

**Rochester Board of Education  
Finance Committee  
February 18, 2010  
5:30 p.m.**

**MINUTES**

**Attendance:** Commissioner Powell (Chair) and Commissioner White; Commissioner Cruz absent. Parent Representative: Felix Jacobs. District Staff: Joyce Martelli, Jerome Underwood, Vern Connors, Mike Davis, Connie Leech, and John Burke.  
Board Staff: D. Flanagan

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

**I. Review and Approve Minutes of January 21, 2010 Finance Committee Meeting**

**Motion** by Commissioner White to approve the January 21, 2010 Finance Committee Meeting minutes. **Adopted 2-0**, with concurrence of parent representative.

**II. Review and Receive January 2010 Financial Report**

Commissioner Powell pointed out that additional grant funds have been secured, which have increased the budget. Joyce Martelli explained that funds from grants are only included in the budget when secured, and these funds are earmarked for specific purposes. Since this revenue modifies the budget, Ms. Martelli noted that budget amendments are needed for Board approval.

**Motion** by Commissioner White to approve the January 2010 Financial Report. **Adopted 2-0**, with concurrence of parent representative.

**Motion** by Commissioner White to approve amendments to 2009-10 budget to reflect additional grant revenue. **Adopted 2-0**, with concurrence of parent representative.

**III. Receive and Review 2<sup>nd</sup> Quarter Student Activity Funds Report**

**Motion** by Commissioner White to accept the 2<sup>nd</sup> Quarter Student Activity Funds Report. **Adopted 2-0**, with concurrence of parent representative.

**IV. Review of Proposed Resolutions for February 25, 2010 Board Business Meeting**

**A. TEACHING & LEARNING:**

**1. Scholastic, Inc. (Resolution 2009-10: 631)**

Connie Leech reported that student demand has been increasing for participating in the READ 180 program. She noted that additional funds were obtained from the DICA grant to support expansion of READ 180 to additional students and schools.

Commissioner Powell inquired whether the DICA grant offers more flexibility than others in allowing use of these funds to support READ 180. Ms. Leech replied that the DICA grant is to support reading and writing intervention to promote student achievement in literacy and ELA, which allows for its use in the READ 180 program. She explained that while the 2010-11 School Year will be the last for the DICA grant, existing licenses purchased by RCSD can be used to continue the READ 180 program. Therefore, no additional costs would be incurred to sustain the program into the future, unless new materials were to be purchased.

Felix Jacobs asked whether the READ 180 program was included in the comprehensive improvement plan submitted to New York State, particularly for students in grades 6-8. Ms. Leech commented that the program is aligned with the Superintendent's Strategic Plan and New York State ELA standards of performance for students in grades 6-8. She stated that READ 180 will also be used with incoming 9<sup>th</sup> grade students at Edison High School who have been struggling with reading, writing, and/or ELA.

Mr. Jacobs inquired as to whether the READ 180 program is actually attaining results in raising students' scores and achievement in ELA. Ms. Leech responded that the READ 180 program contains performance measures to evaluate progress and level of student proficiency over time.

**Motion** by Commissioner White to approve the above Teaching & Learning resolution with Scholastic, Inc. **Adopted 2-0**, with concurrence of parent representative.

## **B. PROCUREMENT:**

- 1. Football Equipment & Helmets (Resolution No. 2009-10: 633)**
- 2. Schutt Reconditioning (Resolution No. 2009-10: 634)**

Commissioner Powell explained that the first procurement resolution cited here is to purchase football equipment, while the second resolution with Schutt Reconditioning is for cleaning and renovation of existing athletic equipment.

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

## **C. FACILITIES**

### Contracts

- 1. Kuitems Construction Inc. (Resolution No. 2009-10: 639)**

Jerome Underwood reported that this is a new contract with Kuitems Construction Inc. to provide architectural and engineering services involved in renovation of School No. 44. He noted that this firm exceeded the established M/WBE goals in each area.

**Motion** by Commissioner White to approve above contract with Kuitems Construction Inc. **Adopted 2-0**, with concurrence of parent representative.

**Final Payments**

**2. Kuitems Construction Inc. (Resolution No. 2009-10: 640)**

Mr. Underwood stated that this resolution is for final payment to Kuitems Construction Inc. for renovations performed to School No. 2.

**Motion** by Commissioner White to approve above final payment resolution with Kuitems Construction Inc. **Adopted 2-0**, with concurrence of parent representative.

**Other**

**3. City of Rochester – University Avenue Artwalk 2 Enhancement Project (Resolution No. 2009-10: 641)**

Commissioner Powell inquired whether this resolution is for expansion of the sidewalk and bus area at the School of the Arts (SOTA). Mr. Underwood replied that the City of Rochester would like external work performed to alleviate traffic congestion the area around SOTA, but internal work must be done for the project to be fully reimbursed through State aid. He reported that the internal work consists of upgrading the security camera system at SOTA.

