

**COLONIAL SCHOOL DISTRICT  
PLYMOUTH MEETING, PA 19462  
MINUTES, JANUARY 18, 2005**

President Orlow convened the Work Session of the Colonial Board of School Directors at 8:40 p.m. in the Board Room of Colonial Elementary School on January 18, 2005.

**Board Members Present:** Marc Orlow, Gary Johnson, Thomas Davis, Hope Luken, Susan Moore, William Ryan, Steven Slutsky and Mitch Zimmer.

**Board Members Absent:** Pascal Scoles.

**Also Attending:** Vincent F. Cotter, Superintendent; MaryEllen Gorodetzer, Assistant Superintendent; Gerald Berger, Director of Human Resources; James M. Bell, Director of Support Services/Board Secretary; Joseph P. Bickleman, Chief Financial Officer/Board Treasurer; Andrew Boegly, Chief Information Officer; David Sherman, Administrative Assistant, Community Relations; and John Quinn, Director of CITV.

Mr. Orlow led the Pledge of Allegiance and announced that the Board had met in Executive session to discuss personnel and legal matters on 12/15/04, 01/05/05 and 01/18/05.

**Minutes:** Mr. Orlow directed Board attention to the minutes of the Facilities Management and Transportation Committee Meeting of 12/06/04, the Board Reorganization Meeting of 12/06/04, the Special Meeting of 12/06/04, the Community Relations and Student Life Committee Meeting of 12/13/04, the Special Meeting of 12/15/04, the Facilities Management and Transportation Committee Meeting of 01/10/05, the Community Relations/Student Life Committee Meeting of 01/10/05, the Personnel Committee Meeting of 01/11/05 and the Curriculum Committee Meeting of 01/18/05. See Enclosures #1 through #7 of the agenda for Thursday, 12/20/05 and handouts to be included in the Thursday agenda. Mr. Orlow reported that the minutes of the monthly Curriculum Committee Meeting would be provided if they were available prior to the Thursday meeting. Board members pointed out some corrections that needed to be made with the timing of several Board Meetings at the start of the new year. Mr. Bell indicated that he would make the changes for the meeting on Thursday.

**Financial Reports:** Mr. Orlow directed Board attention to the financial reports. They included Budget Transfers, the Bond Fund Report, Capital Project Report, General Fund/Federal Program Bills, Capital Reserve Fund Report, Food Services Bills/Cafeteria Report, Outstanding Investment Report, Cash Flow Summary, Comparisons of Taxes Collected, Real Estate Escrow Report, Reconciliation of Cash Accounts, the Budgetary/Deficit Status Report and Treasurer's Report for the months ending 11/30/04 and 12/31/04, as shown in Enclosures #8 through #19 of Thursday's agenda and handouts to be provided on Thursday evening. Mr. Slutsky inquired about checks in student activity accounts that had been returned because of insufficient balances. Mr. Bickleman reported that they were student checks coming into activity counts that were returned to the students who did not have sufficient funds in their accounts to cover them. In response to a follow up

question on fees that might be levied on the district for the returned checks, Mr. Bickleman reported that there were minimal charges incorporated into the average daily balance in district accounts but advised that these costs were not passed on to students. Mr. Orlow noted that the funds in question were in student activity accounts and not the district's main accounts. Mr. Bickleman indicated that he would follow up with Mr. Forster, the Activities Director at the high school, on questions about activity account balances.

**Public Comments on the Agenda:** None.

**Staff Report:** None.

**Old Business:** None.

**Correspondence:** Mr. Orlow pointed out that the district had received a check in the amount of \$2,200 from Robert J. Wentz, Jr., Secretary of Trustees under the Deed of Joshua Morris. He noted that a check from the Morris estate was an annual gift and announced that the Board would take action on it at its general meeting on Thursday. See Enclosure #20 of the agenda for Thursday evening.

Mr. Orlow reported that Dr. Sullivan, PWHS Principal, recommended Board acceptance of a gift of \$2,500 worth of high quality hardwood flooring and molding from Mr. Stanton Cherry, a district resident. See Enclosure # 21 for Thursday evening. In response to a query from Mr. Orlow, Dr. Cotter reported that Mr. Cherry had approached the district about making the donation and that the district would be using the materials in connection with high school technical education programs.

