

COLONIAL SCHOOL DISTRICT
PLYMOUTH MEETING, PA 19462
WORK SESSION MINUTES, OCTOBER 13, 2008

President Orlow convened the work session of the Colonial Board of School Directors at 7:32 p.m. in the Colonial Instructional Television (CITV) studios in Plymouth Whitemarsh High School (PWHS) on October 13, 2008.

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

Board Members Absent: Dr. Pascal Scoles, 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 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 September 24, October 8 and October 13.

Minutes: Mr. Orlow asked Board members to review the minutes of the Board Work Session of September 15; the General Meeting of September 18; the Facilities Management and Transportation Committee of September 29 and the Community Relations and Student Life Committee of October 2. See enclosures # 1 through #4. He noted that minutes of the Human Resources Committee of October 7 were before members as a separate attachment and minutes of the Curriculum Committee of October 13.

Financial Reports: Mr. Orlow asked Board members to examine the financial reports on the list for approval on Thursday evening. 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 September 30, as shown in enclosures #5 through #16.

Mr. Orlow referred to the Outstanding Investment Report and asked Mr. Bickleman to explain where District funds are invested given the recent turmoil in the financial markets. Mr. Bickleman explained that District funds are invested per state regulations in accounts that require full collateral to cover the investments. He noted that some of the funds are pooled investment funds used by districts throughout the state.

Public Comments on the Agenda: None

Staff Report: None

Old Business: Mr. Orlow stated that the Board will take action Thursday on an agreement with the Montgomery County Intermediate Unit to provide Internet service with additional bandwidth capability. See enclosure #17. Mr. Boegly confirmed for Mr. Orlow that the agreement had been reviewed by the solicitor. Mr. Boegly also confirmed for Mr. Orlow that by approving the agreement the District was locked in to service charges for a three-year period. Mr. Boegly added that the fees are the result of a consortium bid.

Correspondence: Mr. Orlow directed Board members' attention to a series of donations under consideration for acceptance. The first is a Verizon Foundation gift of \$750 to Plymouth Elementary

School. See enclosure #18. The second is a Target Company donation of \$1,158.73 to PWHS. See enclosure #19. The third is a \$1,000 matching grant from the Raytheon Company to PWHS. See enclosure #20. The final donation is a \$500 individual gift to the PWHS wrestling program. See enclosure #21. Mr. Orlow inquired as to the odd dollar amount in the Target Company gift. Dr. Cotter explained that the gift was a percentage of sales. Mrs. Moore stated that individuals with a Target Credit Card may designate a school to receive a portion of the sales from their card.

Superintendent's Report: Dr. Cotter stated that his report includes the Personnel Report and Substitute List, the Extra Duty/Extra Pay List and a Termination Resolution. See enclosures #22 through #24. He stated that the Personnel Report and Substitute list includes three resignations, one medical leave and two transfers. The Extra Duty/Extra Pay List has eight appointments, four resignations and two changes.

Responding to a question from Mr. Orlow, Dr. Cotter stated that there were no staffing concerns at this time.

New Business: Mr. Orlow noted that there were a series of 2009-2010 calendar outline drafts for Board consideration. See enclosure #25. He stated that the Board normally begins to review the calendar at this time of the year so that they may establish the first day of school at their November meeting. Mr. Orlow noted that Labor Day falls later than usual in 2009 which causes some hesitation about establishing the day after Labor Day as the first day of school for the 2009-2010 school year. In that instance, school would not end until the third week in June. Two of the calendar drafts show school beginning after Labor Day and one has school starting on September 1. Mr. Johnson noted that the November election day is not listed as a day off for students on two of the calendars. Dr. Cotter stated that the drafts have been sent to the Colonial Education Association for review. Mr. Orlow suggested sharing the drafts with the parent council and parent teacher organizations.

