

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

President Orlow convened the work session of the Colonial Board of School Directors at 8:30 p.m. in the Board Room of Colonial Elementary School on November 18, 2002.

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

**Board Members Absent:** None.

**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; Sue Castle, President, Colonial Foundation for Educational Innovation; Carol Cohen; Sue Greco; Jerome Joyce; and Cynthia Wirth.

Mr. Orlow led the Pledge of Allegiance. He advised that the Board had met in executive session on 10/23/02, 11/06/02, and 11/14/02 to discuss personnel and legal matters.

**Minutes:** Mr. Orlow directed Board attention to the minutes of the Finance and Audit Committee Meeting of 10/10/02, the Work Session of 10/14/02, the General Meeting of 10/17/02, the Special Meeting of 10/23/02, the Buildings and Grounds Committee Meeting of 10/01/02, The Curriculum Committee Meeting of 10/07/02 and the Finance Committee Meeting of 10/24/02, the Community Relations Committee Meeting of 11/04/02 and the Special Meeting of 11/12/02, as shown in Enclosures #1 through #8 on the agenda for Thursday evening, 11/21/02. Board members had no questions or comments on the minutes.

**Financial Reports:** Mr. Orlow directed Board attention to the financial reports that were listed as Enclosures #9 through #20. They included the Budget Transfer Report for 11/02, the Bond Fund Report, Capital Projects Report; General Fund and Program Bills, General Fund/Federal 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 10/31/02; the Budget Analysis of 11/02; and Treasurer's Report for the month ending 10/31/02. Dr. Lipshutz inquired about the location of the locker rooms listed under repair in the Bond Fund Report. Mr. Bickleman reported that the locker rooms in question were those connected to the pool at the high school.

**Public Comments on the Agenda:** None

**Change in the Agenda:** Mr. Orlow recognized Ms. Castle of the Colonial Foundation for Educational Innovation who, in turn, recognized Cynthia Wirth, Carol Cohen, Sue Greco, and Jerome Joyce, teachers at Colonial Elementary and Colonial Middle Schools. The teachers gave an overview of their foundation-funded mini-grants which involved interaction with a school on a Navaho reservation in the western part of the United States. Ms. Wirth outlined her on-site teaching experience at the reservation school and the other teachers spoke of the related programs that they undertook at their home schools. These inter-related programs fostered cross-cultural exchange and offered the teachers the opportunity to bring students together through email exchanges and through a number of inter-disciplinary programs in language arts, social studies and creative arts. The Colonial Foundation provided the funding for many of the program components.

**Staff Report:** Mr. Orlow confirmed that Dr. Iannelli would provide an update on the district's standardized tests on Thursday evening.

**Old Business:** Mr. Orlow asked Dr. Cotter for an update on the proposed inclusion of an early graduation provision on the district Diploma Policy. See Enclosure #22 for the general meeting the following Thursday.

**Correspondence:** Mr. Orlow noted that Ms. Susan Castle, President of the Colonial Foundation for Educational Innovation would be recommending foundation grants to the Board on Thursday evening. Dr. Cotter reported that the provision was still under study and that he would have no recommendation that evening. He advised that the district would be taking a look at how other districts handled the issue and set a target date of early spring 2003 for a report to the Board. The Board did not address the other two pieces of correspondence on the agenda for Thursday. See Enclosures #23 and #24.

**Superintendent's Report:** Dr. Cotter briefly summarized for the Board his report contained in Enclosures #25 through #29 of the agenda for Thursday evening. He recapped the resignations, promotions and transfers contained in the Personnel Report and highlighted the recommendation to fill the vacant position of Transportation Director as well as the additions to the substitute list. Dr. Cotter also noted adjustments to the move of some long-term substitutes to professional employee status. Mr. Orlow asked if the scope of extra-duty/extra-pay assignments was reviewed on an annual basis. Dr. Cotter advised that it was and he reported that he had reactivated the committee that dealt with that issue as well as the status of active and inactive programs and proposals for new activities. He noted that the committee would be meeting three or four times during the school year.

**New Business:** Mr. Orlow reminded the Board and the community watching the meeting that the superintendent had given the board several initial drafts of what the school calendar for 2003-04 might look like. They were included in Enclosure #30 for Thursday evening. He noted that, in accordance with district past practice, the Board had set the start date for the coming school year as Tuesday, 09/02/03. Dr. Cotter recapped the options then before the Board. He reported that draft #1 was a traditional calendar while the other drafts were less traditional. He noted that they contained a modified spring break and

made election day a non-student day. He noted the desirability of finishing classes by 06/11/04. Dr. Lipshutz asked if the CEA had reviewed the drafts. Dr. Cotter advised that the Colonial Education Association seemed to prefer draft #1. He also indicated that he supported draft #1 but would have a formal recommendation on Thursday evening. Ms. Glodek asked for a justification for making 01/02/03 an in-service day. Dr. Cotter noted that student attendance could be a problem if the district brought students back to school on a Friday.