**Superintendent's Report:** Dr. Cotter walked board members through the personnel actions listed in Enclosures #22 through #24 of the agenda for Thursday evening. He highlighted the personnel changes, adjustments to the extra-duty/extra-pay list and the appointment of instructors for the Spring 2005 Adult Evening School classes. Mr. Berger confirmed that the Personnel Committee had reviewed the personnel items on the agenda. Dr. Cotter noted that the district was also recommending an increase in the compensation for substitute teachers who agreed to teach a fourth block per day from \$10 to \$30 for that additional block. He noted that the pay for the additional block would be equitable and comparable to the pay for each of the first three blocks.

**New Business:** Mr. Orlow directed the attention of board members to proposed Board Policy #203.2, Possession of Asthma Inhalers. He noted that the policy had been reviewed at the last Community Relations and Student Life Committee Meeting. Dr. Cotter reported that the policy was required by state law and gave a brief report on the probable cause for legislation on the issue. He also noted that the draft policy followed the language in the law. Dr. Ryan asked if inhaler use would be permitted outside the office. Dr. Cotter indicated that the district would have to implement the policy by interpreting the intent of the law. He noted, however, that the intent was to allow student use when and where the need arose. Mr. Slutsky suggested that the policy should clearly call for the school nurse to have the students demonstrate their ability to use the inhaler if that was the intent of the law. He also suggested that the language reflect the need to complete the Waiver of

**Liability form if that was a requirement. Mr. Orlow expressed a concern that the language of the draft policy seemed to allow the nurse or the parent or the doctor to sign the verification of student ability to use the inhaler instead of requiring all three parties to sign it. Dr. Cotter agreed to change the language of the policy to reference the form and reflect the need of all three to sign the form. He also noted that the form had been forwarded to the solicitor for his review and comment. Refer to Enclosure #25 for Thursday evening.**

**Mr. Orlow reported that the Board would be acting on Thursday on a request from the administrative team at the high school for Board support of the annual Senior Class Trip to Disney World from 03/31/06 through 04/04/06. Mr. Orlow noted that there had been some discussion of a departure after school on Friday rather than early in the morning on Saturday. Dr. Cotter indicated that Mr. Forster hoped to pilot the Friday departure for the 2005 trip and then recommend it for 2006 and beyond if it worked well in 2005. Mr. Orlow expressed a preference for setting a clear departure date before the Board acted on the trip request for 2006. Mrs. Moore and Mr. Slutsky suggested that the Board approve a departure date of Friday, 03/31/06. See Enclosure #26 for the meeting on Thursday.**

**Mr. Orlow directed the attention of board members to a request from the DECA Club advisor for permission to participate in the DECA Pennsylvania State Conference in Hershey from 03/03-04/05. See Enclosure #27 for Thursday evening. Dr. Cotter reported that the actual dates of the convention were 03/02/05 through 03/04/05. Mr. Orlow noted that the cost for the trip would be funded by the organization and the members that would make the trip.**

**Mr. Orlow advised that the Board would be acting on Thursday evening on a bid to replace the roofs at the middle school, as outlined in Enclosure # 28 for Thursday evening. Mr. Slutsky inquired about the qualifications of the lowest bidder. Mr. Bell reported that the district's roofing consultant was familiar with the work of the lowest bidder and had assured the district that the company was qualified to do the work. He also reported that the project was large but simple because the roofs scheduled to be replaced were relatively free of equipment around which the roofer would have to work. Mr. Orlow inquired about the timing of the project. Mr. Bell reported that it was scheduled right after the end of school in June.**

**Mr. Orlow advised the Board that it was time for the district to set the compensation for the Tax Collector in Conshohocken Borough for the four-year period following the next general election in the fall of 2006. Mr. Bickleman reported that the new salary would be for the tax collector elected in November. He also noted that the recommended salary of \$6,200 was \$200 higher than the current salary which has been in place for a number of years. Board members asked if the Tax Collector in question would collect earned income taxes if the Board assessed such taxes. Mr. Bickleman reported that earned income taxes would not be collected by the same tax collector. He advised that the Finance Committee and Solicitor would review the Board's options for collecting any earned income taxes that might be assessed and forward a recommendation to the Board. Mr. Johnson confirmed that the current tax collector in Conshohocken did not collect the borough's earned income tax. Mr. Bickleman confirmed Mr. Orlow's assumption that the district would have to coordinate collection of any district-imposed earned income taxes with its municipalities.**

**Solicitor's Report: No report.**

**Committee Reports: Legislative: Dr. Ryan advised the Board that Lita Cohen, a former state legislator in the district, had originally championed the state legislation on asthma inhalers and that the current legislator, Melissa Murphy Weber had succeeded in getting it passed.**

**There being no further business before the Board, Mr. Orlow adjourned the meeting at 9:23 p.m.**

**Respectfully submitted,**

**James M. Bell  
Board Secretary**