

Rochester Board of Education
Finance Committee
June 13, 2013

Attendance: Commissioner Powell (Chair); Commissioners White and Cruz. Parent Representative: Giancarlo Giannini. District Staff: Bill Ansbrow, Chief Financial Officer; Vern Connors, Budget Director; Gary Smith, Purchasing Officer; Mike Schmidt, Chief of Operations; Annmarie Lehner, Information Technology Officer. Board Staff: Debra Flanagan.

Commissioner Powell convened the meeting at 6:28PM.

I. Questions & Answers Session

Bill Ansbrow reported that there are no significant budgetary changes at this time.

II. Review and Approve Minutes of the May 2, 2013 Finance Committee Meeting of the Whole; May 7, 2013 Finance Committee Meeting of the Whole; and of the May 21, 2013 Finance Committee Meeting

Motion by Commissioner Cruz to approve the minutes of all of these meetings. Seconded by Commissioner White. **Adopted 3-0, with concurrence of parent representative.**

III. Review and Approve May 2013 Financial Report

Commissioner Powell pointed out that some of the categories of expenditures appear to exceed the budgeted amount because departments are shifting spending from one line item to another as the end of the fiscal year approaches. She stated that the overall budget has not been exceeded, but funds simply transferred from one item to another.

Motion by Commissioner White to approve May 2013 Financial Report. Seconded by Commissioner Cruz. **Adopted 3-0, with concurrence of parent representative.**

Vern Connors announced that a Financial Report will not be submitted to the Finance Committee in July because the District will be finalizing year-end transactions. He described the schedule for providing future Financial Reports to the Committee:

- Unaudited Report for June: August meeting
- Unaudited Report for Year-End: September meeting
- Audited Report for Year-End: after independent auditors have reviewed the Year-End Financial Report, it will be submitted to the Audit Committee

IV. Review and Approve Resolutions in Preparation for June 20, 2013 Board Business Meeting

A. PROCUREMENT

1. **A. Daigger & Co. Inc. (dba “ETA hand2mind”); Cascade School Supplies; Community Products LLC (dba “Community Playthings”); Constructive Playthings; Follett Library Resources, Inc.; Kaplan Early Learning Company; Lakeshore Equipment Company (dba “Lakeshore Learning Materials”); National Educational Systems Inc.; Nasco; Really Good Stuff; School Specialty Corporation – new contract for procurement of early childhood learning material – Resolution No. 2012-13: 728**
2. **LDL Pools – new contract for purchase of swimming pool chemicals for secondary schools – Resolution No. 2012-13: 729**
3. **McCarthy Tire Service – new contract for purchase of tires – Resolution No. 2012-13: 730**
4. **B.J.R. Auto Radiator Service, Inc.; D&W Diesel, Inc.; Flower City Glass; GLK Enterprises, Inc. (dba “Upstate Thermo King”); Kaiser-Wilcox Corporation; Milt & Ron’s Automatic Transmission Service Inc.; Penn D.D.A. LLC; Thru-Way Auto Spring Service, Inc. – new contract for purchase of vehicle repair services – Resolution No. 2012-13: 731**
5. **Water Wise of America Inc. – contract extension for purchase of water treatment chemicals and services to maintain air conditioning and boiler systems – Resolution No. 2012-13: 732**
6. **Authorization for Purchasing Agent of Monroe-2 Orleans BOCES to enter into any and all cooperative bidding ventures for the 2013-14 school year – Resolution No. 2012-13: 733**

Motion by Commissioner Cruz to address all above Procurement resolutions as a group. Seconded by Commissioner White. **Adopted 3-0, with concurrence of parent representative.**

Motion by Commissioner Cruz to approve all above Procurement resolutions. Seconded by Commissioner White. **Adopted 3-0, with concurrence of parent representative.**

B. FACILITIES

Contracts:

1. **Manel Excavating Corp. – contract for snow plowing and snow removal – Resolution No. 2012-13: 734**
2. **Archie Donoughe Sanding Inc. – contract for wood floor refinishing services – Resolution No. 2012-13: 735**

3. **GP Land & Carpet Corporation – contract for maintenance of resilient flooring – Resolution No. 2012-13: 736**
4. **Dataflow Reprographics, LLC – contract for large format copying – Resolution No. 2012-13: 737**
5. **Rotolite Elliott Corp. – contract for printing services – Resolution No. 2012-13: 738**
6. **Hewitt-Young Electric, LLC – contract for electrical work on Phase 2 of the District-wide security project – Resolution No. 2012-13: 739**

Motion by Commissioner White to address above resolutions for new Facilities contracts as a group. Seconded by Commissioner Cruz. **Adopted 3-0, with concurrence of parent representative.**

Commissioner Powell asked about the purpose for the contract with Dataflow Reprographics for large format copying. Mike Schmidt replied that this contract is to produce signs for schools and other District buildings.

