrs. Darcy believes that a written response to the independent evaluation would provide a comprehensive plan for all fields in the district.

Mr. Schloeffel inquired how long Mr. Harte and the community partners had been working on the proposal. Mr. Harte indicated it had been since before Christmas of last year. Mr. Schloeffel noted that the Committee is cognizant of all the work that has been done, and is asking that the review process be moved along in a timely manner so that the proposal could be set forward. Mr. Kopicki commented that the Operations/Facility portion of the proposal is almost set. He asked Mr. Harte for patience as all final issues are reviewed, and stated that within the next few weeks he believed the Committee should be able to solidly approve the proposal. The possibility of Board approval in September was discussed, and Mr. Kopicki believes that it would be possible if no significant issues were raised during review.

Mr. Harte commented that he had received several phone calls regarding the excellent work being done on the fields district-wide. Callers inquired if it were the volunteers that had put in all the work, Mr. Harte responded that it was the district crews that had done such a good job. He offered kudos to Mr. Kleimenhagen and his staff for their efforts. Mr. Kleimenhagen recognized and thanked Mr. Wayne Birster, Facilities Manager, for leading the charge to get the fields ready for fall play. He noted that both he and Mr. Birster understand the importance of the grounds and the fields, and they had been focusing heavily on that during the first few months in their new positions.

**INFORMATION**

**Construction & Operations Updates:**

Mr. Rodemer provided the Committee with the following updates:

- Central Bucks East Domestic Water System is complete
- Central Bucks East Pool – The demolition has been done. The old tile has been removed and the base is being placed for the new tile. Since the pool has been drained, another proposal was sought to pressure wash and re-grout the tile inside the pool. The current contractor proposed to complete the work at a cost of \$23,400.00. Mr. Rodemer noted that with Committee approval the work could be done as a change order to the contractor. The Committee agreed that while the pool was drained it would be an appropriate time to complete the pressure washing and re-grouting. The Committee approved the proposal be moved to full board.
- Central Bucks South Tennis Court renovations are complete, except for a few punch list items.
- Central Bucks West Auditorium project is on schedule
- Central Bucks West Athletic Field Improvements – Preliminary/Final plans were submitted to Doylestown Township and the County Planning Commission for approvals. Once all the zoning issues are identified, plans and approval requests will be prepared for the Township Zoning Hearing Board on October 16.

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- Central Bucks West War Memorial Stadium Improvements project is out for bids. Bids are due on September 19 and will be presented for review by the Operations Committee at the September meeting.
- Central Bucks West Field & Track Improvements are complete. The track is being lined and will be ready for the first field hockey game on Friday. Mr. Kopicki recognized Mr. Rodemer's efforts keeping the project on schedule despite setbacks that occurred during the summer. Mr. Rodemer noted that John Giannini and Scott Levan were responsible for the day-to-day supervision of the project, which enabled it to be completed on time. Mr. Schloeffel commented that he felt the project looked spectacular.

Mr. Rodemer noted that during the project an issue with the sound system became apparent. The equipment is older and needs to be replaced. The sound system was not addressed in the proposal for the field & track improvements. The Press Box will be renovated in the next phase of improvements; however, Operations feels that some equipment could be replaced beforehand by our own crew. An initial proposal to improve the sound system was received at a cost of \$30,000.00. The contractor was asked to revise the proposal to include only what was really needed, and an updated estimated amount of \$28,500.00 was submitted. The contractor is not a Costars contractor so they cannot be awarded the work. However, there is some equipment that could be bought and installed by our own staff. Operations is concerned that the system may fail or be deficient during the fall season, and is asking that the Committee approve the purchase and replacement of a few items prior to the next improvement phase in November/December. The maximum dollar amount would be the \$28,500, however Mr. Rodemer noted that the entire replacement would not be attempted, just a few key items. Mr. Kleimenhagen stated that after all the work done this summer, it would be a shame to have the speaker system fail or be deficient. Purchasing a few items for replacement would not reach the expense level needed for the bid process. The Committee agreed that the purchase and replacement of those few items could move forward.

- Educational Services Center HVAC Improvements – A meeting was held today to review the project schedule and phasing of the work. Bid proposals are expected to go out in September, with a bid opening in October. Work on the project would not begin until December, and is anticipated to last six months. Staff will be displaced as little as possible.
- Holicong Middle School Renovations – Phase 5 is almost 100% complete. Mr. Kleimenhagen recognized Mr. Rodemer, Mr. Giannini, Mr. Levan and Holicong's custodial staff for their hard work on this project, achieving completion with no real impact on students. Mr. Rodemer reiterated that Holicong's custodial staff had been great to work with, handling the work load created by a major construction project very well.
- Kutz Elementary School Bathroom Renovations are 99% complete. A few items remain to be done and will be completed before the first day of school.
- Barclay, Linden, Administrative Services Center and Jamison Paving project is complete.
- Tohickon Storage Building – construction will begin this week.
- Miscellaneous Items – the chiller at Holicong has been rebuilt, a rooftop HVAC unit at Tohickon was replaced last week, and the cafeteria tables at Buckingham and Kutz will be ready for the first day of school.



**MISCELLANEOUS**

Mr. Faulkner offered comments on the CB East/Holicong Improvement proposal from earlier this evening. He noted that the presentation was not sought by the Committee or the Board, but came from the community partners. He was appreciative of their efforts, but wanted to issue a reminder that the Board has ultimate responsibility for work done in the district.

