

Chichester School District Board of School Directors  
Boothwyn, Pennsylvania  
Minutes of the Committee of the Whole Meeting – January 13, 2009

A Committee of the Whole meeting of the Chichester School Board was held at the Administration Building, 401 Cherry Tree Road, Boothwyn, Pennsylvania, on January 13, 2009. The meeting was called to order at 7:38 p.m.

Board members present were Howard Adams, Tony Ambrosino, Ruth Ann Baiocco, Ed Cardow, Foley Hurt, Patricia Koch, William Lawler, Mary Magaw, and Sherry Troiani.

Seated with the Board were Barbara DiMarino, Superintendent; Janice Miller Lion, Business Administrator; and Stephen Polaha, District Solicitor.

Also present was Fred Serino, Assistant to the Superintendent for Human Resources.

### **Scheduled presentations**

Mr. Don Main of MM Architects, Inc. reviewed change orders for the Marcus Hook Elementary School renovation project. He summarized the values of the change orders approved thus far and said they total 3.12% of the contract total. He said they are aware of open change orders in the amount of \$32,346.48. The change orders presented for board approval were COP#16 in the amount of \$23,150.82 for additional floor leveling required due to existing floor deck conditions, which goes along with COP#53 in the amount of \$4,627.74 for floor patching; COP#35 in the amount of \$667.00 for additional work required to construct a knee wall to meet the IBC code requirements for protection adjacent to the roof top units; COP#36 in the amount of \$1,530.65 for additional work required to reconstruct stair guard walls not salvageable due to their condition; COP#50 in the amount of \$56,377.60 for additional site work due to soil conditions in the rear section of the site including replacing soil that failed compaction tests; COP#55 in the amount of \$10,430.50 for installation of metal grating in the clock tower to provide a safe space for maintenance personnel to service the clock and lights; and COP#63 in the amount of \$2,484.00 for removal of two trees in front of the school due to their size and appearance. Mr. Cardow said he and the facilities manager had concerns about water penetration in the bomb shelter area, and requested that spotlights be installed in front of the building to focus on the historical architecture there and the stonework on the second floor. Mr. Ambrosino asked if a plaque could be installed that would display the history of the gym windows. Mr. Cardow asked about conduit that he saw in the building; Mr. Main explained that he will be presenting in the future a change order for electrical work that took place during the soil excavation work.

Ms. DiMarino said she had spoken to Mr. Main recently about options for high school auditorium renovations and asked him to present them to the board. He reviewed three options, the first of which is renovating the space as it is to deal with heating, finishes, electrical system, mechanical system, and sound system. He said the challenge to renovating within the existing auditorium is limited seating capacity (655), stage size, and limited storage space. They have looked at different configurations for the seating layout. The second option is to renovate the existing auditorium and add two levels of classroom space at the end of C wing; the third option is building a new auditorium and utilizing the existing footprint to pick up approximately 14-16 classrooms. Mr. Main reviewed a cost summary for each option presented—Option 1 estimated at \$2,060,821.61 or 10% contingency amount of \$2,266,903.78; Option 2 estimated at \$5,059,411.33 or 10% contingency amount of \$5,565,352.46; Option 3 estimated at \$9,044,859.25 or 10% contingency amount of \$9,949,345.18. Mr. Main said renovation of the existing

auditorium would take approximately six months. The board discussed the options at length. Ms. DiMarino told board members that their decision did not have to be made until the February board meeting, and work would start in June. Ms. Koch asked if money was in the capital reserve fund for this project; Ms. Lion said approximately \$4.5 million was in that fund. Mr. Cardow said a Buildings and Grounds Committee meeting should be scheduled to discuss this issue before the February meeting.

Mr. Mick Doyle of Turner Construction Company reported on the status of the Marcus Hook Elementary School renovation project. Regarding site work, he said the ELA Group was coming in next week to finish their punchlist and balance of work they have left. Regarding construction, he said they are waiting to get the HVAC systems controls finally approved. A special meeting has been called for later this week with the contractor and Honeywell to make sure that the specific requirements that were called for originally are being followed for the alternate. Once the final review and approval is done, the order will go forward. Mr. Doyle said the electrical system installation continues. The Marcus Hook Borough Fire Marshal stopped by and met with the contractor and reviewed some of the emergency mode conditions called for in specifications. The plumbing contractor is installing fixtures in bathrooms and should be finished in the next few weeks. The fire protection system is live and water is in all the pipes. Regarding architectural finishes, they are coming together from top to bottom; the new kitchen is installed and being prepared for inspection; and final painting is expected in late January or early February. Mr. Doyle said the project is where it should be in terms of the overall schedule. Ceiling, plumbing, electrical, and site inspections will all be done soon. Regarding the kitchen and gymnasium, the mechanical contractor is working to get the chiller pipes and controller ready for inspection, and the gymnasium addition mechanical work is ready for inspection also. Regarding the Market Street addition, the mechanical system installation is complete; interior handrail on the stair is expected to be complete this week; drywall work is complete; and casework continues.

