

**COLONIAL SCHOOL DISTRICT
PLYMOUTH MEETING, PA 19462
MINUTES, SEPTEMBER 18, 2003**

President Orlow convened the general meeting of the Colonial Board of School Directors at 8:05 p.m. in the Board Room of Colonial Elementary School on September 18, 2003.

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

Board Members Absent: Hugh Lipshutz and William Ryan.

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; Jim Muscarella, President, CEA; Dante Del Vecchio, and Nancy Mortimer O'Brien.

Mr. Orlow led the Pledge of Allegiance and announced that the Board had met in Executive session to discuss personnel and legal matters on 08/27/03, 09/10/03 and 09/15/03.

Minutes: Mr. Orlow directed Board attention to the minutes of the Curriculum Committee Meeting of 08/18/03, the Work Session of 08/18/03, General Meeting of 08/21/03, the Special Meeting of 05/28/03, the Buildings & Grounds Committee Meeting of 08/28/03 and the Personnel Committee Meeting of 09/11/03, as shown in Enclosures #1 through #4 and #32 of the agenda. Mr. Johnson moved and Davis seconded a motion to approve the minutes. On a roll call vote, all voted in favor. The motion was carried.

Financial Reports: Mr. Orlow directed Board attention to the financial reports that were provided as handouts for the meeting. They included the Budget Transfer Report for 09/03; 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 08/31/03; the Budgetary/Deficit Status Report of 09/03; the Accounts Payable list of 09/10/03, Contracted Payroll Payables of 06/30/03 and the Treasurer's Report for the month ending 08/31/03, as shown in Enclosures #5 through #17. Mr. Orlow noted that the Board had received an update providing answers to the questions asked on Monday evening. Ms. Glodek moved and Mr. Davis 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: None.

Staff Report: Dr. Cotter and Dr. Gorodetzer provided information on district goals for the 2003-04 school year. They noted that the goals supported the district's plans for improving student achievement and, in 2003-04, would be focused on the secondary level rather than the elementary level where plans had been focused in earlier years. Mr. Orlow advised that the Board was deeply involved in the process of goal setting and had met at a mini-retreat in the summer to set an agenda and fix broad goals for the *Above and Beyond* program and other efforts. The goals for 2003-04 were outlined in Enclosure #18.

Old Business: None.

Correspondence: None.

Superintendent's Report: Dr. Cotter recapped his presentation on Monday evening and provided updated information in each segment of his report. The full report was contained in Enclosures #19 through #22. Mr. Orlow had a question about the new math teacher at the middle school. Mr. Berger reported that the regular teacher had started the year and had then gone out on maternity leave. The new teacher was a long-term substitute for the regular teacher while she was on leave. He noted that there had been time for a transition period between the regular teacher and the long-term substitute. Mr. Yunker moved and Mr. Johnson seconded a motion to approve the Superintendent's Report. On a roll call vote, all voted in favor. The motion was carried.

Board Student Representatives Report: None.

New Business: Mr. Orlow noted that many of the items of new business had been reviewed on Monday evening. He requested board action on a student placement in a special education program, as outlined in Enclosure #23. Mrs. Moore moved and Mr. Yunker seconded a motion to approve the placement. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow sought Board approval of a field trip request for the Future Business Leaders of America at the high school to attend a conference at Penn State University on 10/19/03 and 10/20/03. Mr. Johnson moved and Mr. Yunker seconded a motion to approve the request as outlined in Enclosure #24. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow requested Board action on adding Sovereign Bank to the list of financial institutions for district investments, as shown in Enclosure #34. Mr. Johnson moved and Mr. Davis seconded a motion to add the bank to the list. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow requested Board action on a transportation contract for service to New Hope Academy, as outlined in Enclosure #35. Mrs. Moore moved and Mr. Yunker seconded a motion to approve the contract. On a roll call vote, all voted in favor. The motion was carried.

Mr. Orlow sought Board approval for bids for milk and juices, ice cream novelties, a new roof for the high school mechanical room, and high school musical instruments. Note was taken that the bid for ice cream novelties had been broken out between two vendors when it was determined that another vendor would supply some of the novelties at a lower price without requiring a minimum order above what the district was planning to purchase. Votes were taken separately on each bid.

- Mr. Slutsky moved and Ms. Glodek seconded a motion to approve the bid for milk and juices, as outlined in Enclosure #25. On a roll call vote, all voted in favor. The motion was carried.
- Mr. Johnson moved and Mr. Yunker seconded a motion to approve the bid for ice cream novelties, as outlined in Enclosure #26. On a roll call vote, all voted in favor. The motion was carried.
- Mr. Johnson moved and Mrs. Moore seconded a motion to approve the roof bid, as shown in Enclosure #27. Mr. Johnson reported that the roof work would begin as soon as possible because the roof had failed. Mr. Bell advised that it had been repaired each time that a problem arose but needed to be replaced. Mr. Orlow asked if precautions would be taken to insure that the roof work did not interfere with instruction. Dr. Cotter thought that it would be scheduled over weekends or holidays. Mr. Bell thought that marshalling for the project would have to be done when school was not in session but believed that the roof was in a remote enough location to allow for work to proceed during the week without disrupting classroom activities. He indicated that he would confirm his understanding and report back to the Board. On a roll call vote, all voted in favor. The motion was carried.
- Ms. Glodek moved and Mr. Yunker seconded a motion to approve the bid for musical instruments at the high school, as shown in Enclosure #28. Mr. Sultanik advised that it was not necessary to reject a bid that did not meet the specifications. On a roll call vote, all voted in favor. The motion was carried.

