

Colonial School District
District Operations
Facilities Management/Transportation Committee
Meeting Minutes
12/3/2010

Committee Chair Bernie Brady called the meeting to order at 7:30 AM.

Other Committee Members Present: Sue Moore, Kathy Oxberry, Kelly Jowett

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. Tom Davis, Community Resident

Public Comment on the Agenda: None

The Committee reviewed a quote for a new nine (9) passenger cargo van. The request for the new van was approved in the current budget at a cost of \$38,000. The Transportation Department investigated several options for purchasing the van and determined that the lowest pre-approved price was from a dealer that is a member of a state buying program call CoStars. The final price, which included some extras, was \$34,000. The Committee recommended moving forward with the purchase and was pleased with the purchase price. Transportation Department will move forward with ordering the van and expects delivery within sixty (60) days of order.

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 to date has been a 7.82% reduction in energy use. This reduction will result in the savings of approximately \$25,000. The cost of the lighting fixture and tubes was approximately \$5,000, providing an extremely short return on investment. Based on the positive results, the Committee asked Mr. Yemm to explore opportunities to expedite the project.

A proposal to provide afternoon activities for the students of the Colonial Middle School (CMS) was provided for Committee review. The proposal was submitted by the Greater Plymouth Community Center and is designed to provide afternoon activities for the CMS students on early dismissal days. The Committee was pleased with the proposal and the District will move forward with the implementation of the program.

Information was provided regarding the District's attempt to recoup some of the money spent for labor, equipment and materials during two major storm events in February

2010. The Pennsylvania Emergency Management Agency, acting on behalf of the Federal Emergency Management Agency, (FEMA) approved our request for reimbursement under the Public Assistance Program for February 2010 Snowstorm, FEMA-1898-DR-PA. Of the \$25,570.09 spent during the storm events the District will receive \$19,177.57 from the program.

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 proposal for the purchase of a lidding machine was presented for review. The lidding machine, a heat seal packaging system, will be used to prepare fruit cups and other items in our kitchens. The preparation of fruit cups is currently performed by our staff and is labor intensive. The Food Service Department prepares approximately 40,000 fruit cups and 15,000 large clamshell packages annually. The use of the lidding machine will lower material costs by approximately \$2,850.00 per year and will reduce the number of labor hours required to perform this function. The Committee agreed to move forward with the purchase.

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