Mr. Orlow stated that the Board is asked to consider three new policies on a first read basis. The first is Classroom Visitation #122. See enclosure #26. The second is Bullying Prevention #221. See enclosure #27. The third is Public Records #801. See enclosure #28. The Classroom Visitation policy is required by Chapter 14 and must be enacted by July 2009. The Bullying Prevention policy is a result of changes made to the School Code and must be enacted by January 2009. The Public Records policy is mandated by Act 3 of 2008 and must be enacted by January 2009. Mrs. DeLong noted that the policy requests five days of advanced notice of a requested visitation. She stated that the solicitor had requested 10 days but that the administration thought that was too restrictive. Mr. Sherman noted that changes to the Public records policy were mainly procedural. He stated that the District was required to establish an Open Records Office, appoint an Open Records Officer and post procedures for requesting information online and in the District Office.

Mr. Orlow stated that on Thursday evening the Board will act on a resolution to hold the 2009-2010 Budget within the established Pennsylvania Department of Education guidelines. Dr. Cotter stated that the resolution will be available on Thursday. Mr. Orlow noted that the Board enacted a similar resolution last year.

Mr. Johnson asked Board members to review a request to approve the renewal of the PA.Educator.net contract for the 2008-2009 school year. Dr. Cotter explained that the service is based in Western Pennsylvania and provides a clearinghouse for teacher and administrative applicants. Dr. Cotter stated that that cost of the service is approximately \$3,000.

Mr. Orlow noted that the Board will consider two special education settlement agreements on Thursday. He stated that one is a renewal agreement and both have been reviewed in executive session.

Mr. Orlow asked Board members to review three professional conference requests. The first is for a Ridge Park Elementary School teacher to attend a music workshop in Charlotte, N.C. from

December 14-18. See enclosure #29. Mr. Orlow noted that the teacher who will attend is a Master Teacher. The second request is for 12 staff members from PWHS and Colonial Middle School to attend an AVID educator training workshop in Pemberton, N.J. from November 17-18. See enclosure #30. The third request is for PWHS College Counselor Pat Tamborello to participate in a tour of New England Colleges from November 16-18. See enclosure #31.

Mr. Orlow directed Board members to review a series of student trip requests. The first is for CMS students to attend to the Adventure Aquarium in Camden, NJ on December 23. See enclosure #32. The second is for trips for Colonial Elementary School (CES) students to attend the Hagley Museum and Library in Wilmington, Del. on October 14, 15, 16 and 17. See enclosure #33. The third is for 20 PWHS yearbook and newspaper students to attend the Columbia Scholastic Press Association Fall Conference at Columbia University on November 3. See enclosure #34. The fourth is for 45 PWHS AP studio and Advanced Photography students to visit the Museum of Modern Art in New York City on Wednesday, November 5. See enclosure #35. The fifth is for the PWHS cheerleaders to participate in a national competition in Williamsburg, Va. from March 13-15, 2009. See enclosure #36. The sixth is for PWHS Ski Club trips to Okemo and Stratton Mountain in Vermont from January 9-11, 2009 and to Killington and Okemo in Vermont from February 20-22, 2009. See enclosure #37. Dr. Cotter noted that all of the trips except for the trip to the Museum of Modern Art in New York are repeat trips. He stated that Board action is requested on the CES trips is requested this evening because of the dates involved.

Mr. Zimmer moved and Mrs. Moore seconded a motion to approve the CES trips to the Hagley Museum and Library in Wilmington, Del. on October 14, 15, 16 and 17. On a roll call vote, all voted in favor. The motion was carried, 7-0.

Mr. Orlow stated that the Board would act on a bid for a PWHS burner on Thursday. Mr. Yemm confirmed that the bid opening was occurring on October 14 and that the administration expected to have a bid recommendation on Thursday

Solicitor's Report: None.

Committee Reports: None.

There being no further business to be brought before the Board, Mr. Orlow adjourned the meeting at 8:01 p.m.

Respectfully Submitted,



David M. Sherman
Board Secretary