

Colonial School District
District Operations
Facilities Management/Transportation Committee
Meeting Minutes
5/10/2013

Committee Chair Christina Frangiosa called the meeting to order at 7:30 AM.

Other Committee Members Present: Mel Brodsky

Other Board Members Present: Sue Moore, Kathleen Oxberry, Heather Palmer – Via Telecom

Also Attending: Dr. MaryEllen Gorodetzer, Superintendent; Terry R. Yemm, Director of Operations; Karen Berk, Director of Pupil Services; Trevor Jackson, Business Administrator; Andrew Boegly, Director of Information Technology; Ms. Linda Doll, Community Resident

Public Comment on the Agenda: None

Mr. Jackson presented two plans for Committee review. The Transportation Department Summer Plan provided target dates for the implementation of certain tasks that will improve efficiencies for transportation services. Included in the plan is a detailed explanation of each task. The timeline for the implementation of the plan was provided in a summary covering a time period starting on April 8, 2013 and concluding on August 21, 2013. The second plan provided a rationale for reducing the number of activity buses for the middle school and high school. There has been an ongoing concern over the years about the reduction in ridership for after school activities. The plan is designed to reduce the amount of buses in an effort to operate more efficiently and reduce costs. The reduction in buses will begin with the start of school in September 2013.

Mr. Boegly provided a brief synopsis of the District's Disaster Recovery Plan related to information technology. Included was information about back-up systems for the servers in our computer room at PWHS as well as back-up equipment in all of our schools. Mr. Boegly explained that in certain scenarios some of the equipment could fail due to a loss of power and the back-up equipment would be energized and the user could continue using the equipment without knowing there was a failure. In addition, information was provided regarding the periodic testing of the back-up equipment.

The Committee reviewed a recommendation for awarding a contract for the replacement of the windows at the Plymouth Elementary School. Bids for the project were opened on May 6, 2013. Five (5) contactors submitted bids for the project. The bid process included one price for the base bid and five (5) alternates for additional work that was not part of the base bid. The lowest overall bid was a combination of the base bid for the replacement of the windows along with the acceptance of two (2) alternates for the replacement of certain doors and a safety rail located on the glass walls overlooking the

courtyard. The Committee agreed with the recommendation. Accordingly, the recommendation will be provided for Board consideration at the May School Board meeting.

The Committee was provided with a copy of a legal document titled "Praeipere to Discontinue." The document involved a legal action related to a perceived violation of a township noise ordinance at the Colonial Middle School. Mr. Yemm explained that the purpose of the document was to alert the District of the plaintiff's decision to discontinue their legal action against the District. In discussing the nature of a praecipe to discontinue, the Committee considered whether a statute of limitations might exist.

Information was provided to the Committee about two initiatives for the Food Service Department. The first was that the District has finalized an agreement with the Fellowship House in Conshohocken to run a summer nutritional (food) program for the children in Conshohocken. The food will be prepared by one of our staff members in conjunction with several volunteers from the Fellowship House. The second is that the District is test piloting a program to provide the daily lunch requirements for the students of St. Phillip Neri. The program began on May 1, 2013 and will conclude on May 31, 2013. The meals are prepared at the CES kitchen and delivered at lunchtime to St. Phillip Neri. The average number of students participating in the program is approximately 170 per day. If all goes well the plan is to formalize an agreement to continue providing the lunch service for St. Phillip Neri for the 2013/2014 school year.

Ms. Berk provided a proposed policy and administrative regulation for Committee review. The proposed policy deals with child/student abuse. Specifically, the policy is to affirm the employees' obligation to assist in identifying possible child abuse as well as victimization of students by District employees and others, and to establish procedures for reporting such incidents or suspected incidents in compliance with the Child Protective Services Law of 1990 and its amendments. The Committee agreed to move the policy forward as proposed. Accordingly, the policy will be placed on a first read basis for review at the May School Board meeting.

Additional Public Comment on the Agenda: None.

There being no further business before the committee, Ms. Frangiosa adjourned the meeting at approximately 8:44 AM.

Respectfully submitted,

Terry R. Yemm
Director of Operations