

Colonial School District
District Operations
Facilities Management/Transportation Committee
Meeting Minutes
12/2/2011

Committee Chair Bernie Brady called the meeting to order at 7:32 AM.

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

Other Board Members Present: None

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. Both sides are negotiating in good faith and are working under a three (3) year contract that had an expiration date of August 31, 2011. The contract negotiations are ongoing and District Administration is communicating on a consistent basis with representatives regarding the progress being made toward a new contract. Status reports will be provided to the Committee at future meetings.

The Committee reviewed a plan to utilize an electronic form for requests by parents to relocate bus stops. Currently if a parent does not like the location of their child's bus stop, they place a call to the Transportation Department to request a different stop. The majority of these requests come in September and October. It is not unusual for there to be well over one hundred (100) calls per day at this time of year and very often the message is misinterpreted by the person taking the messages off of the voice mail. In addition, the response to the request is often interpreted differently than presented leading to frustration by the parent. The form will provide the ability to track the date and time of the request as well as provide an accurate account of the initial request and reason for same and response for both the parent and the person responding. The Committee was supportive of the plan and the Transportation Department will begin using the form in January 2012.

A survey was provided regarding the level of support provided by neighboring school districts to their band booster's organizations. This information was obtained as the result of problem with expenses associated with the mechanical malfunction of a district vehicle that was being used to transport the band trailer to a competition in Pittsburgh. Based on the survey the majority of school districts provide funding for a trailer or box truck to transport band equipment as well as a vehicle to haul a trailer. The survey also provided that the band booster's organizations normally provide their own drivers for the vehicles.

Mr. Yemm also provided that, prior to the purchase of the PW Band Boosters (PWBB) trailer, the District had always reimbursed the PWBB for the cost of rental vehicles required for the band competitions. The Committee agreed to continue providing financial support to the PWBB. The Committee also agreed to support a plan to establish a distance limit that will be used for making a determination of whether a District vehicle will be provided to haul the trailer or require that a rental vehicle be used to haul the trailer. The cost for any rental vehicle required for future band competitions will be reimbursed to the PWBB by the District upon presentation of receipts for the cost(s).

A meeting took place with the Whitemarsh Township Planning Consultant regarding the possibility of installing an electronic sign in the front of the Plymouth Whitemarsh High School. The zoning codes were discussed and it was determined that the District could replace the existing sign with a sign that was the same size. The PWHS Cass of 2012 and Student Council have offered to help offset the cost of the sign as it would benefit all students. Based on the level of support offered by the students the Committee provided support in moving forward with the design phase of the process with the intent of purchasing a new electronic sign. The students at PW will have direct input into the selection of the sign.

The Committee reviewed a matrix that provided the costs for the rental of facilities in neighboring districts. The amounts charged for rentals of our facilities, with the exception of the stadium and the tennis courts, have not increased in seven (7) years and the Committee was interested in comparing our rates with other Districts. A review of the matrix provided that in most categories our rates are in line with other districts. Due to the demand for the use of our facilities and a desire to maximize income, a suggestion was made to review the different classifications as well as a thorough review of the rates. This information will be presented for review and discussion at the next Committee meeting scheduled for January.

A list of obsolete camera equipment was provided for review along with a recommendation for disposal of same. The camera equipment is approximately twenty-five (25) years old and has no resale or salvage value. Based on the review and recommendation the Committee provided approval to dispose of the equipment in whatever manner is in the best interest of the District.

The Committee reviewed a request to accept a donation from the Alphagraphics Company. Alphagraphics has agreed to donate approximately twenty (20) cases of paper in various weights and five (5) cases of binders to the District. The paper and binders will be used in the PW Writing Center to help with resumes and college applications, our Art Department for various projects and for our AVID program. The Committee agreed to accept the donation. Based on the Committees approval a formal recommendation to accept the donation will be presented to the School Board at the January 2012 meeting.

The Food Service Department finalized an agreement with Montgomery Early Learning Center (MELC) to supply hot breakfasts and afternoon snacks for the MELC students at the same cost that our students pay. The plan will go into effect on December 5, 2011 and, if successful, could increase annual revenues by approximately \$20,000. The Food Service Department is also exploring opportunities to improve labor efficiencies at the Colonial Middle School (CMS). The current lunch operation at CMS includes the use of four (4) check-out points, requiring seven (7) staff members to run same. Based on a review of the industry average for the amount of staff required to properly serve the amount of meals each day it appears that there may be a need to explore some staffing changes. The first approach is to explore the possibility of eliminating one of the check-out points, reducing the staffing requirements. If one of the check-outs can be eliminated, the existing staff can be transferred to other schools in the District that are currently using substitute employees. Progress on this initiative will be reported to the Committee at future meetings.

The Turf Management Department is moving forward with a plan to plant trees on the property line of the homes on the southern side of Emerson Drive. The plan was a requirement of the approval process for the installation of the athletic field lighting on Victory Fields. Letters were sent to eight (8) homeowners inviting those that wanted trees to contact the District to set up a meeting. Two homeowners requested trees and a meeting was conducted with both homeowners to determine the placement of the trees. Five (5) trees were planted in November at the property line of one of the homeowners and plans are in place to plant trees at the property line of the other homeowner within the next thirty (30) days.

Additional Public Comment on the Agenda: None.

There being no further business before the committee, Mr. Brady adjourned the meeting at approximately 8:28 AM.

Respectfully submitted,

Terry R. Yemm
Director of Operations