

February 8, 2007

BOARD (Present)

John D'Angelo	President	Joseph Ciambrello	Member
David Chichilitti	Vice-President	Steve Cullen	Member
James Petrino	Treasurer	Joseph Fucso	Member
James Downey, Esq.*	Solicitor	John Hill	Member
Mary Antonelli	Secretary	Mary Jane Paglione	Member
Joseph Ciambrello	Member	Denise Riccio	Member

*Mr. Downey substituted for Mr. Mandio

BOARD (Absent)

Anthony Mandio, Esq.	Solicitor
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OTHERS (Present)

Dr. Broadus Davis	Superintendent of Schools
Joseph Roe	Business Manager
Kelli Rosado	Assistant Elementary Principal
James Esposito	Acting Assistant Secondary Principal
Angelo Rago	Owner Representative
Residents (4)	
Teacher(s) (2)	

OTHERS (Absent)

Thomas Shaffer	Secondary Principal - excused
Rosemary Parmigiani	Elementary Principal - excused

The Bristol Borough School Directors held a public meeting on Thursday, **February 8, 2007**, at 7:00 p.m. in the Board Room of the District Administrative Offices.

CALL TO ORDER.

President D'Angelo called the meeting to order and led everyone in the Salute to the Flag.

AGENDA APPROVAL: Approved (9-0).

Motion: Mr. Petrino
Second: Mr. Chichilitti
Result: Approved 9-0

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PUBLIC PARTICIPATION: (agenda items only) None

IMMEDIATE ACTION ITEM

PERSONNEL

Personnel

1. Accept the resignation of Barbara Massey, School Nurse, due to retirement, effective the end of the 2006-2007 school year.

Motion:	Mr. Petrino
Second:	Mr, Cullen
Result:	Approved 6-0-3 (Mr. Chichilitti, Mr. Fusco & Mr. Hill abstained).

DISCUSSION ITEMS FOR AGENDA ACTION, FEBRUARY 14, 2007

- Accept Auditor General's Report for the years ended June 30, 2003 & 2004
- Increase salary of acting secondary assistant principal.
- Approve days without pay for professional employee.
- Add qualified candidates to the District Professional Substitute List.
- Add qualified candidates to the District Custodial and Cafeteria Substitute Lists.

New Construction – Angelo Rago – Owner Representative

Mr. Rago reviewed in detail the items listed on the attached. There were discussions on the following:

Review of Construction Progress

- Awaiting connection of communication lines. EBS advised that Verizon is scheduled to install lines early next week. There has been a slight delay.

Mr. Cullen asked if Verizon could be replaced in order to keep the schedule. **Mr. Rago** indicated that it is the responsibility of the contractor to arrange the installation of the lines at the site.

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Review of Outstanding Project Issues

- Vitetta is responding to Bristol Borough regarding civil engineering concerns outlined in a letter dated 10-26-06, from Bristol Consulting Engineer. The concerns are an active 12” storm line that was indicated to be abandoned, sanitary drainage elevations and roof storm water calculations. (Please refer to the attached for additional dates and concerns regarding the storm line.)

Mr. Rago stated that the issues regarding the storm line and survey points may cause a claim for a delay. On February 6, 2007 the contractor sent an e-mail request for an engineer to find or reinstall survey points. There were numerous requests to the architect for information to identify locations at the site so the building contractor’s layout person could layout the school, e.g., storm lines, manholes, etc. Subsequently, the architect did respond and contacted the engineer to establish survey points (property corners). On February 6, 2007 Mr. Rago met with Jeffrey Skinner of Skinner Engineering & Surveying and new pins were set and the contractor was notified the next day. There was an assumption that iron pins were set. However, there were no iron pins and the layout crew spent about 8 hours looking for the iron pins in order to layout the school.

Mr. Fusco asked Mr. Rago for clarification: Mr. Skinner was to put the pins in place and it was recently discovered that there were no pins in place. Mr. Rago acknowledged that he was not aware of the direction or the scope of the work to be performed by Mr. Skinner. Mr. Fusco then asked if Mr. Skinner was cooperating with Bock. Mr. Rago replied that Mr. Skinner was contacted by Remington & Vernick and he (Mr. Rago) met with Mr. Skinner, reviewed the pin locations and everything was done expeditiously. Mr. Rago continued and reported that on January 12, 2007 the contractor sent information to Vitetta indicating that after reviewing the plans they needed an engineer to provide control points and elevations. The control point and elevations establish where the building will be located and what elevations materials to be installed. The architect responded that 18” steel spikes were in place at the property lines when the surveying was done. They also indicated elevations of existing monuments be used for elevations. And, such, is a normal procedure. If the contractor cannot find information in the drawings, he seeks clarification.

Mr. D’Angelo stated that the architect was pretty confident that the engineer that they (Vitetta) hired had done the job. **Mr. Chichilitti** asked about the delay. Mr. Rago indicated that they will first put you on notice, and that is why he is bringing this information to the board’s attention tonight. Mr. Rago referred to the contractor’s engineer spending 2 days trying to do the layout work. Mr. Fusco asked if Remington & Vernick subcontracted to Jeffrey Skinner for the surveying, and why is another engineer necessary to do the same type of work. Mr. Rago responded that Jeffrey Skinner did the survey and existing condition plan that was used in the design. **Mr. Cullen** verified that we are on notice and Mr. Rago responded that “yes” we are and he will be monitoring the situation.

