

Chichester School District Board of School Directors  
Boothwyn, Pennsylvania  
Minutes of the Committee of the Whole Meeting – April 8, 2008

A Committee of the Whole meeting of the Chichester School Board was held at the Administration Building, 401 Cherry Tree Road, Boothwyn, Pennsylvania, on April 8, 2008. The meeting immediately followed a special meeting and was called to order at 7:55 p.m.

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

Seated with the board were Michael Golde, Superintendent; Janice Miller Lion, Business Administrator; and Stephen Polaha, District Solicitor. Also present were Barbara DiMarino, Assistant Superintendent; and Fred Serino, Human Resources Administrator.

**Presentations for information and discussion**

Mr. Mick Doyle of Turner Construction Company reported on the status of the Marcus Hook Elementary School renovation project. Some of the highlights of the ongoing work include an additional site entrance approved for the Market Street addition; approval of the MEP coordination process (ductwork, chilled water piping, fire protection installation); concrete footings and piers are complete for the kitchen addition; underpinning of existing structural foundations for the gymnasium addition is complete; and footings and foundation work for the Market Street addition will commence in conjunction with work at the ground floor level of the existing building. Mr. Doyle reported that there has been no significant change in the schedule since the March construction report.

Mr. Don Main of MM Architects, Inc. reviewed change orders for the Hilltop School construction project. He said there were no action items. Open items are being targeted for finalization and should be completed by May. The contracts that are closed at Hilltop are the elevator, food service, and sprinklers. Mr. Main said the plumbing contract has one or two items for punch list completion; special systems is complete except for some training; HVAC is completing work; and electrical and general contracting items are completing punch list items. Mr. Adams asked what training was required for the special systems; Mr. Main said it was training for district employees. Mr. Lawler asked when the district could expect final drawings for the building; Mr. Main said each prime contractor owes the district 'as built' documentation in hard and electronic copy. He added that no final payments are released until 'as built' drawings, owner manuals, warranties, and record submittals made throughout the project are received. Mr. Main said the documentation will come through his office. Mr. Cardow asked if the clock on Hilltop School is fixed yet; Mr. Main said it has not been fixed and that he would have to contact the general contractor and special systems contractor to have it repaired.

Regarding the Marcus Hook School project, Mr. Main said there were no action items, but reviewed a change order from the general contractor related to existing walls on the ground floor. He explained that the existing walls from the building's original construction were masonry and during subsequent renovation projects walls have been added. Mr. Main said those walls were very loose and in some instances moisture damage has been found. The general contractor has been asked to give an estimate to increase the scope from the base bid to remove all existing wood stud framing and replace it with metal stud walls in three classrooms (4,045 square feet of wall). Mr. Main estimated the cost to be about \$4,000 for demolition and approximately \$2.00 to \$3.00 per square foot for new wall construction. Mr. Hurt asked if it would be possible to get the cost in order to have the item on the April 15 board meeting agenda. Ms. Lion said she would put it on if the numbers are obtained by Monday. Mr. Main said he

would like to authorize the contractor to start the demolition work so things keep rolling on the ground floor work and that he could get the estimate by April 15. Mr. Adams asked about the source of the moisture damage and if action would be taken to prevent damage to the new walls; Mr. Main explained that the initial geotechnical soils analysis did not show soil modeled for water at the depth of the ground floor slab and consequently, no specifications were given for a system that would pull water out from under the building. Mr. Main said that problems were seen where the VCT was directly over the concrete because the concrete was sitting on the soil. The improvement will consist of removal of the old concrete, soil lowered, a stone layer, a vapor barrier, and concrete. Mr. Main added that the new ventilation systems in the building would bring in fresh air from the rooftop units that would also help with any moisture problems. Mr. Cardow asked if the cafeteria concrete floor was also sitting directly on soil; Mr. Main said the entire ground floor was sitting on soil.

Mr. Main said the only action item for the board this month was acknowledgement of receipt of PlanCon G approval from the Pennsylvania Department of Education for the Marcus Hook School project.

Mr. Main said his firm is working through the furniture planning for the Marcus Hook School project and said the furniture would be the same as what is now in the new Hilltop School.

