

**COLONIAL SCHOOL DISTRICT  
PLYMOUTH MEETING, PA 19462  
MINUTES, JANUARY 12, 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 January 12, 2004.

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

**Board Members Absent:** None.

**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 11/12/04 and on 11/07/04 for informational purposes.

**Minutes:** Mr. Orlow directed Board attention to the minutes of the Finance Committee Meeting of 11/17/03, the Buildings and Grounds Committee Meeting of 12/17/03, the General Meeting of 12/18/03, the Curriculum Committee Meeting of 01/12/04, as shown in Enclosures #1 through #3 of the agenda for Thursday evening and a handout to be provided. Dr. Lipshutz noted an error on the last page of Enclosure #3.

**Financial Reports:** Mr. Orlow directed Board attention to the financial reports. They included the Budget Transfer Reports for 11/03 and 12/03; 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 11/30/03 and 12/31/03; and Treasurer's Reports for the months ending 11/30/03 and 12/31/03, as shown in Enclosures #4 through #15 on Thursday's general meeting agenda. Mr. Orlow inquired about the process for reviewing bills for professional services. He also asked Mr. Bell and Mr. Bickleman about engineering fees and whether or not they were part of the architect's fees. Mr. Bell believed that some of the engineering fees were not part of the fee structure under the district's contract with its on-call architect. Mr. Orlow asked Mr. Bell to confirm fee arrangements for the firms providing engineering services and requested that the Buildings & Grounds Committee review bills from the district's architects prior to processing them for payment. Mr. Bell advised that the Administration had already arranged for committee review of the bills. He also indicated that he would report back to the Board on the district's contracts with its consulting engineers.

**Public Comments on the Agenda:** None.

**Staff Report:** None.

**Old Business:** Mr. Orlow noted that the Board had before it several drafts of the school calendar for 2004-05 school year. He advised that the Board would have two issues before it on Thursday evening, reconsideration of the start date for the coming year and the adoption of the calendar. Mr. Slutsky reaffirmed his support for a start date after Labor Day and a full spring break. He indicated that the later start seemed even more imperative given the issues that had come up with the major capital projects scheduled through the summer of 2004. He acknowledged that the downside of a start after Labor Day could be a late end date if the winter proved worse than normal. Mr. Orlow advised that the Board normally tried to stick with its decision on a start date once it had been made but noted that delays in the receipt of land development approvals had made it difficult to start school before Labor Day. He agreed with Mr. Slutsky that a later date now made sense. Ms. Glodek inquired about the impact of a late end to the school year on graduating seniors who might want to take summer classes at colleges and universities. Dr. Cotter noted that many district's across the state finished in the third week of June without undue hardship for graduating seniors. He advised that he would raise the issue with the Guidance Department at the high school and report back to the Board on Thursday evening. Dr. Lipshutz supported a start date after Labor Day but suggested that the district change the calendar to allow the use of three days of spring break as make-up days if the area experienced an unusually bad winter. Dr. Scoles supported an after-Labor Day start in light of potential delays in construction projects. Mr. Orlow agreed with Dr. Lipshutz on reconfiguring the schedule of snow make-up days. He noted that there seemed to be a consensus to adopt a calendar similar to Draft #2 on Thursday evening that would set the start date after Labor Day and reconfigure the schedule of snow make-up days to use three days of spring break before extending the school year. See Enclosure #16 for calendar options.

**Correspondence:** Mr. Orlow noted that the Board would be acting on a bequest from the estate of Joshua Morris in the amount of \$2,000.00 to be used for the education of district students. He advised that the bequest in Enclosure #17 for Thursday evening had become an annual gift.

Dr. Cotter advised that the Board had received correspondence for the Colonial Foundation for Educational Innovation and would be acting on Thursday evening on a request for Board acceptance of some major grants from the foundation.

**Superintendent's Report:** Dr. Cotter walked board members through his report as shown in Enclosures #18 through #21 of the agenda for action on Thursday evening. He noted that there would be a number of additions to the action items for Thursday evening. He also advised that there would be a resolution for termination on the agenda for Board review and action. Mr. Orlow sought and received clarification on a request for child-rearing leave. Mr. Slutsky asked and received confirmation that the filling of a position for a 9<sup>th</sup> grade softball coach was for a current vacant position and not a new position. Dr. Cotter noted the recommendation to fill a vacancy for a choreographer for the high school theater program with two people who would split the responsibility.

**New Business:** Mr. Orlow noted that the Board would be taking action at Thursday evening's meeting on a number of Board policies on first reading. Policy #253, Homeless Children had been updated to comply with "No Child Left Behind" legislation. Mr. Orlow asked if the district currently had students that would fall under the policy. Dr. Cotter reported that the district had students from time to time who would be covered by the policy. Mr. Shipman advised that there were no students covered by the policy currently enrolled and that enrollments under the policy were usually of short duration.

