

**COLONIAL SCHOOL DISTRICT**  
**PLYMOUTH MEETING, PA 19462**  
**WORK SESSION MINUTES, AUGUST 17, 2009**

President Johnson convened the work session of the Colonial Board of School Directors at 7:34 p.m. in the Colonial Instructional Television (CITV) studios in Plymouth Whitemarsh High School (PWHS) on August 17, 2009.

**Board Members Present:** Tom Davis, Gary Johnson, Kelly Jowett, Steven Slutsky and Mitch Zimmer.

**Board Members Absent:** Lenore Bruno, Hope Luken, Susan Moore and Dr. William Ryan.

**Also Attending:** Dr. Vincent F. Cotter, Superintendent; Dr. MaryEllen Gorodetzer, Assistant Superintendent; Karen Berk, 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; Tom Sigafos and Kathleen Oxberry.

Mr. Johnson led the Pledge of Allegiance and announced that the Board had met in executive session on August 13 and August 17 to discuss legal and personnel issues.

**Minutes:** Mr. Johnson asked Board members to examine the minutes of the General Meeting of July 16; the Facilities Management and Transportation Committee of July 29 and the Human Resources Committee of August 6. See enclosures #1 through #3. Mr. Johnson noted that the Curriculum and Program Committee met earlier on August 17 and those minutes should be available for review and action on Thursday. There were no questions or comments from the Board.

**Financial Reports:** Mr. Johnson directed Board members' attention to the financial reports on the list for approval on Thursday evening. They included 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 July 31 as shown in enclosures #4 through #14. There were no questions or comments from the Board.

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

**Staff Report:** Dr. Cotter said that he would report on the 2009-2010 District Goals at Thursday's meeting.

**Old Business:** Mr. Johnson stated that the Board will consider Family Medical Leave policies for Professional Employees (#441) and Classified Employees (#541) on a second-read basis on Thursday evening. See enclosure #16.

**Correspondence:** Mr. Johnson stated that the Board is asked by Conshohocken Borough Manager Frank J. Marabella to increase the salary for crossing guards from \$10 to \$12 per hour. See enclosure #17. He noted that the Board will take action on Thursday.

Mr. Johnson also reported that PWHS Principal Dr. Monica Sullivan is requesting that the Board accept a scholarship donation in the amount of \$260,000. Dr. Cotter stated that the administration is currently working with the solicitor and the attorney for the benefactor to formalize the donation

and expects to have documentation for Board review on Thursday.

**Superintendent's Report:** Dr. Cotter led Board members through his report that included the Personnel Report and Substitute List, the Extra Duty/Extra Pay List, a list of Fall Adult Evening School classes and teachers, and the enrollment report. See enclosures #18 through #21. He stated that the Personnel Report and Substitute List contains 23 actions including four resignations, a rescinded appointment, the end of an assignment, three leaves of absence, one new position, and 13 replacements. He added that there is one substitute listed. Dr. Cotter stated that the Extra Duty/Extra Pay List included two revised stipends and a summery of positions for the fall and for yearly positions. He noted that the Adult Evening School classes are self sustaining. Dr. Cotter reported that the Enrollment Report shows average class sizes of 16-22 in the K-3 buildings, 22-23 in Colonial Elementary School, 18-22 and at Colonial Middle School. He also noted that the average class size at PWHS varies depending on the course taught.

**New Business:** Mr. Johnson stated that the Board will consider the appointment of the Director of Human Resources and the Director of Pupil Services and Special Education as privacy officers in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPPA). See enclosure #22. Responding to a question from Mr. Johnson, Mr. Hartz explained that the appointments were required by law and that the Director of Human Resources will address employee medical issues and the Director of Pupil Services and Special Education will address issues pertaining to student records.

Mr. Johnson stated that the Board will act Thursday on the approval of a transportation contract with St. Joseph's Preparatory School for 22 students at the rate of \$7.03 per student per day. See enclosure #23. Mr. Johnson stated that the rate is that same as last year.

Mr. Johnson noted that the Board is requested to approve costs resulting from a collective bidding process for food products including milk, dairy, juice and ice cream. See enclosure #24. Mr. Bickleman confirmed for Mr. Slutsky that the costs stem from a cooperative bid with schools from Montgomery, Delaware and Chester counties. Mr. Bickleman further confirmed for Mr. Slutsky that this was the best process to strengthen buying power and ensure that the District receives the best possible prices.

Mr. Johnson noted that the Board will consider several special education service agreements. The first is with The Mill Creek School at a cost of \$35,280. The second is with the Vanguard School at a rate of \$42,000. The third is with Preparing Adolescents for Life for one student at a rate of \$75,800 and a second student, including a one-on-one aide, at a cost of \$90,560. Mr. Johnson stated that the agreements were discussed in executive sessions because of issues related to student confidentiality and privacy.

Mr. Davis asked Board members to review a list of administrative conference requests for the 2009-2010 school year per the Colonial Administrators and Supervisors Association (CASEA) compensation plan and meet and discuss memorandum. See enclosure #25. Dr. Cotter noted that CASEA unanimously agreed to cut the conference budget allocation in recognition of the difficult financial situation facing all school districts. Mr. Johnson stated that if Board members had questions about specific trips, they should contact Dr. Cotter.

Mr. Davis said that the Board will act Thursday on two professional conference requests for PWHS teachers. The first is for the National Association for College Admission Counseling Conference in Baltimore, Md. from September 24-26. See enclosure #26. The second is for the American Association of School Librarians in Charlotte, North Carolina from November 4-8. See enclosure #27. Mr. Davis noted that funds have been allocated from the building budget to cover

the conference expenses.

**Solicitor's Report:** None.

**Committee Reports:** Finance: Mr. Slutsky reported that the state legislature remains deadlocked in its efforts to approve a state budget. He added that a \$700,000 payment from the state has been delayed indefinitely as has a \$250,000 federal payment. Mr. Slutsky reported that the state's basic education subsidy is also in question. He noted, however, that the legislature continues to impose cost increases on school districts such as those associated with the review and approval of new Keystone exams which will originally have to be run simultaneously with the current PSSA tests. Mr. Slutsky urged concerned residents to contact their state legislators to express concern about the budget process and education funding.

**Public Comment:** None.

There being no further business before the Board, Mr. Johnson adjourned the meeting at 7:49 p.m.

Respectfully Submitted,



David M. Sherman  
Board Secretary