

**COLONIAL SCHOOL DISTRICT
PLYMOUTH MEETING, PA 19462
MINUTES, APRIL 14, 1998**

President Kessler convened the April Work Session of the Colonial School Board of Directors at 8:38 p.m. in the Board Room of the Colonial Elementary School on April 13, 1998.

Board Members Present: Stuart Kessler, Marc Orlow, Beverly Brown, Robert Carroll, Rich Connolly, Gary Johnson, Robert O'Neill, Jack Pinheiro, Thomas Yunker.

Board Members Absent: None.

Also Attending: Dr. Stanley Durtan, Superintendent; Dr. Ann Stormes, Director of Curriculum & Instruction; James M. Bell, Director of Support Services/Board Secretary; Joseph Bickleman, Director of Financial Services/Treasurer; R. Scott Klinger, Director of Personnel; Fred Shipman, Director of Pupil Services; Frank O'Hara, Solicitor; Charles Graham, Director of Technology; John Quinn, Director of CITV; Carol Cohen, CEA; Allan Dovberg; Don Flathman; Carol Klein; Hugh Lipshutz; Michael Macaninch; Cyndi Slagle; and Amy Stohner.

Mr. Kessler led the Pledge of Allegiance.

Minutes: Mr. Kessler asked for comments or questions on the minutes of the Work Session of 3/16/98, the General Meeting of 3/19/98 and the Buildings and Grounds Committee Meeting of 3/30/98 as shown in Enclosures #1 through #3. Mr. Yunker pointed out typographical error in the reported percentage of the salary increases contained in the Board's contract proposal to the CEA, as reflected on page 2390 of the Board agenda. Mr. Bell noted the correction. No other issues were raised.

Financial Reports: Mr. Kessler asked the Board if there were any comments or questions on the Budget Transfer Report of 4/98; the Bond Fund and the Capital Reserve Fund Reports for the Month Ending 3/31/98; Food Service Bills and Reports for the Month Ending 2/28/98; the Outstanding Investment, Cash Flow Summary, Comparison of Taxes Collected, and Real Estate Escrow Reports, and Reconciliation of Cash Accounts for the months ending 3/31/98; and the Budget Analysis of 4/6/98 and Treasurer's Report for Month Ending 3/31/98, as shown in Enclosures #4 through #14. No issues were raised with the reports.

Staff Report: None.

Old Business: None.

Correspondence: Mr. Kessler reported that the district had received several pieces of correspondence, as shown in Enclosures #15 through #18. He noted that Ms. Biasi's request in Enclosure #16 to include one dollar for the Plymouth Whitemarsh High School scholarship fund in the price of picture packages for the 1998-99 school year and Ms. Harlow's request in Enclosure #18 for financial support for continued student participation in the athletic training program would be action items for the Board meeting on April 16th. Mr. Pinheiro suggested that the Board seek input from Student Board Representative Katy Swetkowski on the athletic training program since she was a program participant. No other issues were raised.

Superintendent's Report: Dr. Durtan briefly reviewed his personnel report containing routine recommendations on additions, terminations, suspensions, demotions, leaves of absence, promotions, suspensions, transfers and resignations of staff, as shown in Enclosure #19 and additions and deletions to the substitute list, as shown in Enclosure #20. He noted the pending retirement of Faith Cullen, the secretary to the Personnel Director and an employee of the district for many years. He also briefly reviewed plans for the annual Parent School Survey and encouraged parents to participate because their inputs affected decisions made by the district.

New Business: Mr. Kessler noted that the 1998-99 school calendar, as shown in Enclosure #21, was listed as an agenda item for Thursday's meeting and asked Dr. Durtan to address the issue. Dr. Durtan noted that he was presenting the information for Board consideration and suggested that the calendar could be adopted at the May meeting once board members had completed their review.

Mr. Kessler recognized Mr. Connolly, Chair of the Buildings & Grounds Committee, who provided a brief summary of the need for a design for the expansion of the electrical distribution systems at both the middle and high schools in order to handle technology initiatives beyond those already in progress at the two schools. He noted that administration's recommendation that the award of the design be made to Joseph A. Mercadante, P.E. would be an action item at the Board meeting on Thursday evening. At Mr. Connolly's request, Mr. Bell reviewed the proposed system, as outlined in Enclosure #22, and noted that it would provide dedicated, isolated, 20-amp circuits in 141 rooms in the two schools as well as the associated panel box upgrades. Mr. Orlow asked if the design would be flexible enough to accommodate changes in future years. Mr. Bell responded that it was being designed to accommodate an average of four computers and associated peripherals in each of the classrooms but could not confirm that it would support the addition of more computer labs. He advised that he would check on the latter possibility and report back to the Board on Thursday evening.

