

**COLONIAL SCHOOL DISTRICT
PLYMOUTH MEETING, PA 19462
MINUTES, JUNE 19, 2003**

President Orlow convened the general meeting of the Colonial Board of School Directors at 8:03 p.m. in the Board Room of Colonial Elementary School on June 19, 2003.

Board Members Present: Marc Orlow, Thomas Davis, Lynn Glodek, Gary Johnson, Susan Moore, William Ryan, and Steven Slutsky.

Board Members Absent: Hugh Lipshutz and Thomas Yunker.

Also Attending: Vincent F. Cotter, Superintendent; MaryEllen Gorodetzer, Assistant Superintendent; Patricia Iannelli, Director of Accountability and Compliance; Gerald Berger, Director of Human Resources; Fred Shipman, Director of Pupil Services; James M. Bell, Director of Support Services/Board Secretary; Joseph P. Bickleman, Chief Financial Officer/Board Treasurer; Kathy Dale; Robert Franz; Tom Gibson; Nancy Mortimer O'Brien and Michelle Mowad.

Mr. Orlow led the Pledge of Allegiance

Minutes: Mr. Orlow requested Board action to the minutes the Work Session of 05/12/03, the Buildings and Grounds Committee Meeting of 05/14/03, the Special Meeting of 05/15/03, the General Meeting of 05/15/03, the Special Meeting of 05/28/03, the Personnel Committee Meeting of 06/03/03, the Finance Committee Meeting of 06/09/03 and the Community Relations and Student Life Committee Meeting of 06/09/03, as amended and shown in Enclosures #1 through #8. Mr. Johnson moved and Mrs. Moore seconded a motion to approve the minutes as presented. On a roll call vote, all voted in favor. The motion was carried.

Financial Reports: Mr. Orlow requested Board action on the financial reports that were listed as Enclosures #9 through #20. They included the Budget Transfer Report for 06/03, the Bond Fund Report, Capital Projects Report; General Fund and Program Bills, Capital Reserve Fund Report; Food Services Bills/Cafeteria Report, Outstanding Investment Report, Cash Flow Summary, Comparison of Taxes Collected, Real Estate Escrow Report and Reconciliation of Cash Accounts for the month ending 05/31/03; the Budgetary/Deficit Status Report of 06/03; and Treasurer's Report for the month ending 05/31/03. Mr. Orlow asked if the containment of personnel costs in Food Service were the result of reductions in staffing. Mr. Bell reported that there had been some reductions through attrition. Mr. Orlow asked for some additional information on those reductions. He also asked about engineering services listed in the Capital Reserve Fund Report. Mr. Bell advised the the bills were being presented together but that the work had been completed and invoiced over a number of months. Mr. Orlow asked if the services had been secured through purchase orders. Mr. Bell reported that they had been covered by purchase orders after quotes had been solicited. Mr. Orlow requested that the district establish a contractual

agreement with an engineering firm similar to the agreement it had with a local architectural firm for ongoing architectural services if it expected to have ongoing engineering service needs. Mr. Slutsky moved and Mrs. Moore seconded a motion to approve the reports. On a roll call vote, all voted in favor. The motion was carried.

Public Comments on the Agenda: Mr. Franz appreciated the “0” tax increase for the coming budget year. He noted that older taxpayers on fixed incomes suffered most from tax increases. He noted the increased cost of retirement benefits and the district’s lack of control over them and suggested some restructuring that might help cover these costs. Mr. Franz suggested charging students participation fees that would help cover the cost of extra-curricular programs such as sports. Mr. Orlow noted the difficulty in identifying all the separate costs involved in the sports programs, some easier to identify than others. He noted that some cost sharing goes on but not much. He also noted that many would argue that the extra-curricular programs were part of the overall educational experience.

Staff Report: None.

Old Business: Mr. Orlow noted requested Board action on the second reading of a revision of Policy #227.1 – *Activities Code of Ethics*. See Enclosure #21 of Thursday’s agenda. He noted that the proposed revision had been reviewed on Monday evening and would eliminate the pledge/signature page. Mr. Johnson moved and Mrs. More seconded a motion to approve the policy revision. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow requested Board action on the high school handbook, as shown in Enclosure #59. He noted Dr. Sullivan had reviewed the substantive changes with the Board on Monday evening. Ms. Glodek moved and Mrs. Moore seconded a motion to approve the handbook. On a roll call vote, all voted in favor. The motion was carried.

