

**COLONIAL SCHOOL DISTRICT**  
**PLYMOUTH MEETING, PA 19462**  
**MINUTES, NOVEMBER 20, 2008**

President Orlow convened the business meeting of the Colonial Board of School Directors at 7:02 p.m. in the Colonial Instructional Television (CITV) studios in Plymouth Whitmarsh High School (PWHS) on November 20, 2008.

**Board Members Present:** Tom Davis, Gary Johnson, Susan Moore, Marc Orlow, Hope Luken\*, Dr. William Ryan\*\*, Dr. Pascal Scoles, Steven Slutsky and Mitch Zimmer.

**Board Members Absent:** None.

**Also Attending:** Dr. Vincent F. Cotter, Superintendent; Dr. MaryEllen Gorodetzer, Assistant Superintendent; Joseph P. Bickleman, Chief Financial Officer/Board Treasurer; Cassandra DeLong, Director of Pupil Services; Andrew Boegly, Chief Information Officer; Terry Yemm, Director of Operations; Jeffrey T. Sultanik, Solicitor; John Quinn, Director of CITV; Kim Newell, Assistant Director of CITV; David M. Sherman, Community Relations Coordinator/Board Secretary; Allan Hong and Jessica Piergiovanni, Board Student Representatives; Erin McMahan; Terese Boegly; Michael McKenna; Charlene Koretz; Alexis Bunt; Patty D'Annunzio; Kirsten Young; Jane Rush; Jessica DiRenzo; Elizabeth Morris; Katie Johnson; Janette O'Keefe; Tom Kuestner, Jennifer Nemcheck, Meghan Cappello; Christy Liszewski; Terri Wolfheimer; Elizabeth Jones; Robin Ubaldini; Nina Pratkowski and Jen Fitzgerald.

**Recognition/Awards:** Mr. Orlow led the Pledge of Allegiance and asked Dr. Cotter to introduce the students and coaches present for recognition. Dr. Cotter welcomed PWHS golf coach George Wadlin, who presented his team which posted a 13-1 record and won the Suburban One League championship for the fourth time in five years. Dr. Cotter then introduced PWHS girls' cross country coach Ryan Buterbaugh, who presented his team which is the first girls' cross country team from PWHS to be unbeaten and win the Suburban One League American Conference championship.

Mr. Orlow announced that the Board had met in executive session on October 29, November 12 and November 17.

**Minutes:** Mr. Orlow asked the Board to act on the minutes of the Board Work Session of October 13; the General Meeting of October 16 and the Facilities Management and Transportation Committee, the Human Resources Committee and the Community Relations and Student Life Committee of November 6 and the Curriculum Committee of November 17. See enclosures # 1 through #5 and #39.

Mr. Johnson moved and Dr. Scoles seconded a motion to approve the minutes. On a roll call vote, all voted in favor. The motion was carried, 7-0.

**Financial Reports:** Mr. Orlow sought Board action on the financial reports on the list for approval. They include the Budget Transfers, 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 October 31, as shown in enclosures #6 through #17.

\* Mrs. Luken joined the meeting at 7:30 p.m.

\*\* Dr. Ryan joined the meeting at 7:32 p.m.

Dr. Cotter confirmed for Mr. Orlow that several changes from Monday's report were highlighted in the yellow pages.

Mr. Orlow asked Mr. Yemm about a line item on the Bills for Approval List regarding an entry for Asbestos Air Monitoring. Mr. Yemm explained that the item was specific to the renovations taking place in Colonial Elementary School (CES).

Mr. Slutsky moved and Mr. Zimmer seconded a motion to approve the financial reports. On a roll call vote, all voted in favor. The motion was carried, 7-0.

**Public Comments on the Agenda:** None

**Staff Report:** CES Principal Terese Boegly and Assistant Principal Michael McKenna thanked Board members for their support during the renovations in their building. Mrs. Boegly provided Board members with a packet of information regarding the construction process, significant community events that have taken place in the building and phase one of the renovation process. She stated that the guiding principle throughout the process has been student safety and noted new fire drill procedures that are in place. Responding to a question from Mr. Orlow, Mrs. Boegly stated that students were going about their business as usual and it is not outwardly apparent to them that construction is taking place. At Mr. Orlow's request Mr. Yemm discussed a timeline for the various phases of the project and confirmed that he had received no inquiries from parents regarding the project.

**Old Business:** Mr. Orlow noted that considerable discussion had taken place on Monday regarding the 2009-2010 school calendar. He added that much of the discussion centered on draft #6 which includes a start date of Monday, August 31 and an ending date of Friday, June 11. See enclosure #18. After some discussion the Board agreed to add an in-service day to the calendar on the date of the May primary election and reduce the number of student days from 185 to 184.

Mr. Johnson moved and Dr. Scoles seconded a motion to approve draft #6 with the May in-service date added. On a roll call vote, all voted in favor. The motion was carried, 9-0.

