

**COLONIAL SCHOOL DISTRICT
PLYMOUTH MEETING, PA 19462
MINUTES, JANUARY 14, 2002**

President Orlow convened the work session of the Colonial Board of School Directors at 8:37 p.m. in the Board Room of Colonial Elementary School on January 14, 2002.

Board Members Present: Marc Orlow, Robert Carroll, Thomas Davis, Valerie Flounders, Gary Johnson, Hugh Lipshutz, Thomas Marchozzi, Susan Moore, and Thomas Yunker.

Board Members Absent: None.

Also Attending: Dr. Vincent F. Cotter, Superintendent; R. Scott Klinger, Assistant to the Superintendent for Administrative Services and Personnel; Patricia Iannelli, Director of Educational Services - Secondary; James M. Bell, Director of Support Services/Board Secretary; Joseph Bickleman, Director of Financial Services/Treasurer; Fred Shipman, Director of Pupil Services, Jeffrey Sultanik, Solicitor and Michelle Mowad.

Mr. Orlow led the Pledge of Allegiance. He also advised that the Board had met in executive session immediately preceding this work session to discuss legal matters and personnel issues.

Minutes: Mr. Orlow directed Board attention to the minutes of the Curriculum Committee Meeting of 11/15/01, the Special Meeting of 11/30/01, the Reorganization and Special Meetings of 12/03/01, the Curriculum Committee Meeting of 12/10/01, the Special Meetings of 12/18/01 and 12/20/01, the Buildings & Grounds Committee and Personnel Committee Meetings of 01/07/02, and the Community Relations Committee Meeting of 01/08/02 as shown in Enclosures #1 through #10 on the agenda for the meeting the following Thursday. Board members noted some corrections that needed to be made to the minutes of the Special Meetings 12/18/01 and 12/20/01.

Financial Reports: Mr. Orlow directed Board attention to the financial reports that were listed as Enclosures #11 through #22 on the agenda for the general meeting on Thursday. They included Budget Transfers, the Bond Fund Report, Capital Projects Report, General Fund and Program Bills; and Capital Reserve Fund Report for the months ending 11/30/01 and 12/31/01; the Food Service Report for the month ending 10/31/01; Outstanding Investment Report, Cash Flow Summary, Comparison of Taxes, Real Estate Escrow Report and Reconciliation of Cash Accounts for the months ending 11/30/01 and 12/31/01; the Budget Analysis/Deficit Status Reports through 11/30/01 and 12/31/01; and the Treasurer's Report for the

months ending 11/30/01 and 12/31/01. Board members had no questions or comments.

Staff Report: Mr. Orlow reported that Patricia Campbell, Principal, Plymouth Whitemarsh High School would be giving a presentation at the general meeting on 01/17/02 on the “Accreditation for Growth” process underway at the high school and the plans for the related site visit in the spring.

Old Business: Mr. Orlow directed the attention of board members to several possible scenarios for the school calendar for the 2002-03 school year. He noted that they had been advanced for discussion purposes only. Mr. Yunker asked when the change in semesters would fall. Dr. Cotter indicated that he would check the date and report back to the Board. Mr. Yunker also asked how many half-day dismissals there would be and when they would be scheduled. Dr. Cotter reported that planning was not yet that far along and noted that these days were usually selected after the calendar was approved. He went on to highlight the difference between the two options then under review. The main difference was that Monday 12/23/02 was an instructional day in one scenario and an in-service day in the other. Board members expressed interest in the extent to which the CEA had offered input to the options before the Board. Dr. Cotter reported that the CEA had reviewed the drafts and had expressed the desire not to have Monday 12/23/02 as an instructional day. Mr. Yunker also suggested that that day not be an instructional day since he felt that there would be considerable absenteeism on that day. Dr. Cotter noted that local districts had not yet set their calendars for the coming year. Dr. Lipshutz reminded those in attendance at the meeting that there had been suggestions to make election days in-service days. Dr. Cotter acknowledged the suggestions but noted that the Board had not reached any decision on the subject. He suggested that the Board consider the idea as it discussed the other parameters that were being set for the calendar for the coming school year. Mr. Orlow and Mr. Johnson expressed interest in seeing a draft calendar based on 184 student days rather than the district’s normal calendar of 185 days.