**Police Access to Schools:**

Mr. Kleimenhagen updated the Committee on the request from Buckingham Township that access cards for school buildings be given to their police officers. Central Bucks Regional Police have also requested access cards. The Board had previously agreed that individual access cards could be given to individual police officers. Those cards have not been distributed. During the recent ALICE training, Mr. Kleimenhagen asked the trainer for input on the best management practice regarding access cards for outside law enforcement. The trainer recommended that access cards be distributed for individual police vehicles rather than officers. Administrative work would be less tracking cards to equipment, and the number of cards distributed would also be reduced. In the event of emergency, any officer assigned to a vehicle would have access to a CB building. The trainer can also provide memorandum of understanding templates that could be used when dealing with the local enforcement agencies. Mr. Faulkner commented that the access card being locked in a vehicle when not in use made a lot of sense from a security viewpoint. Mr. Kleimenhagen noted that reports could also be run on individual cards to determine their use. The Committee agreed that a per vehicle distribution was appropriate. Mr. Kleimenhagen will begin working on the process.

**Facility Use Fee Waivers:**

C.B. Cares Book Signing Event at Holicong Middle School: C.B. Cares is requesting a waiver of approximately \$625. The event is a book purchase and signing for Art Garfunkel's newest book. Attendees will pay Doylestown Book Store a \$35 entrance fee. Mr. Faulkner asked for clarification as to whether the Doylestown Book Store or C.B. Cares is sponsoring the event. Mr. Kleimenhagen noted that C.B. Cares is making the waiver request but the Bookstore is collecting the fee from attendees. Mr. Faulkner and Mrs. Collopy did not approve of a fee waiver in the case of a for-profit event. Mrs. Smith asked what the relationship was between C.B. Cares and the book signing. Mrs. Collopy noted that the advertisement she saw stated "C.B. Cares in coordination with the Doylestown Book Store". Mr. Faulkner reiterated his opposition to a for-profit event being granted a CB facility use waiver. Mr. Kopicki noted that the educational relationship the district has with C.B. Cares would normally indicate a waiver, however since this is a for-profit event the circumstances are different. Mrs. Smith asked if C.B. Cares would be the recipient of the \$35 entrance fee. It was unclear if that was the case. Mr. Schloeffel agreed that there are many waiver requests, and care needs to be taken under which conditions they are granted. Mr. Kleimenhagen noted that his staff carefully reviews all requests and is looking to the Committee for guidelines on how to handle future fee waiver requests. Mr. Faulkner reiterated the Board's responsibility to the CB taxpayers when considering these requests. The Committee denies the waiver request from C. B. Cares for the Holicong event.

For Pete Sake Cancer Respite: The organization is asking for a fee waiver or reduction for an event at CB East High School in April. The For Pete Sake Cancer organization sends families battling cancer on respite vacations. The organization has helped a C.B. East family in the past. All proceeds will go to future families fighting cancer. Mr. Kleimenhagen noted that this event was held at CB East last year. The organization raised \$12,000. The organization uses the grounds and stadium for the event. A large setup is also required, provided by CB custodial staff. At last year's event the school was left in bad shape. Mrs. Collopy noted that this type of request is difficult. It may be a wonderful organization, but she does not approve of the

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Board deciding which charities taxpayer monies should be “donated to” in the form of fee waivers. Mr. Faulkner noted that if the facility had been left in good shape after use last spring, the Committee may be inclined to waive or reduce the fee. Mr. Kleimenhagen confirmed that the facility was not left in good shape, and the cost to the district to waive the fee would be about \$800-\$1,000. Mrs. Smith noted that even Relay for Life pays certain usage fees. The Committee denies the waiver request from For Pete Sake Cancer Respite for the use of CB East for their event.

Delaware Valley University Volleyball: The request for a fee waiver for Delaware Valley University Volleyball practice at CB West came through CB Athletic Director Henry Hunt. DelVal Volleyball is requesting use of the CB West gym while bleachers are being installed in their new gymnasium. They indicate that the fee waiver would establish a community partnership with Delaware Valley University, creating a relationship where Central Bucks could use DelVal facilities when our larger capital projects may create a need. Mr. Kopicki noted that the dates on the request have already taken place. Mr. Kleimenhagen stated that it was made clear that the issue of a waiver would be brought to the Committee on August 30. Mr. Schloeffel asked if the fee had already been paid and DelVal was requesting that it be refunded. Mr. Kleimenhagen did not know if any payment had already been made. Mr. Schloeffel indicated that Mr. Hunt did not have the authority to approve a fee waiver. Mrs. Collopy also noted that the request did not have the building principal’s approval signature. Mr. Kopicki recommended staying consistent with current policy, and while all the organizations mentioned tonight were valuable ones, they did not meet the criteria for fee waivers. Developing a community partnership with Delaware University is an important consideration, but consistency in policy for fee waivers was the responsibility of the Board. Mr. Kleimenhagen stated that it will be helpful to his staff to know that consistency in the fee policy is the goal. Mr. Schloeffel noted that it is also policy that waiver requests come to the Committee before the event occurs. Mr. Rodemer commented that he thought the intention was that DelVal Volleyball would pay the fee unless the Committee agreed to waive it. The Committee denies the waiver request from DelVal Volleyball for the use of CB West’s gymnasium.

**FUTURE MEETING SCHEDULE**

The date for the next Operations Committee Meeting is September 27, 2017

**ADJOURNMENT**

The meeting was adjourned at 7:55 p.m.