

**Rochester Board of Education
Finance Committee
July 15, 2010
Immediately following Board Governance Committee Meeting**

MINUTES

Attendance: Commissioner Powell (Chair) and Commissioner Cruz; Commissioner White absent. Parent Representative: Betsy Rice. District Staff: Joyce Martelli, Jerome Underwood, Annmarie Lehner, Gary Smith, Vern Connors, Chuck Johnson. Board Staff: Debra Flanagan

Commissioner Powell convened the meeting at 5:40 p.m.

I. Review and Approve Minutes of June 10, 2010 Finance Committee Meeting

Motion by Commissioner Cruz to approve the minutes of the June 10th Finance Committee meeting. **Adopted 2-0.**

II. Presentation regarding the Data Warehouse

Mr. Chuddie Jones of eVerge Group presented an overview of the capabilities of the Data Warehouse, noting that it would contain data from the last several years and provide flexibility in terms of the specific information and reports generated. He illustrated the types of data available at different levels of access, so that teachers would have access to data regarding the students in their class and principals would access building-level data. Security protections will be installed to limit access based on the level of information needed by the user. Mr. Jones demonstrated the way in which the Data Warehouse system could be used to obtain greater levels of detail, with information as to student ELA and Math scores (average scores, number of students tested, scores by grade and by school), attendance, enrollment trends (by zone and school, demographics), and enrollment by cohort.

Mr. Jones described implementation over four phases, with the first phase involving Student Performance Analytics (SPA) and Business Intelligence Analytics (OBIEE) to be completed by the end of July 2010. Phase II will begin in August 2010, continuing implementation of SPA and initiating Enterprise Performance Management (EPM), which focuses on budgeting. The third phase involves continued implementation of SPA and launches the accounting and procurement functions, which are to be completed by March 2011. The fourth and final phase focuses primarily on implementation of Human Capital Management (HCM), with a workforce profile and data regarding recruiting and compensation. The final phase is expected to be completed by the end of June 2011.

Commissioner Cruz inquired about controls in terms of accessing data, and whether additional staff would be needed. Mr. Jones replied that security protections will mimic those in Chancery, which already has a security team. Ms. Annmarie Lehner explained that the Data Warehouse will add another layer of effort for this security team, but additional staff are not expected to be needed at this time.

Commissioner Cruz asked about the source of the data provided through the Data Warehouse. Mr. Jones replied that the data is extracted from the Chancery student database.

Ms. Flanagan asked whether parents would be able to use Parent Connect to obtain information in the Data Warehouse. Ms. Lehner replied that Power Teach contains all of the gradebook information, such as grades on tests, for each marking period, and homework assignments. Parents will be able to access this information about their child through Parent Connect. All of these software programs will interface with each other, so that the grades and homework entered into Power Teach can also be added to Chancery and the Data Warehouse.

Commissioner Powell questioned the category of “Unknown data” displayed in the presentation and the information contained in this field. Mr. Jones stated that this category is used as a check on the system by indicating where data is missing or mismatched. In this way, specific items in need of correction are identified and the accuracy of information in the system is improved.

Mr. Jones demonstrated potential uses of the Data Warehouse, allowing teachers to determine specific factors to examine and to generate reports according to their information needs to better monitor student progress. In addition, email alerts can be established to notify teachers when certain conditions occur (e.g. a student’s attendance drops below a certain level, grades drop in a subject in consecutive marking periods, etc.). Mr. Jones stated that the flexibility designed in the Data Warehouse enables data and reporting to be tailored to meet the specific needs of staff at each level, so that they know when and how to intervene to assist students.

Commissioner Cruz inquired as to the extent to which the Data Warehouse system would be proprietary to eVerge Group and to the District. Mr. Jones replied that the system essentially belongs to the District and will allow flexibility in adding or changing data sets to adapt to future information needs.

Commissioner Cruz asked whether the District will be able to stand alone with the Data Warehouse system in a few years when it is fully implemented. Ms. Lehner noted that the technical team is training with the eVerge Group to develop their capacity to support the system fully once it has been completed.

II. Introduction of New Parent Representative to the Finance Committee for FY2010-11

Commissioner Powell introduced Betsy Rice, the new Parent Representative to the Finance Committee for FY2010-11. She noted that Ms. Rice has extensive experience in finance, having served in senior finance positions with the Xerox Corporation for a number of years before retiring. Ms. Rice emphasized that she is quite comfortable and familiar with the information being considered by the Finance Committee.

III. Receive and Review June Financial Report

Commissioner Powell inquired as to the impact of a recent veto which prevents the District from contracting with BOCES for nurse services, particularly since the District already has a contract with BOCES for these services. Ms. Joyce Martelli explained that officials at the State level have advised the District not to make a payment for these services. Commissioner Powell noted that this

action at the State level forces the District to either breach an existing contract or violate the State mandate.

In terms of the June Financial Report, Ms. Martelli explained that the figures are not accurate because the report had to be generated before all of the year-end information was available. She stated that the data for year-end and for July would not be available until September.

Commissioner Cruz questioned the rationale for expending staff time and effort to generate a report that is not accurate because there has not been sufficient time to capture all of the data. He suggested omitting the June Financial Report and/or capturing this information at a later time.

Commissioner Powell replied that financial reports had not been provided for June or July in the past, in recognition of the fact that the information was not yet available for year-end or the beginning of the new fiscal year. She explained that this became an issue with the arrival of several new Commissioners, who required the report on a monthly basis even though all of the information could not be captured.

Ms. Martelli suggested providing the year-end report and monthly financial reports for June and July in September, when there has been sufficient time to capture all financial transactions and provide more accurate information.

