

Colonial School District
District Operations
Facilities Management/Transportation Committee
Meeting Minutes
2/1/2013

Committee Chair Christina Frangiosa called the meeting to order at 7:32 AM.

Other Committee Members Present: Mel Brodsky

Other Board Members Present: Sue Moore, Kathleen Oxberry, Beth Suchsland, Alan Tabachnick

Also Attending: Dr. MaryEllen Gorodetzer, Superintendent; Terry R. Yemm, Director of Operations; Trevor Jackson, Business Administrator; Tim McDonald, District Safety Officer; Ms. Linda Doll, Community Resident

Public Comment on the Agenda: None

The Committee reviewed the details of an offer from the Whitemarsh Foundation for the District to surrender and terminate interest in our property and farmhouse on the Angus Tract. In return, the District would be reimbursed for all out of pocket expenses, up to \$20,000, incurred since December of 2008. After a lengthy discussion the Committee decided to reject the offer. The decision to reject the offer will be provided to the Whitemarsh Foundation.

A detailed explanation regarding the bidding process for construction projects was presented to the Committee. The explanation included the dollar limits that allow the District to authorize work without requesting quotes or bids, as well as the limits requiring a minimum of three (3) verbal or written quotes and the limit that requires a formal public bid process. Information was also provided about the "pre-approved" buying programs that are frequently used by the District to purchase goods or services. These buying programs are administered by the Pennsylvania State Department of General Services. (DGS) Contractors and manufacturers engage in a formal bidding process with the DGS with the intent of being approved to provide goods and services to school districts and public entities. The advantage to the school district is time savings and cost savings as goods and services can be purchased directly from approved vendors at pre-established prices that have already gone through a formal bid process.

The Committee is exploring the opportunity to improve the ability for visitors to the PW/CES campus to find their way to specific locations on the campus. Pictures of existing signs on the PW/CES campus were included, along with pictures of similar signs used in nearby school districts. While the existing signs are helpful, several Committee members suggested that we explore the possibility of installing signs on the exterior walls of specific locations on the campus. Suggestions included specific locations such as the pool, auditorium, north and west gymnasiums, east and west cafeterias, etc. There was a

similar request to review opportunities to improve the ability to find specific locations once inside PWHS. A suggestion was made to utilize the flat screen monitor located in the front lobby of the high school to provide directions to specific locations. All Committee members felt that this was a good first step. The Committee members also felt that this process should be included with any long term plans as we move forward.

District Safety Officer, Timothy McDonald provided information about current problems associated with traffic flow for student pick-up at the Colonial Middle School. At the present time the flow of traffic at dismissal time is creating an unsafe condition for all students, staff and parents. A plan to improve the traffic flow was presented for review and discussion. All agreed that the plan as provided appears likely to improve the situation and the Committee members asked that it be explored further. The next step is to meet with the CMS Administrative team to review the plan and to discuss what changes may need to be made to provide a more orderly flow with the students at dismissal time. Once the process is completed the plan will be brought back to the Committee for review. The current plan is to implement the process with the start of school in September 2013.

A list of obsolete equipment, including projectors and tapes as well as laptop and desktop memory was reviewed by the Committee. A recycling company has offered to purchase this equipment and memory from the District for \$1,181.00. All agreed to move forward with the sale of the equipment and memory. Accordingly, a recommendation to move forward will be presented to the School Board for consideration at the February meeting.

Additional Public Comment on the Agenda: None.

There being no further business before the committee, Ms. Frangiosa adjourned the meeting at approximately 8:59 AM.

Respectfully submitted,

Terry R. Yemm
Director of Operations