

**Rochester Board of Education  
Finance Committee**

**May 25, 2010  
6:15PM**

Attending: Commissioner Powell (Chair) and Commissioner Cruz. Commissioner White absent. District staff: Jerome Underwood and Joyce Martelli. Board staff: Debra Flanagan.

Commissioner Powell convened the meeting at 6:17PM, noting that the purpose is to review and discuss the Quarterly Change Order Report for January through March 2010. She asked whether there were any questions regarding the change orders reflected in the report.

Commissioner Cruz noted several apparent miscalculations in the subtotal amounts not adding to the total figure, and in the reported percentage of contingency funds utilized. Jerome Underwood recognized these miscalculations, stating that this probably arose from a formula error in the Excel file. He agreed to check the entire report to ensure that all calculations are accurate and to correct any mistakes.

Commissioner Cruz inquired as to the way in which the District manages project cost overruns in excess of the 10% planned contingency amount. Mr. Underwood replied that he must approve any change order in which the 10% contingency is exceeded. He also noted that the level of approval/authorization is reflected in the Quarterly Change Order Report for each change order on each project.

Mr. Underwood reported that a summary will be provided to the Board in the near future of the current projects, scope of change orders, and cost impact.

Commissioner Cruz requested that the Quarterly Change Order Report be numbered consecutively for ease of reference in the future.

**Motion** by Commissioner Cruz to adjourn. **Adopted 2-0.**

Meeting adjourned at 6:30PM.

**Next Meeting:**           **June 10<sup>th</sup>, immediately following the Excellence in Student Achievement Committee meeting**