Commissioner Powell inquired about the resolution for printing services with Rotolite Elliott Corporation. Gary Smith responded that this contract is for printing specialized documents needed by the Facilities department (e.g. architectural drawings and blueprints).

Motion by Commissioner White to approve all above Facilities resolutions for new contracts. Seconded by Commissioner Cruz. **Adopted 3-0, with concurrence of parent representative.**

Final Payments:

7. **O’Connell Electric Company, Inc. – final payment for electrical work for renovations to School No. 29 – Resolution No. 2012-13: 740**
8. **EastCoast Electric, LLC – final payment for electrical work for renovations to School No. 36 – Resolution No. 2012-13: 741**

Motion by Commissioner Cruz to address above Facilities final payment resolutions as a group. Seconded by Commissioner White. **Adopted 3-0, with concurrence of parent representative.**

Motion by Commissioner Cruz to approve above Facilities final payment resolutions. Seconded by Commissioner White. **Adopted 3-0, with concurrence of parent representative.**

Other:

- 9. Request for Revision of Financial Information (FP-FI) to submit to NYSED – Resolution No. 2012-13: 742**

Motion by Commissioner Cruz to approve above resolution to submit FP-FI to NYSED. Seconded by Commissioner White. **Adopted 3-0, with concurrence of parent representative.**

Lease:

- 10. University of Rochester Memorial Art Gallery – lease of grounds for physical education activities for students at the School of the Arts – Resolution No. 2012-13: 743**

Commissioner Powell noted that while this lease is renewed each year, the cost has increased by \$1,000 from last year. She asked about the reason for this cost increase.

Action Item: Mr. Ansbrow will look into the reasons for the \$1,000 cost increase for lease of grounds at the Memorial Art Gallery, and report back to the members of the Finance Committee.

Motion by Commissioner White to approve above resolution to lease grounds at the Memorial Art Gallery for physical education of the students at the School of the Arts. Seconded by Commissioner Cruz. **Adopted 3-0, with concurrence of parent representative.**

Amend Contracts:

- 11. IBC Engineering, PC – amend contract for architectural/engineering services to extend the term through December 31, 2013 with no increase in amount – Resolution No. 2012-13: 744**
- 12. Envoy Environmental Consultants Inc. – amend contract for environmental services (air monitoring, lead paint testing) to extend the term through December 31, 2013 with no increase in amount – Resolution No. 2012-13: 745**
- 13. Thomas H. Anderson (dba “MA Architects”) – amend contract for architectural/engineering services to extend the term through December 31, 2013 with no increase in amount – Resolution No. 2012-13: 746**
- 14. Lozier Environmental Consulting, Inc. – amend contract for environmental services to extend the term through December 31, 2013 with no increase in amount – Resolution No. 2012-13: 747**

Motion by Commissioner White to address above Facilities resolutions to amend contracts as a group. Seconded by Commissioner Cruz. **Adopted 3-0, with concurrence of parent representative.**

Motion by Commissioner White to approve above Facilities resolutions to amend contracts. Seconded by Commissioner Cruz. **Adopted 3-0, with concurrence of parent representative.**

C. INFORMATION MANAGEMENT & TECHNOLOGY

- 1. Rimini Street, Inc. – amend contract for annual maintenance service on all District-owned PeopleSoft Enterprise applications to extend the term through June 30, 2014 for \$333,296 – Resolution No. 2012-13: 748**

Motion by Commissioner Cruz to approve above Information Management & Technology resolution. Seconded by Commissioner White. **Adopted 3-0, with concurrence of parent representative.**

D. OTHER

- 1. DG&M Agency, Inc. – contract for general liability insurance, automobile liability insurance, excess automobile liability insurance, boiler and machinery insurance for 2013-14 school year – Resolution No. 2012-13: 749**

