



**Action  
By**      **Item  
No.**

1.1.2    Resident Project Engineer  
D'Huy Engineering, Inc.  
One East Broad Street, Suite 310  
Bethlehem, PA 18018

Doug Taylor, Senior Project Manager

1.1.3    Architect  
KCBA Architects, Inc. (KCBA)  
Eight East Broad Street  
Hatfield, PA 19440-2401

Jay Clough, Principal  
Eric Gianelle, Project Manager

1.1.4    Note: All correspondence will be copied to Mike Michaels, Linda Marcincin, Greg Derr, Jay Clough and Eric Gianelle. The NLSD will distribute internally, including the Leadership Team.

**DISCUSSIONS:**

1.2      The NLSD developed a Leadership Team which was introduced at the meeting. The Leadership Team was requested to provide the Design Team the direction necessary to advance the schedule, specifically the PlanCon process and other agency approvals without delays. DEI and the Design Team will attend monthly board meetings to provide project updates and to seek necessary approvals as outlined on the project milestone schedule.

1.2.1    The first key design milestone is the approval of PlanCon Part A (project justification) and Part B (schematic design). This approval is required at the October 12, 2009 board meeting.

**DESIGN:**

1.3      A copy of the 'Target Program' dated September 16, 2009 is attached to the meeting memorandum. KCBA modified the original presentation plans based on the attached programming and based on preliminary budget concerns expressed by DEI. KCBA updated the program information based on preliminary programming discussions with Linda Marcincin at the September 2, 2009 meeting.

1.4      KCBA presented the current plan to the NLSD Leadership Team. The Team was unanimously in agreement with the proposed layout. Comments included, but were not limited to the following:

1.4.1    The existing Gym is acceptable at its current location. The additional square footage added as part of the locker room renovations is a good approach to providing additional floor area.



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	1.4.2	The data and telephone room located adjacent to the mechanical room must remain as it is the central data hub for the High School and Middle School campus.
	1.4.3	A vault or fireproof storage room must be provided at the new DAO. Furniture may also be considered.
<b>KCBA/DEI</b>	1.4.4	KCBA noted that the existing stair tower with the radius landing is not code compliant and must be partially reconstructed. This issue should be further reviewed.
	1.5	KCBA presented the 4 proposed site options. The key item reviewed was the Parent/Bus Drop-Off and trafficking issues:
	1.5.1	Option 1 – Separate Bus and Parent Drop-Off as shown in the original presentation. This option increases to the cost of the project per prior analysis.
	1.5.2	Option 2 – Utilize existing lots to create Bus and Parent Drop-Off. This requires students to cross the bus stacking area.
	1.5.3	Option 3 – Utilize the existing front lot for Bus Drop-Off and create a new lot for Parent Drop-Off at the north side of the site which will also be utilized as a playground during the school day.
	1.5.4	Option 4 – Utilize the existing lot for Parent Drop-Off and create a new lot for Bus Drop-Off at the south side of the site which will also be utilized as a playground during the school day. Both Options 3 and 4 will allow student staging for a.m. and p.m. by using the cafeteria at the upper level and gymnasium at the lower level.
<b>NLSD</b>	1.5.5	Number of parent drop-off spaces to be determined. The NLSD will provide an approximate count based on their observations over the next few weeks. It was noted that the majority of students take buses to school.
<b>KCBA/DEI</b>	1.6	Option 4 was selected by the Leadership Team. KCBA is requested to forward copies of the options to DEI for a preliminary budget analysis based only on schematic information. Note: The NLSD expressed concern for the turning radius where bus traffic would enter. KCBA is requested to further review and advise.
<b>NLSD</b>	1.7	DEI informed the NLSD that the input of the administration, faculty and staff is critical to the success of the project. The NLSD will develop an internal process to disseminate key programming information. After KCBA develops a schematic plan that has been approved by the NLSD, formal end user meetings will be scheduled with select staff as determined by the NLSD (meetings to be planned in October 2009).
<b>KCBA</b>	1.8	KCBA and their design team will schedule surveys of the existing building, MEP systems and site during in-service days, holidays or evenings. KCBA is requested to coordinate site visits with DEI. <b><u>PLANCON APPROVAL PROCESS:</u></b>