Dr. Cotter and Dr. Iannelli reported that Policy #227.2 was a new policy that covered issues that were arising as the result of the expanded use of technology in the district and focused on student rather than staff use. Mr. Orlow suggested some tightening up on the language to make obligations and restrictions under the policy clearer. He also asked the Community Relations and Student Life Committee to review the proposed policy and make a recommendation to the Board. Ms. Glodek suggested that the solicitor also take a look at the policy and forward a recommendation.

Mr. Orlow noted Policy #707, Use of School Facilities and Equipment, was being updated to include procedures for notifying users of district fields when fields would be closed following inclement weather. Dr. Cotter noted that he had provided the current fee structure for facility use in a handout before Board members. See Enclosure #24 of Thursday's agenda. Dr. Cotter and Mr. Bell outlined the purpose of the proposed revision and explained the steps being taken to prevent damage to district fields following storms. Dr. Cotter noted that the original recommendation for field notification included the possibility of fines that would have required Board approval. He and Mr. Bell noted that eliminating the fines now made it possible to either revise the policy or create administrative regulations to implement the proposed communication procedures. Mr. Bell suggested that the current language of the policy covered basic rules and regulations for the use of district facilities and that a regulation could be used to provide details. Mrs. Moore and Mr. Scoles asked who would have the responsibility of determining if the fields were usable during the week and on the weekend. Mr. Bell advised that Mr. Yemm, the district's Facilities Manager would have that responsibility. The Board reached a consensus on withdrawing the proposed policy revision and issuing new administrative regulations instead.

Mr. Orlow noted that the Board would be taking action on Thursday evening on the Certified Resolution for Depository Authorization contained in Enclosure #25. He noted that the signatures were being amended to include the new assistant principal at the school.

Mr. Orlow advised that Enclosure #25 of the agenda for Thursday evening was a request for Robert Culp, Social Studies Department Chair, to attend the National Council for History Education Conference in St. Louis, Missouri from 04/01/04 through 04/13/04.

Mr. Orlow directed the attention of board members to two student trip requests on the agenda for Thursday evening. He noted that the request contained in Enclosure #30 was for a trip by high school class of 2005 to participate in an "All-Night Stay" at Hershey Park from Friday evening, 03/21/04 through Saturday morning, 04/22/04. Mr. Slutsky asked if the request was for a standard trip. Dr. Cotter indicated that it was a new request for a team-building event. Mr.

Orlow asked if the trip required Board action because it was an over-night excursion. Dr. Cotter indicated that was, indeed, the reason for requesting Board approval.

Mr. Orlow reported that Enclosure #28 of the agenda for Thursday evening was a request for the high school cheerleaders to participate in the ECA National Cheerleading Championships in Williamsburg, VA from 03/19/04 through 03/21/04. Mr. Orlow asked how many students would be attending. Dr. Cotter indicated that the program had grown and 34 varsity cheerleaders would probably attend.

Mr. Orlow directed the attention of Board members to a proposal for the Director of Athletics and Student Activities at the high school to add a co-ed bowling team to the roster of Suburban I Conference sports at the school. Dr. Cotter noted that the proposal was to be reviewed by the Community Relations and Student Life Committee on 01/13/04. Mr. Orlow asked how many districts offered bowling as a sport. Dr. Cotter noted that there were a number of participating schools and indicated that he would check the current count. He also noted that the sport was co-ed, was attractive to some students who might otherwise not participate in a varsity sport and traditionally did not draw students away from other sports. Dr. Cotter advised that finding lanes for the sport was a problem for some districts but that Mr. Forster had located lanes that would welcome the students. Mr. Orlow asked if the number of extra-duty/extra-pay units for the sport was an estimate. Mr. Berger advised that it was an estimate and that the Extra-Duty/Extra-Pay Committee had not yet reviewed the position. See Enclosure #29.

Mr. Orlow reported that there would be a number of bids on the agenda for Board action on Thursday evening. Mr. Bell noted that the bids for the replacement of the curtain wall at Conshohocken Elementary School had been opened that afternoon and were being reviewed. Mr. Bell noted that the bids for the west wing roof replacement at the high school were valid for 60 days and suggested that Board action on the bids be deferred until the February meeting so that the Building and Grounds and Finance Committees could review project priorities and funding before recommending Board approval of the bid. Mr. Bell reported that the bids for the renovation and addition to the Trainer's Room at the high school had come in very high. He indicated that the Administration was recommending that all of the bids be rejected and that the project be re-bid once the Buildings and Grounds and Finance Committees had completed their review of project priorities and funding.

**Solicitor's Report:** No report.

**Committee Reports:** Finance: Mr. Slutsky reminded the Board that the committee would be meeting on 01/14/04 at 8:15 a.m. to take a look at capital projects, the latest reports on the current budget and preliminary numbers for the budget for the coming year.

Curriculum and Instruction: Mr. Davis advised that the committee had met that day and had taken a look at the curriculum for visual arts, changes in graduation projects, course scheduling and an update on the math program.

Community Relations and Student Life: Ms. Glodek advised that the committee would be meeting on Tuesday evening.

**Additional Public Comment: None.**

**There being no further business before the Board, Mr. Orlow adjourned the meeting at 10:00 p.m.**

**Respectfully submitted,**

**James M. Bell  
Board Secretary**