

**FRIENDS OF SCHUYLKILL SCHOOL**  
**Minutes of Committee Meeting 1/5/04**

1. Present at Meeting: Sandy Momyer, Dr. Noyes, Sue Weicheld, Herman John, Josh Gould, Jane Davidson, Robb Frees, Joanne Brown, Peter Brown
2. Minutes of 12/8/03 were approved. Dr. Noyes will add Cathy Varady's name to the current list serve for Friends of Schuylkill School in January 2004. He will also make corrections on addresses for Josh Gould and Joanne Brown.
3. PASD Board of Directors, Buildings and Grounds & Finance Committee Interaction - Robb Frees suggested that a member of FOSS attend the Buildings & Grounds, Finance and Board meetings and are included in the agenda of each meeting. He stated that the communication of information to the board members is vitally important the next 3-5 months.
  - a. Physical presence communicates the importance of the committee
  - b. Communicates/educates committees and board regarding FOSS timelines, grant process, etc.
  - c. Provide minutes of FOSS meetings.

Provide the finance committee with reasoning for adaptive reuse of the Historic Schuylkill School (i.e.: savings on the rental expense of the administration offices on Gay street, savings on demolition costs, good publicity for the school district on adaptively restoring a historic building and using individual, township and grant funded monies to help pay for the feasibility study).

4. Josh Gould – RFQ – Josh and Michelle met and finalized the RFQ. The attached, finalized version of the RFQ is considered part of the minutes of this meeting. It is scheduled to be advertised in the Phoenix and Mercury today (January 5<sup>th</sup>). Michelle Diekow and various administrative staff have the RFQ information for interested architects. Dr. Noyes will update the website with RFQ information. Jane Davidson and Sandy Momyer have provided a list of Historic Architects. This list is considered part of the minutes of this meeting. Dr. Noyes suggested that the architects list be submitted to the Buildings and Grounds committee and School Board as a courtesy and for their review.
5. RFQ Selection Process for Adaptive Reuse –
  - a. Peter Benton would like his firm to submit a bid. Michelle asked the School District solicitor for his opinion. He said it was not a conflict as long as Peter was not part of the selection process. Peter Benton's company is John Milner Associates.
  - b. Selection Committee: Michelle Diekow, Jane Davidson, Josh Gould (based upon his schedule), Sandy Momyer, a member of the Buildings and Grounds Committee and possibly the Operations Manager.
  - c. Michelle Diekow will lead/guide interested architects, various members of FOSS, Buildings and Grounds and Board members at a pre-proposal meeting on January 16, 2004, at 11:00 a.m. held at the Administration Building. This will include a tour of the Historic Schuylkill School.
  - d. Jane Davidson, Sandy Momyer will make arrangement with Ron Miller or another PASD operations employee for a walk through the Historic

Schuylkill School before 1/16/04 to familiarize Jane with the site and help prepare a questions and answers list for the architects.

6. Plans of Building – Peter Benton is scheduled to meet with Dr. Noyes Wednesday, January 7<sup>th</sup> at 8:00AM
7. Grants – Sandy Momyer explained that she did not submit a PHMC (PA Historic and Museum Commission) grant because the grant monies would not be received until October 2004. The following grants will be submitted:
  - a. Claniel Foundation - asked for \$10,000, funds available 7/1/04
  - b. Stewart Huston Charitable Trust – asked for \$10,000, funds available 5/04
  - c. Huston Foundation – asked for \$10,000, funds available 5/04
  - d. Johanna Favrot Foundation, asked for \$10,000, funds available 5/04
  - e. Preservation Services Fund, asked for \$5,000, funds available 6/04
  - f. Schuylkill Township would provide \$10,000 in matching funds.
8. FOSS committee members will be expected to contribute to the adaptive reuse fundraising. In-kind services have already been given.
9. Ask Buildings and Grounds Committee, Finance Committee and Board of Directors to underwrite \$10,000 of the cost for the feasibility study, due to timing of grant monies. The \$10,000 will be repaid to the PASD by funds generated by individual contributions and by approved grants. The cost of the feasibility study is approximately \$20,000. Due to the generous donation of Schuylkill Township for the feasibility study, the grant monies raised at this time total \$10,000. Possibly a bridge loan is all that might be necessary for PASD, if the grants are approved. Otherwise, PASD will be paying 50 cents on the dollar for the feasibility cost for a building that they own.
10. New Business – Executive Hard Hat Tour – Tentatively scheduled for March 25, 2004. This tour will be used to better inform School Board members, Committee Members, federal, state and local legislators and commissioners, PA Educational Department representatives. Invitations and publicity will be reviewed and communicated by Jane and Sandy. Jane suggested that a local construction company loan hardhats.
11. Treasurer – Peter Brown will obtain the necessary information to set up a bank account for FOSS. It is a 501 C 3 entity operating under the EIN of Phoenixville Community Education Foundation. It was suggested that Phoenixville Federal Bank and Trust Company be used. Possibly they might underwrite the Executive Hard Hat Tour. Jane Davidson gave Peter a contribution check to FOSS.
12. FOSS recommended the 1930's portion of the Schuylkill School should be called "Historic Schuylkill School". It is called Historical Schuylkill School in the RFQ.
13. Millstone –It is now tipped over. Dr. Noyes will check with Ron Miller regarding the millstone's current situation and keep FOSS informed.
14. Peter Brown discussed the opportunity for publicity specifically in PHANTOM. Dr. Noyes suggested we submit copy if we desire.
15. The next meeting date will be February 2, 2004, in the Administrative Building, conference room at 5:00 PM.

Respectfully submitted by Sue Weicheld

1/5/04

