

**COLONIAL SCHOOL DISTRICT  
PLYMOUTH MEETING, PA 19462  
MINUTES, FEBRUARY 19, 2008**

President Orlow convened the work session of the Colonial Board of School Directors at 7:36 p.m. in the Board Room of Colonial Elementary School on February 19, 2008.

**Board Members Present:** Tom Davis, Gary Johnson, Hope Luken, Sue Moore, Marc Orlow and Dr. Pascal Scoles.

**Board Members Absent:** Dr. William Ryan, Steven Slutsky and Mitch Zimmer.

**Also Attending:** Dr. Vincent F. Cotter, Superintendent; Dr. MaryEllen Gorodetzer, Assistant Superintendent; Joseph P. Bickleman, Chief Financial Officer/Board Treasurer; Cassandra DeLong, Director of Pupil Services; Andrew Boegly, Chief Information Officer; Terry Yemm, Director of Operations; John Quinn, Director of CITV and David M. Sherman, Community Relations Coordinator/Board Secretary.

Mr. Orlow led the Pledge of Allegiance and announced that the Board had met in executive session on January 30, 2008; February 13, 2008 and February 19, 2008 to discuss informational, legal and personnel matters.

**Minutes:** Mr. Orlow asked the Board to review the minutes of the Work Session of January 14, 2008, the Business Meeting of January 17, 2008, the Human Resources Committee of January 30, 2008, the Facilities Management and Transportation Committee and the Community Relations and Student Life Committee of January 31, 2008, the Finance Committee of February 5, 2008, the Safety and Wellness Committee of February 6, 2008 and the Special Meeting of February 13, 2008. See enclosures #1 through #8. He noted that the minutes of the Curriculum Committee of February 19, 2008 should be available for review on Thursday. Dr. Cotter added that members had an amended copy of the February 19 Special Meeting minutes before them as a separate attachment.

**Financial Reports:** Mr. Orlow requested that Board members examine the financial reports on the list for approval on Thursday evening. The reports include the Budget Transfers, the Bond Fund Report, the Capital Projects Report, the General Fund/Federal Program Bills, the Capital Reserve Fund, the Food Service Bills/Cafeteria Report, the Outstanding Investment Report, the Cash Flow Summary, the Comparison of Taxes Collected, the Real Estate Tax Escrow Report, the Reconciliation of Cash Accounts, the Budgetary/Deficit Status Report and the Treasurer's Report for the month ending January 31, 2008. See enclosures #9 through #20.

Mr. Orlow sought clarification on items listed in the Bond Fund Report and Capital Projects Report. Mr. Yemm and Mr. Bickleman confirmed for Mr. Orlow that \$233,991.32 remained in the Capital Reserve Fund to pay for technology equipment upgrades. Mr. Bickleman explained that \$1.6 million worth of projects not yet started need to be removed from the bottom of list on the Capital Projects Report. Mr. Orlow received assurance that there was leeway if bids for the Colonial Elementary School (CES) renovation exceeded the \$2,49,104.94 projected balance for the project.

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

**Old Business:** None.

**Correspondence:** Mr. Orlow noted that there were four items to review, the first item being a gift of \$2,400 from the Deed of Trust of Joshua Morris. See enclosure #21. Mr. Orlow commented that the gift is an annual item and the amount has risen slightly each year.

Mr. Orlow stated that the second item, a grant for \$3,000 from Morgan Stanley Foundation Chairman Philip A. Heaver, Jr., is not an annual donation. See enclosure #22. Mr. Orlow noted that the funds are designated to purchase interactive white boards and new books for Conshohocken Elementary School.

Mr. Orlow noted that the Board is asked to accept three grants from the Colonial Foundation for Educational Innovation, each ranging between \$450 and \$1,500. See enclosure #23. The first grant is from Plymouth Whitmarsh High School (PWHS) teacher Candice Maggioncalda for an outreach program to "Bring Art into Our Community." The second grant, sponsored by CES teachers Jill Forster and Alisa Moyer, is for inclusion support programs. Kim Newell and John Quinn of Colonial Instructional Television (CITV) and PWHS teachers Rich Evan and Jeff Yeagle submitted the final grant for CITV set design and construction.

Responding to a question from Mr. Orlow, Dr. Cotter and Dr. Gorodetzer explained that the inclusion support program included the purchase of computer software to help students with autism better comprehend the curriculum and did not involve any change to the actual curriculum. The fifth-grade teachers are piloting the program. Dr. Cotter also reported that the technology department found no compatibility issues with the software.

Mr. Orlow noted that the final item of correspondence related to the Audit Report for the year ending June 30, 2007 prepared by Barbacane Thornton Company. Mr. Orlow stated that the report was outstanding and asked Mr. Bickleman to review the contents. Mr. Bickleman stated that the report contained no qualifications and commended the District Administration for the programs and controls that are in place. He noted that the audit was a two-week process that included a review of fixed assets. Mr. Bickleman reported that a copy of the audit report will be placed on the finance page of the District Web site. Dr. Cotter stated that Board members had a draft copy of the final report in front of them as a separate attachment.

