

**Rochester Board of Education
Finance Committee
September 16, 2010
Immediately following Board Governance Committee Meeting**

MINUTES

Attendance: Commissioner Powell (Chair) and Commissioners White (arrived 5:42PM) and Cruz.
Parent Representative: Betsy Rice absent. District Staff: Joyce Martelli, Jim Fenton, Jerome Underwood, Vern Connors, Gary Smith. Board Staff: Debra Flanagan

Commissioner Powell convened the meeting at 5:41 p.m.

I. Questions & Answers regarding RCSD Budget

Joyce Martelli reported that no new information has been received regarding allocations of the Education Jobs funding, and that the State is reducing funding to the District by \$2.68m. Plans are being developed to address this funding reduction.

II. Review and Approve Minutes of August 19, 2010 Finance Committee Meeting

Motion by Commissioner Cruz to approve the minutes of the August 19th Finance Committee meeting. **Adopted 2-0.**

III. Review and Approve August 2010 Financial Report

Ms. Martelli reported that staff have been encumbering funds earlier in the procurement process. By encumbering funds earlier, the percentage of available funds is reduced but a more accurate indication is provided of the funds the District actually has available at any given time.

Motion by Commissioner White to approve the August 2010 Financial Report. Seconded by Commissioner Cruz. **Adopted 3-0.**

IV. Review and Approve 2009-10 Student Activity Funds Report

Motion by Commissioner White to approve the 2009-10 Student Activity Funds Report. Seconded by Commissioner Cruz. **Adopted 3-0.**

V. Review of Proposed Resolutions for September 23, 2010 Board Business Meeting

A. COMMUNICATIONS

1. Schoolwires, Inc. - (Resolution No. 2010-11: 226)

Motion by Commissioner White to approve above Communications resolution. Seconded by Commissioner Cruz. **Adopted 3-0.**

B. FOOD SERVICES

1. Kaizen Food Service Planning & Design, Inc. – (Resolution No. 2010-11: 227)

Commissioner White inquired about the plans for design of the Central Kitchen. Jerome Underwood replied that Phase I was conducted this summer, and the next phase involves evaluation of the capabilities of the existing structure and necessary work to upgrade to a first-class facility.

Motion by Commissioner Cruz to approve above Food Services resolution. Seconded by Commissioner White. **Adopted 3-0.**

C. PROCUREMENT

- 1. Auto, Truck and Bus Parts – (Resolution No. 2010-11: 228)**
- 2. Science Equipment & Supplies – (Resolution No. 2010-11: 229)**
- 3. Musical Instruments & Accessories – (Resolution No. 2010-11: 230)**
- 4. Identification Data & Imaging, LLC – (Resolution No. 2010-11: 231)**

Motion by Commissioner Cruz to consider all above procurement resolutions as a group. Seconded by Commissioner White. **Adopted 3-0.**

Motion by Commissioner Cruz to approve all above procurement resolutions. Seconded by Commissioner White. **Adopted 3-0.**

D. FACILITIES

Contract

1. JCJ Architecture, PC – (Resolution No. 2010-11: 232)

Motion by Commissioner White to approve above contract resolution. Seconded by Commissioner Cruz. **Adopted 3-0.**

Lease Agreement

2. Landsman Development Corporation – (Resolution No. 2010-11: 233)

Mr. Underwood explained that this resolution is for use of the three-bay garage under the current contract with 30 Hart Street for no additional cost.

Motion by Commissioner White to approve above lease agreement. Seconded by Commissioner Cruz. **Adopted 3-0.**

Final Payments

3. Jupiter Environmental Services, Inc. – demolition and abatement work at School No. 33 and Thomas Ryan Community Center – (Resolution No. 2010-11: 234)
4. LeChase Construction Services, LLC – general construction at School No. 33 and Thomas Ryan Community Center – (Resolution No. 2010-11: 235)
5. Michael A. Ferraulo Plumbing & Heating, Inc. – plumbing work for renovation at School No. 5 – (Resolution No. 2010-11: 236)
6. Testa Construction, Inc. – general construction at Jefferson High School – (Resolution No. 2010-11: 237)

Motion by Commissioner White to consider all above final payment resolutions as a group. Seconded by Commissioner Cruz. **Adopted 3-0.**

Motion by Commissioner White to approve all above final payment resolutions. Seconded by Commissioner Cruz. **Adopted 3-0.**

Maintenance Services

7. New York State Fence, Inc. – Fence Repair – Contract 1A
8. Heaster Building Restoration, Inc. – Masonry Repair – Contract 1B
9. Piptone Enterprises, LLC – Refrigeration Equipment Repair – Contract 2A
10. Betlem Service Corporation – Air Conditioning/Handling – Contract 2B
11. Betlem Service Corporation – Boiler Repair – Contract 2C
12. DG Messmer Corp. – Sewer Cleaning – Contract 3A
13. DG Messmer, Corp. – Plumbing Repair – Contract 3B
14. R. C. Shaheen Paint, Co., Inc. – Shades/Blind Repair – Contract 5A
15. P. D. H. Contractor4s, Inc. – Curtain and Stage Drapery Cleaning – Contract 5D
16. BAAR Environmental, Inc. – Asbestos Abatement – Contract 5E - **Withdrawn**
17. TES Environmental, Corp. – Sampling and Testing Laboratory Services, Project Monitoring – Contract 5F
18. Kuitems Construction, Inc. – Miscellaneous Millwright – Contract 6B
19. Property Construction Services – General Carpentry – Contract 6C
20. Manel Excavating Corp. – Snow Plowing and Removal – Contract 7B
21. Rochester Snowplowing & Sealcoating, Inc. – Snow Plowing and Removal – Contract 7B
22. GPD90 Services, Inc. – Snow Plowing and Removal – Contract 7B
23. A. R. Pierrepont Co., Inc. – Painting – Contract 9C
24. PLACEHOLDER – demountable partition work – Contract 10A - **Withdrawn**
25. Hewitt Young Electric, LLC – Electrical Work – Contract 16C
26. Wm. Summerhays Sons Corporation – Boiler Tube Repair – Contract 2E
27. Wm. Summerhays Sons, Corporation – Boiler Refractory Repair – Contract 2G
28. Schindler Elevator – Elevator Repair – Contract 5B
29. Manel Paving & Sealing, Inc. – Paving and Resurfacing – Contract 7C
30. Leo J. Roth Corporation – Roof Repair – Contract 8
31. Sheen and Shine, Inc. – Window Washing – Contract 9
32. Manel Paving & Sealing, Inc. – Snow Plowing and Removal – Contract 7B
33. Manel Paving & Sealing, Inc. – Snow Plowing and Removal – Contract 7B