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	1.9	KCBA distributed a copy of an 'Introduction of the PlanCon Process'. Jay further provided a brief description of each part. A copy of the document is attached to the meeting memorandum.
<b>NLSD/KCBA</b>	1.10	KCBA is in the process of updating the feasibility study. Additional information is required from the NLSD. KCBA provided a list of specific items required from the NLSD. A copy of the e-mail is attached to the meeting memorandum.
<b>NLSD/KCBA</b>	1.11	KCBA is in the process of preparing PlanCon Parts A and B. Additional information is required from the NLSD. KCBA provided a list of specific items required from the NLSD. A copy of the e-mail is attached to the meeting memorandum.
<b>DEI</b>	1.12	KCBA requested that DEI assist with the preparation of Education Specifications which are required for attachment to PlanCon Part B.
<b>KCBA/DEI/ NLSD</b>	1.13	DEI and the Design Team will attend the October 12, 2009 board meeting seeking approval of PlanCon Parts A and B. This approval is critical in order to maintain the July 2010 commencement of construction.
<b>KCBA/NLSD</b>	1.14	A preliminary plan submission to the Slatington Borough shall be planned for October 2009 to inform them of the NLSD plans and schedule.

**SCHEDULE:**

<b>DEI/KCBA/</b>	1.15	The draft milestone schedule should be reviewed at the next meeting. KCBA/DEI must schedule PlanCon meetings and determine other key dates or meeting times.
<b>DEI/KCBA NLSD</b>	1.16	DEI and KCBA reiterated that it is critical to the success of the project that the milestone dates are being met. All parties must be accountable to perform the duties necessary to meet their respective tasks.

**BUDGET:**

	1.17	DEI performed a budget analysis of the schematic design which was presented by KCBA during the interview process. The estimate of probable cost revealed several items which must be further evaluated by KCBA in order to meet the project budget as defined in the July 2009 RFP. Those preliminary items that need to be further evaluated include, but may not be limited to the following: <ul style="list-style-type: none"> <li>1.17.1 Re-skinning brick veneer.</li> <li>1.17.2 Reconfiguration of main entrance, stair tower, etc.</li> <li>1.17.3 Sunscreens and linear window systems.</li> <li>1.17.4 Sitework scope (cut/fill), sitewalls, etc.</li> </ul>
<b>KCBA/DEI</b>	1.18	Geotechnical investigations will be performed after a schematic plan has been developed by KCBA. DEI will prepare an RFP for geotechnical services and distribute to select firms at such time. This should occur in October 2009.



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<b>KCBA/DEI</b>	1.19	Environmental investigations will be performed after a schematic plan has been developed by KCBA. DEI will prepare and RFP for environmental service and distribute to select firms at such time. This should occur in October 2009. The NLSD is requested to advise of the firm that prepared their 3-year ACM report and to provide a copy of the report for DEI review.
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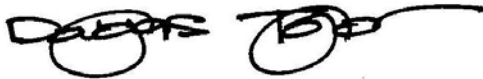
**MEETINGS:**

1.20 The next meeting is planned for Wednesday, September 23, 2009 at 6:00 p.m. at the NLSD Administration building. Subsequent meetings are scheduled as follows:

1.20.1	Leadership Team Meeting, Wednesday, September 30, 2009	12:00 p.m.
1.20.2	Leadership Team Meeting, Wednesday, October 7, 2009	5:30 p.m.
1.20.3	NLSD Board Meeting, Monday, October 12, 2009	7:30 p.m.

Anyone taking exception to the statements in these Minutes, including omissions, shall notify DEI in writing within three days of receipt.

Respectfully Submitted,  
D'Huy Engineering, Inc.



Doug Taylor, Associate AIA, AVS  
Senior Project Manager

**DISTRIBUTION:**

Mike Michaels / NLSD  
Linda Marcincin / NLSD  
Greg Derr / NLSD – Please distribute to Leadership Team  
Jay Clough / KCBA  
Eric Gianelle / KCBA

**ATTACHMENTS:**

Meeting Sign-in Sheet  
Meeting Agenda  
Target Program  
Introduction of PlanCon  
KCBA E-mail 9/9/09  
KCBA E-mail 9/4/09

DST/dak  
29000/Design MM 091609



D'HUY Engineering, Inc.

