

**COLONIAL SCHOOL DISTRICT
DISTRICT OPERATIONS
FACILITIES MANAGEMENT/TRANSPORTATION COMMITTEE MEETING
MEETING MINUTES
5/11/17**

Board Committee Chair and School Board Member Mr. Alan Tabachnick called the meeting to order at 7:34 a.m. in the Superintendent's Conference Room at the District Office

Other Committee Members Present: Bernie Brady, Felix Raimondo

Other Board Members present: Sue Moore, Beth Suchsland, Leslie Feingold, Cathy Peduzzi, Mel Brodsky

Also attending: Dr. MaryEllen Gorodetzer, Superintendent; Terry Yemm, Director of Operations; Joseph Lally, Director of Facilities; Trevor Jackson, Business Administrator; Dave Sherman, Community Relations; Ms. Linda Doll, Community Resident; Ms. Dresnin, Community Resident.

There were no public comments on the Agenda of today's meeting.

Mr. Lally presented a PowerPoint on the status of the three elementary school projects: Plymouth Elementary School Addition and HVAC Project; Ridge Park Elementary School Addition and HVAC Project and Whitemarsh Elementary School HVAC Project.

- PE Addition and HVAC Project: Slides were shown of the progress on the footings and foundation walls of the right and left sides of the addition from a number of different angles. A question was raised regarding what the scaffolding was adjacent to the building. Mr. Yemm and Mr. Lally replied that it is for the staging for the outside block walls. Additional slides were presented of a classroom with ceilings opened for work on the HVAC systems.
- RP Addition and HVAC Project: The construction is ready for the footings and slides were shown from the location of the left and right sides of the Media Center. A question was asked if the natural light from the Media Center would be impacted by the additions. Mr. Yemm replied that there would be skylights for the Media Center for natural light.
- WE HVAC Project: The new electric feed for the HVAC Project has been completed. The installation of the new panels and branch circuits will be accomplished this summer when school is not in session and the power can be shut down.

Mr. Yemm updated the committee on the asbestos removal at the three elementary school projects. There is minimal asbestos removal at both WE and PE; however, the removal is more extensive at RP. The removal of the asbestos is currently in process.

A question arose regarding the purpose of magnets on the door jams at certain elementary schools. The answer is that the magnet is used on doors that have doorknobs that are kept in the locked position at all times. These are the newer style doorknobs that require a key to lock the door knob. Many teachers do not wish to carry their classroom door key with them and do not want to be in a situation where they have to lock the door in a hurry. Therefore, they leave the doorknob in a locked position and use the magnet to keep the doorknob from latching. They do not want the classroom door to be locked and latched during the day so they use the magnet to keep the doorknob from engaging. The magnet is placed on the metal jam to prevent the knob set from being engaged. In the event of an emergency that requires that the door be locked, they simply remove the magnet and push the door closed until the latch is engaged. This will be communicated to the teachers. The District Safety Officer will review this information with the administrators of each school and then determine how best to review this with the staff.

A PowerPoint of the construction on the entrance of Plymouth Whitemarsh High School was presented and a discussion ensued regarding a rendering of the main entrance, the circle, flagpole and lighting, etc.

Earlier this week, the four (4) prime contractors working on the PWHS renovation project were given the drawings of the West Gym. At the next FM/T meeting, the change order for West Gym including pricing will be available for Board approval. PowerPoint slides were viewed of the rendering of West Gym and short discussion followed regarding the lighting, movable walls, height of gym ceiling, accessible seating, etc.

Mr. Jackson updated the committee on the Bond issue and informed the committee that Colonial School District has been given an AAA rating for the Bond. This is excellent news and the Committee members expressed their appreciation to Mr. Jackson as we are one of only 7 districts in the state of Pennsylvania that has achieved this rating. Mr. Jackson thanked the Board but commented that this was a team effort and the credit for this achievement really belongs to all district employees for their hard work and attentiveness toward fiscal responsibility. The Committee members asked Mr. Jackson to express their gratitude to everyone involved.

In lieu of the current Transportation Coordinator retiring, a new Transportation Coordinator has been hired. CSD was contacted by a community resident regarding an application for phones that tracks school buses so the parent can be aware of the timing of the buses. Mr. Jackson stated that a survey was done with other districts in the area using the app to see what their opinion is on the app. There was some concern in the committee regarding security issues and they would like more data on the app before making any decision. Accordingly, the Transportation Department will monitor the use of the app in the industry over the next 6 to 12 months. At the end of the monitoring period a decision will be made on whether or not to bring this back to the committee for consideration.

Meetings and plans are underway for the PWHS Graduation. Mr. Lally is again coordinating the PWHS operations plans for the 2017 PWHS Graduation.

Members of the teaching staff at Conshohocken Elementary School have voiced a concern about the lack of parking at their school. The Conshohocken Police Department will only allow 6 passes for parking. Facilities will contact the Conshohocken Elementary Principal to discuss the issue. Previous efforts to get more passes has been unsuccessful. There is no ability to add spaces on the school property. The campus is in an urban setting and parking at this school is consistent with most schools located in urban settings. Updates on the status of this request will be provided at future meetings.

USDA Policy Memorandum SP 46-2016 requires all School Food Authorities (SFA's) operating federal school meal programs to have a written and clearly communicated policy to address unpaid meal charges by July 1, 2017. CSD Food Service Policy # 808.1 titled School Lunch/Breakfast Program – Charged Meal has been revised to be in compliance with the requirement and is attached to the agenda for review. The problem of the collection of monies from students and staff for non-payment for lunches was briefly discussed. This has become a critical issue. The plan for collecting money is detailed in the policy. This review will serve as a first read for the policy.

The current Facilities Use Form and the need to update it was briefly discussed. The reciprocal agreements between CSD and the townships for use of the facilities and fields was also discussed. The agreements also need to be updated. A brief discussion took place regarding consideration for putting the Sitewatch program back in place for the coming school year. Mr. Yemm explained that the Sitewatch program is designed to monitor the use of school district property on weekends. The program was in place in 2007 and was very successful. Due to budgetary concerns the program was eliminated in 2008. Information about the Sitewatch program will be presented to the committee for review at a future meeting.

It has been recommended that the MELC rental rates for the 2017-2018 year be increased. However, it is not recommend that there be a rate increase of the MELC Summer Camp. Because of the elementary school renovations, the camp has to be moved to CES.

There being no further business before the committee, Mr. Tabacknick adjourned the meeting at 8:49 a.m.

Respectfully submitted,

Terry R. Yemm
Director of Operations

TY/blb
