

**COLONIAL SCHOOL DISTRICT
PLYMOUTH MEETING, PA 19462
MINUTES, JULY 18, 2002**

President Orlow convened the general meeting of the Colonial Board of School Directors at 8:22 p.m. in the Board Room of Colonial Elementary School on July 18, 2002.

Board Members Present: Marc Orlow, Thomas Davis, Lynn Glodek, Gary Johnson, Hugh Lipshutz, Susan Moore, William Ryan, Steven Slutsky (a new member of the Board as of that evening) and Thomas Yunker.

Board Members Absent: None.

Also Attending: Vincent F. Cotter, Superintendent; Gerald Berger, Director of Human Resources; MaryEllen Gorodetzer, Director of Educational Services, K-5; Patricia Iannelli, Director of Educational Services, 6-12; Fred Shipman, Director of Pupil Services; James M. Bell, Director of Support Services/Board Secretary; Joseph P. Bickleman, Director of Financial Services/Treasurer; Charles Graham, Director of Technology; Steven Slutsky, incoming board member; Robert Slagle, President, CEA; Gary Grenier and Janice Young, The Lincoln Center; Judge Francis Bernhardt; and members of Mr. Slutsky's family.

Mr. Orlow led the Pledge of Allegiance. He advised that the Board had met in executive session prior to the meeting to discuss personnel and legal matters.

Minutes: Mr. Orlow directed Board attention to the minutes of the Special Meeting of 06/12/02, the Work Session of 06/17/02, the General Meeting of 06/20/02, the Buildings and Grounds Committee Meeting of 06/10/02, and the Special Meeting of 07/11/02 as shown in Enclosures #1 through #5. Mr. Yunker asked for changes to be made to the next to the last paragraph of Enclosure #33. Mr. Johnson moved and Mr. Davis seconded a motion to approve the minutes as amended. On a roll call vote, all voted in favor. The motion was carried.

Financial Reports: Mr. Orlow directed Board attention to the financial reports that were listed as Enclosures #5 through #15. They included the Bond Fund Report and Capital Projects Report for the month ending 06/30/02; General Fund and Program Bills; the Capital Reserve Fund Report, Food Services Report, Outstanding Investment Report, Cash Flow Summary, Comparison of Taxes, Real Estate Escrow Report and Reconciliation of Cash Accounts for the month ending 06/30/02; the Budget Analyses of 07/02; and the Treasurer's Report for the month ending 06/30/02. Mr. Orlow inquired about the good faith deposit in the Bond Fund Report. Mr. Bickleman reported that it was a credit on the sale of the new bonds. Mr. Orlow asked for an update on the bill for Fitness Center equipment. Mr. Bickleman reported that preliminary information seemed to indicate that it had

been newly purchased and should be paid from the operating budget. He advised that he would confirm this information and make any necessary changes in payment arrangements. Mr. Davis moved and Mrs. Moore seconded a motion to approve the reports. On a roll call vote, all voted in favor. The motion was carried. Mr. Yunker noted the year-end deficit in the Food Service Report. Mr. Bell gave a brief summary of the additional costs resulting from the food service staff on duty during the teacher's strike and the lost revenue resulting from the shortened school year.

Public Comments on the Agenda: None

Staff Report: Dr. Iannelli gave a brief report on the status of the state-mandated update of the district's strategic plan. She reported that the preliminary report had been completed and was under review. She advised that the review would be complete by 07/23/02 and that copies of the report would be distributed to board members with Board Notes. Dr. Iannelli reported that the final document, including the induction and staff development components, would be ready for final Board approval at its September meeting and forwarded to the PA Department of Education by 09/30/02.