**Superintendent's Report:** Dr. Cotter reviewed his report which includes the Personnel Report and Substitute List and proposed summer school program information. See enclosures #24 through #26. He stated that the Personnel Report and Substitute List contained 18 actions including one resignation, one medical leave, eight replacements or transfers, two completed assignments, one assignment extension, two additional needs, one additional stipend, one return from maternity leave and one temporary coverage. He noted that there were 10 substitutes listed. Dr. Cotter reported that Dr. Miki Garlin detailed the proposed high school summer school program at the Curriculum Committee meeting. On Thursday, Dr. Cotter will provide information in the form of yellow pages on the high school program and a proposed summer school program at Colonial Middle School (CMS). He did note that the recommended cost of the high school program is \$180 for District students and \$250 for non-District residents. Dr. Cotter highlighted proposed elementary math summer programs at Ridge Park (RP) Elementary School and CMS. The Ridge Park program is for students entering grades three and four and the CMS program is for students entering grades five and six. He noted that teachers recommend students for the program. Dr. Cotter added that Conshohocken Elementary (CE) School and RP are the sites for the proposed elementary summer reading program. The CE programs are for students entering grades one through five and are only for students attending District schools. The RP program is for students entering grades one through three and is open to any student living in the District. Dr. Cotter and Dr. Gorodetzer confirmed for Mr. Davis that teachers identify and recommend students for the reading programs at CE.

**New Business:** Mr. Orlow directed Board members' attention to an update of the Early Admission to Kindergarten Policy, #201. See enclosure #27. The revision changes and clarifies the deadline for evaluation screenings and procedures leading to admission recommendations. Mr. Orlow stated that the change makes the process more efficient.

Mr. Orlow asked Board members to review a request to authorize a legal agreement for consultation services with Sweet, Stevens, Katz and Williams for \$8,000 annually. See enclosure #28. Mr. Orlow stated that the firm consults on most if not all of the District's special education issues. He stated that the agreement represents a good value for the services the District will receive. Responding to a question from Mr. Orlow, Mrs. DeLong stated that the District insurance covers legal services only when due process hearings occur.

Mr. Orlow asked the Board to examine a Section 356 Agreement to allow Berkheimer to act as the District's agent to secure taxable compensation data from the Pennsylvania Department of Revenue. See enclosure #29. Mr. Bickleman stated that the District must send the agreement to the state each year.

Mr. Orlow requested that the Board consider an agreement with MySchoolBucs.com. See enclosure #30. The agreement provides parents with the ability to pay for student meals with a credit card. Mr. Bickleman explained that parents will have the option to pay a three percent annual fee for a flat rate of \$12.90 for nine months. He stated that the system should be available in time for the next school year. Mr. Bickleman added that the solicitor has reviewed the agreement and there are revisions for the vendor to consider.

Mr. Orlow directed Board members' attention to consider two professional conference requests. The first is for Advancement Via Individual Determination (AVID) Coordinator Ed Swetkowski to attend a Regional District Leadership Training Session in Atlanta, Ga., from March 24-28, 2008. See enclosure #31. The second request is for PWHS counselors Lisa Genovese and Jeff Blizzard to attend a National Counselor's Conference in Atlanta from June 28 to July 1, 2008. See enclosure #32. Mr. Orlow noted that the high school administration supports both requests.

Mr. Orlow noted that there are a number student trip requests for the Board to consider and stated that, because of the timing, one needed Board action prior to Thursday. The request is for three PWHS students to participate in the Pennsylvania Music Educators Association Region Band at Oxford High School from February 21-23, 2008. See enclosure #35.

Mrs. Moore moved and Mr. Davis seconded a motion to approve the trip. On a roll call vote, all voted in favor. The motion was carried, 6-0.

Mr. Orlow noted that the remaining trips were routine and asked Dr. Cotter to summarize them. The trips include the Marching Colonials excursion to Kings Dominion Amusement Park from May 17-19, 2008. See enclosure #33. The next trip involved the PWHS Indoor Guard competing in a super regional in South Brunswick, N.J., from March 15-16, 2008. See enclosure #34. Dr. Cotter next reported on a request to approve the CMS eighth grade science trip to the Marine Science Consortium in Wallops Island, Va., from April 30 to May 3, 2008. See enclosure #36. He stated that the school had sponsored the trip for approximately 15 years. The next trip is for the PWHS Future Business Leaders of American club to participate in the state competition in Hershey, Pa., from March 31 to April 2, 2008. See enclosure #37. The final requests are for the Technology Student Association (TSA) to attend the state competition in Champion, Pa., from April 9-12, 2008 and the national competition in Orlando, Fl., from June 28 to July 2, 2008. See enclosures #38 and #39. Dr. Cotter

noted that the District provides financial support for the TSA state competition but no District funds are used for the national competition.

**Solicitor's Report:** None.

**Committee Reports:** None

**Public Comment:** None.

There being no further business before the Board, Mr. Orlow adjourned the meeting at 8:07 p.m.

Respectfully Submitted,



David M. Sherman  
Board Secretary