Ms. Janice Miller Lion presented the 2009-2010 proposed preliminary budget. Ms. Lion summarized the budget process timeline as mandated by Act 1. She said the preliminary budget will be presented again at the February 10, 2009 Committee of the Whole meeting; a board vote is required to adopt the preliminary budget at the regular meeting of February 17, 2009. Highlights of the presentation include—revenue sources total \$60,775,638 with 70.8% coming from local taxpayers; total taxable assessment is \$1,183,986,958; state revenue is lower by 2.05% due to the subsidy for PA State Employees Retirement System (PSERS) which is based on the district's expense; expenditures total \$61,251,089, which is still being finalized; 48% of the budget is comprised of salaries, 15% for benefits. In summary, revenues for 2009-2010 are expected to increase 2.66% while expenditures are expected to increase 2.71%. The proposed millage is 35.093, an increase of 1.80, bringing the total millage for 2009-2010 to 5.4%.

### **Citizens' comments**

Joe Heyer, 6000 Village Way, spoke to the board about the state retirement system. He said he was on the Board of Directors of the PA Association of School Retirees and said the fund earned big surpluses in the 1990's. He said that board advised that the surpluses be held in a trust fund to cover years when there were little earnings, but it was not done. Mr. Heyer said it is the state legislature's fault that the retirement fund is in the condition it is now.

Gene DePaul, 4000 Village Way, asked if the district had enrollment projections and asked that "Taxpayers' Concerns" be added as a page in the budget.

### **Review of preliminary agenda**

Before reviewing the agenda, Mr. Adams verified that a report to the board would be given at the January 20, 2009 meeting regarding the Boothwyn Elementary School construction project. Mr. Cardow asked for

information regarding change orders so that board members would have enough time to review them before voting.

Ms. DiMarino reviewed Section A of the preliminary agenda\* with questions and comments as noted: A2—Mr. Ambrosino asked why a teacher was taking a course entitled “Microsoft Power Point 2002”. Ms. DiMarino said she would investigate as to whether it was required as part of the coursework.

Ms. Lion reviewed Section D of the preliminary agenda. She told board members that they can call her at any time with questions about financial reports or items on the bill list. Regarding an item for discussion, Ms. Lion said she would be putting forth an item for the final agenda to hire a firm to provide commissioning on the Marcus Hook School renovation project. She explained that she wanted to prevent the issues that arose at Hilltop School with the HVAC controls and system. She said the intent would be to back-charge the commissioning cost to the HVAC contractor.

Ms. Lion suggested a committee meeting to review the board policy concerning use of facilities.

Regarding an information item, Ms. Lion explained that the PA Department of Education sent a revised PlanCon Part H approval for the Chichester High School alterations project that states “since actual costs are the basis for calculating the reimbursable project amount, a record must be kept of change orders and supplemental contracts.”

Ms. DiMarino said that she and Mr. Adams agreed that the agenda format would be changed to put personnel items in one section for ease of review. When reviewing Section E, Ms. DiMarino noted the following: Professional Staff, Item 3—change school year from 2007-2012 to 2008-2009. Support Staff, Item 2e—change Boothwyn School to Chichester Middle School. Mr. Ambrosino asked a question pertaining to Item 1b under Support Staff; it was determined that a substitute driver would fill in for an employee taking unpaid leave for six months.

Ms. DiMarino reviewed Section F and reminded board members to review Section 800 policies carefully. She added that she has asked administrators to review the policies that are relevant to their respective department or building. Regarding new Policy 249—Bullying, Ms. DiMarino noted that the board is required by Act 61 to have a bullying policy in place no later than January 2009, and asked the board to consider waiving the procedure requiring three readings for this policy. Mr. Polaha said he had three items to be added to the policy and that he would send them to Ms. DiMarino the following day.

Ms. DiMarino requested an executive session with the board immediately following this meeting to discuss personnel matters; Mr. Adams concurred.

### **Adjournment**

On a motion made by Ms. Koch and seconded by Mr. Cardow, the meeting adjourned at 10:08 p.m.

William J. Lawler III, Secretary  
Chichester Board of School Directors

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\* Copy with original minutes