

**COLONIAL SCHOOL DISTRICT
PLYMOUTH MEETING, PA 19462
MINUTES, AUGUST 13, 2007**

President Orlow convened the work session of the Colonial Board of School Directors at 7:35 p.m. in the Board Room of Colonial Elementary School on August 13, 2007.

Board Members Present: Tom Davis, Gary Johnson, Hope Luken, Marc Orlow, William Ryan and Mitch Zimmer.

Board Members Absent: Sue Moore, Pascal Scoles and Steven Slutsky.

Also Attending: Vincent F. Cotter, Superintendent; MaryEllen Gorodetzer, Assistant Superintendent; Gerald E. Berger, Director of Human Resources; Joseph P. Bickleman, Chief Financial Officer/Board Treasurer; Cassandra DeLong, Director of Pupil Services; Andrew Boegly, Chief Information Officer; Terry Yemm, Director of Operations; John Quinn, Director of CITV and David M. Sherman, Community Relations Coordinator/Board Secretary.

Mr. Orlow led the Pledge of Allegiance and announced that the Board had met in executive session on 08/08/2007 and 08/13/2007 to discuss informational, legal and personnel matters.

Minutes: Mr. Orlow asked Board members to review the minutes of the General Meeting of 07/19/2007 and the Facilities Management and Transportation Committee, Safety and Wellness Committee and the Community Relations and Student Life (CRSL) Committee of 08/02/2007. See enclosures #1 through #4. He stated that minutes of the Human Resources Committee of 08/02/2007 and the Curriculum Committee of 08/13/2007 should be available for review on Thursday.

Financial Reports: Mr. Orlow asked Board members to review the financial reports on the list for approval on Thursday evening. The reports include the Bond Fund Report, the Capital Projects Report, the General Fund/Federal Program Bills, the Capital Reserve Fund, the Food Service Bills/Cafeteria Report, the Outstanding Investment Report, the Cash Flow Summary, the Comparison of Taxes Collected, the Real Estate Tax Escrow Report, the Reconciliation of Cash Accounts, the Budgetary/Deficit Status Report and the Treasurer's Report for the month ending 07/31/2007, as shown in enclosures #5 through #14.

Mr. Johnson inquired as to how many taxpayers had taken advantage of the installment payment plan instituted under Act 1. Mr. Bickleman stated that of the 1,236 eligible taxpayers who had already paid their taxes, 155 or about 12.5 percent chose the installment plan.

Mr. Orlow asked when Chestnut Hill College (CHC) will begin making payments on Victory Fields #1 now that the artificial turf has been installed. Mr. Bickleman stated that he was still compiling construction costs to create an amortization table for CHC. Mr. Bickleman and Mr. Yemm confirmed that the contract with CHC stipulates that payments will begin in August.

Mr. Orlow questioned the status of the District's escrow payments to Whitemarsh Township for completed construction projects. Mr. Yemm stated that a letter requesting the return of the escrow deposit on the Franklin Way project was sent to the Township on July 10 and a letter requesting the same for Colonial Field and Victory Fields #1 was sent on July 13. He stated that the Township has 30 days from the receipt of the letters to comply with the request.

Mr. Orlow questioned a listing for Militia Hill Security on the Bills for Approval List. The listing included no dollar amount. Mr. Bickleman said he would investigate.

Public Comments on the Agenda: None.

Staff Report: Mr. Orlow stated that Thursday's agenda included staff reports on the District's summer programs by Dr. Gorodetzer and on the Colonial Cares Coalition and its planned initiatives and activities for the 2007-2008 school year by Dr. Cotter. See enclosure #15. Dr. Cotter stated that the summer programs report will be made this evening and the Colonial Cares Coalition report and a report on the District Goals for the 2007-2008 school year will be made on Thursday.

Dr. Gorodetzer reported that the District's summer education programs have ended. She stated that the K-2 Summer Literacy Program held at Conshohocken Elementary School (CE) supported 48 students in reading and writing. The students participated in a three-hour per day, four-week program that ran from June 25 through July 19.

