

Rochester Board of Education

Finance Committee

May 15, 2008
5:30 p.m.

MINUTES

Attendance: Commissioners Powell (Chair), Elliott and Williams, District Staff: V. Carfagna, V. Connors, S. Lee, T. Keysa, J. Coney and Board Staff H. Washington.

Commissioner Powell convened the meeting at 5:46 p.m.

Commissioner Powell asked for a motion to remove the Baden Street resolution from the agenda based on information provided by V. Carfagna.

Motion to amend the agenda by removing the Baden Street Settlement, Inc. resolution was made by Commissioner Elliott. Seconded by Commissioner Williams. **Adopted 3-0**

I. Minutes for February and April Meetings

Motion to approve the February minutes, which includes a transcript, and the April Finance Committee minutes, was made by Commissioner Elliott. Seconded by Commissioner Williams. **Adopted 3-0**

II. April Monthly Financial Reports

The Committee reviewed the Available Funds Report, Available Funds Financial Analysis and the Cash Balance Report.

Motion to accept and recommend approval of the April Financial Reports to the full Board was made by Commissioner Elliott. Seconded by Commissioner Williams. **Adopted 3-0**

III. Proposed Resolutions for April 2008 Board Business Meeting

The Committee reviewed Procurement & Supply and Educational Facilities and Food Service resolutions.

In the discussion of Educational Facilities resolutions, Commissioner Elliott asked why Barnes and Noble was selected instead of Borders. V. Carfagna replied that both vendors offered different rates for hardback and paperback books and that Borders did not offer a discount on special orders and that their turnaround time for delivery was excessive.

Commissioner Williams expressed a concern regarding the number of bids withdrawn and for an explanation. T. Keysa noted that there were 5 bid withdrawals for the year and that we are currently in the award season for the year. He also provided a brief explanation of each bid withdrawal.

Commissioner Elliott asked for an explanation of services that will be provided under a general services contract. T. Keysa stated that general services contracts are to address unanticipated problems that arise during the year and that consultants only get paid if their services are used throughout the year.

V. Carfagna noted that the amounts need to be amended in both of the Stantec Consulting Services, Inc. resolutions.

APPROVED BY COMMITTEE

In the discussion of the Food Services resolution, Commissioner Elliott expressed a concern regarding the complaints received about the quality of the food that is being served in the schools, as well as its nutritional value. J. Coney stated that the District will be working with Chartwells to improve the quality of food being served, training and establishing a different management structure. He also replied that there is no quick fix; that the District contemplated a new RFP, recommended management improvements and that it would be a massive undertaking by the District if we ran the food services process ourselves. J. Coney also pointed out that whenever the District decides to send out a new RFP that we need to be more specific in defining what we want for our kids, by coming up with a meal plan, considering nutritional value, figuring out the cost and presenting the information to the Board. The District currently pays 87 cents per meal. V. Carfagna pointed out that the District has physical limitations that prevent our ability to prepare and store food. The Health Department does not allow for serving fresh fruit and juice, because the District's facilities do not have 3 compartment sinks. V. Carfagna said that it costs 10k to purchase a 3 compartment sink and that there are 58 schools that will need replacements. He also pointed out that the District has received a grant to study best practices in food service.

Commissioner Williams asked if the District has a nutritionist on staff. Commissioner Powell and J. Coney both noted that the District had a nutritionist on staff in the past. Commissioner Williams asked if the District has a point person to handle food services/nutrition. J. Coney said that the District would like to search for a senior level person to manage the food operation. Commissioner Williams asked what other districts were managed by Chartwells. A representative from Chartwells stated that they manage 70 school districts and that Chartwells tends to manage employees that belong to the districts and unions, which can also present obstacles such as starting times. He also noted that most districts tend to have a liaison that reports to the Superintendent.

J. Coney said that the District needs to increase the number of kids who have breakfast; because it increases attendance rates, reduces the number of visits to the nurse's office and reduces the number of disciplinary problems. He also pointed out that if classrooms are used to eat breakfast in; it presents a challenge for cleaning up and rodents.

Motion to advance the following resolutions to the Board for consideration was made by Commissioner Elliott. Seconded by Commissioner Williams. **Adopted 3-0**

a. PROCUREMENT & SUPPLY

1. Barnes & Noble, Inc.

b. FACILITIES

i. Final Payments

1. WYCO Mechanical, LLC

ii. Projects - Renovations

1. School No. 5

2. Franklin Educational Campus

iii. Other

1. City of Rochester

2. New York State Education

iv. Leases

1. Visual Studies Workshop

2. Memorial Art Gallery of the University of Rochester (Parking Space)

3. Memorial Art Gallery of the University of Rochester (PE Services)

4. Lyell Business and Shopping Center, LLC.

5. Sacred Heart Cathedral

APPROVED BY COMMITTEE

v. Agreements

1. **Baden Street Settlement, Inc. (withdrawn)**
2. **Stantec Consulting Services, Inc. (School No. 29)**
3. **Stantec Consulting Services, Inc. (General Services)**

Motion to advance the following resolutions to the Board for consideration was made by Commissioner Williams. Seconded by Commissioner Elliott. **Adopted 3-0**

4. **Ravi Engineering & Land Surveying, P.C.**
5. **Smith & Accordo Architects, PLLC**
6. **Razak Associates, LLC**
7. **SEI Design Group Architects, P.C.**
8. **Architectura, P.C.**
9. **CMA Architecture, P.C.**
10. **Envoy Environmental Consultants, Inc.**
11. **HBT Architects, LLP**
12. **CMA Architecture, P.C. (East High School)**
13. **CMA Architecture, P.C. (School No. 3)**
14. **Clark Patterson Lee**
15. **Hunt Engineers, Architects & Land Surveyors, P.C.**
16. **FRA Engineering & Architecture, P.C. (School No. 39)**
17. **FRA Engineering & Architecture, P.C. (School No. 46)**
18. **FRA Engineering & Architecture, P.C. (Dr. Freddie Thomas High School)**
19. **M/E Engineering, P.C.**

Motion to advance the following resolutions to the Board for consideration was made by Commissioner Elliott. Seconded by Commissioner Williams. **Adopted 3-0**

20. **IBC Engineering, P.C.**
21. **Miller-Anderson Architects (General Services)**
22. **Miller-Anderson Architects (Jefferson High School)**
23. **Miller-Anderson Architects (School No. 6)**

c. **FOOD SERVICE**

1. **Compass Group, USA, Inc., Chartwells Division**

Action Item

Administration will amend the amount in resolutions 697 (\$45k) and 698 (\$20k).
T. Keysa will provide the amount of general services contracts and expenditures.

IV. Next Meeting – June 19, 2008 at 5:30 p.m.

Adjournment: Motion to adjourn at 7:21 p.m. was made by Commissioner Williams. Seconded by Commissioner Elliott. **Adopted 3-0**

Prepared by H. Washington