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Referring to the previous meeting, **Mr. Chichilitti** asked if the change order that was discussed is still possible and Mr. Rago responded that “yes” there will be a change order regarding the storm pipe. Again, Mr. Rago stated he will continue to inform the board.

2007-2008 BUDGET PRESENTATION

Mr. Roe offered the following regarding the proposed budget: (see attached)

- Proposed budget shows a 30 mill increase that includes
 - 10 mills for operations
 - 20 mills for capitol debt (that must be raised each year to pay that debt)
- Act 1 allows the district to raise the millage by 4.6% (5% for sake of calculating)
- District can get an exception for the debt exception for 20 mills;
- Therefore, the district is now 5 mills over the allowable millage increase. The 5 mills is equivalent of \$365,000. Therefore, the first decision to be made is if the board wishes to pass a budget by February 14, 2007 without the additional 5 mills or go to referendum and let the voters decide.
- District administrators met last week to set priorities regarding reductions in order to help the board to make that decision.

Items for Discussion (if the board decides not to go to referendum) – reduce staff or cut programs. Please refer to the attached handout that outlines Total Budget Reduction not Affecting Programs

- Part-time custodians - \$35,000
- District Paraprofessionals - reduction of 1 of the 16 positions - \$22,000
- Fund Balance - \$425,000 – part of that could be used against budget deficit – it is important to keep in mind that these are recurring expenditures.
- Excess staffing, temporary positions
- Current Staff Terminating
 - Two retirements
- Supplementals
 - Clubs or athletic teams that don't have sufficient numbers to justify the program
- Dual Enrollment & Alternative Education Program (apply for the PA Bock Grant to fund these 2 programs)
- Full-time Kindergarten
- Reading First
- Title I Budget & Programs
 - After review, Title I will be able to support these programs

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Discussion:

- **Mr. Chichilitti** asked what the interest would be if \$15,000,000 was invested for 6 months. He would like to use that interest from the construction fund to reduce the deficit.
- Mr. Roe explained that the two funds are separate. The district is able to get exceptions for the Construction Project Fund. The interest from this fund only works inside the fund to help pay the debt. The operating budget still needs to be cut by \$145,000.
- **Mr. Hill** asked if what is customary to keep in the Fund Balance, and Mr. Roe explained: minimum of 3%; maximum of 5%. By law 8.5% can be kept in the fund. About 3 years ago, the district had approximately \$1,000,000; now it is down to the \$425,000. Mr. Hill then asked about the Block Grant. Mr. Roe explained that the grant funds the full-time kindergarten and any excess would fund alternative education & dual enrollment.
- Summary: 5 mills still needs to be eliminated from the budget unless we go to referendum

CAPITAL PROJECT FUND – Cash Flow Project – Please refer to the attached

The following is based on the “drawn-down” sheet prepared by Vitetta

January 1, 2007	\$32,489,610
Total Cash: Paid Out to End of Project	\$34,186,447
Amount estimated to be short at end of project	\$734,253*

***Mr. Chichilitti** asked about the estimate of \$1.5 million last month. Mr. Roe explained that the district made \$800,000 by refinancing the bonds and that is included in the estimate. Mr. Chichilitti asked about the interest and why it cannot be used. Mr. Roe explained that the district cannot make any more money then what we pay out in the bonds. Even if the money were to be invested for 10%, it doesn’t do the district any good. The maximum is 4% and anything above that must be returned.

Mr. Roe reminded the board that we still need \$145,000 (5 mills) of reductions to balance the budget in order to avoid going to referendum and the choices are: reduce expenses by 5 mills; increase revenue, or use \$145,000 out of the Fund Balance. The preliminary budget needs to be passed by February 14, 2007 Governor’s budget will not be available until May and much of that is based on the proposed 7% sales tax.

Mr. Ciambrello asked if the reduction in part-time custodians would mean overtime for regular workers, and Mr. Roe answered no.....regular workers would have larger areas. He also asked about the reduction in paraprofessionals. Mr. Roe stated that paraprofessionals are not required in any classes.

Mr. Chichilitti suggested taking the \$145,000 deficit out of the Fund Balance unless the financial advisor has a different story in regard to using the interest. A consensus was taken and all agreed to take the \$145,000 out of the Fund Balance.

Twenty (20) mills supporting our debt of the new school will be discussed next week. Preliminary budget needs to be passed next week; final budget will be passed by June 20.

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PUBLIC PARTICIPATION:

Borough resident and parent, Paul Cullura asked if the board had any plans to renovate the high school. The directors assured Mr. Cullura that the issue is being addressed.

Next public meeting: February 14, 2007 at 6:00 p.m. Executive sessions are routinely held 15 minutes prior to the meeting to discuss personnel/legal issues.
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ADJOURNMENT:

Meeting adjourned – 7:40 p.m.

Respectfully submitted by:

Mary M. Antonelli
Board Secretary