Solicitor's Report: Mr. Sultanik request Board approval of a settlement proposal from the solicitor for parcel #49-00-10138-00-1. The proposal would set the assessment for 2002-03 at \$2,700,000.00 and for 2003-04 and 2004-05 at \$2,300,000.00. The school could bill for increased taxes in the amount of \$25,743.00 for the first two years and at the current millage rate in all subsequent years. Mr. Yunker moved and Mr. Davis seconded a motion to approve the proposed settlement. On a roll call vote, all voted in favor. The motion was carried.

Committee Reports: Intermediate Unit Board: No report.

CMCAVTS: Mr. Johnson explained the resolution that was before the Board in Enclosure #36 on the issue of amending the Articles of Agreement for the Central Montgomery County Area Vocational Technical School. The resolution would extend the articles until 06/30/04, add the 2003 renovation project at the facility, set the division of the costs of that renovation project at 35% each for Colonial School District and Upper Merion Area School District and 30% for Norristown Area School District, and divide the cost of all other capital outlays equally among the participating districts. The solicitor raised issues with how each district's equity interest in the property would be determined under the new articles. Mr. Yunker sought clarification of both the equity interest issue and the effective date at which the equal division of capital outlays would become effective. Dr. Cotter recommended that the Board focus on the immediate issues at hand and deal with others at a later date. The Mr. Orlow briefly tabled discussion on these topics while the solicitor researched the School Code.

Personnel: Mr. Davis reported on conversations that the committee had with the CASEA administrative group on potential contract language and on administrators holding extra-duty/extra-pay assignments.

Finance: No report.

Curriculum and Program: No report.

Buildings & Grounds: Mr. Johnson sought Board approval of three architectural agreements.

- Mr. Johnson asked for approval of a contract, approved by the solicitor, with Gilbert Architects for full architectural services for curtain wall replacement at Conshohocken Elementary School. He noted that the contract called for the architect to be paid at the rate of 8% of the cost of construction for the project. He noted that the estimated cost was just over \$2,000,000.00. Mr. Johnson moved and Mrs. Moore seconded a motion to approve the contract, as presented to the Board. On a roll call vote, all voted in favor. The motion was carried.
- Mr. Johnson requested Board approval of a contract, approved by the solicitor, with Polatnick Zacharjasz Architects for full architectural services for the renovation of the high school library. He noted that the contract called for the architect to be paid at the rate of 9% of the cost of construction for the project. He noted that the estimated construction cost was \$650,000.00 for construction and \$200,000.00 for furniture. Mr. Bell confirmed that furniture costs would not be part of the formula for calculating the architect's fee. He also explained the full process followed by the design committee that included board members, administrative personnel at the District Office and the school, library staff and staff from the architectural firm. Mr. Bell indicated that the final design was the result of a lot of collaboration and that the committee had reached a broad consensus on the design that was the most appropriate for a renovation that, with minor

exceptions, stayed within the footprint of the existing library. He reported that Dr. Garlin and her secretary would relocate to renovated space in the main office when their current space became part of the renovated library. Mr. Johnson moved and Mrs. Glodek seconded a motion to approve the contract, as presented to the Board. On a roll call vote, all voted in favor except Mr. Yunker. Mr. Yunker voted in opposition. The motion was carried.

- Mr. Johnson sought Board approval of a contract with Polatnick Zacharjasz Architects for full architectural services and complete engineering services for the expansion of the Trainer's Room at the high school. He noted that the contract was not based on the district's base contract with the firm but called for a flat fee of \$29,800.00 for the engineering-laden project. Mr. Johnson explained the scope of the expansion and its location between the girls' locker room and the driveway to the courtyard parking lot. Mr. Bell assured the Board that the expansion would not infringe on the existing sidewalk along the driveway and that there would be a clear line of sight at the driveway. Mr. Bell also confirmed that the contract included securing all of the necessary permits. Mr. Johnson moved and Mrs. Moore seconded a motion to approve the contract. On a roll call vote, all voted in favor. The motion was carried.

Community Relations: Ms. Glodek reported that the committee would be meeting in the near future. She also announced that Board Student Representatives had been excused from the meeting that evening because all student activities had been canceled in anticipation of the arrival of tropical storm Isabel.

Legislative: No report.

Return to the CMCAVTS Report: Mr. Orlow returned the Board to its earlier discussion of the proposed revision of the Articles of Agreement at CMCAVTS. Mr. Sultanik provided a brief update on his search through the School Code for pertinent information related to the issues raised in the proposed resolution and subsequent discussion. At the end of a brief period of additional discussion, Mr. Johnson moved and Ms. Glodek seconded a motion to approve the resolution contingent upon the superintendent and the solicitor reviewing language related to the equity interest of sending districts in the facility and a confirmation of the effective date for funding of all future capital outlays, except the 2003 major renovation, equally by the participating school districts. On a roll call vote, all voted in favor. The motion was carried.

Additional Public Comment: None.

There being no further business before the Board, Mr. Orlow adjourned the meeting at 9:08 p.m.

Respectfully submitted,

**James M. Bell
Board Secretary**