**NORTHERN LEHIGH SCHOOL DISTRICT  
SLATINGTON ELEMENTARY SCHOOL  
ADDITIONS AND RENOVATIONS**

**AGENDA**

September 16, 2009

Preliminary Design Meeting

1. Welcome and Introductions of NLSL Staff in attendance
2. Review proposed weekly meeting date, time and attendees
3. KCBA review of current design concept(s)
4. NLSL Team reaction and discussion
5. Direction for concept changes/development
6. Project Schedule update and upcoming meeting dates
  - a. Next Meeting
  - b. PlanCon A/B schedule
  - c. Survey
  - d. Masonry investigations (insulation, wall cavity, water proofing)
  - e. Feasibility study
7. NLSL existing Plancon info/existing building data for KCBA
8. End User Meeting
9. Geotechnical Investigations
10. New Business



DESIGN TEAM MTG.

NORTHERN LEHIGH  
SCHOOL DISTRICT  
ADDNS. + REVS  
DEI PROJ. NO. 29000

SIGN-IN

<u>NAME</u>	<u>REPRESENTING</u>
DUG TAYLOR	DHUY ENGINEERING, INC.
KATHY TSCHUDY	DISTRICT OFFICE - NLSD
Jeff Bachman	Technology
JOHN HRIZUK	Technology
Don Dengler	School Board
Edward E. Hartman	School Board
Sue Bahnd	Food Service
JACK ZILWALKI	School Board
Jeremy Melber	District Office
GARY STEDORCHE	Taxpayer / Child de S.P.

Slatington Elementary School

Target Program  
16 September 2009

			Proposed		
			No.	NSF	Remarks
<b>TECHNOLOGY CENTER</b>					
<b>Learning Center</b>					
Library		1	2,050		
AV Storage					
Library Instruct. Area					
Library Office/Workroom		1	600		
Media Ctr./Comp. Lab		1	600		
Computer Lab		3	2,400		800 sf rooms
TV Studio/Multimedia		1	400		
	<b>Subtotal</b>	<b>7</b>	<b>6,050</b>		
<b>ACADEMIC CENTER</b>					
<b>Core Programs</b>					
3rd Grade		6	5,400		900 sf rooms
4th Grade		6	5,400		900 sf rooms
5th Grade		6	5,400		900 sf rooms
6th Grade		6	5,400		900 sf rooms
Science			N/A		Included in 6th Grade Classroom
Small Group Room		10	3,000		300 sf rooms
	<b>Subtotal</b>	<b>34</b>	<b>24,600</b>		
<b>Special Education</b>					
Classroom		1	940		Folding partition, divide into two stations
Resource Room		1	940		Folding partition, divide into two stations
	<b>Subtotal</b>	<b>2</b>	<b>1,880</b>		
<b>Art</b>					
General Art Classroom		1	1,200		
Project Storage/Kiln		1	450		
	<b>Subtotal</b>	<b>2</b>	<b>1,650</b>		
<b>Music</b>					
Instrumental Music Room		1	1,100		Maintaining a stage is not necessary
Choral Music Room		1	900		
Music Storage		1	400		
	<b>Subtotal</b>	<b>3</b>	<b>2,400</b>		
<b>ADMINISTRATIVE CENTER</b>					
<b>Administration Offices</b>					
Main Office		1	1,500		
Secretaries' Office		2			Open office
Principal's Office		1			
Guidance Office		1	175		Provide a small work area
Intervention Coordinator		1	150		
Health Suite		1	1,000		
Well Area					
Sick Area					
Conference Room		1	175		
	<b>Subtotal</b>	<b>8</b>	<b>3,000</b>		