Mr. Orlow asked the Board to act on three policies on a second-read basis. The first is Classroom Visitation #122. See enclosure #19. The second is Bullying Prevention #221. See enclosure #20. The third is Public Records #801. See enclosure #21. Dr. Ryan noted that two versions of the Public Records policy were presented on Monday and sought clarification as to which version was presented for approval. Dr. Cotter noted that the more thorough version submitted by the solicitor was the one before the Board. Mr. Sultanik stated that a motion to approve the Public Records policy must include the appointment of an Open Records Officer. Dr. Cotter stated that Mr. Sherman, the Board Secretary, is recommended to fill that role.

Dr. Ryan moved and Mr. Davis seconded a motion to approve the policies and Mr. Sherman's appointment as Open Records Officer. On a roll call vote, all voted in favor. The motion was carried, 9-0.

Mr. Orlow asked Dr. Cotter to widely publicize the policies and their reason for adoption.

**Correspondence:** Mr. Orlow noted that District Financial Manager Karen Ottaviano has received status as a Pennsylvania Registered School Business Official from the Pennsylvania Association of School Business Officials. See enclosure #22. Mr. Orlow presented Ms. Ottaviano with a framed certificate and thanked her for her service.

Mr. Orlow asked the Board to consider the acceptance of several gifts as one item. He stated that the Board is asked to accept a \$500 gift and a \$50 matching gift from the GlaxoSmithKline Corporation to the Volunteer Excellence Program at Conshohocken Elementary School. See enclosure #23. Mr. Orlow added that Mr. Yemm is requesting that the Board accept a gift of a large rear view projection screen to be utilized in the CITV reception area. See enclosure #24.

Mrs. Moore moved and Mr. Zimmer seconded a motion to accept the gifts. On a roll call vote, all voted in favor. The motion was carried, 9-0.

**Superintendent's Report:** Dr. Cotter provided an overview of his report that includes the Personnel Report and Substitute List, the Extra Duty/Extra Pay List and a yellow-page request to authorize revisions to the Technician I and Technician II position descriptions. See enclosures #25, #26 and #40. He stated that the Personnel Report and Substitute list included one additional resignation from Monday's report. He added that Board members had a blue page before them that provided an update on a change in the date of return from a staff member's child rearing leave.

Mrs. Luken noted the additional resignation of a guidance office secretary in the high school asked if the position had been posted. Mr. Hartz confirmed that it had. Mr. Orlow sought and received clarification from Mr. Hartz regarding the relationship between the Family Medical Leave Act and child rearing leave.

Mrs. Moore 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, 9-0.

**Board Student Representatives Report:** Mr. Wong reported on the Admission Open House at the high school and detailed Homecoming Week activities, including the Wing Bowl and a new location for the Homecoming Dance. Ms. Piergiovanni reported on events by the Asian Awareness Club and Global Warming Awareness Club, the high school mock election and presidential debate, the Colonial Players' fall production and a college counseling session for junior students.

**New Business:** Mr. Orlow sought Board action regarding the 2008-2009 Anti-Vandalism Program. See enclosure #27. The program establishes funds at PWHS and Colonial Middle School to cover the cost of repairs resulting from acts of vandalism. The Board is asked to consider returning one-half of the unspent money from the 2007-2008 program to each school's student council as an incentive to reduce vandalism. The high school payment is suggested to be \$1,400 and the middle school payment \$1,146. The Board is further requested to re-establish the program for the 2008-2009 year with funding of \$5,000 at PWHS and \$3,000 at CMS.

Mrs. Luken moved and Mr. Johnson seconded a motion to approve the release of funds and funding for the current year. On a roll call vote, all voted in favor. The motion was carried, 9-0.

Mr. Orlow asked the Board to consider the re-approval of a resolution with respect to the Seven Tower Bridge Office Building Tax Increment Financing District. See enclosure #28. He noted that the revised resolution reflects a change in the description of the project regarding the number of levels in the parking garage.

Mr. Johnson moved and Mr. Davis seconded a motion to approve the resolution. On a roll call vote, all voted in favor. The motion was carried, 9-0.

Mr. Orlow sought Board approval of solicitor recommended revisions to the Declaration of Conservation and Open Space, Easements, Covenants and Restrictions agreement regarding the Angus Tract on the Hill at Whitmarsh TIF project. Mr. Orlow noted that new language refers to a

two-acre tract that the District will control.

Mr. Zimmer moved and Dr. Scoles seconded a motion to approve the revisions. On a roll call vote, all voted in favor. The motion was carried, 9-0.

Mr. Orlow directed the Board to act on two negotiated settlement agreements recommended for approval. He stated that one agreement involved the modification of homebound instruction and the other was a change in placement. He noted that both agreements were reviewed in executive session.

Mr. Johnson moved and Mrs. Moore seconded a motion to approve the agreements. On a roll call vote, all voted in favor. The motion was carried, 9-0.