Mr. Grenier gave his annual report to the Board on Genesis II, the alternative school in the high school. He highlighted the fact that the district and the Lincoln Center had an extremely effective partnership and that the Genesis II program had a strong mentoring component, was student centered, involved transformational education, and reached a population that had very different learning styles from the average high school student. He added, however, that the curriculum was about the same as that of the high school. He and Ms. Young, the program director, cited many examples of how students benefited from the program. Board members had a number of questions regarding program attendance patterns over time. Mr. Grenier noted that the program had a regular census and an overall attendance rate of between 86% and 94%. He had no single explanation for the recent increase in attendance but Ms. Young attributed it, in part, to diligent follow up by staff when students were not in class. Mr. Grenier explained many of the reasons why students came to and left the program over time. Ms. Young told the stories of two recent students who completed their Genesis experience and were graduated from the high school in June. Mr. Shipman responded to Board queries by noting that students who needed services but could not be accommodated by the Genesis program attended programs off site. He also reported that neither the demand for services nor the finite space for students had been a problem for the program.

Selection of New Board Member: Mr. Orlow provided a brief summary of the resignation of Mr. Carroll from the Board and the process that the Board had followed in advertising and interviewing to fill the vacancy. Dr. Lipshutz moved and Mr. Johnson seconded a motion to appoint Steven Slutsky to the vacant position. On a roll call vote, all voted in favor the motion was carried. Judge

Bernhardt administered the oath of office to Mr. Slutsky. His family participated in the ceremony. Those in attendance welcomed him as he took his seat at the table.

Old Business: Mr. Orlow noted the three policy changes in Enclosures #16 through #18 that were on the agenda for Board approval on second reading. Board members had no additional questions on the policies. Mr. Johnson moved and Mr. Davis seconded a motion to approve Policy #202.1, Education of Children Residing with an Adult Other than a Natural Parent. On a roll call vote, all voted in favor. The motion was carried. Mrs. Moore moved and Ms. Glodek seconded a motion to approve Policy #17, Activities Admission – Senior Citizens (Gold Card) Revision. On a roll call vote, all voted in favor. The motion was carried. Mr. Orlow referred the policy to the Community Relations Committee with a request that appropriate steps be taken to advertise the Gold Card program. Mr. Davis moved and Mr. Yunker seconded Policy #604, Capital Policy/Fixed Assets. On a roll call vote, all voted in favor. The motion was carried.

Correspondence: None.

Superintendent's Report: Dr. Cotter reviewed his Superintendent's Report, as shown in Enclosures #19 and #20 on the agenda for Thursday evening. He noted the addition of three recommended teacher appointments and the movement of a teacher's aide into a student teaching opportunity and a hall monitor into an hourly secretary position. Dr. Cotter also reminded the Board of the addition to the staff of the summer school program of two music teachers and a teacher working with students on graduation projects. He also indicated that he had recommendations on administrative restructuring and transportation consulting services. The Board dealt with the regular monthly report first. Mr. Yunker asked if the new Staff Developer K-12 would be a member of CEA or CASEA and learned that she would be a CASEA member. Dr. Cotter confirmed that the funding for the CMS secretary had been included in the budget for the current year. He and Mr. Berger confirmed that the time that the aide would be student teaching would be limited to the period from 09/03/02 until 11/15/02. Mr. Orlow suggested that the Board should not approve a position on a salary that had yet to be negotiated but withdrew his concern when he understood that the salary would be set once the a new contract for all secretaries and aides had been approved. Mr. Yunker moved and Mr. Johnson seconded a motion to approve the monthly Superintendent's Report. On a roll call vote, all voted in favor. The motion was carried.

Dr. Cotter outlined his recommendation that the key administrative posts of the Directors of Educational Services, K-5 and 6-12 be replaced with the positions of Assistant Superintendent for Curriculum and Instruction and Director of Research, Assessment and Technology. He stated his belief that the change would assist the district in addressing the district's curriculum and technology needs. He noted that he would have a recommendation for filling the new positions shortly. Mr. Johnson

moved and Mr. Davis seconded a motion to approve the reorganization. On a roll call vote, all voted in favor. The motion was carried.

Dr. Cotter recommended the approval of a contract for transportation management services for a period of 90 days. He briefly highlighted the terms of the contract. He expressed his comfort with the clause that allowed the contract to be terminated by either party with 30 days notice. Mr. Yunker moved and Dr. Lipshutz seconded a motion to approve the contract. On a roll call vote, all voted in favor. The motion was carried.

