

**COLONIAL SCHOOL DISTRICT
PLYMOUTH MEETING, PA 19462
MINUTES, FEBRUARY 17, 2004**

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 February 17, 2004.

Board Members Present: Marc Orlow, Thomas Davis, Lynn Glodek, Gary Johnson, Hugh Lipshutz, Susan Moore, William Ryan, and Pascal Scoles.

Board Members Absent: Steven Slutsky.

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; and Joseph P. Bickleman, Chief Financial Officer/Board Treasurer.

Mr. Orlow led the Pledge of Allegiance and announced that the Board had met in Executive session to discuss personnel and legal matters on 01/28/04 and 02/17/04 and on 02/11/04 for informational purposes.

Minutes: Mr. Orlow directed Board attention to the minutes of the Work Session of 01/12/04, the Buildings and Grounds Committee Meeting of 01/14/04, the General Meeting of 01/15/04, the Personnel Committee Meeting of 01/22/04, the Joint Finance/Audit and Buildings and Grounds Committee Meeting of 01/29/04, the Personnel Committee Meeting of 01/29/04, the Community Relations and Student Life Committee Meeting of 02/09/04, and the Curriculum Committee Meeting of 02/17/04, as shown in Enclosures #1 through #7 of the agenda for Thursday evening and a handout to be provided. Board members had no questions concerning the minutes.

Financial Reports: Mr. Orlow directed Board attention to the financial reports. They included the Budget Transfer Reports for 01/03; the Bond Fund Reports, Capital Projects Reports; General Fund and Program Bills, Capital Reserve Fund Reports; Food Services Bills/Cafeteria Reports, Outstanding Investment Reports, Cash Flow Summaries, Comparisons of Taxes Collected, Real Estate Escrow Reports and Reconciliations of Cash Accounts for the months ending 01/31/04; and Treasurer's Reports for the month ending 01/31/04, as shown in Enclosures #8 through #19 on Thursday's general meeting agenda. Mr. Orlow inquired about the budget transfers for classroom chairs at Colonial Elementary School. Mr. Bickleman believed that the chairs were a current need and were being purchased with funds transferred from the supplies account to the equipment account but would provide confirmation on Thursday evening.

Public Comments on the Agenda: None.

Staff Report: None.

Old Business: Mr. Orlow noted that the Board had before it three policy revisions and a new policy for review and action on first reading. See Enclosures #20 through #23. He indicated that Policy #208, Student Health Exams, was a revision of a draft that the Board had reviewed earlier in the school year. The policy had been updated in response to legislation on *No Child Left Behind*. Dr. Cotter reported that changes had been made to the policy to define more clearly the nature of the physical exams that district physicians would provide and the procedures that would not be performed because they were considered invasive. He noted that the district had gotten input from its physicians prior to revising the language in the policy. Dr. Lipshutz noted that the district had been very explicit in listing the examinations that school physicians would not perform and suggested that breast exams be included on that list.

Mr. Orlow advised that the new Policy #227.2, Technology Use Policy – Student-focused, had been drafted to reflect the district’s current network configuration, parameters for the use of district technology, ownership and associated security procedures. He indicated that the Community Relations and Student Life Committee and the solicitor had reviewed the policy, suggested major revisions, and returned it to the Board for review and approval on first reading.

Mr. Orlow reported that Policies #452 and #552, Technology Use Policies – Staff- focused, had been drafted for the same reasons that prompted the revision of the student-focused policy. He noted that the staff policy included the district-provided email system for staff and specifically provided for the district’s right to monitor the system. Mr. Orlow asked if the district closed down the staff email system during the summer. Dr. Cotter replied that it did not. Dr. Scoles expressed his opinion that the system should remain open since there was often a need for teachers to communicate with staff and administrators during the summer. A question was raised about how the district would communicate the revision of the policies to its staff. Dr. Cotter advised that the Administration would forward notices of the first reading of the revision to all of its bargaining units. Dr. Iannelli reported that the Administration had reflected on the policy and condensed it. Dr. Cotter noted that existing policies had been updated. Mr. Orlow asked if the revised policy would be referenced in student handbooks. Dr. Cotter reported that it would.

Correspondence: None.

Superintendent’s Report: Dr. Cotter walked board members through his report as shown in Enclosures #24 through #27 of the agenda for action on Thursday evening. He highlighted the four resignations and one termination, three child-rearing leaves, ten transfers and/or employment actions, two appointments and one resignation in extra-duty/extra-pay assignments, the addition of an adult school class in woodworking and the recommended appointment of an instructor, and the recommended appointment of two teachers for the evening SAT class. Dr. Cotter noted that the woodworking class was fully subscribed. He also reported that there would be a recommendation coming forward on Thursday evening on adjustments to the extra-duty/extra-pay assignments for student council at the middle school and for the bell choir and regular choir at Conshohocken Elementary School.

New Business: Mr. Orlow noted that the Board would be taking action at Thursday evening’s meeting on a new Board policy on first reading. He advised that Policy #902, CITV Policy,

prohibited outside use of the district's television facilities, including the transmission of political debates, *Meet the Candidates* events and similar events. Several board members suggested that the wording of the policy referring to local governments be changed so that it did not limit district activities. Several also noted that the reference to the channel might not be appropriate because certain communities within the district viewed the broadcasts on different channels. Mr. Ryan noted that these channels were sometimes used by other organizations as well. Dr. Cotter stated that he would have Mr. Sherman look into the issues raised. See Enclosure #28 for Thursday evening.