Mr. Orlow asked the Board to consider a request to approve the utilization of "A+ Test Prep and Tutoring" for homebound instruction in areas of foreign language, math and science at a rate of \$82.00/hour. Mr. Orlow stated that A+ Tutoring is used only when existing resources are unavailable. Mr. Orlow asked the administration to research whether the instructors employed by A+ Tutoring are certified.

Mr. Johnson moved and Mr. Davis seconded a motion to approve the request. On a roll call vote, all voted in favor. The motion was carried, 9-0.

Mr. Orlow sought Board action on an agreement with the Montgomery County Intermediate Unit to provide services to the District based upon the rate of \$3,000 per eRate application process. See enclosure #29.

Mr. Davis moved and Mr. Slutsky seconded a motion to approve the agreement. On a roll call vote, all voted in favor. The motion was carried, 9-0.

Dr. Cotter noted that a request for a PWHS coach to participate in a workshop in Las Vegas, Nevada from December 4-6 is being tabled. See enclosure #30.

Mr. Orlow asked for Board action on a request for approximately 36 PWHS Advancement Via Individual Determination (AVID) students to visit the University of Delaware. See enclosure #31. Dr. Cotter confirmed for Mr. Orlow that teachers will provide supervision on the trip.

Mr. Zimmer moved and Mrs. Luken seconded a motion to approve the trip request. On a roll call vote, all voted in favor. The motion was carried, 9-0.

Mr. Orlow asked the Board to consider a recommended bid for the installation of a dual-fuel burner at PWHS. See enclosure #32. He noted that the low bidder was Blanki, Inc. with a cost of \$28,897.00. Mr. Yemm stated that the burner to be replaced was installed in 1989.

Mrs. Moore moved and Mr. Johnson seconded a motion to approve the bid recommendation. On a roll call vote, all voted in favor. The motion was carried, 9-0.

**Solicitor's Report:** None.

**Committee Reports:** Intermediate Unit: Mr. Zimmer discussed the 2009-2010 IU Budget. See enclosure #33. He stated that the IU Board approved its operational budget for the coming year and reviewed its special education budget on a first-read basis. He noted that the meeting was held in the Anderson School, and alternative education school operated by the IU.

CMTHS: Mr. Johnson reported that Mr. Davis was concluding his term as President of the CMTHS Joint Operating Committee (JOC). He added that Dr. Cotter would join the JOC in January.

Human Resources: Mrs. Luken provided an overview of the most recent committee meeting. She

discussed back-ground checks for subcontractors, benefit information sessions for staff members, the review of a recommendation for an additional part-time food services staff person at Plymouth Elementary School and a possible adjustment to the holiday schedule for staff that would result in a savings in energy usage.

Finance: No report

Curriculum and Program: Mr. Davis deferred to Dr. Gorodetzer who spoke to initiatives at the high school. She stated that PWHS Principal Dr. Monica Sullivan provided the data and rational for the addition of two staff positions to support the PWPreP initiative. The position areas include student literacy and career college counseling. She noted that the committee reviewed recommended course changes and the alignment of technical education classes to offerings at CMTHS and the PWHS career pathways program. Dr. Gorodetzer stated that the District is working on conducting a post-secondary graduate survey. Mr. Davis added that a number of the course changes at the high school involved one-half credit courses that will provide students with more elective options.

Facilities Management and Transportation: Mrs. Moore asked Mr. Yemm to update the Board on the process for installing lighting on Victory Fields. Mr. Yemm stated that the District had discussions with Whitmarsh Township Officials regarding time limits for light usage. It was agreed that lights would be off by 10:00 p.m. He stated that the Township will meet on December 18 to vote on the lighting ordinance and on the District rezoning request. He added that the District will need to post signs on the property reflecting the time and purpose of the rezoning meeting.

Community Relations and Student Life: Dr. Scoles provided an update on the Girls on the Run program at CES and the District's production of an Emergency Guide for Parents.

Safety and Wellness: No report.

Legislative: Dr. Ryan stated that he attended the Pennsylvania School Boards Association Legislative Conference in October. He also noted that the District's bullying prevention program was featured on the PA Cable Network.

Mr. Orlow stated that the Board had received and accepted Dr. Scoles resignation. On behalf of the Board and Administration, Mr. Orlow thanked Dr. Scoles for his years of dedicated service to the students and community and added that his humor and insight would be greatly missed. Dr. Scoles stated that it has been a pleasure for him to serve on the Board and that increased involvement with his position at Philadelphia Community College necessitated his departure. Mr. Orlow presented Dr. Scoles with a clock commemorating the time he volunteered to the District.

**Public Comment:** None.

There being no further business to be brought before the Board, Mr. Orlow adjourned the meeting at 8:26 p.m.

Respectfully Submitted,



David M. Sherman  
Board Secretary