New Business: Mr. Orlow noted that the Administration was recommending the early admission of one student to kindergarten. See Enclosure #21. He noted that the matter had been discussed on Monday evening. Mr. Yunker asked how early the admission would be. Mr. Shipman responded that the student would meet the age requirement on October 1st. Mr. Orlow asked what the earliest admission had been. Mr. Shipman replied that would have been for a student who reached the normal age requirement late in November. Mr. Yunker moved and Mr. Johnson seconded a motion to approve the early admission. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow directed the attention of board members to the request in Enclosure #22 for Board approval for two tuition students at the high school. The Board had discussed the request Monday evening. Mr. Yunker moved and Mr. Davis seconded a motion to approve the request. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow directed Board attention to the four-year license and service agreement with Tetra Data Corporation contained in Enclosure #23. He noted that the Board had discussed the issue Monday evening as a mechanism to access and analyze student data in support of curricular initiatives. Dr. Cotter gave the Board an update on the measures that had been taken to address the concerns of the solicitor. He noted that the language now reflected coverage of the agreement under Pennsylvania law and included a \$1,000,000 liability policy under which the district was an additional insured. Mr. Yunker suggested that the district employ qualified students to enter data into the system so that the district could move forward with the project expeditiously. Mr. Orlow requested that the Curriculum Committee set timelines for benchmarks related to data warehousing and that Board members make requests for data analysis through the committee. Mr. Yunker moved and Mr. Johnson seconded a motion to approve the license and service agreement subject to a review of the language by the Administration and the solicitor. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow noted the field trip requests shown in Enclosure #24 and #25 and discussed on Monday evening. Mr. Johnson moved and Mr. Yunker seconded a motion to approve the requests for the trip to the American Choral Directors

Association Junior High State Honors Choir Competition in Hershey. On a roll call vote, all voted in favor. The motion was carried. Mrs. Moore moved and Mr. Johnson seconded a motion to approve the trip to the FBLA Leadership Conference at the main campus of Penn State. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow summarized for the Board and the community the unusual opportunity that the Board had to re-open its budget because the state budget for the 2002-03 fiscal year raised basic education funding by 3.2 per cent. He reminded everyone that the state was mandating that the district choose among three options for using the increased subsidy: Abate local taxes, reduce or retire indebtedness, or restore funding for educational programs reduced or eliminated in the 2002-03 school year. See Enclosure #26. Mr. Orlow reported that the district would be receiving \$175,348 in extra subsidy and noted that the Board had received an administrative analysis of options, including the cost of giving rebates. The solicitor provided information on the timing of the disbursement of state funds. The Board briefly reviewed the option of using the funds to retire indebtedness in the form of an outstanding tax appeal settlement with Corson Lime in the amount of \$179,132.96. Dr. Lipshutz moved and Mr. Johnson seconded a motion to reopen and amend the 2002-03 budget to reflect the increased subsidy, approve the settlement of the tax assessment appeal with Corson Lime, and to use the additional funds to retire the outstanding indebtedness to Corson Lime. On a roll call vote, all voted in favor. The motion was carried.

Solicitor's Report: None.

Committee Reports: Intermediate Unit: No report.

CMCAVTS: No report.

Personnel: Mr. Yunker reported that the Board felt that Dr. Cotter had provided exemplary leadership over the course of the past year. He provided the following statement: One of the most important responsibilities of the Board is the selection and annual evaluation of the Superintendent of Schools. In the Fall of 2000, the Board faced the challenge of selecting a new Superintendent to lead the District and unanimously selected Dr. Vincent Cotter. In his brief tenure since his appointment, Dr. Cotter's aggressive leadership and enthusiasm has brought a renewed commitment to working in a collaborative manner towards the vision and goals articulated in Colonial's "Above and Beyond" Plan. A major component of the initiative calls for the alignment of the curriculum with State standards and implementing systematic reforms based on data driven decisions, all with a singular focus of striving for excellence in our schools. Dr. Cotter has shown exemplary educational leadership for our District and the Board is firmly united in supporting the initiatives set out in "Above and Beyond." Mr. Yunker then moved and Mrs. Moore seconded a motion to set the superintendent's salary for the coming school

