

# **Rochester Board of Education**

## **Finance Committee**

**January 17, 2008**

**5:30 p.m.**

**Conference Room 3A**

### **Revised Minutes**

**Attendance:** Commissioners Powell (Chair), Elliott, White and Williams (not a committee member) District Staff V. Carfagna, V. Connors, G. Smith, S.Lee, T. Keysa, D. Cottrell, F. Greene, and Board Staff H. Washington

Chairwoman Powell convened the meeting at 5:45 p.m.

#### **I. Minutes**

**Motion** to resubmit the December Financial Minutes and provide a transcript of the December meeting made by Commissioner White. Seconded by Commissioner Elliott.  
**Adopted 3-0**

#### **II. December Monthly Financial Reports**

Commissioner Powell explained the different reports that were to be reviewed and the purpose of the reports to the new Committee member, Commissioner White, and the new Board member, Commissioner Williams.

The Committee discussed the Available Funds Report, Available Funds Financial Analysis and the Cash Balance and General Ledger Summary.

Commissioner Elliott expressed a concern regarding teachers having to purchase school supplies with their own money and that we need to find a better way to reallocate more resources to the classrooms. **Commissioner Elliott noted that less than 12 million dollars of our budget goes directly into classrooms for supplies.** V. Carfagna stated that if requests for supplies are made that they will be addressed. V. Carfagna also noted that classroom expenditures were high on the Superintendent's priority list. Commissioner Powell noted that only 30.6 % of the funds that were allocated for instructional supplies have been used or encumbered so far this year.

Commissioner White noted a complaint that he received regarding a teacher not having enough books for her classroom; but noted that the teacher never ordered the books according to the Principal and Central Office. Commissioner Powell noted other reasons why textbooks have not been ordered, because vendors refuse to ship, because we do not pay our bills on time and that workbooks are no longer ordered; and that photocopies are being made of workbooks, so that textbook money can be used in a different way. Commissioner Powell recommended that the Quality Assurance Committee address the textbook issue.

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

### **III. Reviewed Proposed Resolutions for January 2008 Board Business Meeting**

The Committee discussed Information Technology, Procurement & Supply, Educational Facilities and Other resolutions.

#### **a. INFORMATION TECHNOLOGY**

F. Greene explained e-rate and how the reimbursement is calculated. Reimbursements are used for telecommunications network, switches that connect students' computers to the internet and anything that fosters closing the digital divide between City students and suburban students.

1. **CELT Corporation** - Motion by Commissioner Elliott. Seconded by Commissioner White. **Adopted 3-0**

#### **b. PROCUREMENT & SUPPLY**

Commissioner White noted that Matt Augustine is a great pioneer here in Rochester and provides an excellent service; and that he is glad to see that a minority vendor is being utilized by the District for this important service. **Commissioner Elliott noted that Eltrex, formally known as Fight-On came out of the Fight Organization.**

1. **Eltrex Industries** – Motion by Commissioner White. Seconded by Commissioner Elliott. **Adopted 3-0**

#### **c. FACILITIES**

Commissioner Powell explained the difference between approving change orders, which are required changes and that of approving discretionary change orders, which are changes that are not essential to a project. There is a 10% threshold built into contracts for change orders. T. Keysa pointed out that change orders that exceed the 10% threshold will have to come back to the Board for approval. T. Keysa also noted that the Board takes action on a CIP project 11 times. Commissioner Powell will begin to report to the Board any large change orders. T. Keysa noted that there is no reimbursement if we use local dollars; that is why change orders are built into projects.

##### **i. Final Payments**

1. **D'Agostino General Contractors, Inc.** – Motion by Commissioner White. Seconded by Commissioner Elliott. **Adopted 3-0**
2. **Kuitems Construction, Inc. – Resolution 2006 – 07: 698** — Motion by Commissioner White. Seconded by Commissioner Elliott. **Adopted 3-0**
3. **Kuitems Construction, Inc. – Resolution 2006 – 07: 665** – Motion by Commissioner White. Seconded by Commissioner Elliott. **Adopted 3-0**
4. **Kuitems Construction, Inc. – Resolution 2006 – 07: 759** — Motion by Commissioner White. Seconded by Commissioner Elliott. **Adopted 3-0**

##### **ii. Lease Agreement**

1. **Sacred Heart Cathedral** – Motion by Commissioner White. Seconded by Commissioner Elliott. **Adopted 3-0**

##### **iii. Service Contract**

1. **Exodus Exterminating, Inc.** – Motion by Commissioner White. Seconded by Commissioner Elliott. **Adopted 3-0**

**iv. Other**

Commissioner White recommended that Law Department take a look at using firms of color for contracts and that we should not have businesses outside of Monroe County taking care of the District's business. D. Cottrell stated that moving forward; she will make an effort to use local laws firms to conduct District business. D. Cottrell also recommended that the District continue this contract with the firm that has already been selected.

- 1. Bond Shoeneck & King – Motion by Commissioner Elliott. Seconded by Commissioner White. Adopted 3-0**

**IV. Executive Session**

**Motion** was made by Commissioner Elliott to convene into Executive Session to discuss litigation at 7:43 p.m. **Adopted 3-0**

**V. Miscellaneous**

**Action Items:**

T. Keysa will present CIP presentation to the new Board Members; the presentation will be video-taped for future use.

H. Washington will prepare a transcript of the December Finance Committee meeting and resubmit the December Minutes.

**VI. Next Meeting – Proposed Date: Tuesday, February 19, 2008 at 5:30 p.m.**

**VII. Adjournment: Motion** made by Commissioner White. Seconded by Commissioner Elliott at 8:46 p.m. **Adopted 3-0**

Prepared by Hazel Washington