

**BOARD OF SCHOOL DIRECTORS  
COLONIAL SCHOOL DISTRICT**

**Administrative Center  
230 Flourtown Road  
Plymouth Meeting, PA 19462**

**May 19, 2016  
DO General Meeting Room  
7:00 p.m.**

**I. CALL MEETING TO ORDER**

- A. Pledge of Allegiance to Flag

**II. AWARDS/RECOGNITION**

- A. CMS Odyssey of the Mind
- B. TSA
- C. PWHS Girls' Lacrosse

**III. EXECUTIVE SESSION ANNOUNCEMENTS**

- A. May 2, 2016
- B. May 19, 2016

**IV. APPROVAL OF MINUTES**

- A. General Meeting (4.21.16) **Enclosure #1**
- B. Finance Committee Meeting (5.2.16) **Enclosure #2**
- C. Curriculum Committee Meeting (5.9.16) **Enclosure #3**
- D. CRSL & Safety/Wellness Comm. Mtg. (5.9.16) **Enclosure #4**
- \* E. FMT Committee Meeting (5.12.16) **Enclosure #35**
- \* F. HR Committee Meeting (5.12.16) **Enclosure #36**

**V. FINANCIAL REPORTS**

- A. Budget Transfers **Enclosure #5**
- B. General Fund/Federal Program Bills
- C. Capital Reserve Fund **Enclosure #6**
- D. Food Service Bills/Cafeteria Report **Enclosure #7**
- E. Outstanding Investment Report **Enclosure #8**

- F. Cash Flow Summary **Enclosure #9**
- G. Comparison of Taxes Collected **Enclosure #10**
- H. Real Estate Tax Escrow Report **Enclosure #11**
- I. Trust Fund Report **Enclosure #12**
- J. Reconciliation of Cash Accounts **Enclosure #13**
- K. Budgetary/Deficit Status Report **Enclosure #14**
- L. Bond Report **Enclosure #15**

**VI. TREASURER'S REPORT**

- A. April 2016 **Enclosure #16**

**VII. PUBLIC COMMENTS ON THE AGENDA**

**VIII. OLD BUSINESS**

**IX. STAFF REPORT**

The district administration provides an update on enrollment and building expansion plans.

**X. SUPERINTENDENT'S REPORT**

- \* A. Personnel Report

Board action is requested regarding the enclosed personnel actions. Appointments for promotion, employment or transfer are subject to the presentation of valid credentials, employment verification documentation and state mandated requirements. **Enclosure #17**

- \* B. Extra Duty/Extra Pay **Enclosure #18**

**XI. BOARD STUDENT REPRESENTATIVES REPORT**

- A. Student Representatives' Recognition
- B. Student Representatives' Report

## **XII. NEW BUSINESS**

### **A. Proposed Final Budget – 2016-2017**

The Proposed Final Budget (2016-2017) totals \$117,702,298 which is an increase of \$5,342,298 or 4.75% over the 2015-2016 spending plan. The Proposed Final Budget includes a real estate tax of 21.0048 mills, an increase of 2.40%. The new real estate tax equates to an additional \$49.23 per year for each \$100,000 of taxable assessed value or an increase of \$73.53 on the District's median assessed value of \$149,355.

The 2016-2017 Proposed Final Budget Report, in the state required form PDE 2028, is available for public review in the administrative offices and on the District's website. **Enclosure #19**

### **B. Election of Treasurer: 2016-2017**

Section 404 of the Public School Code directs the Colonial School Board of Directors "shall annually, during the month of May, elect a Treasurer to serve one year, beginning on the first of July, following such election." Trevor Jackson is recommended for the position for the 2016-2017 school year.

### **C. Board Secretary: 2016-2017**

Section 404 of the Public School Code directs the Colonial School Board of Directors "shall annually, during the month of May, elect a Secretary to serve, beginning the first of July, following such election." Pursuant to Section 432 of the Public School Code new compensation levels require approval of the Board. David M. Sherman is recommended for the position.

### **D. Assistant Board Secretary: 2016-2017**

Section 404 of the Public School Code states that the School Board may appoint an Assistant Board Secretary. Trevor Jackson is recommended for this position.

### **E. Installment Payment Real Estate Tax Resolution**

Trevor Jackson, Business Administrator, provides a copy of the CSD Real Estate Tax Installment Payment Plan Resolution that is an option for all taxpayers. **Enclosure #20**

F. School District Bank and Investment Depositories

Section 621 of the Public School Code directs that “the Board of School Directors at any school district shall designate one or more banks or trust companies as depositories for school funds.”

Therefore, School Board approval is sought to approve the Pennsylvania Liquid Asset Fund in conjunction with PNC Bank as the primary depository for school funds.

The attached is a listing of bank and investment depositories, and is recommended for solicitation of interest rates on school investments during the 2016-2017 school year. Investments are subject to confirmation of bank maintenance and legally required collateral.

**Enclosure #21**

G. Contract Approvals

1. Trevor Jackson, Business Administrator, submits a Retainer Agreement for Solicitor Services between the Colonial School District and Fox Rothschild, LLP for the 2016-2017 school year.