year at \$134,618 and to award a bonus of \$10,208. On a roll call vote, all voted in favor. The motion was carried. Dr. Cotter thanked the Board for its support and voiced his pleasure at being able to work collaboratively to accomplish great things in the district. Mr. Yunker also announced that the district had reached a tentative agreement with the secretaries and aides and was awaiting unit ratification of the agreement before taking formal Board action to approve it. Mr. Berger and several board members noted that the bargaining unit was meeting in the school auditorium that evening to take the ratification vote.

Finance Committee: No report.

Curriculum and Program: Mr. Orlow noted that the Board was still awaiting a final resolution of the weighting formula for AP courses at the high school. Dr. Cotter reported that health issues on the administrative team at the high school had delayed that resolution.

Buildings & Grounds/Transportation: Mr. Johnson summarized for the Board and the community the steps that the committee had taken to interview firms to provide on-call architectural services to the district. He noted that board members had already received draft copies of the proposed contract. Mr. Bell provided some details on its structure. Mr. Johnson moved and Mrs. Moore seconded a motion to approve the contract with Polatnick Zacharjasz Architects subject to a final review and approval of contract language by administration and the solicitor. On a roll call vote, all voted in favor. The motion was carried. Mr. Orlow asked about the procedures for requesting architectural services under the contract. Mr. Johnson and Mr. Bell outlined a process by which administration would identify needs and make recommendations to the Buildings and Grounds Committee and the Board. Mr. Yunker suggested setting a \$5,000 limit on the services that the administration or the committee could request of the architect until the Building and Grounds Committee recommended and the Board approved a final procedure. Mr. Orlow recommended a process similar to that used for processing work orders. The Board reached a consensus on directing the administration to adhere to the \$5,000 limit per project until the Board formally set final guidelines.

Mr. Johnson recommended and Mrs. Moore seconded a motion to approve a settlement with ENSR of an outstanding invoice for asbestos management services for \$8,500. On a roll call vote, all voted in favor. The motion was carried. Mr. Johnson moved and Mr. Davis seconded a motion to settle an outstanding invoice with Tri-State McQuade for \$8,000 upon receipt of a consent order from the courts. On a roll call vote, all voted in favor. The motion was carried. Mr. Johnson recommended approval of an easement sought by Plymouth Township for the placement of sewer and storm water lines on district property along the northwest property line of Plymouth Elementary School. Mr. Bell responded to Board questions related to the nature of the project, the easement and the planned construction. After some discussion, the Board reached a consensus to postpone

action until August on the easement request. In the interim, the solicitor was to make sure that the language of the documents protected the well being of students and staff during the construction and maintenance of the proposed sewer and storm water lines in the easement area.

Community Relations: No report.

Legislative: Mr. Orlow noted that the district had the opportunity to appoint three delegates to the PSBA Legislative Policy Council on 10/23/02. Mr. Orlow, Dr. Ryan and Mr. Slutsky expressed an interest in being delegates. Mr. Johnson moved and Dr. Lipshutz seconded a motion to appoint the three board members as delegates. On a roll call vote, all voted in favor. The motion was carried.

Additional Comments: Mr. Orlow noted that the district was still holding funds for class gifts from several classes. Dr. Cotter noted how difficult it was to contact class officers after they graduated. Mr. Bickleman advised that he had been in touch with Mr. Forster at the high school and would attempt to resolve the matter. Board members were in agreement that it would be best for class officers to decide earlier what gift they would give to the school.

Additional Public Comment: None

Their being no further business before the Board, Mr. Orlow adjourned the meeting at 10:22 p.m.

Respectfully submitted,

James M. Bell
Board Secretary