Motion by Commissioner White to approve above resolution for a contract with DG&M Agency for insurance coverage. Seconded by Commissioner Cruz. **Adopted 3-0, with concurrence of parent representative.**

- 2. Payment to suburban school districts for required services provided to students residing in the Rochester City School District and attending non-public schools in suburban districts (e.g. health care services) – Resolution No. 2012-13: 750**

Commissioner Powell asked whether the payments in this resolution pertain to the Urban – Suburban Program. Mr. Connors explained that this is unrelated to the Urban – Suburban Program, and that school districts are legally required to pay for health services for students who attend private, parochial, or charter schools outside of their district. He noted that RCSD also bills other school districts for health services provided to their students attending private, parochial, or charter schools in the City. Mr. Connors reported that school districts bill each other based on a formula calculating the per student cost for health services. He added that the amount paid by RCSD is equivalent to the amount received from other districts for health services provided to non-resident students, so there is no net impact on the budget.

Commissioner White asked whether the nurses or health care professionals providing services in private, parochial and charter schools are RCSD employees. Mr. Connors replied that these health care professionals are employees of BOCES, and RCSD provides payment to BOCES.

Commissioner White inquired about all of the services the District is required to pay for students attending private, parochial and charter schools. Mr. Connors replied that RCSD is required to provide or pay a per pupil cost for the following items and services for District students attending a non-public school:

- Health services
- Textbooks and instructional materials
- Computer hardware and software
- Transportation

He noted that the District is legally required to provide or pay for these items in addition to the tuition paid to charter schools. Mr. Connors estimated that the total cost for resident students attending non-public schools and for programs outside of K-12 is approximately \$75M per year. He stated that this figure includes UPK and programs for students outside of K-12 instruction (e.g. Incarcerated Youth, Adult Education)

Commissioner Cruz suggested including this information in the budget next year to more accurately reflect the actual per pupil expenditures in the District.

Action Item: Mr. Connors will provide the Finance Committee with a breakdown of the cost of each of the items and services paid by RCSD for resident students attending non-public schools in other districts.

Motion by Commissioner Cruz to approve above resolution for RCSD payment for health services provided to resident students attending non-public schools in other districts. Seconded by Commissioner White. **Adopted 3-0, with concurrence of parent representative.**

E. Late Submission Resolution: contract with Rochester Public Library to hire eleven RCSD students as Literacy Aides over the Summer.

Mr. Ansbrow explained that this resolution is a component of ROCRead and the initiative to encourage students to read over the summer to maintain their academic skills. He stated that the intent in hiring RCSD students as Literacy Aides is to draw other children from the neighborhood into the libraries, and also to show the capacity of students to serve as role models.

Commissioner Powell expressed concern about possible disallowances for this use of funds. Mr. Ansbrow responded that the Grants Office does not see this as a concern. He discussed the importance of expanding the District's partnerships in the community to promote career paths for students. Mr. Ansbrow stated that the library

does not have much diversity among their staff, and these types of experiences encourage a change in perceptions and an exploration of different ways to create career paths to reach a broader population.

Commissioner Cruz discussed this agreement with the library as a potential model for creating paths for RCSD students to become teachers, as diversity is also lacking among District teaching staff. He stated that this experience may provide insight that would be useful for developing these types of opportunities within the District. Commissioner Cruz suggested that credit could be given to students for these types of educational experiences.

Mr. Ansbrow explained that the Rochester Public Library identified all but two branches (Charlotte and Winton) as having a potential need for Literacy Aides. He stated that training for the eleven students selected for these positions will begin on July 1.

Motion by Commissioner White to approve above resolution for a contract with the Rochester Public Library to hire eleven RCSD students to serve as Literacy Aides over the summer. Seconded by Commissioner Cruz. **Adopted 3-0, with concurrence of parent representative.**

F. Additional Resolution regarding terminating District – Charter Compact

Commissioner Powell pointed out that this resolution was tabled last month because additional time was needed in consideration of a possible grant award. Mr. Ansbrow reported that he does not anticipate any problems with approving this resolution at this point.

Motion by Commissioner White to approve resolution to terminate RCSD involvement in the District – Charter Compact. Seconded by Commissioner Cruz. **Adopted 3-0, with concurrence of parent representative.**

Motion by Commissioner Cruz to adjourn. Seconded by Commissioner White. **Adopted 3-0, with concurrence of parent representative.**

Meeting adjourned at 6:13PM.