Motion to appoint Fox Rothschild, LLP as Solicitor for the Colonial School District for the time period of July 1, 2016 through June 30, 2017 based upon the following:

- a) A retainer of \$24,823.00 per year
- b) A base hourly rate of \$180.00
- c) Alternate rates in accordance with the enclosed Engagement Letter dated March 14, 2016
- d) Rates as established by the insurance carrier where Fox Rothschild, LLP is an approved provider
- e) Motion to approve the HIPPA Business Associate Agreement between Colonial School District and Fox Rothschild, LLP as the result of Fox Rothschild, LLP handling cases that involve protected health information on behalf of the District.

2. Sague Contract

Trevor Jackson, Business Administrator, provides the enclosed agreement between the Colonial School District and Sague Auto Services, Inc. regarding transportation services for students attending St. Philip Neri. The term of this agreement is for three years commencing July 1, 2016 and ending June 30, 2019.

**Enclosure #22**

3. Karen Berk, Director of Pupil Services and Special Education, seeks Board approval for the renewal contract with The Comprehensive Learning Center for 2016-2017. Annual tuition will be \$91,000/student. **Enclosure #23**

4. Karen Berk, Director of Pupil Services and Special Education, requests Board approval of the Fee Schedule for Sweet, Stevens, Katz & Williams LLP for the 2016-2017 school year. **Enclosure #24**

H. MCIU Special Education Cost Plan (2016-2017)

Karen Berk, Director of Pupil Services/Special Education, seeks approval of Colonial School District's Cost Plan which involves services purchased through the Montgomery County Intermediate Unit. The proposed preliminary cost for the 2016-2017 school year is \$856,071.86.

**Enclosure #25**

I. Appointment of Student Board Representatives

In accordance with Board Policy #004.1, two students have been nominated for the position of student representative to the Board. Interviews have been conducted and related information has been reviewed. Board acceptance of the administrative recommendation is requested.

J. Bids

The enclosed bids have been analyzed on the basis of quality and costs with the lowest responsible bidder recommended. All bid procedures are in accordance with those established with the Pennsylvania Code. Board consideration of the following bids is requested.

- 1) Trevor Jackson, Business Administrator, submits the following supply bids for the 2016-2017 school year.
  - a) Art Supplies **Enclosure #26**
  - b) General Supplies **Enclosure #26**
  - c) Paper and Office Supplies **Enclosure #26**
  - d) PWHS Athletic/Phys Ed Supplies **Enclosure #27**
  - e) CMS Athletic/Phys Ed Supplies **Enclosure #28**

K. Separation and Release Agreement

Approval of the Separation and Release Agreement between Colonial Board of School Directors and Employee No. 101859 effective April 21, 2016.

L. Textbook Approvals

Dr. Elizabeth McKeane, Director of Curriculum, Instruction and Assessment, submits requests for the following textbook approvals:

Subject Area: AP United States History, Title: The American Pageant, Copyright date: 2016, Edition: 16<sup>th</sup>, Publisher: Cengage

Subject Area: AP Human Geography, Title: The Cultural Landscape: An Introduction to HG, Copyright date: 2013, Edition: 11<sup>th</sup>, Publisher: Prentice Hall

Subject Area: AP European History, Title: A History of Western Society, Copyright date: 2013, Edition: 11<sup>th</sup>, Publisher: Bedford/St. Martins

Subject Area: AP Psychology, Title: Psychology: Core Concepts, Copyright date: 2015, Edition 7<sup>th</sup>, Publisher: Pearson

Subject Area: AP Economics, Title: Krugman's Economics for AP, Copyright date: 2015, Edition: 2<sup>nd</sup>, Publisher: Bedford, Freeman, Worth

Subject Area: AP Environmental Science, Title: Environment: The Science Behind the Stories, Copyright date: 2014, Edition: 2014, Publisher: Pearson eText

Subject Area: Astronomy, Title: Astronomy Today, Copyright date: 2014, Edition: 8<sup>th</sup>, Publisher: Chaisson & McMillon

**Enclosure #29**

**XIII. SOLICITOR'S REPORT**

**XIV. COMMITTEE REPORTS**

A. Intermediate Unit Board (MCIU)

B. CMTHS

- C. Human Resources and Personnel
- D. Finance
- E. Curriculum and Program
- F. Facility Management/Transportation
- G. CRSL & Safety/Wellness
- H. Legislative Committee
- I. Municipal/Community Liaisons

**XV. FOR YOUR INFORMATION**

- A. Report of Curriculum, Instruction and Assessment **Enclosure #30**
- B. Technology Report **Enclosure #31**
- C. Building Report **Enclosure #32**
- D. Enrollment Report **Enclosure #33**
- E. School Activity Accounts (CMS) **Enclosure #34**
- \* F. Activity/Athletic Activity Accounts (PWHS) **Enclosure #37**

**XVI. QUESTIONS OR COMMENTS FROM THE FLOOR**

**XVII. ADJOURNMENT**

*\* Denotes change from original agenda*