Mr. Orlow provided the history behind the anti-vandalism programs at Colonial Middle School and Plymouth Whitemarsh High School. He noted that the program had been in affect for 18 years and was funded at \$3,000.00 at the middle school and \$5,000.00 at the high school. He noted that the program encouraged efforts at the school to reduce vandalism and that the student councils at each school received one half of the unspent funds for the program each year. In response to Board queries, Dr. Cotter confirmed the awards to the student councils and outlined the mechanisms that were in place to advertise the program and the benefits derived from limiting vandalism in the schools. See Enclosure #31 in the agenda for Thursday evening.

Mr. Orlow directed the attention of board members to Enclosure #32 in Thursday's agenda, a proposal to revise the Board's Internet Use Policies #452 and #552 to include email accounts. Mr. Orlow suggested that the administration define the meaning of the word *monitor* when discussing the use of email for district purposes only. Mr. Slutsky suggested that language be included stating that all email was the property of the district. He felt that such a change would put the district on the same footing as industry. Board members also asked for clarification on the need for two policies. Mr. Bell noted that the PSBA policy format divided staff into categories and advised that there were a number of cases where policies that affected both professional and classified personnel were listed in the policy binder twice. Dr. Cotter indicated that he would speak to the solicitor about the possibility of streamlining the policy manual.

Mr. Orlow noted that Mr. Donofrio, the boys basketball coach, was seeking authorization to take his team to Baltimore, MD for a holiday tournament on 12/27-28/02. Mr. Orlow indicated that the request outlined in Enclosure #33 was typical of those that the Board had received in recent years and that the prior trips had been successful. Dr. Cotter agreed that the practice of putting the team in a very competitive environment had been good for the program.

Mr. Orlow directed the attention of the board members to a proposed donation of books to the Family and Consumer Science Program at the high school. In response to queries from the Board, Dr. Cotter reported that the donation was significant in value and that the administration deemed it appropriate to seek formal Board acceptance under the provisions of Board Policy #702. He noted that the policy covered gifts, grants and donations. Mr. Slutsky asked if anyone had checked the books to determine if they were suitable. Dr. Cotter advised the Dr. Duncan in the Family and Consumer Science Program

had done so and had advised that they would enhance the program. See Enclosure # 34 in Thursday evening's agenda.

Mr. Orlow reported that the Board would be taking action on Thursday evening on a request to add Sovereign Bank to the list of approved institutions for district investments. Mr. Bickleman reported that the request was a standard one and that he would take steps to assure that the bank met the statutory requirements for handling district funds. Mr. Johnson asked if the Board would have to take further action if the bank was taken over by another institution. Mr. Bickleman replied that it would not.

Mr. Orlow directed the attention of Board members to a request from the acting high school principal for approval for Donald Scholl, a science teacher at the high school, to attend a national meeting of Physics teachers in Dallas, TX from 01/11/03 to 01/14/03, as outlined in Enclosure #36. He noted that the cost of the conference would be shared by the high school and the American Association of Physics Teachers. Dr. Gorodetzer noted that school-based professional development funds would be used. Mr. Slutsky asked if meals were included. Dr. Gorodetzer reported that \$105.00 had been included for meals in the original request but had been inadvertently omitted when the request came forward for Board approval. She indicated that she would have the request updated for Thursday evening. Mr. Slutsky asked if the teacher would be making a report on the trip. Dr. Cotter indicated that the district could require that Mr. Scholl share his experience in a report to his peers.

Mr. Orlow reported that the bid award for scanners outlined in Enclosure #37 would be on the agenda for Board action on Thursday evening. Board members had a number of questions about the bid. Mr. Bell and Dr. Cotter responded. Mr. Bell confirmed that the items were not on a state bid list and had to be bid. Mr. Bell and Dr. Cotter both reported that the scanners were optical readers for standardized tests. Dr. Cotter indicated that they would be needed at both the middle school and high school and would be used for scoring and item analysis in support of the district's curriculum initiatives. Mr. Bickleman reported that the cost for the scanners was within budget but did not have the budgeted amount with him. Mr. Bell indicated that he would get that exact budget figure for Thursday evening. Mr. Yunker requested that future bid analysis sheets include a specification sheet and/or a clearer description of the item being purchased to facilitate Board review.

**Committee Reports:** No reports.

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

