

**COLONIAL SCHOOL DISTRICT**  
**PLYMOUTH MEETING, PA 19462**  
**WORK SESSION MINUTES, JANUARY 12, 2009**

President Orlow convened the work session of the Colonial Board of School Directors at 7:31 p.m. in the Colonial Instructional Television (CITV) studios in Plymouth Whitemarsh High School (PWHS) on January 12, 2009.

**Board Members Present:** Lenore Bruno, Tom Davis, Gary Johnson, Susan Moore, Hope Luken, Marc Orlow, Dr. William Ryan and Mitch Zimmer.

**Board Members Absent:** Steven Slutsky.

**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; Richard Hartz, Director of Human Resources; John Quinn, Director of CITV; Kim Newell, Assistant Director of CITV; David M. Sherman, Community Relations Coordinator/Board Secretary; Scott Shearer, Public Financial Management and Robert Hart.

Mr. Orlow led the Pledge of Allegiance and announced that the Board had met in executive session on December 15, 2008; December 30, 2008; January 7 and January 12 to discuss legal and personnel issues.

**Minutes:** Mr. Orlow asked Board members to review the minutes of the Board Work Session of November 17, 2008; the General Meeting of November 20, 2008; the Finance Committee of November 24, 2008; the Safety and Wellness Committee, the Board Reorganization Meeting and the Special Meeting of the Board on December 1, 2008; the Human Resources Committee and the Community Relations and Student Life Committee of December 4, 2008; the Facilities Management and Transportation Committee of December 5, 2008 and the special meetings of the Board on December 15, 2008 and December 30, 2008. See enclosures # 1 through #11. Mr. Orlow noted that the minutes of the Community Relations and Student Life Committee of January 7, the Facilities Management and Transportation Committee and the Human Resources Committee of January 8 and the Curriculum and Program Committee of January 12 will be available for review on Thursday.

Mrs. Bruno inquired about the appointment of an Open Records Officer as noted in the minutes of the General Meeting of November 20, 2008. Mr. Orlow explained that the position was required under the state's new Open Records Law and was not a paid position.

**Financial Reports:** Mr. Orlow asked Board members to examine the financial reports on the list for approval on Thursday evening. He noted that all of the reports were for the months of November 2008 and December 2008. 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 months ending November 30, 2008 and December 31, 2008 as shown in enclosures #12 through #23.

Mr. Orlow questioned an item on the Bond Fund Report regarding architectural services for the Ridge Park Elementary School (RP) curtain wall project and asked if the District had a contract for those services. Mr. Yemm confirmed that the District had a contract for architectural design services with the vendor. Mr. Orlow questioned if there was enough money left in the Bond Fund to complete the project. He suggested not expending additional funds for architectural services if there was not sufficient funding to complete the project. He also recommended that the administration re prioritize the Bond Fund project list.

Mr. Orlow also questioned a Bond Fund item related to building supplies purchased at the Home

Depot for \$32.50. He was informed the expenditure was related to the Conshohocken Elementary School (CE) playground upgrade.

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

Mr. Orlow departed from the agenda and invited Mr. Shearer to make a presentation on an opportunity to refinance two of the District's outstanding bonds. Mr. Shearer reminded the Board that they were prepared to refinance the Bonds in the fall before the market collapsed. He stated that the market had now stabilized to the point that the District would benefit from refinancing. In fact he stated that the District could realize more savings now than it would have last fall. Targeted savings according to Mr. Shearer could reach \$150,000. Mr. Shearer reviewed the resolution on which the Board will take action on Thursday evening. The resolution authorizes the refinancing of up to \$10 million of 2002A and 2003 series bonds.

Considerable discussion ensued regarding lack of state reimbursement to Colonial, flexibility of debt service schedule, the time table for executing the transaction and appropriate advertising of the issue. The Board authorized Mr. Shearer to proceed with the preparation of the necessary documents.

**Staff Report:** Mr. Orlow mentioned that the Board will hear reports from Plymouth Elementary School Principal Judi Lipson and Colonial Middle School Principal Bob Fahler on Thursday.

