

Colonial School District
District Operations
Facilities Management/Transportation Committee
Meeting Minutes
4/1/2011

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

Public Comment on the Agenda: None

The Committee was provided with information regarding a plan to formalize the District's use of specific criteria used to hire staff members that will drive District vehicles. Included is a thorough review of the driving history of any applicant by way of an official Department of Motor Vehicle (DMV) background check. Members of the Transportation Department have been working with the District Safety Officer in an effort to finalize/formalize this process. Of consideration are any differences with the treatment of drivers that will become Colonial School District employees, employees of our transportation sub-contractor and staff members that will be required to drive vehicles that will not require the transportation of students. Additionally, a legal opinion is being sought regarding the treatment of existing employees of the District or the sub-contractor that may have a driving violation that occurred within the last few years, and a legal interpretation of the obligation for the employee to have reported the violation. Once more information is obtained, the information will be provided to the Committee for review.

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 thirty-four (34) classrooms has been replaced during the fall and winter. The result of the lighting upgrades, as of the end of February, is a 17.61% reduction in energy use. This reduction will result in an annual savings of approximately \$55,800.

A draft copy of a proposed policy was provided for Committee review and comment. The policy, titled "Electronic Devices," provides guidelines for the use of electronic device by students while in school or on school sponsored trips. The policy also provides specific guidelines on the times of day and locations in our schools that electronic devices

are prohibited from use. After a brief review and discussion, the Committee agreed to support a recommendation to support a continued review of the proposed policy in an effort to refine it to the point that it may be considered for Board approval.

An initiative by the Facilities Management Department regarding the rate classification for the purchase of natural gas at Whitemarsh Elementary School (WE) was provided to the Committee as an information item. Mr. Yemm explained that the rate that is charged for the transport of natural gas at all of our schools is determined by the quantity of gas used. The current rate classification is called GC (General Commercial) and is used for customers that use less than 5,000 mcf per year. Our current annual use is approximately 4,000 mcf per year. The rate that we are requesting is called TSI (Transport Service) and is charged to customers that use more than 5,000 mcf per year. Based on the deregulation taking place in the industry, we explored the possibility of combining the total usage at WE with that of PWHS which is well above the 5,000 mcf minimum. The supplier has agreed to allow us to combine loads and will allow for the TSI rate to be applied to all natural gas purchases at WE starting with the 2011-2012 school year. The current GC rate for transporting natural gas per mcf is \$3.38 and the TSI rate is \$1.52 per mcf. This rate change will result in an approximate savings of 55% which equates to an approximate \$7,000 annual savings.

Mr. Yemm provided updates on a few initiatives designed to increase revenues and decrease costs for the Food Service Department. An effort to increase vending sales was initiated on February 1, 2011. Included was the installation of additional vending machines at the Colonial Elementary School and the Plymouth Whitemarsh High School. An analysis was performed on the sales of specific items. Several items that were not selling well were replaced with items that were more popular. The vending sales for March totaled \$11,719 which was approximately \$1,800 higher than February and the highest one-month sales for this school year. In addition, several new items were test marketed for sale. Smoothies were sold at the PW west café and air-pop popcorn was sold at the Colonial Elementary School. Both items seem to be very popular, meet our nutritional guidelines and have high profit margins. As the sales of both items are strong, arrangements have been made to begin selling popcorn at the Colonial Middle School and smoothies at the PW east café.

The Committee was given a status report on the proposed plan for the consolidation of cafeterias at PW. A new style table proposed for the renovation was installed in the west cafe on Monday March 21st on a trial basis. The new table has sixteen (16) separate disc style seats to accommodate sixteen (16) students. The existing tables in the west café have bench style seating. Students were asked to use the new table during their lunch periods and provide their opinion. The High School Principal reported that all students that used the table provided a favorable review. Specifically, the students commented on the ease of getting in and out of the seats when compared to the more difficult process required for getting in and out of the bench style seating. Mr. Yemm also reported that he and Ms. McCoy visited the kitchen and cafeteria operation at the Upper Dublin High School (UDHS) on two separate occasions. The UDHS cafeteria utilizes the “scatter serve” approach for serving students. The “scatter serve” approach allows students to

pick and choose various pre-made, pre-packaged items from different stations and then proceed to the checkout rather than having to wait in a traditional lunch line. The Food service Director at the UDHS reported that the daily a la carte sales increased from \$900 to between \$2,000 and \$3,000 after the implementation of the scatter serve system. This is the same process proposed for the PW West Café.

A discussion took place regarding the billing of costs required to staff events held in our buildings or on our properties for the Band Boosters. The District passes on the costs for staff members that are required to support events during times that our staff members are not scheduled to work. This is usually on a Saturday or a Sunday. The Band Boosters would prefer to utilize their own volunteers to staff their events and do not feel that they should have to pay for any District staff required for the events. There is a concern that if the District agrees to provide support staff for the Band Boosters, and not require reimbursement, then they will be obligated to do the same for other groups as well. The cost to the District could be substantial and there is no funding provided in the current budget for this potential expense. Additionally, the District has had problems with other groups in the past that have chosen to use their own volunteers. The Committee decided that, based on the size and location of the event, the District should have staff on duty and the cost of same should be borne by the user. The Operations office will provide an estimate of costs for event staffing to the proposed user. The District may attempt to pass on savings as a result of sharing staff with other events if applicable.

A proposal for the costs for upgrading the equipment at the CMS planetarium was provided for Committee review. The proposal was submitted by East Coast Control Systems. Several options were provided and the costs ranged from \$157,020 to \$300,000 depending on the options chosen. In addition to the equipment upgrades, the cost for electrical upgrades is estimated at \$5,000 and the cost for soundproofing is estimated at \$15,000. Non-facility related costs included the cost of busing students from our K-3's, projected to be \$15,000 annually and the costs for a teacher to operate the equipment and oversee the curriculum. This information will be summarized and available for review as required.

Additional Public Comment on the Agenda: None.

There being no further business before the committee, Mr. Brady adjourned the meeting at approximately 9:18 AM.

Respectfully submitted,

Terry R. Yemm
Director of Operations