Correspondence: Mr. Orlow requested Board action on a request from John J. Heleniak, Conshohocken Borough Manager for Board approval for sharing the cost of a new crossing guard at East Elm and Poplar Streets. See Enclosure #22. Mr. Johnson moved and Ms. Glodek seconded a motion to approve the request. On a roll call vote, all voted in favor. The motion was carried.

Superintendent’s Report: Dr. Cotter briefly recapped and updated his report as it was shown in Enclosures #23 through #28 and discussed on Monday evening. Mr. Orlow asked how many retirees had been included in the preliminary budget. Mr. Bickleman reported that nine had been included and that one additional retirement had subsequently come in. Mr. Berger responded to a question about a one-on-one instructional aide that was being hired in order to keep a commitment for the coming school year. Dr. Cotter recapped the process for identifying and recommending applicants for the position of master teacher. He noted the extensive screening involved and the role that the District Improvement Team had played in the review process. Dr. Cotter noted that ten candidates had been recommended to him that that he was recommending nine of the ten to the Board. He noted

that the district's Master Teacher program was one of few in the country and that the district was pleased to have it. Mr. Johnson moved and Mr. Davis seconded a motion to approve the Superintendent's Report. On a roll call vote, all voted in favor. The motion was carried.

Student Board Representatives Report: None.

New Business: Mr. Orlow noted that the Board would be acting on the 2003-04 budget that evening. He recapped information that had been shared on Monday evening and indicated that the budget would total \$66,584,000.00 and would call for no real estate tax increase. He reported that the budget would keep the tax rate at 14.25 mils, set the real estate transfer tax at 1%, the amusement tax at 10%, charge \$20.00 for a real estate tax certificate and set the billing date for 2003-04 taxes on 07/01/03. See Enclosure #29. Mr. Slutsky noted that the district exercised fiscal prudence throughout the 2003-04 school year and was able to hold the line, when many other districts could not, in spite of significant increases in retirement costs and health care premiums. Mr. Orlow noted that Colonial was the only district in Montgomery County that was not increasing real estate taxes and had no earned income tax. He noted that the district's strong surplus resulted from added revenues, under-spending and careful, prudent forecasting. Board members congratulated the Administrative team and Mr. Bickleman for their fine work on the budget. Mr. Slutsky moved and Mr. Davis seconded a motion to set to approve the budget, taxes and fees and billing date noted above. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow requested Board action on recommendations to move forward with a proposal from Public Financial Management to refinance a portion of 1999 bonds. Mr. Slutsky reminded the Board that the refinancing would be undertaken only if that the district would realize a minimum of \$320,000 in savings. See Enclosure #62. Mr. Slutsky moved to authorize PFM to move forward with the refinancing provided that at least the minimum savings would be realized. Ms. Glodek seconded the motion. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow also requested Board action to transfer the \$1 million remaining after using \$2.8 million of the \$3.8 million budget surplus for 2003-04 to fund the 2003-04 budget to the capital reserve for upcoming capital projects recommended by the Buildings and Grounds Committee. Mr. Johnson moved and Mrs. Moore seconded a motion to approve the transfer. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow requested Board action on recommendations to reappoint Dr. Marc H. Neiberg, D.O. and Dr. Glenn Miller, D.O. school physicians with annual retainers of \$1,524.20 and hourly salaries of \$106.25 for the 2003-04 school year, to compensate Dr. Neiberg at \$40.65 for new employee exams and to reappoint Dr. Arnold, DMD as School Dentist at an hourly clinic rate of \$51.15 and at the rate of \$2.15 per mandated student for the coming year. Mr. Orlow noted that all fees represented 3% increases over the current school year. Mr. Johnson so moved and Dr. Ryan seconded his motion. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow requested Board action on a series of contract renewals for 2003-04. Dr. Ryan moved and Mrs. Moore seconded a motion to approve the following renewals. On a roll call, all voted to approve the following contracts. The motion was carried.