**Old Business:** None.

**Correspondence:** Mr. Orlow displayed a plaque that the District received from the board and staff of Family Services. The organization recognized the Colonial School District as an Outstanding School Partner. See enclosure #24.

Mr. Orlow stated that the Board will act Thursday on the acceptance of a \$10,000 grant to CE from the Morgan Stanley Foundation. See enclosure #25. Dr. Cotter stated that the grant was a repeat gift and that the school had asked for \$6,000. He noted that the school previously used the funds for playground supervision and an assembly program. Dr. Cotter stated that the school has formed a committee to discuss the best use of the money. He confirmed for Mr. Orlow that there are no conditions tied to the grant.

**Superintendent's Report:** Dr. Cotter reviewed his report that consisted of the Personnel Report and Substitute List, the Extra Duty/Extra Pay List and a list of Adult Evening School instructors for the spring semester. See enclosures #26 through #28. He stated that the Personnel Report and Substitute List contains 23 actions, including a resignation, three leaves of absence, one additional need, 11 replacements, two assignments completed and five returns from leave. The Extra Duty/Extra Pay List includes 12 appointments and 11 changes or replacements. Dr. Cotter noted that the Adult Evening School classes are held only if there are enough registrants to support the class. Dr. Ryan inquired as to when individuals could begin registering for classes. Mr. Sherman stated that a registration form is available online at the present time. Responding to a question from Mr. Orlow, Dr. Cotter stated that a number of Extra Duty/Extra Pay positions remain open at the high school for spring sports coaches. Mr. Hartz also confirmed for Mr. Orlow the status of two club sponsor appointments. Mrs. Luken asked if future reports could indicate if Extra Duty/Extra Pay positions were new positions or old positions being filled.

**New Business:** Mr. Orlow directed Board members' attention to two professional conference requests. The first is for two PWHS teachers to attend the National Council of History Educators National Conference in Boston, Mass., from March 12-14. See enclosure #29. The second is for two PWHS teachers to attend the International Reading Association's Annual Convention in Phoenix, Ariz., from February 20-24. See enclosure #30. Mr. Orlow stated that both requests had been reviewed in committee.

Mr. Orlow asked the Board to review a series of student field trip requests. Dr. Cotter confirmed that all trips except the AVID trip are recurring requests. The first concerns the annual PWHS Senior Class Trip to Disney World from April 8-12, 2010. See enclosure #31. The second is for PWHS 16 students to attend the Annual State DECA Competition in Hershey, Pa., from February 18-20. See enclosure #32. The third is for the Colonial Players to attend a Broadway show in New York City on April 26. See enclosure #33. The fourth concerns RP students traveling to the Adventure Aquarium in Camden, N.J., on January 30. See enclosure #34. The final request is for 16 PWHS Advancement Via Individual Determination (AVID) students to participate in a tour of Lehigh Valley colleges on March 30 and 31. See enclosure #35. Mr. Orlow reiterated that the AVID trip is the only new trip among the requests. Mr. Orlow asked if the Disney World trip now costs more than \$1,000 per student. Dr. Cotter confirmed that was the case and he noted that the school did have contingencies in place for hardship cases. Mr. Johnson noted that the trip would occur one week earlier than in the past and students would miss fewer school days.

Mr. Orlow said that the Board will be asked to approve a bid on Thursday for a new mobile van for CITV. He noted that the low recommended bid is for Gerling and Associates at a cost of \$95,727.00. Dr. Cotter confirmed that the van will replace an existing van that is over 20 years old. Mr. Yemm stated that the van should be ready for use between 60 and 90 days from the time the bid is awarded.

**Solicitor's Report:** None.

**Committee Reports:** Safety and Wellness: Mr. Zimmer reported on the Emergency Guide for Parents that is an initiative of the Colonial Cares Coalition. He also spoke to a concern regarding the speed limit of motorists on Harry Street and Third Avenue adjacent to CE. He stated that the Conshohocken Police have agreed to step up enforcement in that area.

**Public Comment:** None.

There being no further business to be brought before the Board, Mr. Orlow adjourned the meeting at 8:19 p.m.

Respectfully Submitted,



David M. Sherman  
Board Secretary