Mr. Cardow asked about the high school auditorium project; Mr. Main said an initial walk through was done March 23, 2008 with the band and choral directors and the principal. He said he has the existing building drawings and design options will be brought to the board for review with associated costs. Mr. Cardow said he hoped the design would include large group instruction rooms; Mr. Main said his firm would have different design options for the board to review.

#### **Citizens' comments**

No comments were made.

#### **Review of preliminary agenda**

Mr. Golde said he would assume a consent agenda unless informed otherwise. He reviewed the preliminary agenda\* with questions and/or comments as noted: A3—Mr. Golde pointed out to the board that according to board policy, every textbook that is used in the district must be approved by the board. Ms. DiMarino said she and Mr. Brian Berryman, Director of Secondary Curriculum, would be making a presentation of the proposed textbooks to the board at the April 15 meeting.

Ms. Lion reviewed the business section of the agenda saying she would not recommend consensus because she had some items to add and had to verify other items with the solicitor. The items were reviewed with questions and/or comments as noted: D3—Mr. Adams clarified that all Delaware County districts vote to approve the Delaware County Intermediate Unit Operating Budget each year. D5—Ms. Lion said the amounts were changed; the total amount is \$25,540,750 and the district's portion is \$1,444,920. Mr. Cardow asked that the wording be changed to Delaware County Intermediate Unit Special Education budget. D9—Ms. Lion supplied the name of the vendor, Markley Actuarial Services, who will be supplying actuarial services to insure the district is compliant with GASB 45 for the next annual financial audit. The vendor will be evaluating the district's post-retirement benefits and insurance plans. Ms. Lion added item D14 to recommend a summer food service program at Linwood School and Marcus Hook Pavilion with lunch provided from June 16 to July 31, Monday through Thursday. She said the service was funded through the federal food nutrition program. Item D15 was added to recommend a change order for the HVAC project at the middle school in the amount of \$5,378.00 to Tri State McCoy

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\* Copy with original minutes

for replacement of a coil in the HVAC system in the main office area. Mr. Adams asked why it has been such a lengthy process; Ms. Lion said she did not know the reason.

Mr. Cardow asked about the fence to be installed on the Hilltop property; Ms. Lion said she had not received bids yet, but she expected the item to appear on the April 15 agenda.

Regarding Section E of the agenda, Mr. Golde pointed out to the board that Sections 300, 400, and 500 of the current policy manual reflect separate sections for administrators, professional employees, and classified employees, respectively, and that all three sections will be combined into a single Section 300 to cover all employees. He said many of the current policies in those sections are redundant.

### **Other issues**

Mr. Polaha said that at the last board meeting he was asked by the board to determine the total amount of tax assessment reductions afforded to property owners in Creekside Village for 2008. A review showed there were 142 tax appeals involving those properties; of 142, 35 were denied by the Tax Assessment Appeal Board and 170 were granted relief. Of the 35 denied, one was appealed to the Court of Common Pleas of Delaware County. Accordingly, 108 property owners in Creekside Village received tax relief, 107 at the board level, and one by agreement of the parties following the appeal of the court. Mr. Polaha said the total assessment reduction for the 107 appeals granted was \$1,745,119. Mr. Cardow asked when the reduction goes into effect; Mr. Polaha replied that it would be July 1, 2008.

Ms. Lion asked the board to determine a date for a Buildings and Grounds Committee meeting; it was decided that April 24 would work best. Ms. Lion said decisions should be discussed regarding the Boothwyn School construction project. Also, a field at the middle school has to be repaired due to topsoil damage. Mr. Hurt suggested that the district had to determine who damaged it and if it was an organization, they should be asked to help with the repair cost. Ms. Lion said the repair had to be addressed now because it would be used for football. Mr. Cardow said the field is only used for field hockey. The Facilities Director has advised that the field would have to be closed for repair beginning May 1 to the fall. Ms. Lion said the budget will cover the repair and she is giving this information to the board in case a resident asks why the field is closed. Ms. Lion said she would find out who uses the field and give the board that information on April 15.

### **Adjournment**

On a motion made by Mr. Hurt and seconded by Ms. Koch, the meeting adjourned at 8:40 p.m.

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