Mr. Jacobs asked whether the security camera system upgrade involves conversion from analog to digital, noting that digital capability would significantly enhance the system. He also questioned whether analog to digital conversions are being planned for camera security systems in other schools. Mr. Underwood replied that this conversion process is already underway in a number of schools.

**Motion** by Commissioner White to approve above resolution for the University Avenue Artwalk 2 Enhancement Project. **Adopted 2-0**, with concurrence of parent representative.

**D. OTHER**

**1. 2009-10 Tuition and Tutoring Rates (Resolution No. 2009-10: 655)**

Commissioner Powell clarified that rates for non-resident tuition and for tutoring must be established each year.

Mr. Jacobs noted that the amounts for non-resident tuition and for tutoring seemed quite low, and questioned whether the District is undercharging for these services. Ms. Martelli explained that the rates are actually established by New York State, so the amounts are the maximum the District is allowed to charge.

Commissioner Powell asked about the revenue impact of these relatively low rates, specifically in terms of the number of non-resident students in the District. Ms. Martelli replied that RCSD does not have a large number of non-resident students, so the financial impact is not too significant.

**Motion** by Commissioner White to approve the 2009-10 Non-Resident Tuition and Tutoring Rates. **Adopted 2-0**, with concurrence of parent representative.

**2. DG&M Agency, Inc. (Resolution No. 2009-10: 630)**

Commissioner Powell stated that this resolution would enable RCSD to use a Broker of Record to obtain lower rates for all non-health insurance policies. Mike Davis explained that brokers obtain a sizable commission for each insurance policy issued, so the District utilizing a number of different insurers increases these commission fees overall. He stated that DG&M have agreed to obtain all non-health insurance policies for the District for a flat rate, which is estimated to result in a cost savings of \$50K per year. In addition, as a Broker of Record, DG&M would have leverage to negotiate lower insurance rates, further increasing cost savings to the District.

Commissioner White commended the Administration for their efforts to identify potential sources of cost savings.

Commissioner Powell noted that while it may appear that RCSD is frequently outsourcing with contractors, further examination must be done to see that this is to realize cost savings.

Ms. Martelli asserted that the diverse backgrounds and experience of District staff have contributed to their ability to identify cost savings measures. She explained that there has been increasing cost analysis, examination of business operations, and ways in which funds are being used.

**Motion** by Commissioner White to approve resolution to designate DG&M as the RCSD Broker of Record. **Adopted 2-0**, with concurrence of parent representatives.

**3. Auctions International, Inc. (Resolution No. 2009-10: 642)**

Commissioner Powell indicated that this is another cost savings measure, by contracting with a firm to auction surplus equipment to obtain additional revenue.

John Burke explained that the District has not conducted an auction in a decade, so that there is a large surplus of office equipment and furniture currently held in storage. He reported that past auctions have involved hiring an auctioneer and selling items at any price named by the bidder. Mr. Burke stated that Auctions International works with government entities exclusively and posts pictures of items for sale on the web at prices determined to be acceptable to RCSD. If a bid is received within the allotted timeframe that is lower than the acceptable amount, the District can choose to accept the bid or post the item at another time. Mr. Burke stated that staff in the Facilities department are identifying items and assessing cost, and staff in the Purchasing department will also be involved. However, the District will not have to manage pickup or delivery of items, as this will be handled by Auctions International. He explained that the District would not incur any cost, as

Auctions International simply obtains a 10% fee from the sales amount for each item sold.

Mr. Jacobs noted that this seems to be a way to recoup some value from items that have already been fully depreciated, as well as realizing cost savings from reducing the number of items in storage.

**Motion** by Commissioner White to approve above resolution with Auctions International. **Adopted 2-0**, with concurrence of parent representative.

#### **4. School Aid Specialists (Resolution No. 2009-10: 632)**

Commissioner Powell pointed out that this is yet another cost savings measure in contracting with a firm that will investigate opportunities to recover revenue available to RCSD.

Ms. Martelli explained that the School Aid Specialists recovered a significant amount of aid for the Buffalo School District, primarily from Medicaid and State Aid, by examining specific items that could have been claimed. She stated a further benefit is that this firm will train RCSD staff to improve their capacity to identify and maximize revenue from these sources. Ms. Martelli stated that there are no costs to the District, as the School Aid Specialists are paid 10% of the amount recovered.

**Motion** by Commissioner White to approve above resolution with School Aid Specialists. **Adopted 2-0**, with concurrence of parent representative.

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

Meeting adjourned at 6:47 p.m.

**Next Meeting:            March 18<sup>th</sup> at 5:30PM**