Ms. Rice stated that she has extensive experience with financial reports and it is clear that these figures are not accurate or meaningful. She stated that generating the report at this time seems to be a waste of staff time and resources.

Motion by Commissioner Cruz to approve the June 2010 Financial Report, noting concerns about its timing and accuracy due to inability to capture year-end transactions. **Adopted 2-0, with concurrence of parent representative.**

IV. Review of Proposed Resolutions for July 22, 2010 Board Business Meeting

A. INFORMATION MANAGEMENT & TECHNOLOGY

1. eVerge Group of Texas, Ltd. – for Data Warehouse – (Resolution No. 2010-11: 36)

Commissioner Powell noted that this resolution involves continued implementation of the Data Warehouse, as illustrated in the presentation at the outset of the meeting.

Motion by Commissioner Cruz to approve above resolution with eVerge Group of Texas, Ltd. **Adopted 2-0, with concurrence of parent representative.**

B. PROCUREMENT

- 1. Alarm Systems Equipment – (Resolution No. 2010-11: 37)**
- 2. Early Childhood Learning Material – (Resolution No. 2010-11: 38)**
- 3. Early Childhood Learning Material – (Resolution No. 2010-11: 39)**
- 4. Monroe 2 Orleans BOCES – for cooperative bidding and purchasing -
(Resolution No. 2010-11: 40)**

Motion by Commissioner Cruz to consider all above procurement resolutions as a group. **Adopted 2-0, with concurrence of parent representative.**

Motion by Commissioner Cruz to approve all above procurement resolutions. **Adopted 2-0, with concurrence of parent representative.**

C. FACILITIES

Lease Agreement

- 1. The Cathedral Community Church of Rochester – to house Flower City School No. 54 – (Resolution No. 2010-11: 34)**
- 2. Visual Studies Workshop, Inc. - parking for School of the Arts – (Resolution No. 2010-11: 35)**

Motion by Commissioner Cruz to consider all above lease agreement resolutions as a group. **Adopted 2-0, with concurrence of parent representative.**

Motion by Commissioner Cruz to approve all above lease agreement resolutions. **Adopted 2-0, with concurrence of parent representative.**

Final Payments

- 3. Allied Fire Protection Systems, Inc. – fire protection at School No. 33 and Thomas P. Ryan Community Center - (Resolution No. 2010-11: 31)**
- 4. Flower City Glass – glass and glazing for School No. 33 and Thomas P. Ryan Community Center - (Resolution No. 2010-11: 32)**
- 5. Schuler Haas Electric Corp. – electrical work at School No. 2 – (Resolution No. 2010-11: 33)**

Motion by Commissioner Cruz to consider all above final payment resolutions as a group. **Adopted 2-0, with concurrence of parent representative.**

Motion by Commissioner Cruz to approve all above final payment resolutions. **Adopted 2-0, with concurrence of parent representative.**

V. Review of Finance Policies

Commissioner Powell noted that the Policy Committee referred review of existing finance policies to the Finance Committee for consideration. She explained that she had developed proposed revisions to a number of these policies with the Board Staff liaison, Ms. Flanagan.

Commissioner Powell reviewed the proposed revisions to the Board Budget Policy (6110), stating that the current policy does not specify that the Superintendent must notify the Board as to the way in which input was obtained from parents, staff, or community members in developing the budget. She pointed out that the current policy also does not require funding decisions to be based on program evaluation results, but merely requires the evaluation to be conducted. The proposed revisions are intended to address these concerns. Mr. Chuck Johnson replied that the Superintendent has not yet seen these proposed revisions, and requested that the Finance Committee allow additional time to obtain his input.

Motion by Commissioner Cruz to address proposed revisions to Budget Policy (6110) in the next Finance Committee meeting, along with feedback from the Superintendent. **Adopted 2-0, with concurrence of parent representative.**

Commissioner Powell explained that the proposed revisions to the Budget Adoption policy (6130) simply reflect actual practice in that the Board does not necessarily have to adopt the budget in a Special Meeting, but could do this in a monthly Business meeting. Another proposed revision is to clarify that the budget must be adopted by the Board no less than 10 days prior to the deadline for submission to City Hall. Mr. Johnson requested additional time to review these proposed revisions with the Superintendent.

Motion by Commissioner Cruz to address proposed revisions to the Board Budget Adoption policy (6130) in the next Finance Committee, with input from the Superintendent. **Adopted 2-0, with concurrence of parent representative.**

With regard to the revisions proposed to the Financial Reports & Resolutions policy (6630), Commissioner Powell noted that two reports already provided to the Finance Committee are to be included in the policy. She stated that the Finance Committee already receives the Quarterly Student Activity Funds Report and the Quarterly Change Order Report on an ongoing basis, and the policy is proposed to be revised to reflect this practice.

Motion by Commissioner Cruz to approve proposed revisions to the Financial Reports & Resolutions policy (6630) to advance to the Policy Committee for consideration. **Adopted 2-0, with concurrence of parent representative.**

Commissioner Powell stated that the proposed revisions to the Purchasing policy (6700) reflect recent changes in NYS law which increased the dollar thresholds for competitive bidding for purchasing and for public works contracts. In addition, a proposed revision would eliminate the required review of the Purchasing policy on an annual basis. Instead, the new policy states that the review be conducted when changes have been enacted in law or regulation.

Motion by Commissioner Cruz to approve proposed revisions to Purchasing policy (6700) to advance to the Policy Committee for consideration. **Adopted 2-0, with concurrence of parent representative.**

Motion by Commissioner Cruz to adjourn. **Adopted 2-0, with concurrence of parent representative.**

Meeting adjourned at 7:06PM.

Next Finance Committee Meeting: August 19th, immediately following the Policy Committee meeting