

**Colonial School District**  
**District Operations**  
**Facilities Management/Transportation Committee**  
**Meeting Minutes**  
**1/7/2011**

Committee Chair Bernie Brady called the meeting to order at 7:36 AM.

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

Other Board Members Present: Gary Johnson, Mel Brodsky

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

Public Comment on the Agenda: None

The Committee reviewed a request from Mrs. Borkowski to provide transportation service from 13<sup>th</sup> Ave. and Butler Pike to the Conshohocken Catholic School. The proposed stop location would be on the east side of Butler Pike, approximately .8 miles from the school. The District is required to provide transportation for all students that reside more than 1.5 miles from the school. Accordingly, all students that live on the east side of Fayette Street, attending either the Conshohocken Catholic School or the Conshohocken Elementary School, are considered walkers and are not provided with school transportation. After considerable discussion the Committee decided to deny the request as the distance from the school to the proposed stop location is well within the state guidelines.

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. The committee will be provided with additional updates as the project continues through completion.

The Committee discussed the use of the PW/CES campus for large events with a focus on the use of the Colonial Stadium for the PIAA playoff football game in early December. Mr. Yemm reported that the Facilities Management Department and Safety Officer meets with the Whitmarsh Police Department (WPD), in advance of all large events to plan for

traffic control and parking. Several meetings took place between the Facilities Management Department, Safety Officer and WPD to plan for the December game. After a lengthy discussion the Committee directed that the topic of large scale events be presented as a topic for discussion with the Safety and Wellness Committee.

A draft of a policy revision was reviewed by the Committee. The revision is to Policy #707 – Use of School Facilities and Equipment. The proposed revision provides a position of the District regarding the use of any District facilities by political groups. Specifically, the revision provides that the District will allow use of our facilities by political groups unless the use prohibits the ability of the District to maintain its status as a non-partisan political entity. The Committee agreed to the proposed revision and provided direction to bring the policy forward on a “first read” basis at the January 2011 School Board meeting.

A list of obsolete equipment proposed for disposal was presented to the Committee for review. The items include many computers, printers and modems. In addition, a request to dispose of a 1992 Dodge 250 van was reviewed. The Committee agreed to the request for disposal of the van and the technology items provided that the company chosen for the receipt of the items is proven to be reputable firm. The list of items will be presented to the School Board with a recommendation for disposal at the January 2011 School Board meeting.

The committee was apprised of a plan to start charging certain groups for the costs associated with the use of the athletic field lights on Victory Fields. The plan is to charge a “per-hour” fee to cover the cost of the electricity required to run the lights. The fee would be charged to all groups with the exception of the teams from the Colonial School District and Chestnut Hill College. The plan will go into effect in the spring of 2011 and the billing for the use of the lights will be handled through the Operations Department.

Mr. Yemm provided an update on two initiatives designed to increase revenues and decrease costs for the Food Service Department. The first was the opening of two express food service stations that are now in operation at the Plymouth Whitmarsh High School. One station is in place at the east cafeteria and the other at the west cafeteria. The goal of the express stations is to increase the sales for students that do not want a full lunch and do not wish to wait in the line for students getting full lunches only to purchase one or two items. A review of the first month of sales has shown an increase in overall sales, of which a substantial portion can be attributed to the new stations. The other initiative is the construction of a dry food storage room in the basement of the Colonial Middle School. The Food Service Department will be able to purchase dry goods in large quantities, taking advantage of discounts offered for bulk purchasing. Previously the Food Service Department was not able to take advantage of bulk purchase discounts as we had no place for storage of bulk purchases.

Pictures of the recently expanded walking/running path at the Plymouth Elementary School were provided for Committee review. The original walking path was constructed approximately three (3) years ago. Through the years the success and popularity of the

morning walk/run program has increased to the point that the original path was not large enough for all of the students that participate. During the fall of 2010, the PTO of Plymouth Elementary discussed the possibility of funding the expansion of the path with the school Principal. Several meetings took place regarding the expansion of the path and several companies were solicited for bids to increase the width of the path. The work was completed during the first week of January and the cost for the expansion of the path is being funded completely by the PTO of Plymouth Elementary.

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