

**BOARD OF SCHOOL DIRECTORS
COLONIAL SCHOOL DISTRICT**

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

**May 18, 2017
DO General Meeting Room
7:00 p.m.**

I. CALL MEETING TO ORDER

- A. Pledge of Allegiance to Flag

II. AWARDS/RECOGNITION

III. EXECUTIVE SESSION ANNOUNCEMENTS

- A. May 1, 2017
- B. May 8, 2017
- C. May 11, 2017
- D. May 18, 2017

IV. APPROVAL OF MINUTES

- | | |
|--|---------------------|
| A. General Meeting (4.18.17) | Enclosure #1 |
| B. FMT Committee Meeting (4.6.17) | Enclosure #2 |
| C. CRSL & Safety/Wellness Comm. Mtg. (4.17.17) | Enclosure #3 |
| D. Curriculum Committee Meeting (4.17.17) | Enclosure #4 |
| E. HR Committee Meeting (4.24.17) | Enclosure #5 |
| F. Finance Committee Meeting (4.24.17) | Enclosure #6 |

V. FINANCIAL REPORTS

- | | |
|--|----------------------|
| A. Budget Transfers | Enclosure #7 |
| B. General Fund/Federal Program Bills | |
| C. Capital Reserve Fund | Enclosure #8 |
| D. Food Service Bills/Cafeteria Report | Enclosure #9 |
| E. Outstanding Investment Report | Enclosure #10 |

- F. Cash Flow Summary **Enclosure #11**
- G. Comparison of Taxes Collected **Enclosure #12**
- H. Real Estate Tax Escrow Report **Enclosure #13**
- I. Trust Fund Report **Enclosure #14**
- J. Reconciliation of Cash Accounts **Enclosure #15**
- K. Budgetary/Deficit Status Report **Enclosure #16**
- L. Bond Report **Enclosure #17**

VI. TREASURER'S REPORT

- A. April 2017 **Enclosure #18**

VII. PUBLIC COMMENTS ON THE AGENDA

VIII. OLD BUSINESS

IX. STAFF REPORT

Colonial School District recognizes the month of May as *National Physical Fitness Month*.

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 #19**

- * B. Extra Duty/Extra Pay **Enclosure #40**

XI. BOARD STUDENT REPRESENTATIVES REPORT

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

XII. NEW BUSINESS

A. Proposed Final Budget – 2017-2018

The Proposed Final Budget (2017-2018) totals \$123,975,433 which is an increase of \$5,848,433 or 4.95% over the 2016-2017 spending plan. The Proposed Final Budget includes a real estate tax of 21.4879 mills, an increase of 2.5%. The new real estate tax equates to an additional \$52.41 per year for each \$100,000 of taxable assessed value or an increase of \$78.67 on the District's median assessed value of \$150,105.

The 2017-2018 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.

B. Central Montgomery Technical High School: Operating Budget 2017-18

Walter Slaugh, Director – CMTHS seeks member authorization of the 2017-2018 Operating Budget with expenditures in the amount of \$9,755,255. The Colonial School district's share is \$2,362,647 – an increase of \$47,236 from the previous year. **Enclosure #20**

C. Election of Treasurer: 2017-2018

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 2017-2018 school year.

D. Board Secretary: 2017-2018

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.

E. Assistant Board Secretary: 2017-2018

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.

F. 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 #21**

G. 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 2017-2018 school year. Investments are subject to confirmation of bank maintenance and legally required collateral.

Enclosure #22

H. 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 2017-2018 school year.

Motion to appoint Fox Rothschild, LLP as Solicitor for the Colonial School District for the time period of July 1, 2017 through June 30, 2018 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 15, 2017
- d) Rates as established by the insurance carrier where Fox Rothschild, LLP is an approved provider
- e) Motion to approve the HIPAA 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. Karen Berk, Director of Pupil Services and Special Education, seeks Board approval for the contracts:

a) The Comprehensive Learning Center for 2017-2018. Annual tuition will be \$92,820 per student, an increase of 2%.

Enclosure #23

b) ASPS, Inc. for speech pathology services for the remainder of the 2016-17 school year and the 2017-2018 school year at an hourly rate of \$75.00 per hour.

Enclosure #24

c) Fee Schedule for Sweet, Stevens, Katz & Williams LLP for the 2017-2018 school year.

Enclosure #25

d) Austill's Rehabilitation Services, Inc. for physical/occupational therapy services for students attending Timothy School for the 2017-18, 2018-19, 2019-20 school years.

Enclosure #26

* e) The Lincoln Center – three year contract for three community counselors (one at CMS and two at PWHS).

Enclosure #41

3. Dr. Leticia Rodriguez, Director of Human Resources, submits a contract renewal for Substitute Teacher Service for the period July 1, 2017 through June 30, 2020.

Enclosure #27

4. Andrew Boegly, Director of Technology, submits a request for our Wide Area Network License Agreement Extension with Sunesys for a period of sixty (60) months commencing July 1, 2017 through June 30, 2022.

Enclosure #28

I. MCIU Special Education Cost Plan (2017-2018)

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 2017-2018 school year is \$1,042,201.10.

Enclosure #29

J. 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.

K. 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.

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|-----------------------------------|----------------------|
| a) Art Supplies | Enclosure #30 |
| b) General Supplies | Enclosure #30 |
| c) Paper and Office Supplies | Enclosure #30 |
| d) PWHS Athletic/Phys Ed Supplies | Enclosure #31 |
| e) CMS Athletic/Phys Ed Supplies | Enclosure #32 |

L. Montgomery Early Learning center (MELC) – Proposed Rates

Terry Yemm, Director of Operations, seeks Board approval to set rental rates for the 2017-2018 Before and After-School Programs in all elementary schools; and Summer Camp Program at Colonial Elementary School in 2017.

Enclosure #33

M. Board Policy Addition/Deletion

Board approval is sought for the addition of Policy #103 – Nondiscrimination in School and Classroom Practices. This policy will replace Policy #103.2 Discrimination Complaint Procedure which is being recommended for deletion. The policy was reviewed at the April CRSL & Safety and Wellness Committee Meeting. **Enclosure #34**

N. Assessment Appeal Settlement

Parcel No. #49-00-04391-00-6 Plymouth Township

O. K-12 Calendar (2016-2017) Act 80 Exceptions

Dr. MaryEllen Gorodetzer recommends a revision to the K-12 calendar for 2016-2017 to designate 11/8/16 and 2/17/17 as Act 80 days.

* P. Placement Agreement

Karen Berk, Director of Pupil Services and Special Education, seeks board approval for a placement agreement in lieu of FAPE. Due to restrictions regarding student confidentiality and privacy, this agreement was reviewed in Executive Session.

* Q. Separation and Release Agreement

The approval of the Separation and Release agreement between Colonial Board of School Directors and Employee No. 102167.

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

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| A. | Report of Curriculum, Instruction and Assessment | Enclosure #35 |
| B. | Technology Report | Enclosure #36 |
| C. | Building Report | Enclosure #37 |
| D. | School Activity Accounts (CMS) | Enclosure #38 |
| E. | Activity/Athletic Activity Accounts (PWHS) | Enclosure #39 |

XVI. QUESTIONS OR COMMENTS FROM THE FLOOR

XVII. ADJOURNMENT