

MINUTES OF THE MEETING OF THE COMMITTEE OF THE WHOLE
WILLIAM PENN SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
HELD ON MONDAY, MARCH 21, 2022

The Meeting of the Committee of the Whole of the Board of School Directors of the William Penn School District was held on Monday, March 21, 2022 in the Administration Building Board Room, 100 Green Avenue, Lansdowne, Pennsylvania (and also remotely via Zoom). At approximately 6:40 p.m., Ms. Boykins presided and called the meeting to order. Allegiance to the flag was pledged. Mr. Cuff called the roll of attendance.

Board Members Present:

Ms. Monique Boykins, President
Ms. Joana Hopkins, Vice-President
Mr. William Callahan
Ms. Valerie Cook Henry
Ms. Jennifer Hoff
Ms. Wadiya Ivery
Ms. Louella Richardson
Mr. Jan Tong
Mr. Robert E. Wright, Sr.

Board Members Absent:

Also Present:

Dr. Eric J. Becoats - Superintendent
Mr. A. Jeff Cuff - Business Administrator/Board Secretary
Other Administrators and staff

Special Presentation – None

Motions for Action

- I. Budget and Finance Committee Agenda Jennifer Hoff - Chair
Monique Boykins, William Callahan, Louella Richardson - Members

Ms. Hoff presented the two items under the Budget and Finance Committee Agenda.

Ms. Hoff made a motion, seconded by Mr. Wright, to approve Items I-1 and I-2 of the Budget and Finance Committee Agenda.

Ms. Hopkins asked for clarity between these two items and the items that had been Board-approved at the February Business Meeting. Mr. Cuff provided an explanation, adding that all of these items fall under the E-Rate umbrella.

I-1. Contract to Install Communications Cabling, Switches and Access Points

The E-Rate program requires E-Rate contracts to be competitively bid and signed prior to submitting the E-Rate funding application. The Administration conducted an E-Rate-compliant competitive bidding process by releasing an RFP and posting the E-Rate competitive bidding form.

Bids were received for 28 days, with the deadline of March 7, 2022. The lowest responsible bidder is recommended for the contract award. The installation of additional communications cabling for access points will enable more widespread and stronger internet connectivity in the schools. After installing the new cabling, the same vendor will mount all the new access points being purchased and also install the network switches.

The Board of School Directors authorized the purchase of switches, wireless equipment and uninterruptible power supply devices at its February 28, 2022 Business Meeting.

This contract is time-sensitive and requires prompt Board authorization so the Administration can finalize its E-Rate application by the March 22, 2022 deadline.

MOTION: The Board of School Directors approves the contract for installing new communications cabling, switches and wireless network equipment in the amount of 37,040.00 with Turn-Key Technologies, Incorporated. The Administration will apply for E-Rate funding on the contract. The District qualifies for an 85% discount reimbursement on eligible expenses, which is approximately \$28,621.20 The net cost to the District is estimated to be \$8,418.80.

I-2. Wide-Area Network Service Agreement

The E-Rate program requires E-Rate contracts to be competitively bid and signed prior to submitting the E-Rate funding application. The District's current wide-area network agreement expires on June 30, 2022 and a new contract must be awarded now for service to begin July 1, 2022, to comply with the E-Rate schedule. The Administration conducted an E-Rate-compliant competitive bidding process by releasing an RFP and posting the E-rate competitive bidding form for this service.

Bids were received for 28 days, with the deadline of March 15, 2022. The most cost-effective bidder is recommended for the contract award. Typically, these service agreements are entered into with a five-year initial term to ensure stability and continuity of service, and to receive more competitive prices than a single year agreement.

MOTION: The Board of School Directors approves the contract for broadband wide-area network leased lit fiber service in the annual amount of \$114,876.00 with Crown Castle Fiber LLC for a five-year initial term, effective July 1, 2022, with five years of voluntary extension options. The Administration will apply for E-Rate funding on the annual contract costs. The District qualifies for a 90% discount reimbursement, which is approximately \$103,388.40 annually. The net cost to the District is estimated to be \$11,487.60 per year.

Callahan, Cook Henry, Hoff, Ivery, Richardson, Tong, Wright, Hopkins and Boykins voted aye and approved action items I-1 and I-2 of the Budget and Finance Committee Agenda.

Review of Proposed Agenda for Business Meeting

Community Relations Committee Agenda

Ms. Richardson presented the Community Relations Committee Agenda. There were no questions or comments.

Education Committee Agenda

Ms. Cook Henry presented the Education Committee Agenda. Marie Ann Thompson, Teacher at Evans Elementary School, asked about the Foundations' Addendum of Service. Dr. Becoats responded.

Personnel Committee Agenda

Ms. Ivery presented the Personnel Committee Agenda. She thanked Ms. Mattero for her many years of service and wished her well in her pending retirement. There were no questions or other comments.

Property Committee Agenda

Mr. Tong presented the Property Committee Agenda. Ms. Hoff asked if the cost of the contract with KCBA would be added to the agenda item. Dr. Becoats confirmed that it would be added. Mr. Callahan asked if this approval locks us into a construction schedule. Mr. Tong responded that this contract is for KCBA to proceed with the design and documentation of the first phase of renovations and improvements.

Budget and Finance Committee Agenda

Ms. Hoff presented the Budget and Finance Committee Agenda. Regarding Item E3, she and Mr. Cuff explained that the maximum parameters principal amount to be approved by the Resolution is \$12,000,000 although only \$9,995,000 in principal amount of the bonds will actually be issued. Mr. Cuff added that this has been common practice in all of our past borrowing.

Ms. Hopkins asked how many students attend Vo-Tech and how many special ed students are serviced by the DCIU. Mr. Cuff indicated that this information will be included in the week's Update. Ms. Hopkins asked about the special ed services, and Dr. Becoats responded that the DCIU provides services that the school district cannot.

Policy Committee Agenda

Ms. Hopkins presented the Policy Committee Agenda. There were no questions or comments.

Open Discussion

Mr. Tong announced that the date of the next Property Committee Meeting will be changed from April 6th to April 4th.

Ms. Richardson requested an update on the former bus lot in Darby. Mr. Cuff indicated that he would contact Mr. Conn and include his response in the week's Update.

Ms. Cook Henry spoke about the prom dress give-away initiative that she and Ms. Hopkins are developing. She said donations of new or gently-worn dresses are being accepted, with an anticipated give-away date the following week after school.

Adjournment

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

A. Jeff Cuff
Board Secretary