

**COLONIAL SCHOOL DISTRICT
PLYMOUTH MEETING, PA 19462
MINUTES, MAY 12, 2003**

President Orlow convened the work session of the Colonial Board of School Directors at 8:40 p.m. in the Board Room of Colonial Elementary School on May 12, 2003.

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

Board Members Absent: Thomas Davis.

Also Attending: Vincent F. Cotter, Superintendent; MaryEllen Gorodetzer, Assistant Superintendent; Patricia Iannelli, Director of Research, Assessment and Technology; 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; and Michelle Mowad.

Mr. Orlow led the Pledge of Allegiance. He also announced that the Board had met in executive sessions on 05/08/03 for informational purposes and 05/12/03 for personnel and legal matters. He also advised that the Board would meet in Executive session on 05/15/03 for personnel and legal issues and informational purposes.

Minutes: Mr. Orlow directed Board attention to the minutes of the Curriculum Committee Meeting of 04/21/03, the Work Session of 04/21/03, the General Meeting of 04/24/03, the Personnel Committee Meeting of 05/06/03, and the Community Relations and Student Life Committee Meeting of 05/08/03, as shown in Enclosures #1 through #4 and an enclosure to be provided for Thursday evening. Mr. Yunker requested a total of three corrections to the minutes of the work session and general meeting.

Financial Reports: Mr. Orlow directed Board attention to the financial reports that were listed as Enclosures #5 through #15 of Thursday's agenda. They included the Budget Transfer Report for 05/03, 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 04/30/03; the Budget Analysis of 05/03; and Treasurer's Report for the month ending 04/30/03. Mr. Orlow sought and received information on the furniture purchase for the Transportation Department, and Mr. Bickleman indicated that he would look up and provide details later on network cable hook ups.

Public Comments on the Agenda: None.

Staff Report: Mr. Orlow advised that Mr. Bickleman would be making the required public presentation of the 2003-04 preliminary budget on Thursday evening and that Darlene

Davis, Principal of Conshohocken Elementary School would give an update on programs and initiatives at the school that same evening.

Old Business: Mr. Orlow noted that the Board would be taking action on Thursday evening on the second reading of three proposed Board Policies, as shown in Enclosures #16 through #18 for Thursday evening.

- **Policy #810 – Transportation (Revised):** The proposed revision clarified the state definition of a hazardous road, included language on Individual Education Plans (IEP's) for students with special needs, established walking distances to bus stops and limits student time on regular bus runs.
- **Policy #004.1 – Membership – Student (Amended):** This proposed revision included alternated student board representatives serving as ex-officio members of the committee.
- **Policy #440 – Military Leave of Absence:** This new policy provided, pursuant to federal and state law and school code, leaves of absence for military training and active duty service. Mr. Orlow noted that this policy had been shortened since its first reading to provide for what the law and labor contracts required. Mr. Yunker asked if the solicitor had reviewed the policy and Mr. Berger reported that he had. Dr. Lipshutz requested and received clarification of some of the language in the policy. He also wondered if the changes had been great enough to require another first reading of the policy. Mr. Orlow felt that the rewording was clear enough to proceed with consideration of the policy on a second reading.

Correspondence: Mr. Orlow reported that Dr. Carol Klein, a member of the Board of Trustees of the Colonial Foundation for Educational Innovation would be present on Thursday evening to introduce a major grant recipient. He also noted that the Board would be taking action on the annual invoice for PSBA news as shown in Enclosure #19 of the agenda for Thursday evening. He reported that the Board had received a presentation from the Executive Director last year on the merits of PSBA membership. Dr. Ryan noted that PSBA strongly represented School Boards across the state in the state legislature.

Superintendent's Report: Dr. Cotter briefly recapped his report as it was shown in Enclosures #20 through #21 of the agenda for the meeting the following Thursday. He noted that the report contained both personnel actions and additions to the district's substitute list. He walked board members through the key elements of the enclosures.

New Business: Mr. Orlow noted that May was the month in which the district annually made a number appointments and approved a number of banking relationships, contracts, agreements, textbooks and handbooks.

- Mr. Orlow noted the recommended election of Mr. Bickleman to serve another year as Board Treasurer. He reported that Mr. Bickleman had ably served in the

position for many years and that his recommended rate for the coming year would be \$7,664.00. Dr. Cotter reported that the rate represented an increase of \$384.00.