Proposed			
	No.	NSF	Remarks
<b>SCHOOL COMMONS</b>			
<b>Athletics</b>			
Gymnasium/Multipurpose	1	4,000	Expand into former locker area
Stage	1	630	Maintain existing
Physical Education Office/Storage	1	410	Maintain existing office/storage area
<b>Subtotal</b>	<b>3</b>	<b>5,040</b>	
<b>Student and Faculty Dining</b>			
Cafeteria	1	3,000	3 servings, maximum serving - 225 seats
Faculty Dining	1	520	
<b>Subtotal</b>	<b>2</b>	<b>3,520</b>	
<b>Food Services</b>			
Kitchen/Servery	1	2,710	Add third serving area
Storage and Receiving			
<b>Subtotal</b>	<b>1</b>	<b>2,710</b>	
<b>BUILDING SERVICES</b>			
Teacher Planning Ctr.	3	900	300 sf rooms
District Storage	1	4,600	Can relocate offsite - if necessary
<b>Subtotal</b>	<b>4</b>	<b>5,500</b>	
<b>DISTRICT ADMIN. OFFICE</b>			
<b>Offices</b>			
Superintendent	1	350	Include conference area
Super. Admin. Assistant	1	185	Closed office
Assistant Superintendent	1	325	
Business Manager	1	325	
Bus. Admin. Assistant	3	390	Located in separate open office area, 130 sf each
Dir. Of Support Services	1	325	
Administrative Assistants	3	425	140 sf each (open office)
Receptionist	1	200	
Special Ed. Secr. - From Modular	1	155	
Psychologist - From Modular	2	310	155 sf rooms
Dir. Special Ed - From Modular	1	155	
Technology - From Modular	3	465	155 sf rooms
Dir. Food Service - From Modular	1	155	
Child & Youth - From Modular	1	155	
<b>Subtotal</b>	<b>21</b>	<b>3,920</b>	
<b>Support Spaces</b>			
Board Room	1	1,400	
Conference Room	1	370	
Copy/Workroom	1	200	
<b>Subtotal</b>	<b>3</b>	<b>1,970</b>	

Proposed		
No.	NSF	Remarks
<i>MISCELLANEOUS</i>		
Parking Count		78 spaces
Bus Staging Count		13 buses
Parent Drop Off Staging Count		TBD
Playfields - Playground Equip.		1
<i>BUILDING TOTALS</i>		
Technology Center	7	6,050
Academic Center	41	30,530
Administrative Center	8	3,000
School Commons	6	11,270
Building Services	4	5,500
DAO	24	5,890
TOTAL NET	90	62,240
Grossing Factor		1.70
TOTAL GROSS		105,808

The Target Program defines the educational programs and functions desired. Room sizes are subject to change because of the constraints of a building renovation project.

Pennsylvania law charges local boards of education with the responsibility of providing "necessary grounds and suitable school buildings to accommodate all the children between the ages of six and 21 years. . . . so that every pupil in any such building may have proper and healthful accommodations" (Section 701 of the Public School Code of 1949, as amended). For the most part, the determination of what constitutes "necessary grounds and suitable school buildings" is a local decision and one that is determined by the board of directors of each school district.

When a school district undertakes a major project and seeks reimbursement from the Commonwealth of Pennsylvania, a process known as PlanCon is initiated. PlanCon, an acronym for Planning and Construction Workbook, is a set of forms and procedures used to apply for Commonwealth reimbursement. The forms are designed to: (1) document a local school district's planning process; (2) provide justification for a project to the public; (3) ascertain compliance with state laws and regulations; and (4) establish the level of state participation in the cost of the project.

PlanCon is divided into 11 parts. In order to ensure local participation, each part is submitted individually after board action. Following is a brief description of each part.

**Part A, Project Justification:**

Provides the description of a proposed project and the justification of its need.

**Part B, Schematic Design:**

Is a technical review conference of the conceptual drawings, site plan and educational specifications. The architect and a district administrator who is knowledgeable about the project and the educational program must be present at the schematic design conference.

**Part C, Site Acquisition:**

Deals with the acquisition of land for school building projects or the purchase of a building for school or district administration office use. This part is completed only if land is acquired or a building is purchased as part of the scope of the project.

**Part D, Project Accounting Based on Estimates:**

Is concerned with estimated project costs. In this part, various "tests" of a district's financial ability to make payments are performed, as required by Section 21.51 of the State Board of Education Regulations. This part also

addresses the requirements for public hearings on school building projects, as required by Sections 7-701.1 (also known as Act 34) and 7-731 of the Public School Code of 1949, as amended. PlanCon Part D also provides an estimate of state reimbursement.

**Part E, Design Development:**

Is a conference to review the architectural aspects of a project when the design is fully developed. The architect and a district administrator must be present at this review conference.

**Part F, Construction Documents:**

Provides for further refinement of the architectural aspects of the project and documentation that other state and local agency requirements have been met or will be met before entering into construction contracts. Departmental approval of PlanCon Part F authorizes a district to receive bids and enter into construction contracts.

**Part G, Project Accounting Based on Bids:**

Is concerned with actual construction bids. A project's eligibility for reimbursement is ultimately determined at PlanCon Part G. The average time frame from submission of PlanCon Part A to approval of PlanCon Part G is approximately one year.

**Part H, Project Financing:**

Addresses the financing used for a project. Calculation of the temporary reimbursable percent for a project's financing occurs at PlanCon Part H. Once PlanCon Part H is approved, reimbursement on a project commences.

