

**Colonial School District**  
**District Operations**  
**Safety and Wellness Committee**  
**Meeting Minutes**  
**5/11/11**

Committee Chair Ms. Kelly Jowett called the meeting to order at 8:30 AM

Other Committee Members Present: Alan Tabachnick

Other Board Members Present: Kathleen Oxberry, Mel Brodsky, Gary Johnson

Also Attending: Dr. Maryellen Gorodetzer, Assistant Superintendent; Terry R. Yemm, Director of Operations; Karen Berk, Director of Pupil Services; Lori McCoy, Director of Food Services; Sergeant Fran Wheatley, Whitmarsh Township Police Department; Tom Davis, Community Resident

Public Comment on the Agenda: None.

The Committee was provided with a status report on the required changes to the District's Memorandum of Understanding (MOU) with the local municipalities. The changes are the result of the enactment of act 104 of 2010. The new act amended various sections of the School Code, among them the Safe Schools Act and the MOU  
The significant changes affecting Act #104 are:

- Increased procedures/contents for the annual "Safe Schools Report," including:
  - Less generic and more specific reporting of offenses;
  - Report must be submitted to local police department for approval prior to submission to PDE officials;
  - For each alleged event, the following must now be reported:
    - Student actor's race
    - If the student actor has an IEP, and if so, the disability.
- Changes to the "Memorandum of Understanding" between the school district and the local police department outlining specific protocols where the police will be notified for offenses occurring on school property.
- Criminal and Civil penalties for non-compliance.

The changes have been completed. Dr. Gorodetzer requested that the revised MOU be reviewed by the Principals of the schools that will have direct involvement with the MOU. A meeting will be scheduled prior to June 1, 2011 to review the MOU with the Principals. Mr. Yemm provided that there may be some input provided by the Montgomery County District Attorney. If said input is not received by June 1, 2011, a call will be placed to the Montgomery County School Safety Coordinator to determine the level of involvement from the District Attorney. The District will move forward with

providing the revised document to the Pennsylvania Department of Education on or before June 30, 2011 as required.

Sergeant Wheatley provided an update on the grant sponsored by the State Farm Insurance Company. The grant, Project Ignition, in the amount of \$2,000, was awarded to the Plymouth Whitmarsh High School and approved by the Board in January. The proceeds of the grant were used to promote a campaign titled "DNT TXT N DRV," the intent of which was to have students, parents and faculty pledge to not text while driving. Additionally, the development of a "DNT TXT N DRV" public service announcement to that was to be utilized in Drivers Education classes and an assembly program utilizing texting while driving a car controlled by a simulator was part of the grant. Sergeant Wheatley provided the final report of the "DNT TXT N DRV" campaign. The final report provided program reviews from the Director of Counseling Services at Germantown Academy, a Counselor at PW and an attorney from White Williams LLP. All three (3) reviews indicated that the campaign was a tremendous success and that the students have a clear understanding of the dangers involved with texting while driving.

A copy of a "School Safety & Security Report" (audit) recently performed at the ridge Park Elementary School (RP) was provided for Committee review. The audit was performed without notice to anyone at RP on May 6, 2011. The purpose of the audit is to assess certain areas of the building and operation with a focus on safety and security. Areas reviewed include the outside grounds, the classrooms, custodial offices, boiler room and cafeteria. Overall the results of the audit were positive with a few areas needing some improvement. Mr. Yemm explained that corrective measures are determined for areas needing improvement and work orders are placed in the system to ensure that the work is completed in a timely manner and that there is proper documentation regarding the repairs. Mr. Yemm pointed out that Mr. Traister performs the audits on each school a minimum of two times per year and is very pleased that he is normally challenged by students, teachers and staff when on school grounds and when attempting to enter the schools.

Ms. Berk and Ms. McCoy provided information on the District's practice of handling food allergies within the cafeterias and classrooms. In the cafeterias the following measures are in place; Documentation of food allergy is signed by a medical authority and sent to the school where it is entered into the Point of Sale system in the cafeterias. When a child enters his/her pin number, a "pop-up" box alerts staff if the child has an allergy. Peanut butter and jelly sandwiches are replaced with pre-wrapped uncrustables sandwiches and bulk peanut butter for bagels is replaced with individual portions to eliminate cross contamination. Share tables are eliminated in all cafeterias. Peanut free tables are available in all cafeterias. Food Allergen information is placed on the Food Service Department Website and classroom party order forms are available, which ensures peanut free products. In the classrooms the following measures are in place; If there is a student in a classroom that has a severe allergy, a doctor's note will designate if a classroom will be nut/allergen free. A letter goes home to parents of students in the class stating that the class will be peanut/nut/allergen free, requesting that NO foods

containing nuts and/or NO homemade snacks (re: cross-contamination in the home) be sent to school. Students with allergies are, however, allowed to bring their own snacks to be kept in the Nursing Office for special occasions when food is given in the classroom. Parents have the option of assigning their child to the “Nut Free” table in the cafeteria. Optional Epi-Pen/Inhaler training is offered to teachers and staff on a 1:1 basis with the nurse. A lesson plan on allergies and posters on allergy awareness are provided to the teachers in classrooms where children have severe allergies. Teachers may use these resources as they like. All students with prescribed emergency medications follow the District Medication Policy and individual doctor orders are on hand if the student needs to be treated. Individual Health Plans are developed in extraordinary cases.

Ms. McCoy provided information on the District’s efforts for Conshohocken Elementary to become a “Healthier U.S. School.” This program is strongly supported by our First Lady, Michelle Obama. In order to meet the requirements of this challenge, we need to incorporate certain suggested items more often into our menus. Chef Carol Boehm has agreed to work with us on this challenge by creating some of the suggested items into recipes which the students might enjoy. On Wednesday, April 27<sup>th</sup>, Ms. McCoy, Chef Boehm, along with CE employees Donna Koletas and Vivian Welsh , created two recipes for the students to taste test. The first was made from scratch chicken and black bean enchilada and the second was a black bean and pineapple salad. The students had a great time taste testing the items, and a lot of positive feedback was received about the enchiladas. The next day, Donna Koletas reported that she had received a parent phone call regarding the previous day’s events. This parent wanted to know “what in the world we served her child at lunch, because he came home raving about how it was the best thing he has ever eaten.” The parent will be provided with a copy of the recipe.

Ms. McCoy also told the Committee about two initiatives that are under consideration for the Food Service Department. The purpose of both initiatives is to enhance the image of the department. The first is to change the uniforms of the staff members of each kitchen to provide a more modern appealing and modern look. The second is to select a new name for the department to one that is more in line with the nutritional services that are now required. Both initiatives will assist in efforts to move away from the stigma that is typically associated with the old style kitchen and lunch line. The Committee was receptive to the idea and suggested a few creative ways for the staff members to be included with the selection of a new name.

There being no further business before the committee, Ms. Jowett adjourned the meeting at approximately 9:12 AM.

Respectfully submitted,

Terry R. Yemm  
Director of Operations