Also held at CE was the Colonial Elementary School Summer Literacy Program for students entering grades 4, 5 and 6. Twenty-eight students consistently attended that program.

The Ridge Park Elementary School (RP) Summer Reading Program is a K-2 program for all students who reside in the District. Forty-two percent of the students who participated were non-public school students.

Dr. Gorodetzer stated that in general the students made slight improvement or maintained their skill levels, which is the goal of the program.

She stated that the Secondary Summer Program was held for students who did not complete classes during the 2006-2007 school year. Seventy-eight students successfully completed the program.

Dr. Gorodetzer stated that a report on the Extended School Year program will be made in September.

Mr. Orlow asked how many students in the Secondary Summer Program also attended the program the previous year. Dr. Gorodetzer stated that she would confirm the percentage but estimated it to be 20-22 percent.

Old Business: None.

Correspondence: None.

Superintendent's Report: Dr. Cotter led Board members through his report which includes the Personnel Report and Substitute List, the Extra Duty/Extra Pay List, a list of Adult Evening School teachers for the fall 2007 semester and the Enrollment Report. See enclosures #16 through #19. He stated that the Personnel Report and Substitute List contained 23 actions, including four resignations, one childrearing leave, 13 replacements, two new hires, two retirements, one reassignment and two substitutes. He stated that the Extra Duty/Extra Pay List was extensive and that the Adult Evening School classes were self-sustaining.

Mr. Davis inquired as to the dollar total for the Extra Duty/Extra Pay positions. Mr. Berger noted that all of the positions are not filled, however, when filled, the total payroll would be approximately \$660,000.

Mr. Orlow noted that some of the open positions included fall sports coaches and inquired as to the timing of potential hires. Mr. Berger stated that the open fall sports position was at Colonial Middle School and the program did not begin until after school started. He added that an active pursuit of

candidates was underway. Mr. Berger also confirmed for Mr. Orlow that the unfilled positions were not new positions.

Mr. Davis asked if the Enrollment Report indicated the need to reallocate resources to manage class sizes. There was considerable discussion of class sizes and shifting of resources at Whitemarsh Elementary School (WE), Plymouth Elementary School and RP. Mr. Berger noted that WE had an increase in enrollment which he attributed to the quality of the school and some private school students reenrolling in District schools. He stated that he will have an updated report on Thursday to better show the class sizes and allocation of resources. Dr. Gorodetzer added that the number of special education students in a particular class affected the size of the first grade class at RP.

New Business: Mr. Orlow asked Board members to review Board Policy #604, Construction Project Change Orders. He asked Mr. Yemm to explain the policy which Mr. Orlow stated had been discussed in committee. See enclosure #20. Mr. Yemm stated that the policy outlines the process and procedures in the approval process for construction/renovation change orders. He noted that the intent is to ensure that change orders go through a review process. Mr. Yemm confirmed for Mr. Orlow that the architect must approve change orders. Dr. Cotter noted that the administrative regulation accompanying the policy was more specific and that the policy needed to be re-worded. Mr. Orlow stated that he would like to see the administrative regulations accompany the policy when it is reviewed on a first-read basis on Thursday evening.

Mr. Orlow directed Board members' attention to a series of Special Education Transportation Contracts. The first contract with the Devon Preparatory School includes a rate of \$15.95 per student/per day. See enclosure #21. The 2006-2007 rate was \$15.50 per student/per day. Currently there are two students attending the school, but this could change during the school year. The second agreement is with St. Joseph's Preparatory School at a rate of \$6.82 per student/per day. See enclosure #22. The 2006-2007 rate was \$5.82 per student/per day. At present, 21 CSD students attend the school, the same number as last year. The third contract is with the Western Pennsylvania School for the Deaf at a rate of \$6,200 per child for transportation between Harrisburg and Pittsburgh at the beginning of the week and then back to 3820 Hartzell Drive in Camp Hill at the end of the week. See enclosure #23.

