

COLONIAL SCHOOL DISTRICT
PLYMOUTH MEETING, PA 19462
WORK SESSION MINUTES, NOVEMBER 17, 2008

President Orlow convened the work session of the Colonial Board of School Directors at 7:33 p.m. in the Colonial Instructional Television (CITV) studios in Plymouth Whitmarsh High School (PWHS) on November 17, 2008.

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

Board Members Absent: Steven Slutsky and Mitch Zimmer.

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 and Harish Dalol.

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

Minutes: Mr. Orlow asked Board members to examine 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. See enclosures # 1 through #5. He stated that the minutes of the November 17 Curriculum Committee 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. 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.

Mr. Orlow referred to the Bond Fund report and the Bills for Approval List and asked Mr. Yemm if a number of items costing between \$4,000 and \$10,000 were put to bid. Mr. Yemm stated that written or verbal estimates were obtained on any project costing between \$4,000 and \$10,000 but no bids. Mr. Orlow referred to the Bills for Approval List and an expense for \$24,951 for carpeting at Colonial Elementary School (CES). He asked if that item was put to bid. Mr. Yemm explained that the item was purchased off of the approved state bid list. Mr. Yemm also confirmed for Mr. Orlow that the architect had signed off on a portion of the CES renovation project.

Public Comments on the Agenda: None

Staff Report: Mr. Orlow noted that the Board will hear a report from CES Principal Terese Boegly on Thursday. Dr. Cotter confirmed that the report will update the Board on the CES renovation project and any effect it has had on the instructional process.

Old Business: Mr. Orlow noted that the first item of old business was the 2009-2010 school calendar. See enclosure #18. He stated that the Board has engaged in considerable discussions regarding the calendar because Labor Day falls later than usual in 2009. Mr. Orlow asked the administration if feedback was obtained from parents regarding whether or not to start school before Labor Day or after Labor Day. Dr. Cotter stated that the administration received feedback

from Parents Council and PTOs and that the majority recognized the issue and understands it is better to start the school year before Labor Day. Mr. Orlow noted that would limit the discussion to draft #3 and draft #6 and whether to begin the year on August 31 or September 1. Considerable discussion ensued. The administration suggested that beginning the year on August 31 with four in-service days up front and ending the year during the second week in June was preferential. The Board also preferred that an in-service day be added on the primary election day in April with the understanding that the calendar would include 184 student days and not 185. Dr. Ryan stated that he preferred to start the school year after the Labor Day holiday. Mr. Orlow stated that the Board would take action on Thursday.

Mr. Orlow stated that the Board will consider three policies on a second read basis on Thursday. 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. Cotter noted that two copies of policy #801 were included in the agenda for board review. The second version was submitted recently from the solicitor's office and provides more detail than the first version. Dr. Cotter noted that the Board secretary recommends adoption of the solicitor's version of the policy. Mr. Orlow inquired if there were any changes to the Classroom Visitation policy. Mrs. Delong stated that recommended changes to the policy were before Board members as a separate attachment.

Correspondence: Mr. Orlow noted that the Board will present a certificate of achievement to Karen Ottaviano on Thursday evening. Ms. Ottaviana has received status as a Pennsylvania Registered School Business Official from the Pennsylvania Association of School Business Officials. See enclosure #22. Mr. Orlow also 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.

Superintendent's Report: Dr. Cotter stated that his report includes the Personnel Report and Substitute List and the Extra Duty/Extra Pay List. See enclosures #25 and #26. He stated that the Personnel Report and Substitute list contains 23 actions, including a resignation, seven leaves of absence, one new position, 10 replacements, one assignment completed, one return from leave and three additional needs. The Extra Duty/Extra Pay List includes five and three changes.

New Business: Mr. Orlow directed Board members' attention to 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. Moore inquired as to why the PWHS amount was considerably lower than last year. Mr. Yemm explained that there were 26 acts of vandalism and that 12 were attributed to one individual and seven more were copy cat incidences. He noted that the vandalism occurred over a period of a few months last spring.

Mr. Orlow stated that Board authorization is sought regarding 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. Orlow directed Board members' attention to 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 and that the Board would take action on Thursday.

Mr. Orlow asked the Board to examine 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. Mrs. DeLong reported that the District has used the service only when in-house staff cannot be used. She stated that the District used 24 hours of the service last year. Responding to a question from Mr. Orlow, Mrs. DeLong stated that the cost for in-house personnel is about \$32 per hour and that the big difference in cost between the two services is the reason that A+ tutoring is used only when necessary.

Mr. Orlow asked the board to review 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. Boegly explained that the service was a new process to handle reimbursement for telecommunications services and represented a significant cost savings over the current service.

Mr. Orlow directed Board members' attention to a professional conference request for a PWHS coach to participate in a workshop in Las Vegas, Nevada from December 4-6. See enclosure #30. Mr. Orlow noted that with the exception of a \$100 registration fee, all costs are to be paid by the coach. The Coach will also use personal days to attend the conference. Dr. Cotter noted that there is precedent for the District to cover up to \$100 for registration fees for activities advisors. He noted that the difference in this request is that it involves out-of-state travel.

Mr. Orlow asked the Board to examine 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 the goal of the AVID program is to have students aspire to go to college. Dr. Gorodetzer added that college visits are recommended as part of the program and that the group will visit other classes. Dr. Cotter confirmed for Mrs. Luken that the students in the first AVID class are now juniors.

Mr. Orlow noted that the last business item on the agenda related to bids for the installation of a dual-fuel burner at PWHS. See enclosure #32. Mr. Yemm explained that a dual-fuel burner has the capability of burning either natural gas or fuel oil. He said that this burner would replace an original burner installed in 1989.

Solicitor's Report: None.

Committee Reports: None.

Public Comment: Mr. Dalol wanted to be sure that the burner discussed in the bid was an efficient burner. Mr. Yemm confirmed that it was.

There being no further business to be brought before the Board, Mr. Orlow adjourned the meeting at 8:11 p.m.

Respectfully Submitted,



David M. Sherman
Board Secretary