

**Averill Park Central School District  
Long Range Planning Committee  
Meeting No. 3 – February 28, 2018  
High School Library Mezzanine  
Meeting Minutes**

The agenda items for the meeting were as follows:

1. School Security Discussion
2. Questions from Meeting #2
3. Building Conditions Survey & Five Year Plan
4. Next Steps
5. Chairperson/s Volunteer
6. Set Future Meeting Dates
7. Set Building Tour Date and Time
8. Question & Answer

**Note: All PowerPoints and supplemental information is available on the APCSD website on the front page under the Quick Link - Long Range Planning on the district's main web page.**

**School Security Discussion:**

- Based on current events the committee and district felt it appropriate to begin the meeting with an open discussion revolving around school security
- The district currently has a School Resource Officer (Deputy Brian Nikles) who has an office at the Administration Building at the High School, but who is responsible for not only the High School, but makes daily rounds to all district buildings. The SRO has a very close and open relationship with all local law enforcement. Deputy Nikles attended the meeting to address any questions
- The district performs several drills during the year including lockdown and fire drills
- Current security features the district employs across the district and is currently planning on for future improvements:
  - Security Cameras – currently the district has a district wide analog camera system. The district is currently in the development of replacing the camera systems and adding additional cameras district-wide through the Smart Schools Bond Act. Submissions to NYSED for approval of this work will be taking place in the next couple months
  - Secured Vestibules – During the last capital project the High School received a change in the entrance protocol for the front door of the building to the Main Office and provided a secured vestibule. The Long Range Planning Committee will be looking at all buildings to see the possibility of providing the same protocol for the remaining buildings
  - Intruder Hardware – Most of the classroom doors in the district have intruder hardware currently installed on the classroom doors. This type of hardware provides the staff a quick and efficient way to secure the door in the event of a lockdown. The Long Range Planning Committee will be looking at all buildings and public assembly places to see the possibility of providing the same protocol for the remaining buildings and doors which currently do not have these type of locks

- Professional Development – The district is providing staff with professional development courses in the area of security, lock downs, active shooter events, etc. and will continue to do so
- Visitor Screening Software – This is a computer based software program (which scans a person’s driver’s license) that was initially design to screen out registered sex offenders, manage custody issues, coordinate volunteers, and respond to emergencies. The system was developed by Raptor Technologies. The systems will roll out slowly as a test basis and have a projected hard start September 1, 2018.
- Propped Open Doors During the Day – It was brought up by a committee member that the school staff must be diligent in keeping all exterior doors closed and locked during the school day. The only entrance to the buildings should be through the Main Office Entrance of the school. It was suggested that a local audible alarm with door contacts could be placed on the exterior doors so that in an event that a door is either left open or propped open on purpose, an alarm would sound at that location to notify people in the area that a door has been left open.
- The committee acknowledged that any upgrades through a capital project would be on a timeline of multiple years between concepts to implementation.

**Questions from Meeting #2:**

- There were no questions from LRP Meeting #2

**Building Conditions Survey & Five Year Plan:**

- Required submission to NYSED every 5 years for student/staff occupied buildings. The BSC surveys are conducted generally by an outside design consultant. The last survey was conducted in 2015 and the current survey is being conducted by CS Arch.
- Rich Peckham from CSArch gave a presentation regarding the most recent Building Conditions Survey (BCS) performed by CSArch for APCSD. The BCS is a requirement by NYSED to be performed every five years. From the BCS a Five Year Plan is developed to address the issues that arise during the BCS.
- The survey looks at the condition of each building as it relates to structural, architectural and mechanical systems.
- Each building **system** (structural, architectural and mechanical) is given a rating of:
  - Excellent
  - Satisfactory
  - Unsatisfactory
  - Non-Functioning
  - Critical Failure
- Each building (based on the ratings of the individual systems) is then given a rating:
  - Excellent
  - Satisfactory
  - Unsatisfactory
  - Poor
- All APCSD’s buildings were rated as Satisfactory.
  - Note: few buildings rate as “excellent” unless they were most recently constructed
- The full Building Condition Survey items can be seen on the district’s website under the Quick Link for Long Range Planning in the Resources Category under “Building Summary, presented 1/24/18”.
- The following additional items were suggested by the LRP Committee to be added to the BCS List:

- Algonquin MS
  - Site lighting off Rtes. 66 and 351 to identify entrances to the school
  - Parking lights should always be partially lit for security
  - Gym Bleachers should be repaired – this is currently being addressed through the annual operating budget
- High School
  - Exterior Site Lighting needs to have money assigned to the BCS line item S06
  - Soffit by Gym Entrance is deteriorating
  - Toilets and sinks should be replaced with auto-sensors
  - Canopy columns/footings at Main Entrance are starting to deteriorate
- George Washington ES
  - This building is currently being leased to Questar, the entrances and ramps that provide access to the building are important
- Miller Hill ES
  - Add an asphalt walkway from the rear entrance to the playground behind the school
- Poestenkill ES
  - No additional items suggested
- West Sand Lake ES
  - CSArch to verify ages of existing roofs to identify warranty status and potential for replacement
  - Suggestion was made to investigate any replacement of slate roof repairs with metal roofs rather than replace in kind with a slate roof
- Bus Garage
  - All overhead bus garage doors should be replaced, including the doors with non-insulated panels at the unheated spaces.

### **Next Steps:**

- LRP Meeting #4 – March 28, 2018
  - Administrative Needs, Issues & Concerns
    - District administrators met twice (August and February 2018) to review the BCS Study and to identify their items for consideration for the LRPC.
    - These items will be discussed
  - Discuss Items from LRPC Members for Consideration

### **Chairperson/s Volunteer**

- Doug Kelley volunteered to one of the co-chairs to help guide, develop, form and present the final LRP Recommendations to the Board of Education
- The committee is still looking for a second/third co-chair to assist Doug

### **Set Future Meeting Dates:**

- The next LRP Meeting date is March 28, 2018 @ 6:30 PM @ the High School Library Mezzanine

**Set Building Tour Date and Time:**

- April 21, 2018 starting at 9:00 AM the LRPC will take a tour of each of the district's building to see firsthand the items identified in the Building Conditions Survey, Administrative Items and LRPC Items.
- The district will provide a school bus to transport the LRPC between buildings as a group.
- District Administrators will also be on the tour to identify particular items in each of their respective buildings
- Starting point will of the tour will be determined at the March 28, 2018 LRPC Meeting