

**Colonial School District**  
**District Operations**  
**Facilities Management/Transportation Committee**  
**Meeting Minutes**  
**1/6/2012**

Committee Chair Bernie Brady called the meeting to order at 7:31 AM.

Other Committee Members Present: Kathy Oxberry, Julie Knudsen, Mel Brodsky

Other Board Members Present: Alan Tabachnick

Also Attending: Dr. MaryEllen Gorodetzer, Superintendent; Terry R. Yemm, Director of Operations; Ms. Linda Doll, Community Resident

Public Comment on the Agenda: None

The Committee was provided with an update on the contract negotiation process between our transportation contractor, First Student, Inc., and Teamsters Local 384. A new three (3) year agreement was reached in December. While the District was not directly involved in this process, this is good news as an inability to reach an agreement could have created many problems with daily transportation.

A request for funding of various pieces of equipment for the PWHS auditorium was reviewed by the Committee. The equipment included a new lighting board, new lighting fixtures, lighting control equipment and new sound equipment. The total amount requested is approximately \$70,000. A discussion took place regarding various options for funding this request. As there is no money available in a bond fund, the options would include funding the purchase through the general operating budget or funding the purchase with capital reserve funds. A suggestion was made by the administrative team at PWHS to dedicate some of the income derived from the rental of the auditorium to the purchase of the equipment. The ability to do so, as well as the other funding options, will be discussed with the finance group. Any determination made with this discussion will be presented to the Committee at a future meeting.

The Committee reviewed the "Use Classifications" that are used in determining what category a user of our facilities is classified as when determining an appropriate charge for the use of the facility. Specific concern was paid to Class VI which is used for determining charges for non-profit organizations not located within our District and individuals charging a fee or seeking to make a profit and by commercial, for profit organizations when admission is charged or a collection is taken. The Committee felt that there is an opportunity to increase revenues for commercial for profit organizations. A review of the classifications will be made and a recommendation will be presented at a future meeting.

A request for use of one of our facilities was made by a group that runs a summer art and music program for children aged 3 through 15. The request was brought to the attention of the Committee to see if there was any interest in increasing revenues to the District with entities that would not normally meet our residency rule. The current rule is that the District will only allow groups that have a minimum of 51% of their participants residing in Conshohocken, Plymouth or Whitemarsh Township to use our facilities. The request being reviewed is from a group that would not meet the 51% residency rule. The Committee requested that a thorough review of the 51% rule be performed and reported on at a future meeting prior to making a decision on altering the rule.

The Committee agreed to move forward with a proposal from a company to take some of our obsolete musical instruments with the intent of refurbishing and reselling the instruments on the open market. Prior to taking the instruments a dollar value is established for each instrument. In return, the recycling company provides new instruments in the amount of the dollar value established for the obsolete instruments. Once the process is finalized a complete report will be provided to the Committee regarding the obsolete instruments taken and the new instrument(s) provided to the District.

A request to accept a donation of a carrying case for a sousaphone was reviewed. This donation is the result of participating in Sonic's Limeades for Learning Competition. Last year the District was the recipient of \$600 worth of drums from the same competition. As the donation of the drums last year was successful the Committee agreed to move forward with a recommendation to the School Board for the acceptance of the donation of the sousaphone case.

A letter outlining the details of a commission check in the amount of \$6,288.00 was provided for review. The commission check is paid to the PW Scholarship Fund by Lifetouch National Studios Inc. and the amount of commission is determined by the amount of approved "picture packages" sold each year to the students in each school. The annual payment of the commission is required by the terms of an existing contract that the District has with Lifetouch.

The Committee reviewed a preliminary plan for two projects that would require funding from our capital reserve account. One project is the purchase and installation of a large walk-in freezer that would be used as a central storage for storing frozen foods for all schools in the District. The District would be able to take advantage of the cost savings from bulk purchasing of frozen foods directly from the food producers, eliminating the mark-up costs from purchasing some of our frozen foods from distributors. The annual savings would be, at a minimum, in excess of \$8,600.00. The other project is the installation of a natural gas main for the Colonial Elementary School. Under existing conditions the gas main is only large enough to supply the appliances in the kitchen. The installation of a large gas main would provide the ability for the District to run the boilers on natural gas rather than fuel oil, resulting in substantial financial savings. The annual savings, based on an average temperature heating season and existing fuel oil and natural gas prices, would be approximately \$85,000.00. Both projects have an extremely

favorable return on investment of less than eighteen (18) months. Based on the favorable return on investment, the Committee provided support in meeting with the finance group to discuss the utilization of capital reserve to fund both projects. A recommendation to move forward with one or both projects, if appropriate, will be brought to the Committee at a future meeting.

A letter received from the Whitemarsh Township Director of Planning and Zoning was provided for Committee review. The letter provided the results of the lighting audit for the Victory Fields athletic field lights performed by Whitemarsh Township in September 2011. The conclusion provided in the letter is that Victory Fields lighting is in compliance with all decisions required in land development approval by the Whitemarsh Township Board of Supervisors and the Whitemarsh Township Zoning Hearing Board and meets all applicable code requirements.

An explanation of net metering for the solar project was provided to the Committee. Net metering is used when the amount of electricity being produced by the solar panels exceeds the amount of electricity required for the building. The excess electricity makes the meter spin backwards allowing the meter to “bank” the electricity. The electricity that is banked is then used during time periods that the solar panels produce less electricity than what is required by the building. This is typical for nighttime conditions. The metering and billing is reconciled each month. Based on the current projections there is a strong possibility that there will be certain months that the total amount produced by the solar panels exceeds the amount required for the building. If so, there is an opportunity to sell back electricity to the utility. The District is currently investigating opportunities to maximize our ability to sell excess electricity.

The Committee decided to continue the schedule of meeting on the first Friday of each month at 7:30 AM up to and including June 2012.

Additional Public Comment on the Agenda: None.

There being no further business before the committee, Mr. Brady adjourned the meeting at approximately 9:17 AM.

Respectfully submitted,

Terry R. Yemm  
Director of Operations