- 34. Power Team Maintenance Co., Inc. – Window Washing – Contract 9**
35. Sheen and Shine, Inc. – Window Washing – Contract 9
36. Exodus Exterminating, Inc. – Pest Management – Contract 17

Mr. Underwood noted that Nos. 1-25 of the above resolutions for maintenance services are for new contract awards and Nos. 26-36 are for renewals of existing contracts.

Motion by Commissioner White to consider above resolutions 1-25 for maintenance services as a group. Seconded by Commissioner Cruz. **Adopted 3-0.**

Motion by Commissioner White to approve above resolutions 1-25 for maintenance services. Seconded by Commissioner Cruz. **Adopted 3-0.**

Commissioner White inquired as to the status of increasing contracting with M/WBE firms. Mr. Underwood replied that he is in the process of obtaining and analyzing this data, which will be presented at the RCSD M/WBE Reachout on October 14th. He also reported that he will be a panelist at the Upstate NY Trade Association Conference on September 24th, and this issue will be discussed.

Motion by Commissioner White to consider above resolutions 26-36 for maintenance services as a group. Seconded by Commissioner Cruz. **Adopted 3-0.**

Motion by Commissioner White to approve above resolutions 26-36 for maintenance services as a group. Seconded by Commissioner Cruz. **Adopted 3-0.**

Other

- 37. New York State Education – Request for Revision of Financial Information (FORM-FP-FI) – (Resolution No. 2010-11: 268)**

Motion by Commissioner Cruz to approve above resolution for FP-FI to be submitted to the State. Seconded by Commissioner White. **Adopted 3-0.**

- 38. Monroe County – Inter-municipal Cooperative Purchasing Agreement (electricity) – (Resolution No. 2010-11: 279)**

Commissioner Powell inquired as to other parties involved in the above cooperative purchasing agreement besides Monroe County and RCSD. Ms. Martelli replied that she is aware that other organizations are involved in this agreement, but she did not have any details.

Motion by Commissioner Cruz to approve above resolution for a cooperative purchasing agreement. Seconded by Commissioner White. **Adopted 3-0.**

E. TRANSPORTATION

1. Regional Transit Services Incorporated – (Resolution No. 2010-11: 269)

Mr. Underwood noted that this resolution is for an additional \$348K for transportation services through RTS above the amount approved in the 2010-11 budget. He explained that the additional funds are needed because of changes in the dropoff and pickup times for some of the new schools (Robert Brown School of Construction and Rochester STEM High School).

Commissioner White asked whether a cost comparison had been made between obtaining transportation services through RTS and utilizing the yellow buses. Mr. Underwood replied that the yellow buses would cost 40% more than the additional transportation services through RTS.

Commissioner Cruz noted that the same number of students is being transported through RTS as last year for a substantial increase in cost, inquiring as to the reason. Mr. Underwood stated that additional trips for RTS are required to accommodate the change in school schedule.

Commissioner Powell pointed out that the initial plan clearly stated that the new schools would operate on an extended day, and asked why the school administrators did not collaborate with staff in the Transportation Department to address these transportation needs. She contended that earlier notification may have allowed opportunity to examine additional alternatives and ensure that transportation costs were minimized.

Action Item: Board Staff Liaison will contact Administration to obtain information regarding the late notification of transportation needs to staff in the Transportation Department, particularly since it was known from the outset that the new schools would operate on an extended day.

VI. Review of Finance Policies

Commissioner Powell noted that the new proposed Financial Accountability policy was presented to the Finance Committee in the August 19, 2010 meeting. Additional time was provided to allow Committee members to review and consider suggestions for changes to this policy proposal from the Administration.

Ms. Martelli pointed out that the original policy proposal repeats provisions contained in other policies, so that any future revisions to other policies would also have to be made in the Financial Accountability policy. Moreover, she cautioned against repeating provisions of other policies in the Financial Accountability policy because this can create opportunities for misinterpretation. Ms. Martelli explained that the suggested changes to the original Financial Accountability policy address these concerns by clarifying the language and referencing other existing policies rather than repeating the contents of those policies.

Motion by Commissioner Cruz to approve Financial Accountability policy with suggested amendments. Seconded by Commissioner White. **Adopted 3-0.**

Motion by Commissioner White to adjourn. Seconded by Commissioner Cruz.
Adopted 3-0.

Meeting adjourned at 6:26PM.

**Next Finance Committee Meeting: October 21st, immediately following the Audit
Committee meeting**