

**Colonial School District**  
**District Operations**  
**Facilities Management/Transportation Committee**  
**Meeting Minutes**  
**9/7/2012**

Committee chair Bernie Brady called the meeting to order at 7:34 AM.

Other Committee Members Present: Sue Moore, Kathy Oxberry, Chris Frangiosa, Julie Knudsen, Mel Brodsky

Other Board Members Present: Alan Tabachnick

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

Public Comment on the Agenda: None

An update was provided to the committee on efforts to try to reduce the contract costs with First Student. Trevor Jackson and Terry Yemm met with representatives of First Student in August to discuss cost reductions. First Student presented that they may be willing to lower our costs in return for an extension on the contract. The current contract expires in 2016. District representatives indicated that the Board may consider an extension provided the terms were beneficial to the district. A representative from First Student notified the district that they will be providing a proposal for an extension in the near future. The proposal will be reviewed and provided for committee discussion at a future meeting.

A lengthy discussion took place regarding the process required for utilizing the newly developed 5-year capital improvement plan. The initial step is for operations to determine the priorities of the projects listed for any specific year. This prioritization will be provided to the committee during the first quarter of the school year along with a recommendation for moving forward with funding the capital reserve with the necessary amount for the projects recommended for completion. A decision will be made prior to December of each year to commit the amount of money necessary to perform the projects approved for completion. This will give the facilities management department the opportunity to develop bid packages and award contracts during the winter months for projects that will be started during the spring and summer break.

Information was provided to the board regarding some maintenance concerns with the fire alarm system at the Plymouth Whitmarsh High School. Over the last few years the fire alarm has initiated within 15 to 30 minutes of resetting the alarm panel after a fire drill. While this is not necessarily a safety issue is very disruptive to the learning environment in the school. Several consultants have inspected the panel and reviewed the problem and made suggestions for corrective measures. All corrective measures have been put in place and the situation has improved although not completely resolved.

Facilities management representatives will be meeting with representatives of the manufacturers of the fire alarm company to determine if there are other measures that can be taken to resolve the issue.

A plan to eliminate the emergency spillway on the detention basin that runs parallel to field number 6 and 7 at PW was provided. In the fall of 2011 the backyards of several properties on schoolhouse Lane were flooded as a result of water flowing out of the detention basin through the emergency spillway. A plan was developed to eliminate the emergency spillway making that section level with the existing berm. Whitemarsh Township required the district to apply to the Montgomery County Conservation District for a permit to perform this work. The permit was issued in July of 2012. Final arrangements are being made with Whitemarsh Township to complete the work in the next few weeks.

A plan for improving the safety of the crosswalk at Germantown Pike and Mayflower Road was presented to the committee. The plan, provided by the district safety officer, included additional signs to be mounted on the existing poles and striping of the shoulder of Germantown Pike on both eastbound and westbound directions. The goal is to prohibit drivers from utilizing the shoulder to pass slower moving vehicles at the crosswalk. This plan must be reviewed and approved by Whitemarsh Township and PennDot prior to implementation. If both Whitemarsh Township and PennDot approve the plan and projected cost will be developed and presented to the committee for review before moving forward.

Pictures of the new electronic display boards installed in the East and West cafeterias at PW were provided for committee review. The display boards were purchased with grant money received from the Mid-Atlantic Dairy Council. The food service department feels that these display boards will be a contributing factor to increased meal participation.

A newly implemented safety/security communication initiative was presented to the committee. The initiative involves giving specific PWHS Security members access to Whitemarsh Township's high band radio frequency. This will enable direct communication with Whitemarsh Township Police Department in the event of an emergency. This direct contact should dramatically improve the communications during the initial stages of a critical incident.

The committee was informed about a promotion sponsored by State Farm Insurance Company. The promotion is called "Celebrate My Drive" and the intent is to bring awareness to teen driver safety issues on a national level. This campaign provides the opportunity for a school to win \$100,000. The school that registers the highest percentage of students on State Farm's webpage during the week of September 10th to the 15th will win the \$100,000. The students can register once a day during the week of September 10.

State Farm is also requesting to have students from the PW/GA student coalition participate in their campaign at the King of Prussia Mall on September 15, 2012. Students from the coalition have been asked to run their distracted driving obstacle course using

three tricycles inside the King of Prussia Mall. State Farm has reserved an area at the mall for this demonstration. Students, as well as representatives from the Whitemarsh Police Department, will be in attendance at the mall on September 15th.

A planning meeting was held on Thursday, September 6th for the annual Pumpkin Festival. The festival, sponsored by the Whitemarsh Business Association, will be held on October 13, 2012 from 12 noon to 5 PM. This is the second year in a row that the festival will be held at the Victory Fields Complex. A substantial portion of the proceeds from the festival are used to provide scholarships for Plymouth Whitemarsh High School students. Over the last 10 years the Whitemarsh Business Association has provided over \$90,000 for scholarships for our students.

Additional Public Comment on the Agenda: None.

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

Respectfully submitted,

Terry R. Yemm  
Director of Operations