- Progressions Group – Enclosure #30: The rate for services for homebound education services was set at \$23.70 per hour. The rate for the current year was \$23.00.**
- Central Montgomery MH/MR – Enclosure #31: The agreement covering services by psychiatric social workers licensed by the state was set for a total of 816 hours at \$41,208.00.**
- Physical Therapy – Enclosure #32: An agreement was reached with Carol Scheurman, PT to continue providing services at \$59.45 per hour, a cost that reflects a 3% increase over the prior year.**
- Occupational Therapy – Enclosure #33: An agreement was reached with Kim Hartranft, OT to continue providing services at \$59.45 per hour, a cost that reflects a 3% increase over the prior year.**
- Extended School Year Contract – Enclosure #34. An agreement was reached for services that would be funded by IDEA.**

Mr. Orlow sought Board action on a contract with Carbon Lehigh IU for Data Processing, as shown in Enclosure #35. Mr. Orlow asked about the district's use of the personnel database. Mr. Berger reported that the district was getting involved in the payroll program in the fall. Mr. Bickleman indicated that the district was looking forward to doing more of the personnel program in the future and reminded the Board that the personnel database was part of the agreement that the district had with the Carbon-Lehigh IU. Dr. Cotter noted that the personnel database was the last piece of the puzzle in the area of administrative support. Mr. Johnson moved and Mr. Davis seconded a motion to approve the contract, as shown in Enclosure #35. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow requested Board action on a lease with Montgomery County Head Start as shown in Enclosure #37. He noted that the Board the lease with Head Start called for an annual rent to the program of \$3,605.00, a 3% increase over the previous year. Dr. Cotter reported that language had been added to the contract to require the program to report contagious medical conditions and safety/security issues to the district so that it could take appropriate measures to protect district students and staff. Mrs. Moore moved and Mr. Johnson seconded a motion to approve the lease. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow sought Board action on a recommendation to raise lunch prices at the district's elementary schools and middle school by \$0.20 and to raise selected ala carte prices at the high school and the price of adult lunches by the same amount. See Enclosure #37. Notice was given that the increases would be necessary to have the program be self-supporting. Mr. Johnson moved and Ms. Glodek seconded a motion to approve the increases. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow requested Board action on a proposal from its independent auditor for audit services for 2003-04, 2004-05 and 2005-06 at \$16,400, \$17,400 and \$18,400, respectively. See Enclosure #63. Note was taken that the district had to meet new audit standards and that the resulting increased fees to the district for expanded services would still be lower than those of other local districts. Mr. Slutsky moved and Mr. Davis seconded a motion to accept the proposal. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow sought Board action on a Corporate Resolution for Depository Authorization establishing a Colonial School District Trust Fund Checking Account to be used for receipts and disbursements associated with high school memorial funds and senior award donations. Mr. Bickleman reported that approval of the resolution would segregate student activity accounts and remove activities that did not properly fall in those accounts. Mr. Slutsky moved and Mr. Johnson seconded a motion to approve the resolution. See Enclosure #38. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow requested Board action on Enclosure #29, a request for authorization for a student to attend the Future Business Leaders of America National Conference in Dallas, Texas from 06/22/03 through 06/28/03. Mr. Slutsky moved and Ms. Glodek seconded a motion to approve the trip. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow sought Board action on a revision of rental fees for selected facilities in 2003-04. He provided a brief summary of the discussion of the topic on Monday evening. Mr. Johnson moved and Mrs. Moore seconded a motion to approve the change in fees. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow requested that the Board provide direction to the Administration on the issue of planning for and implementing an all-day kindergarten program for the fall of the 2004-05 school year. He restated his brief history of the district's deliberation of the issues and its review of available data since 2001, citing the need to fully deliver the curriculum, the research done by administration, the discussions at Board Retreat and at meetings of the Buildings and Grounds Committee and the special meeting on 05/28/03. Mr. Orlow noted that adopting a full-day kindergarten program would be a fundamental change in education in the district. Mr. Slutsky noted the need to focus what was best for children as they moved toward being exceptional members of society. He advocated for supporting curriculum in an era where each generation had to adapt and deal with more information. Mr. Orlow asked that the Board adopt a resolution expressing its intent to implement an all-day kindergarten program in the fall of 2004 and to focus initially on the facility upgrades that would need to be made at Ridge Park and Whitmarsh Elementary Schools