**Part I, Interim Reporting:**

Provides for the reporting of change orders and/or supplemental contracts during construction.

**Part J, Project Accounting Based on Final Costs:**

Is the final accounting for the project. The permanent reimbursable percent is calculated at PlanCon Part J.

**Part K, Project Refinancing:**

Is used if reimbursable bond issue is refunded, refinanced or restructured.

**Doug S. Taylor**


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**From:** Clough, Jay [jay.clough@kcba-architects.com]  
**Sent:** Wednesday, September 09, 2009 6:25 PM  
**To:** gderr@nlsd.org  
**Cc:** Doug S. Taylor; Gianelle, Eric; Kelly, Bob; Kelly, Mike  
**Subject:** FW: District Wide Facilities Study

Greg:

As Doug Taylor discussed with you earlier today, in order to maintain the aggressive project schedule, I will continue to ask follow up questions for the Slatington Elementary Project between meetings:

1. Relative to the email below, did anyone find a more recent copy of a District Wide Facilities Study to update? This would be very helpful for all of us.
2. What type of seating and size of tables are required in the cafeteria? Round tables? Loose rectangular tables? Folding tables with attached seats? Some mix?
3. I have a confusion regarding the program for the Phy. Ed. Office: I know the instructor is to remain in her present location and the existing locker rooms and toilets at the opposite end of the gym are being demolished to enlarge the gym floor area. Does the Phy. Ed. Teacher require a toilet? Lockers? A shower?
4. We assume that for Bus drop-off the busses use the upper driveway closest to the building while the parents drop off in the lot below and students then walk up the stairs to the front sloped plaza. Please confirm.
5. How many students occupy the Band Room? How many occupy the Vocal Music Room?

Thank you in advance for your help, Jay

**James A. Clough AIA**  
*Managing Principal*  
**KCBA Architects**

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 r 215.368.5806  
 f 215.368.3580  
 jay.clough@kcba-architects.com  
 www.kcba-architects.com

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**From:** Clough, Jay  
**Sent:** Friday, September 04, 2009 2:11 PM  
**To:** 'mmichaels@nlsd.org'; gderr@nlsd.org; 'lmarcincin@nlsd.org'  
**Cc:** dst@dhuy.com; Gianelle, Eric; Kelly, Mike; Kelly, Bob  
**Subject:** District Wide Facilities Study

Mike:

9/16/2009

The only District Wide Facilities Study that Greg and I were able to find in his office is dated August 10, 1998, over 11 years ago before many renovation projects were performed in the District. This is so badly out of date, it can not easily be updated. Before the District and design team takes the time to do a completely new study, I would recommend that the District files be checked in other locations to determine if a more relevant study exists which can serve as the basis for updating.

If a better study can not be located, we will use Wednesday's meeting to begin preparing a new one. The study update must be approved by the Board at the time of the approval of plancon "A" and "B" which is currently scheduled for October 12, 2009.

Thank you, Jay

**James A. Clough AIA**  
*Managing Principal*  
**KCBA Architects**

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9/16/2009

## Doug S. Taylor

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**From:** Clough, Jay [jay.clough@kcba-architects.com]  
**Sent:** Friday, September 04, 2009 8:44 AM  
**To:** mmichaels@nlsd.org  
**Cc:** gderr@nlsd.org; Doug S. Taylor; lmarcincin@nlsd.org  
**Mike:**

While at Northern Lehigh a couple of days ago, I was not able to get the following information which is critical to the progress of the Slatington Elementary Project. Can you please have someone look into these matters as soon as possible?

1. The Plancon forms "A", "F" and "G" for your latest reimbursable project. I believe this may have been the Middle School. Greg and I looked in his office but no forms were located. These would have been forms voted on a public meetings so they should be located in the files of public records that the District is required to maintain.
2. A floor plan of the High School, Middle School and Peters Elementary showing how each room is currently being used. The plans that are distributed to visitors are sufficient as long as someone marks the current use. Linda provided a marked plan for Slatington Elementary following our meeting. I would also like a "clean" unmarked plan of each of the three schools.
3. ESPE web-based data collection system enrollment projections for the most recent October (2008). These are on a website not available to the public and can only be accessed by the District.

Thank you, Jay

**James A. Clough AIA**  
*Managing Principal*  
**KCBA Architects**

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9/16/2009