Correspondence: The agenda for the meeting contained two items of correspondence: One from William Wells, Chairman, Colonial Foundation for Educational Innovation on presentations by mini-grant recipients at the general meeting the following Thursday and the other a notice of a donation of \$2,200.00 to the district from the estate of Joshua Morris. See Enclosure #24 on the agenda for the General Meeting on Thursday for the text of the letter accompanying the donation to the district. No formal action was taken on the correspondence at the work session.

Superintendent’s Report: Dr. Cotter briefly reviewed his routine Superintendent’s Report, as shown in Enclosures #18 and #19 on the agenda for Thursday evening. The report contained normal information on personnel actions and changes to the substitute lists. Dr. Cotter specifically noted that a staff person was taking

professional leave and a cabinet member was going to retire at the end of March. See Enclosures #25 through #27 on the agenda for Thursday's meeting.

New Business: Mr. Orlow noted that the Board would be acting at the General Meeting on Thursday on a "Resolution of Termination" of an instructional aide. Enclosure #28 was available to board members.

Mr. Orlow directed the attention of board members to a Bond Reimbursement Resolution on the agenda for the Thursday meeting as Enclosure #29. He noted that would authorize the reimbursement of prior expenditures of funds from the proceeds of tax-exempt obligations issued for the financing of capital projects. Board members had a series of questions on the language of the resolution. These included questions on the time frame within which reimbursements would occur, the implications of language dealing with projects not yet put into service, statutory limits on the dollar amount of the bond and the effect of paragraph 3 of the resolution. Mr. Bickleman indicated that he would seek additional information from the attorney working on the resolution and report back to the Board on Thursday evening.

Mr. Orlow reported that administration would be seeking Board action on Thursday evening on the appointment of Public Financial Management as Financial Advisor for the proposed 2002 bond issue. See Enclosure #30. The costs include an advisory fee of \$10,500.00, official statement formatting at \$1,500.00 and expenses not to exceed \$1,000.00. Mr. Orlow sought and received confirmation that the proposed costs were comparable to those that the district paid for its last bond.

Mr. Orlow noted that several trip requests would be on the agenda for Board action on Thursday. They included middle school science trips to Wallops Island, Virginia from 04/10/02 to 04/13/02 and Cape Cod, Massachusetts from 05/19/02 to 05/22/02 and the 2003 senior class trip to Disney World from 04/05/03 to 04/08/03. All of the trips had the support of school administrators. Students were to bear all trip costs. The district was to cover any applicable substitute costs. Board members had a number of questions and comments about the trips. Mr. Marchozzi suggested that trip request forms be standardized across the district and include statements of the educational value of the trips. Mr. Yunker asked for current student-to-chaperone ratios for each of the planned trips and comparable historical data for similar trips made in last few years. Dr. Cotter noted that the trips were traditional outings done each spring in the district. See Enclosures #31 and #32. Mr. Carroll asked why the trips could not be scheduled over weekends and learned from Ms. Moore that those that included instructional components normally had to be scheduled on weekdays. She also noted that students were well aware of the requirement to keep up with their studies. Mr. Carroll also asked the purpose of a rental car included in the package for the senior class trip. Dr. Cotter advised the Board that he would look into the issue and report back on Thursday evening. Dr. Cotter advised that he

would be adding music trip requests that he had just received to the agenda for Thursday evening.

Mr. Orlow reminded board members that last month they had deferred the appointment of a PSBA/Employee Relations Contact until January and that the issue would come up at the General meeting on Thursday. He also expressed his belief that the Board may be getting most of the important information that an occupant of this position might provide from Mr. Carroll, the Board's Legislative Liaison.

Solicitor's Report: None.

Committee Reports: None.

Public Comments: None.

There being no further business before the Board, Mr. Orlow adjourned the meeting at 9:05 p.m.

Respectfully submitted,

James M. Bell
Board Secretary