in order to offer an all-day program without redistricting attendance areas. Mr. advised that the Board should be ready in July to take action on a recommendation from the Buildings and Grounds Committee on the architectural firm to handle the project. Mr. Slutsky moved and Mr. Johnson seconded a motion to approve that resolution of intent. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow sought Board action on two bids through the Montgomery County Intermediate Unit. Mr. Johnson moved and Mr. Davis seconded a motion to approve the bid for trash disposal for the following three years as outlined in Enclosure #42. On a roll call vote, all voted in favor. The motion was carried. Mr. Davis moved and Mr. Johnson seconded a motion to approve the bid for oil, fuel and gasoline for the 2003-04 school year as shown in Enclosure #43. On a roll call vote, all voted in favor, the motion was carried.

Mr. Orlow requested Board would be action on a strategy and communications services proposal from Massey Powell Enterprises, as shown Enclosure #44. He advised that the proposal was for assessing community reaction to, and providing information to the Board on an as-needed basis on, such issues an earned income tax, tax increment financing and the rising cost of health care. Mr. Orlow noted that the contractor would work with the Community Relations and Student Life Committee and reported that fees would be at hourly rates and that estimated would be secured for all projects that were expected to top \$250.00. Ms. Glodek moved and Mr. Johnson seconded a motion to approve the proposal. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow sought Board action on a request from the PWHS trainer to attend an annual conference in St. Louis from 06/24/03 through 06/28/03, as shown in Enclosure #45. Mr. Slutsky moved and Mr. Johnson seconded a motion to approve the trip. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow requested Board action on a series of bids shown as Enclosures #46 through #49 and #64. He noted that the bids had been discussed on Monday evening.

- Mr. Johnson moved and Mr. Davis seconded a motion to approve the bid for student insurance coverage as shown in Enclosure #46. On a roll call vote, all voted in favor. The motion was carried.

- Mr. Johnson moved and Mr. Davis seconded a motion to approve the re-bid of HVAC work at Colonial Elementary School Office as shown in Enclosure #47. Mr. Bell confirmed that the project covered the entire office suite. 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 bid for an air handler at the Plymouth Elementary School Office as shown in Enclosure #38. 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 bid for the scoreboard at the PWHS pool as shown in Enclosure #49. On a roll call vote, all voted in favor. The motion was carried.

· Dr. Cotter noted that the bid for band uniforms was coming forward as a yellow page and asked that the Board act on the bid so that the uniforms would be on hand for the coming fall. He also indicated that the uniforms had been requested for a number of year and had, most recently, been cut from the 2002-03 budget and scaled back for the current year. Mr. Davis inquired about the cap but Mr. Bell dis not have information to share that evening. Mr. Sultanik confirmed that the district had the right to accept the bid of the lowest responsible bidder meeting specifications and advised that the Board did not have to specifically reject a lower bid bot conforming to the specifications. Mr. Davis moved and Mr. Johnson seconded a motion to approve the bid as shown in Enclosure #63. On a roll call vote, all voted in favor. The motion was carried.

Solicitor's Report: No report.

Committee Reports: Finance: No report.

Curriculum and Program: Dr. Lipshutz advised that the committee had reviewed information on all-day kindergarten, including student achievement information shared by Darlene Davis, Principal at Conshohocken Elementary School on the all-day program there. Dr. Lipshutz also reported that the committee had reviewed the revised student handbook at the high school, discussed programs for students with special needs at Colonial Middle School, and received updates on the summer math and music programs. He advised that the committee would be discussing the new K-5 program next month as well as taking a look at the results of testing for 6th graders in standardized tests following the implementation of the updated curriculum.

Buildings and Grounds/Transportation: Mr. Johnson advised that the committee was recommending the 12-year renewal of its transportation contract with Sague Auto Service at an annual increase of 3% except for rate freezes in the second and eighth years.

Additional Public Comment: None.

There being no further business before the Board, Mr. Orlow adjourned the meeting at 10:33 p.m.

Respectfully submitted,

James M. Bell
Board Secretary

