

Colonial School District
District Operations
Facilities Management/Transportation Committee
Meeting Minutes
9/3/2010

Committee Chair Bernie Brady called the meeting to order at 7:30 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; Linda Doll, Community Resident

Public Comment on the Agenda: None

The Committee reviewed and discussed a request for a bus stop location change. The request is to allow 4th grade through 12th grade students to utilize a stop that was added earlier this year for K-3 students. The stop was added at the request of parents of K-3 students in an effort to allow them to better monitor/observe/assist their children walking to and from the stop. The Committee decided that the requested location, while appropriate for K-3 students, was not needed for students older than 3rd graders. The request was denied by the Committee.

A lengthy discussion took place regarding the annual costs for afternoon activity busses. Afternoon activity busses are utilized at the Plymouth Whitmarsh High School and the Colonial Middle School. The Committee reviewed an analysis that provided the number of busses utilized at 4:15 PM and 5:30 PM, the amount of students utilizing the busses, the reason for the use of the bus (athletics, participation in clubs, detentions, etc.) the costs for the service and a survey of neighboring districts. Twenty (20) districts were surveyed; five (5) provide a service similar to our District and the remaining fifteen (15) provide either no activity busses or a limited service. The costs for the activity busses for the 2009-2010 school year for our District was in excess of \$130,000. Based on the downturn of the economy the Committee asked for a proposal to scale down the use of the busses. The proposal will be prepared and presented to the Committee for consideration at a future meeting.

A draft of the Memorial Policy was reviewed in preparation for a 2nd reading by the School Board. Based upon a review of the draft several suggestions were made for additional changes prior to presentation for approval by the Board. Specifically, the Committee requested that the items allowed to be used as memorials be defined. In addition, the Committee suggested that language be added identifying the Commemorative Garden as the location for placement of any/all memorials. The policy

was changed as requested and was reviewed and accepted by the Committee. Accordingly, the policy will be presented for Board approval at a future Board meeting.

A proposal for the purchase and implementation of an automated time and attendance program was presented for Committee review. The current process used for payroll is a time clock and time cards. The current process is extremely time consuming, often not accurate and can lead to theft of time by an employee using a fellow employee's time card. An inordinate amount of time is required by the Custodial Supervisors at each school in tabulating employee's hours in preparation for each payroll period. The Committee provided an approval to move forward with setting up a pilot of the system at one of our schools and requested that the cost for the pilot be deducted from the cost of the program.

Mr. Yemm presented a plan to allow access to the exterior cameras at each of our schools to the local Police Departments. (PD's) The plan is solely based on the potential for eliminating or reducing crime at our schools. The cameras would be accessed by the PD's only if they receive a call alerting them to a problem on any of our properties. Based on a few concerns presented by some members of the Committee, Mr. Yemm will explore this plan to determine if it is in accordance with the current Memorandum of Understanding with the PD's and determine if there are any legal concerns with the District Solicitor.

Mr. Yemm reported that the solar energy project is in the design and manufacturing stages. The engineers have been onsite to finalize the design of the brackets that will hold the solar panels in place. In addition to the installation of the solar panels, the project also includes the installation of a natural gas main to the Colonial Elementary School. Running the boilers on natural gas is a major part of our energy initiatives. The solar panels will be installed on the Colonial Middle School first and then the Colonial Elementary School.

The construction of the comfort station required for the Victory Fields Lighting Project began in the end of August. A meeting was held in late July with Chestnut Hill College (CHC) to discuss their financial contribution to the construction costs as they will be sharing the restroom and the storage area is being constructed for their use. CHC agreed to fund one-third (1/3) of the construction costs but asked that they be allowed to pay their share over a ten (10)-year period. The financial contribution for the turf installation on Victory Field # 1 and installation of athletic field lighting is in the 4th year of a ten year agreement. The Committee requested that the District explore the possibility of establishing a new agreement ten (10)-year agreement. The new agreement will include the remaining portion of the existing agreement, the payment for the comfort station and additional fees for the use field after the expiration of the existing agreement. Mr. Yemm will put together a proposal and provide same to the Committee for their review and comment at a future meeting.

The Committee discussed concerns with air temperatures in the classrooms at the Plymouth Elementary School in the beginning of the school year. Based on similar

concerns at the end of the last school year, members of the Facilities Management Department checked all of the mechanical equipment and found all to be in proper working order. A meeting took place in June with the Principal, several teachers, the custodial supervisor and Mr. Yemm and a plan of action was put in place to try to prevent problems of this nature in the future. The plan was followed in the beginning of this school year and by the afternoon hours there were complaints of high temperatures in some of the classrooms. Mr. Yemm reported that while there were complaints of high temperatures at Plymouth Elementary School, there were very few complaints at the Ridge Park and Whitemarsh Elementary Schools. The Facilities management Department will continue to explore opportunities for improvement at the Plymouth Elementary School.

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