- **Mr. Orlow noted the recommendation to reappoint Mr. Sultanik as solicitor for the coming year on a retainer of \$20,603.00 plus out-of-pocket expenses (an increase of 3%), and at a litigation rate of \$150.00/hour (an increase of \$5.00 over the current year). Mr. Orlow asked Dr. Cotter to explain the process used by the district to review invoices from the solicitor prior to authorizing payment. Dr. Cotter summarized the two-tier review involving his initial review and a final review by Mr. Bell comparing detailed project information with the final invoice. See Enclosure #22 of Thursday's agenda.**
- **Mr. Orlow explained the requirement to designate a financial institution as the primary depository for district funds. Mr. Bickleman reported that Wachovia (First Union) was interested in continuing to serve in that capacity. Mr. Orlow asked Mr. Bickleman about the fees attached to the service. Mr. Bickleman reported that they were figured into compensating balances and were competitive. He also advised that the bank paid interest on all of the district's accounts, including checking.**
- **Mr. Orlow directed Board attention to Enclosure #23 for Thursday evening, a list of investments banks, trusts and savings and loan associations recommended for solicitation of interest rates on school investments for the coming year. He noted that it was a shopping list and did not commit the district to any specific institution.**
- **Mr. Orlow reported that the Board would be interviewing two students for the position of Student Board Representative to replace Colleen Dougherty who would be graduating. He noted that Thursday's meeting would be Ms. Dougherty's last and that the Board would be recognizing her. He also reported that the candidates would be Julie Benn and Ryan Moore and that, according to custom, the Board would select one as the Student Board Representative and the other as the alternate.**
- **Mr. Orlow noted the recommendation for setting Mr. Bell's rate as Board Secretary at \$6,114.00 for 2003-04. He advised that the Board had appointed Mr. Bell to a four-year term as Board Secretary in May 2001. Dr. Cotter noted that the new rate represented an increase of \$291 over the current year.**
- **Mr. Orlow advised that he would be seeking Board action on the 2003-04 federal program allocation as shown in Enclosure #24 of Thursday night's agenda. Dr. Cotter indicated that the allocation directed how the money could be used. Mr. Bickleman confirmed that it could only be used for the purposes indicated and**

that the district would spend only what it got. See Enclosure #24 on the agenda for Thursday evening.

- Mr. Orlow noted that the Board would be acting on Thursday evening on a list of textbook titles that were outlined in Enclosure #25 of the agenda for the general meeting the following Thursday. Dr. Cotter noted that the books had gone through the normal review process and had been found acceptable for purchase.
- Mr. Orlow noted that the Board would be taking action on Thursday evening to approve changes in the student handbooks at the high school and middle school. Dr. Cotter reported that highlights of the changes would be available before Thursday evening. He indicated that Dr. Iannelli had an item-by-item list of the changes. Mr. Orlow requested that the information be circulated as soon as possible. Dr. Cotter noted the role that the Community Relations and Student Life Committee played in the review of the handbooks. Mr. Yunker asked if there had been any change in the promotion policy, and Ms. Glodek indicated that there had been no change. Dr. Cotter advised that the issue had been referred back to the high school.
- Mr. Orlow advised that the Board would be taking action on the 2003-04 MCIU Special Education Services Report on Thursday evening. He and Mr. Shipman outlined the purpose of the document contained in Enclosure #26 of Thursday's agenda. They noted that the agreement was an estimate of the services that MCIU would provide district students with special needs. Mr. Shipman indicated that the projected cost had increased 4.9% over the current year. He also reported that the agreement obligated the district to pay for the services actually received based on student IEP's. Mr. Shipman advised that a final reconciliation of services and costs would come at the end of the school year. Mr. Orlow suggested that, as part of the annual budget process, the district look at how close the estimates were to actual costs.

Mr. Orlow reported that the Board would be acting on a trip request for a high school student to attend the American Region Math Race Competition at University Park on 05/30/03 and 05/31/03, as shown in Enclosure #27 of Thursday's agenda.

Mr. Orlow noted that a number of bids would be on the agenda for Board action on Thursday evening.

- Bid documents were to be provided for instructional supplies (elementary and secondary art supplies, general supplies, industrial art supplies, and science supplies.) Mr. Bell confirmed Mr. Orlow's assumption that the supplies had been bid early in order to have them on hand by the start of classes in September.
- CMS athletic, health education, and physical education supplies were listed in Enclosure #28 of Thursday's agenda. Mr. Bell reported that the supplies were

traditionally bid because the final pricing could not be confirmed in advance to be within the parameters for securing quotes. Mr. Bickleman noted that these supplies at CMS were bid at the same time as similar supplies at the high school. He noted that the high school bid had been awarded in April.

- Bid documents for janitorial supplies were to be provided Thursday evening.
- The following bids for facilities projects were shown in Enclosures #29 through #32: Ridge Park carpeting, PWHS carpeting, CMS trench drains, and PWHS chimney stack removal. Board members noted that a couple of bids were over the estimated cost for the project. Mr. Bell advised that throughout the bidding process some bids would come in over the projected budget and others would come in under budget. He advised the Facilities Management Department anticipated that, as a whole, the projects would come in on or under budget.
- Bid documents for CES HVAC upgrade were under review and were to be provided on Thursday evening.

Solicitor's Report: No report.

Committee Reports: No reports.

Additional Public Comment: None.

There being no further business before the Board, Mr. Orlow adjourned the meeting at 9:32 p.m.

Respectfully submitted,

James M. Bell
Board Secretary