Dr. Orlow reported the Board would be considering on Thursday the annual approval and funding for the Summer Consortium of the Arts, as outlined in Enclosure #29. He noted that the district had been participating in the consortium for a number of years and that funding for the summer of 2005 would remain the same as in the summer of 2004 at \$6,300.00.

Mr. Orlow advised that the Board would be taking formal action on a resolution from Plymouth Township outlining its approval to waive land development at Ridge Park Elementary School for the construction of additional classrooms to support full-day kindergarten in the fall of 2004. He reported that the document had been reviewed by the solicitor and found consistent with the township's response to the district's request. See Enclosure #30 of Thursday's agenda. In response to a Board query, Mr. Bell advised that marshalling for the project was to begin shortly and that construction should be underway in the last week of February or the first week of March.

Mr. Orlow directed Board attention to an action item on Thursday evening dealing with Bond Resolutions for a \$10,000,000.00 bond that included a provision to reimburse the Capital Reserve Fund and/or the General Fund, as necessary, for needed capital projects and named Public Financial Management as financial advisor and Fox Rothschild as bond counsel. See Enclosure #31 of the agenda for Thursday evening.

Mr. Orlow reported that professional conference requests would be on the agenda for Board action on Thursday evening in Enclosure #32. Dr. Cotter reported that the wording of the requests was incorrectly stated on Monday's agenda and that he would reword the item to show that Bernard Walters, PWHS English teacher, had requested authorization to attend the Advanced Placement National Conference in Florida from 07/15/04 through 07/18/04 and that Sabina Tedesco and Jim Muscarella, PWHS science teachers had requested permission to attend the National Science Teachers' Association in Atlanta, Georgia from 04/01/04 through 04/04/04. He reported that transportation costs had been estimated and that Enclosure #32 for Thursday's agenda would be split into #32 and #32A.

Mr. Orlow directed the attention of board members to a series of student trip requests on the agenda for Thursday evening, and shown as Enclosures #33 through #40. He noted that most of these trips were annual requests and that he would briefly review them that evening and then ask for Board approval of them in a single motion on Thursday evening.

- DECA Trip: Permission to attend the annual state competition from 03/03/04 through 03/05/04. Costs to be covered by the club and participating students.

- **FBLA State Leadership Conference:** Permission to attend the conference at Seven Springs, Pennsylvania from 03/29/04 through 03/31/04. Costs to be covered by the club and participating students.
- **PWHS Lacrosse Team:** Permission to attend a training camp in Florida during spring break from 04/04/04 through 04/11/04. Costs to be covered through fundraising.
- **CMS Art Trip:** Permission for a field trip to *Grounds for Sculpture* in Hamilton, New Jersey on 04/14/04. Cost of lunch and admission to the museum to be covered by the participating students.
- **Marine Science Consortium and Cape Cod Sea Camp:** Permission to attend the former from 04/21/04 through 04/24/04; the latter from 05/16/04 through 05/19/04. Costs to be covered by participating students.
- **Class of 2005 Senior Class Trip:** Permission to travel to Disney World, Florida from 04/09/05 through 04/12/05. Costs to be covered through fundraising and by participating students.
- **Girls' Basketball Team:** Permission to participate in the *Shootout at the Shore* in Linwood, New Jersey on 02/07/04 and 02/08/04. Participation and associated activities are at no cost to the district. Dr. Cotter indicated that Board ratification of the trip was being requested.
- **State Indoor Track Championship:** Permission to attend the championship at University Park on 02/27/04 and 02/28/04. Costs to be covered by the school.

Dr. Lipshutz asked why the middle school art trip required board approval. Dr. Cotter replied that approval was required because the trip would be out of state.

Mr. Orlow advised that the district would be considering three bids on Thursday evening, as outlined in Enclosures #41 through #43.

- **Replacement of the remaining old roofs at the high school:** The low bidder withdrew his bid before the deadline citing omissions in material and labor. Facilities management recommended approval of the next lowest responsible bidder, ARC Roofing in the amount of \$1,345,000.00, a price well below what had been budgeted for the project. Mr. Orlow asked when the project would be undertaken. Mr. Bell stated that it would be done during the summer of 2004.
- **Replacement of the curtain wall at Conshohocken Elementary School.** Facilities management recommended approval of the lowest responsible bidders: General Contractor – Walter Brucker at \$702,150.00, Electrical Contractor – NuMor Electric at \$104,800.00, and HVAC Contractor – AllStates Mechanical at \$784,000.00 for a total cost of \$1,590,950, well below the original estimate for the project.
- **20/24-passenger school bus:** Mr. Bell advised that the bid summary had been updated to correct a typographical error. He recommended approval of the lowest responsible bidder, Brightbill Body Works, Inc. at a cost of \$37,387.00. Mr. Orlow asked why the district needed the vehicle. Mr. Bell reported his understanding that the district would be retiring a van from regular service and that the bus was a more flexible option for the district than a van. He indicated that he would confirm that understanding before the meeting on Thursday. Mr. Orlow asked if the purchase had been budgeted. Mr. Bell reported that it had and that the recommended bid had come in under the budgeted amount.

Solicitor's Report: No report.

Committee Reports: None.

Additional Public Comment: None.

There being no further business before the Board, Mr. Orlow adjourned the meeting at 9:18 p.m.

Respectfully submitted,

**James M. Bell
Board Secretary**