

Colonial School District
District Operations
Facilities Management/Transportation Committee
Meeting Minutes
2/4/2011

Committee Chair Bernie Brady called the meeting to order at 7:30 AM.

Other Committee Members Present: Sue Moore, Kathy Oxberry, Alan Tabachnick, Mel Brodsky

Other Board Members Present: Kelly Jowett, Gary Johnson

Also Attending: Dr. Vincent F. Cotter, Superintendent; Dr. Maryellen Gorodetzer, Assistant Superintendent; Terry R. Yemm, Director of Operations, Ms. Linda Doll, Community Resident; Mr. Tom Davis, Community Resident

Public Comment on the Agenda: None

The Committee was apprised of a request to review the continued use of a vendor whose owner is related to an employee of the District. In this specific situation, the District has been utilizing the services of a local business since the fall of 2005. In the spring of 2008, a relative of the owner of said business was hired as an employee of the District. There is no direct involvement between the owner of the business and the employee that pertains to the working relationship between the District and the business. In addition, Mr. Yemm provided that it was not unreasonable to assume that there are many local businesses, whose services are utilized by the District, that have relatives in our employ. The Committee agreed that, based on the information presented, there was no reason to discontinue utilizing the services of the local business.

An update was provided on an energy initiative that is being handled by the Facilities Management Department. The initiative is the replacement of the existing corridor and classroom lighting at the Colonial Middle School with state of the art energy efficient lighting. The corridor lighting was replaced during the summer months and the lighting in six (6) classrooms has been replaced during the fall. The result of the lighting upgrades, as of the end of November, was a 7.82% reduction in energy use. With additional classrooms being retrofitted with the new lights since the end of November, the savings as of the end of December is approximately 11.61 %. This reduction will result in the savings of approximately \$30,000. The cost of the lighting fixture and tubes was approximately \$6,000, providing an extremely short return on investment. As of the end of January approximately eighteen (18) classrooms have been retrofitted with the new lighting fixtures.

The Committee reviewed a comparative analysis of the costs of renting local stadiums for football games. The current rental cost for football for the Colonial Stadium is \$1,500 per day. In addition to the daily rental cost for the stadium, the entity renting the stadium is

required to reimburse the District for all “out-of-pocket” costs. These costs can include staffing for custodial and security functions. The analysis provided that our current costs are on the high side when compared to other local Districts, but also that there are not that many district’s that rent their stadiums to out-of-district users. As our site is a preferred venue, the Committee decided that the rate should be increased. The Committee directed that the daily rental rate be increased to \$2,500 over a three-year period. The increase will be implemented as follows; \$2,000 for the 2011-2012 school year, \$2,250 for the 2012-2013 school year and \$2,500 for the 2013-2014 school year.

Information was provided regarding a suggestion to add emergency panic buttons in the District’s Administration area and/or General Meeting Room. The new panic buttons would be in addition to the existing panic buttons currently installed in the main offices of each of our schools and is part of the CLASS. (Countywide Law Enforcement Alerting and Safety System) The suggestion was made by the Montgomery County Department of Public Safety (MCDPS) in consideration of the tragic school board event in Florida in December 2010. This information was reviewed in January by the Safety and Wellness (S & W) Committee. The S & W Committee provided support to move forward with investigating the steps to have the panic buttons installed. The MCDPS reviewed the site and will supply three buttons for District use. The determination of final location and installation of the three (3) buttons will be completed as a group effort between the MCDPS, CSD Information Technology Department and the District Safety Officer.

Mr. Yemm provided updates on a few initiatives designed to increase revenues and decrease costs for the Food Service Department. Plans include using the East Cafe as a “grab & go” area, where students would be able to access a variety of express items such as a slice of pizza, drinks, snacks, or premade items such as deli sandwiches, wraps, etc. The West Cafe would be used as an eatery serving a full hot meal and full made to order deli bar. Both areas would contain fruits and vegetables, enabling every student the option of having a reimbursable meal. Another modification involves using the east kitchen to satellite side dishes to the smaller elementary schools. Currently each elementary school prepares and serves the same size side dishes, such as fruit cups, salads, carrot/celery sticks, etc. Preparing all of these sides at one central location using the new lidding machine will save time and money. In addition, this would ensure consistency in portion sizes and quality throughout all of the schools. Food also stays fresher longer when they are sealed and has a better appearance.

The Committee was given a status report on the ECO-FEST held at the West Café on Thursday February 3, 2011. In an effort to help kick off the second season of the popular Whitmarsh Township “Greenmarsh” Seminar Series, our District worked with Whitmarsh Township and the Plymouth Meeting Whole Foods Market to create the first-ever ECO-FEST. The purpose of the ECO-FEST was to highlight the benefits and advantages of a greener, more environmentally friendly community. Non-profit, environmental organizations, as well as businesses specializing in environmental products and services, participated and showcased their products and services to help educate the public on why and how they can do their part in preserving the environment.

The ECO-FEST was a free event to vendors and the public. The event was very well attended and all agreed that the event was extremely successful.

Additional Public Comment on the Agenda: None.

There being no further business before the committee, Mr. Brady adjourned the meeting at approximately 9:15 AM.

Respectfully submitted,

Terry R. Yemm
Director of Operations