Mr. Kessler noted that several bid awards would be action items on the agenda for the meeting of 4/16/98: Athletic, health and physical education supplies at all schools and band uniforms at Colonial Middle School, as listed in Enclosure #23, and a media management and distribution system, TV monitors, scan converters

and brackets as outlined in a handout distributed by Mr. Graham at the meeting and included with these minutes as Attachment #1. In response to a question from Mr. Pinheiro, Dr. Durtan noted that the band uniforms were being purchased to meet the needs of the expanding band program at the middle school.

Mr. Graham reviewed the bidding process for the proposed purchase of a media management and distribution system and associated equipment. He noted that the equipment had been re-bid in order to make part of the purchase eligible for an e-rate discount. He reported that Delmarva Systems Corp., the low bidder for the media management and distribution system in the first round remained the low bidder when the system was re-bid. In response to a question from Ms. Brown, Mr. Graham advised that the e-rate discount would apply to the purchase of cable and the labor for its installation and to the video servers. He estimated the potential value of the discount as \$27,000.00 or 40% of the cost for these items. Mr. Graham also answered a question from Mr. Carroll on the terms of the lease by stating that the lease was actually a lease-purchase because the equipment would belong to the district at the end of the lease. Mr. Yunker asked when the installation would be scheduled and questioned the need for a lease of the size proposed. He noted that \$195,000.00 had been included in the 1997-98 budget and proposed in the 1998-99 budget. Given that installation would come as the current budget year drew to a close and the fact that the district had time after that in which to process and pay the bill, \$390,000.00 would then be available for payment. He believed that, at most, only the balance due after these payments were made should be covered by a lease. Ms. Brown concurred with Mr. Yunker's analysis and suggested that the issue of financing be sent to the Finance Committee for review. Dr. Durtan suggested that administration also analyze the data and report back to the Board at Thursday's meeting. Ms. Brown reminded the Board of the need to take immediate action on the media management and distribution system in order for the purchase to be eligible for the e-rate discount. After seeking additional input from Mr. Graham, Mr. Kessler suggested that the Board take action to award the bid on that equipment. Mr. Orlow moved and Mr. Yunker seconded a motion that Delmarva Systems Corp., as the lowest responsible bidder meeting specifications, be awarded the bid in the amount of \$356,650.00 for that equipment eligible for the e-rate discount and that the Board take a look at the remainder of the bid and the financing of the project at Thursday's meeting. On roll call vote, all in favor. Motion carried.

Mr. Kessler recognized Ms. Brown who advised all those watching the meeting that the Board had received the preliminary budget and would be taking action on it at the meeting of April 16th. She noted that the budget would be available to the public at that meeting and later in the Financial Services Office. She again encouraged community members to pick up a copy, review it and take the opportunity to provide comment to the Board before the final budget was adopted in June.

Solicitor's Report: No report.

Committee Reports: Buildings & Grounds: Mr. Connolly advised that a proposed design change for the home economics classrooms located in the area where the corridor from the current high school building would enter the science annex would be an action item at Thursday's meeting. He briefly outlined a design originally created by the architect to address both staff concerns about ventilation in the rooms by adding windows and the possible addition of child care services to the home economics curriculum by placing an outdoor courtyard for supervised play between the two rooms. Mr. Connolly told the Board of the architect's assurance that the HVAC system in the area would provide more than adequate ventilation even without the windows and highlighted an idea offered by Mr. Yunker to modify the suggested courtyard to create a spare room for future use. Mr. Orlow asked if the architect had provided any additional information on the potential cost involved in creating the spare room, and Mr. Bell responded that the architect had sent a memo confirming that the cost would be about \$50,000.00. Mr. Orlow expressed his reluctance to make any design changes at this time. Mr. Connolly noted that the architect estimated that site costs for the annex would be less than originally estimated and that the spare room could be built without any increase to the estimated cost of the new annex.

No reports for other committees.

Additional Information: Mr. Kessler announced that the Board had met in Executive Session earlier in the evening from 6:30 to 8:30 p.m. to discuss legal, contractual and personnel matters. He also advised that the Board would meet in executive session briefly after the work session to discuss personnel matters.

Public Comments: Mr. Dovberg suggested corrections to the minutes of the meetings of March 16 and 19, 1998 to summarize his comments more accurately. He also reminded the Board and the community of the technology symposium funded by a grant from Bell Atlantic and scheduled from 10:00 a.m. to 3:00 p.m. on May 9th at Norristown Area High School. He characterized the event as a showcase for the fine work that students and teachers were doing in the area of technology and urged the Board and the public to attend to see what was being done in local districts.

There being no further business before the Board, Mr. Kessler adjourned the meeting at 9:25 p.m.

Respectfully submitted,

James M. Bell
Board Secretary