

Colonial School District
District Operations
Facilities Management/Transportation Committee
Meeting Minutes
5/31/2013

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

Other Committee Members Present: None

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

Also Attending: Dr. MaryEllen Gorodetzer, Superintendent; Terry R. Yemm, Director of Operations; Trevor Jackson, Business Administrator; Lori McCoy, Director of Food Services; Kathy Ellis, Director of Transportation

Public Comment on the Agenda: None

Mr. Jackson presented several items related to transportation for Committee review. The items presented included the Emergency Bus Procedures and a copy of the notification letters for the Principals and School Nurses for all public, non-public and approved private schools. The Emergency Bus Procedures provides specific details that are to be followed in the event of a bus accident or other emergency-type situation. Kathy Ellis provided a demonstration of the electronic notification system that will be used to provide the bus stop locations to parents of all students using our transportation service for the start of school in September. The parents will receive multiple notifications over the next few months with step-by-step instructions on logging into the site that will provide the bus stop locations, bus numbers and pick-up and drop-off times for their children. A manually generated notice will be provided to any parents who do not have computer access.

A copy of a report from the Pennsylvania State Auditor General's office was provided for Committee review. The report contained information regarding a follow-up review of a safety inspection that was performed in 2008. The report provided the results of an inspection performed in twelve (12) specific areas. There were no violations found in eleven (11) of the twelve (12) areas. In one area, Buildings and Grounds Security, there was a recommendation to install fencing around the play and recreation areas at the high school, middle school and all elementary schools. The response to the recommendation in 2008 was that District Administration did not feel that it was necessary to install fencing around the recreation areas at the high school and middle school. In addition, District Administration responded that fencing around the play and recreation areas at the elementary schools was not needed as we provide adult supervision, a playground aide, at each school. The aide carries a two-way radio at all times while monitoring the students. The radio can be used to communicate any/all problems immediately to security, police and/or school administration.

An update was provided on the bid results of two projects that are scheduled for completion this summer. The projects include the replacement of the domestic hot water system at CES and the resurfacing of the parking area in the courtyard at PWHS. Recommendations were made to award contracts to the low bidders on each project. The projects are included in the 5-year capital reserve plan. The Committee agreed to move forward with the process. Accordingly, recommendations for bid awards on both will be provided for consideration of the Board at the June School Board meeting.

A list of equipment that is obsolete was presented to the Board for review and action. The list included 516 printers that will no longer be used by District personnel. During the spring, the Board approved a program that included the consolidation of new printers in all of the District schools. The number of printers being used on a daily basis will be dramatically reduced, saving the District a substantial amount of money in electricity and the cost for toner and other supplies. The Committee agreed to the request to obsolete the old printers. Official action to obsolete the old printers will take place at the June Board meeting. District Administration will make arrangements to sell as many of the printers as possible during the summer months. Any printers that cannot be sold will be properly disposed of in September.

Ms. McCoy provided an update on student negative lunch balances. Currently there is approximately \$26,000 owed to the Food Services Department. She explained that state policy requires that elementary students are fed regardless of account balances, but that school districts have local authority in determining procedures for secondary students with negative account balances at this time. In the near future, a National Policy is expected to be released which will address account balances. The current Colonial School District policy allows elementary students to charge unconditionally; students at the secondary levels have a \$20.00 maximum charge limit before being denied meals. Communication efforts in place include bi-weekly Connect Ed phone calls and Low Balance Letters, which are sent home in Friday folders at the elementary level. Additionally, balances can be viewed via Power School Access and My School Bucks. My School Bucks can be individualized for parents to receive alerts when account balances fall below certain levels. All account balances roll over from year to year; High School Seniors who owe money are added to the obligation list. Mrs. McCoy stated that a portion of the negative balances are from students who qualify for free meals, but do not resubmit an application prior to its annual expiration. She reinforced the importance of completing meal applications, and identified some efforts in place to do so. She will continue to work on additional measures to assist with the collection of outstanding dues.

Ms. McCoy provided a status report to the Committee about the lunch program for the students at St. Philip Neri. The District Food Service Department provided lunches for the students at St. Philip Neri for the month of May. The meals were prepared at the CES kitchen and delivered to their campus at lunchtime. Over three-thousand (3,000) meals were prepared and delivered during the pilot program. Ms. McCoy reported that the pilot program was very successful and that a meeting will take place in the near future to finalize plans to continue providing the food service needs to St. Philip Neri.

A status report on the CMS lighting retrofit project was provided to the Committee. The project involves the replacement of all interior classroom and corridor lighting with state-of-the-art energy efficient lighting. All work has been performed by members of the District's Maintenance Department. The project is approximately 85% complete with a projected final completion before school begins in September. As a result of the retrofit, there has been a substantial reduction in the amount of electricity required to power the building. The savings to the District over the last few years has been in excess of \$125,000. The cost of the lights is less than \$30,000. Mr. Yemm explained that the purchase of the lighting fixtures and tubes has been funded with savings in the electric budget that are a result of the project. Based on the success of the project, Mr. Yemm recommended that we make plans to retrofit the lighting fixtures at other schools in the District and utilize the same process for funding. The Committee provided support of this recommendation.

Additional Public Comment on the Agenda: None.

There being no further business before the committee, Ms. Frangiosa adjourned the meeting at approximately 9:05 AM.

Respectfully submitted,

Terry R. Yemm
Director of Operations