

Finance Committee  
September 20, 2007  
5:30 p.m.  
Conference Room 3A

## MINUTES

**Attendance:** Commissioners Powell and Elliott; District Staff V. Carfagna, J. Coney, V. Connors, S. Lee, G. Smith, F. Greene, L. Cruttenden, T. Costich; and Board Staff H. Washington.

Chairwoman Powell convened the meeting at 5:38 p.m.

### **I. Minutes**

**Motion** to table the August 14, 2007 minutes by Commissioner Elliott, who was not present at August meeting. Second by Commissioner Powell. Adopted 2-0

### **II. August Financial Report**

V. Connors explained budget amendments.

The Committee discussed the Available Funds Report, Available Funds Analysis and Treasurer's Report.

Commissioner Powell noted that the grant report should be translated into a program based report.

Commissioner Powell requested a budget book with a new format. Commissioner Powell and V. Carfagna agreed on a November 2007 timeframe for the new budget book format.

**Motion** to accept and recommend approval of the August Financial Report and budget amendments by the full board by Commissioner Elliott. Second by Commissioner Powell.

### **III. Student Activity Report**

**Motion** to approve the Student Activity Report by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0

### **IV. Discussion and Resolutions for September 2007 Board Business Meeting**

#### **A. INFORMATION TECHNOLOGY SERVICE CONTRACT**

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

L. Cruttenden stated that there is no District Policy on the retrieval of text books from teachers and student. V. Carfagna noted that there is a task force being formed to address the issue.

1. Follett Software Company. Motion by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0

## **B. PROCUREMENT & SUPPLY SERVICE CONTRACT RENEWALS**

1. Envelopes. Motion by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0

Commissioner Elliott would like to place a limit on blanket contracts and would like the contract amended to include amount not to be exceeded. Commissioner Elliott and V. Carfagna agreed that the contract for signage should not exceed 35K.

2. Signage. Motion as amended by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0.

## **C. FACILITIES**

### **i. Service Contracts**

1. Wm. Summerhays Sons Corporation – Contract 2E Motions by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0
2. Wm. Summerhays Sons Corporation – Contract 2G Motions by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0
3. Schindler Elevator Corporation – Contract 5B. Motions by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0
4. Schutt Paving LLC – Contract – 7C. Motions by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0
5. Window Repair Systems, Inc. Contract – 8A. Motions by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0

### **ii. Renovations Projects**

1. James Monroe High School. Motions by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0
2. Central Office. Motions by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0

### **iii. Final Payment**

1. Christa Construction LLC. Motions by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0

2. LeClair-Fleming Mechanical Contractor, Inc. Motions by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0

3. WYCO Mechanical LLC. Motions by Commissioner Elliott. Second by Commissioner Powell. Adopted 2-0

**V. Next Meeting:** Monday, October 15<sup>th</sup> at 5:30 p.m.

**Adjournment: Motion** by Commissioner Elliott. Second by Commissioner Powell at 6:42 p.m. Adopted 2-0

Prepared by H. Washington