Mr. Yemm confirmed for Mr. Orlow that the transportation contracts were renewals. Mr. Orlow noted that the District saved money by handling transportation in this manner rather than contracting with an outside vendor.

Mr. Orlow stated that the Board will take action Thursday on a Parent Transportation Contract that stipulates the District will reimburse the parents for transportation of a student to the Pittsburgh School for the Deaf, via Harrisburg, at a rate of \$0.485 per mile or current IRS rates effective August 21, 2007 through June 20, 2008. See enclosure #24. He noted that this is the second half of the contract with the Western Pennsylvania School for the Deaf. Dr. Cotter stated that the parents transport the child to the Harrisburg area to meet the ride to Pittsburgh and pick the child up in the Harrisburg area at the end of the week.

Mr. Orlow asked Board members to review a Transportation Equipment Contract with Bus Radio. See enclosure #25. He noted that the initiative had been discussed in committee for some time. Mr. Yemm explained that the equipment is to be installed on Romano's buses. The purpose is to ensure appropriate music is played on the buses. The District also may include announcements. The goal is to improve bus safety. Mr. Yemm noted that the programming includes some advertising in which the District will share in the revenue. There is no cost for the service. Mr. Yemm confirmed for Mr. Orlow that the contract is for one-year with a renewal for five years to give the District a trial period. There was some question as to what degree the District could control the music content and how the

advertising revenue should be handled. Mr. Orlow noted that the Board approved donations but wasn't sure it had the right to make donations. Mr. Yemm confirmed that the Bus Radio contract was reviewed by the solicitor's office. In response to a question from Mr. Orlow, Mr. Yemm stated that the equipment was ready to be installed upon Board approval.

Mr. Orlow noted that Cassandra DeLong, Director of Pupil Services, has submitted two Special Education Service Agreements for Board review. The first is with the Crefeld School (EA) to place a student at a cost of \$24,850 with an enrollment fee of \$500 for the 2007-2008 school year. The second agreement is with the Perkins School for the Blind at a cost of \$241,792.50. The Crefeld School placement agreement is new and a corresponding settlement agreement will follow. The Perkins School for the Blind agreement is a renewal. To ensure student confidentiality and privacy, Board members previously reviewed both agreements in Executive Session.

Mr. Orlow asked Board members to examine a summary of the MCIU Cooperative Purchasing Bid for various types of fuel for the 2007-2008 school year. See enclosure #26. He asked Mr. Bickleman to summarize the bid. Mr. Bickleman recommended acceptance of a bid for a variable price for heating oil and a fixed price for bio diesel fuel. He noted that the District has applied for a grant to assist with funding of the cleaner-burning bio diesel fuel. He confirmed for Mr. Orlow that the price estimates for fuel are within the amounts budgeted.

Mr. Orlow directed Board members to review a list of administrative conference requests for the 2007-2008 school year. See enclosure #27. He noted that per the Administrator Compensation Plan and the Memorandum of Meet and Discuss for the Colonial Administrators and Supervisors Education Association, professional development funds are allocated for conference attendance.

Mr. Orlow asked the Board to review a student trip request for the Plymouth Whitmarsh High School (PWHS) Marching Colonials, under the direction of Tonia Kaufman, to participate in a Cavalcade of Bands hosted by Kingsway Regional High School in Woolrich Township, New Jersey on Saturday, September 15, 2007. See enclosure #28. Dr. Cotter noted that the Board needs to approve the trip since it involves out of state travel. He stated that the host school participated in a PWHS cavalcade in the past.

Mr. Orlow stated that two bid awards were before the Board. The first bid is for ice cream and the second bid is for video badging and management software. Dr. Cotter noted that the administration is withdrawing the second bid at this time pending further research.

Solicitor's Report: None.

Committee Reports: None

Public Comment: None.

There being no further business before the Board, Mr. Orlow adjourned the meeting at 8:17 p.m.

Respectfully Submitted,



David M. Sherman
Board Secretary